

# Interreg NEXT Black Sea Basin Programme

## Webinar

**Date: 27<sup>th</sup> of April 2023**

Call for project  
proposals - Small  
scale projects -  
Joint Electronic  
Monitoring  
System - JeMS

# Submission of Application Form - Joint Electronic Monitoring System (JeMS)



- Pre-submission checks automatically made by JeMS - verifies that all sections are filled in with text, not the quality of information!
- JeMS does not allow submission of Application unless all fields are filled in.



**Take sufficient time for verifications!**

## B. Project partners (1)

*Identity* - name, legal (*legal representative* - same person as in the Declaration) and financial information

*PIC* - (Participant Identification Code) code which can be obtained by registering the organisation on EC Participant Register.

*Address* - main address and department/unit

*Contact person*

*Budget, Co-financing*

*State Aid*

Lead partner gdhghg

Identity

Address

Contact

Budget

Co-financing

State Aid

Fill in sections “B.1.6 Partner budget” and “B.1.9 State Aid information” only after completing other parts of the application form.

A partner overview list is automatically generated and displayed in this section.

## B. Project partners (2)

### Co-financing

- can only be filled in once the partner budget was completed;
- In the field “Source” - select Interreg Funds (Mandatory).

The fields in partner contribution and the partner total eligible budget are automatically calculated.

### Co-financing

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

| Source                               | Amount              | Percentage      |
|--------------------------------------|---------------------|-----------------|
| Interreg Funds                       | 1.346.505,12        | 90,00 %         |
| Partner contribution                 | 149.611,68          | 10,00 %         |
| <b>Partner total eligible budget</b> | <b>1.496.116,80</b> | <b>100,00 %</b> |

## B. Project partners (3)

### Origin of partner contribution

- Partner organisation (public or private) - drop-down menu; correlate with section “B.1.1 partner identity”, or
- Other source of contribution (e.g state national budget or other source) - add new contribution origin and specify the type (public, private);

“Automatic public” contribution option (from the drop-down menu) shall not be selected as not applicable for Interreg NEXT BSB Programme.

The total contribution from various sources must always match with the total partner contribution of 10%.

### Origin of partner contribution

| Source of contribution                  | Legal status of contribution | Amount            | % of total partner budget |  |
|---|------------------------------|-------------------|---------------------------|--|
| gdhghg                                  | Public                       | 149.611,68        | 10,00 %                   |  |
| Sub-total public contribution           |                              | 149.611,68        | 10,00 %                   |  |
| Sub-total automatic public contribution |                              | 0,00              | 0,00 %                    |  |
| Sub-total private contribution          |                              | 0,00              | 0,00 %                    |  |
| <b>Total</b>                            |                              | <b>149.611,68</b> | <b>10,00 %</b>            |  |

# B. Project partners (4)

**State Aid** - fill in this section only after all other sections of the application form are completed.  
**Self-assessment (REMEMBER! State aid not permitted in Interreg NEXT BSB Programme)**

*Part A -Is the partner involved in economic activities within the project?*

If “YES” to any of the question or to both questions under this criterion, there is no risk of state aid, providing the answer is “NO” to question 2 under Criterion II.

*Part B -Does the partner and/or any third party receive a selective advantage within the project?*

If “YES” to question B.2 (gain benefits), there is a **risk of indirect state aid**.

If “YES” to both questions under this criterium, there is a **risk of state aid**.

| Criterium I: Is the partner involved in economic activities within the project?<br>Please consider questions below, answer Yes/No and briefly justify  |  |   |
|--|--|---|
| State aid question   | Answer   | Justification                                   |
| 1. Will the project applicant implement activities and/or offer goods/services for which a market exists?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Enter text here<br>please fill in justification |
| 2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Enter text here<br>please fill in justification |
| Criterium II: Does the partner and/or any third party receive an selective advantage within the project?<br>Please consider questions below, answer Yes/No and briefly justify   |  |   |
| State aid question   | Answer   | Justification                                   |
| 1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Enter text here<br>please fill in justification |
| 2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Enter text here<br>please fill in justification |

# C.1 Project overall objective

## C.1 Project overall objective

Below, you can see the Programme priority specific objective your project will contribute to (chosen in section A.1.).

Programme priority specific objective

RSO2.7: Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution

### Project overall objective

Please define the overall objective of the project and make sure that it clearly contributes to the selected programme specific objective and field of action (please see Part I Section 4 Priorities and Specific Objectives).

The overall objective should describe the broader goal of the project for the benefit of its target group(s) and should point to the results (change) to be achieved by the project.

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable – indicate the change you are aiming for.

Project overall objective

gfdgfdffdg



## C.2 Project relevance and context (1)

*C.2.1 What are the common challenge(s) that will be tackled by the project?*

*C.2.2 How does the project tackle identified common challenges? Is there something new about the approach? If yes, please describe it*

*C.2.3 Why is transnational cooperation needed to achieve project objectives and results?*

### C.2 Project relevance and context

**C.2.1 What are the common territorial challenge(s) that will be tackled by the project?**

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges addressed.

Enter text here

ijgj

**C.2.2 How does the project tackle identified common challenges? Is there something new about the approach? If yes, please describe it.**

Please describe the solutions that will be developed, adopted and/or implemented during the project lifetime in order to tackle the identified common challenges. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries, if the case.

Enter text here

gjghgj

**C.2.3 Why is transnational cooperation needed to achieve project objectives and results?**

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a transnational approach.

Enter text here

ghjgkhkjl





# C.2 Project relevance and context (2)

## C.2.4 Who will benefit from your project outputs?

- from the drop-down menu
- target groups selected here should also be consistent with the relevant specific objective.

## C.2.5 How does the project contribute to wider strategies and policies?

### C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column, explain in more detail exactly who will benefit from your project. For example, if you choose the category local public authority, you need to explain which specific authority and in which territory.

| Target Group                              | Specification              |
|---|----------------------------|
| Target Group<br>Regional public authority | Specification<br>hjjhlhjjl |
| Target Group<br>Sectoral agency           | Specification<br>jhjlj     |
| Target Group<br>Local public authority    | Specification<br>jjghjghjh |

### C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute and briefly

| Strategy                                    | Contribution              |
|---|---------------------------|
| Strategy<br>EU Strategy for the Danube R... | Contribution<br>hkjgkhk   |
| Strategy<br>Common Maritime Agenda f...     | Contribution<br>jkjkgghkj |



# C.2 Project relevance and context (3)

*C.2.6 How will your project create synergies with EU and other projects or initiatives?*

**C.2.6 How will your project create synergies with EU and other projects or initiatives?**

Please describe synergies and the activities foreseen to ensure coordination and avoid overlaps with on-going and planned initiatives/projects. Please specify if this application is linked to any other proposal under preparation within other EU funds, also specifying the concerned EU-funded programmes, national or regional programmes.

| Project or Initiative             | Synergy              |
|-----------------------------------|----------------------|
| Project or Initiative<br>ghgjgjjh | Synergy<br>jhgghjghg |

*C.2.7 How does your project build on available knowledge?*

**C.2.7 How does the project build on available knowledge?**

Please describe the experiences/lessons learned that your project draws on, and other available knowledge your project capitalises on. If relevant, please specify the projects to be capitalised and which project partner(s) have been involved.

Enter text here  
jhgfjff

## C.4 Project Work Plan (1)

The work plan - **only one work package at project level.**

- no separate work packages for project management and communication;
- communication activities should be integrated in the project work package;
- management activities shall not be described in the project work plan but in section “C.7 Project management and communication”;
- the cost of management activities has to be foreseen and included in the project budget.

### C.4 Project work plan

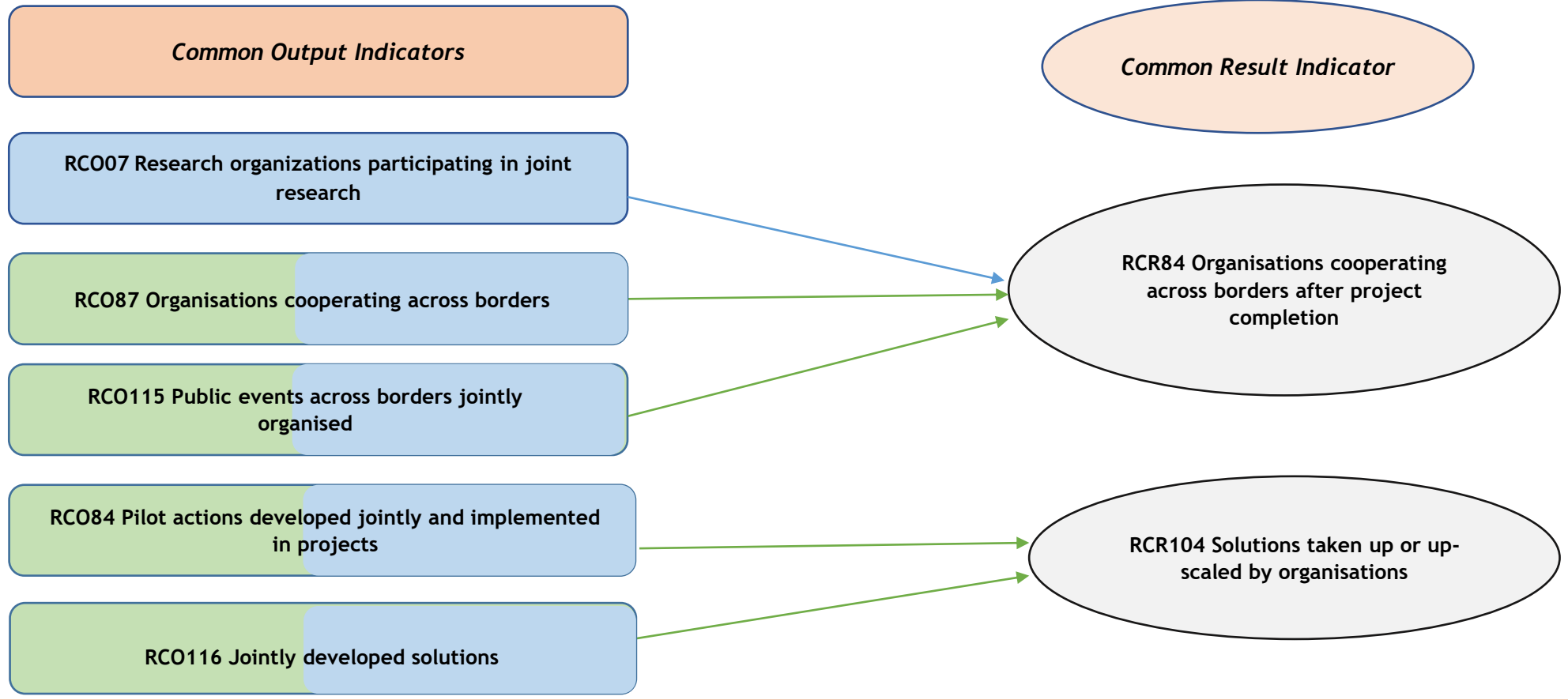
+ Add only one work package

Please pay attention and add only ONE work package (according to guideline)

# Project work plan (2) - Project Outputs and Results

Priority 1 - BLUE AND SMART REGION

Priority 2 - CLEAN AND GREEN REGION





# C.4 Project Work Plan (3)

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

## Output 1.1 OUTPUT example

Output Title

OUTPUT example

110784: Research organisations participating in joint research projects

1111584: Public events across borders jointly organised

118784: Organisations cooperating across borders

1184104: Pilot actions developed jointly and implemented in projects

11116104: Jointly developed solutions

Get started by defining the project duration in section A.1

Delivery Period

Output Description



# C.5 Project Results

- *Special attention - to the logical correspondence between output and result indicators and to their quantification as there is a risk of artificial increase of the result indicators at programme level.*
- *Please note that the baseline for all result indicators should be set at 0;*

## C.5 Project Results

What do you expect to improve or change following the implementation of the activities and the delivery of the project outputs? Please take a look at the programme result indicators and select those that you will contribute to.

| Result 1   |          |      |                       |
|--|----------|------|-----------------------|
| Programme result indicator<br>P27_RCR104: Solutions taken up or up-scaled by organisations |          |      |                       |
| Measurement unit<br>solutions  | Baseline | 0,00 | Target value<br>31,00 |
| Result description<br>yyyyyy   |          |      |                       |
| Result 2   |          |      |                       |

# C.6 Time plan

- automatically generated in Jems on the basis of information provided in section “C.4 Project work plan” of the application form.
- Please include a realistic timing for your project activities and outputs.
- The reporting and monitoring of project implementation will be based on the outputs according to the delivery periods set in the application form.
- use the time plan to review the logical work flow, consistency and timing of the defined activities and outputs before the submission of your project proposal.

|                    | Period 1                                   | Period 2                                   | Period 3 | Period 4 | Period 5          | Period 6 | Period 7 | After End |
|--------------------|--|--|----------|----------|-------------------|----------|----------|-----------|
| ▼ WP1              | [Orange bar spanning Period 1 to Period 6] |  |          |          |                   |          |          |           |
| A1.1 jhhfhgj       | [Orange bar spanning Period 1 to Period 3] |  |          |          |                   |          |          |           |
| A1.2 hjgj          |  | [Orange bar spanning Period 2 to Period 3] |          |          |                   |          |          |           |
| A1.3 tyrfhbgfth    | [Orange bar spanning Period 2 to Period 5] |  |          |          |                   |          |          |           |
| 2711584            |  |  |          |          | [Orange box 01.2] |          |          |           |
| 278784             |  |  |          |          | [Orange box 01.1] |          |          |           |
| ▼ Result indicator |  |  |          |          |                   |          |          |           |
| P27_RCR104         |  |  |          |          |                   |          |          |           |



## C.7 Project management and communication

*C.7.1 How will you coordinate and manage your project?*

*C.7.2 Which measures will you take to ensure quality in your project?*

*C.7.3 What will be the general approach you will follow to communicate about your project?*

*C.7.4 Cooperation criteria?*

*C.7.5 Horizontal principles*

Communication activities should be integrated mostly in the column “activity description” of related activities.

## C.8 Long-term effects and durability

**C.8.1 Ownership** - describe who will ensure the financial and institutional support, including maintenance, for outputs developed by your project.

**C.8.2 Lasting effects** - describe how you will ensure that project outputs will be used, up-scaled or deployed after the project end. Please specifically refer to and be consistent with the planned project results, i.e. the direct effects of the project through the use of its outputs and their long term perspective; e.g *RCR 104 - Solutions taken-up or up-scaled by organisations*

**C.8.3 Transferability** - describe what will you do to make sure that relevant groups are aware of your outputs and are able to use them.

## D. Project budget (1)

Project budget - allocation of budget to reporting periods  Important to consider that:

- The reporting periods run on a 4-monthly basis
- The budget allocated to each reporting period should be an estimation of the actual payments to be done in the respective reporting period.

## D. Project budget (2)

*Project budget - should only be filled in once the project duration in “A.1 Project identification”, “B.1.1 Partner identity” and “C.4 Project work plan” are completed → ensure consistency between financial figures and the planned activities.*

**Simplified Cost Options** - Flat rate options

**Other costs flat rate** - select the box, otherwise, other costs (**travel & accommodation, equipment, external expertise, office and administration**) than Staff costs will not be calculated and included in the budget;

### Partner Budget Options

Other costs Flat Rate: 40 % of Staff costs (fixed rate)



## D. Project budget (3)

### Budget line 1 “Staff costs” (real costs)

- For each staff position, in the “comment” box, provide a clear description of the role and responsibilities in the project needs to be included.
- The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners).
- Unit type and Number of units - should be in accordance with the payment method (per month or per hour, as applicable).
- The field “Gap” shows the difference between the total amount inserted and the amount allocated between the project periods.

| Staff function        | Comments                       | Unit type                   | No. of units | Price per unit | Total     | Period 1  | Period 2  |  |
|-----------------------|--------------------------------|-----------------------------|--------------|----------------|-----------|-----------|-----------|--|
| Project Manager       | coordinator, responsible for   | full time work contract(mon | 15,00        | 2.000,00       | 30.000,00 | 8.000,00  | 8.000,00  |  |
| Financial Manager     | financial responsibilities...  | full time work contract(mon | 12,00        | 1.500,00       | 18.000,00 | 2.000,00  | 6.000,00  |  |
| Communication officer | communication activities....   | part time work contract(hou | 320,00       | 10,00          | 3.200,00  | 0,00      | 3.200,00  |  |
| Researcher            | involved in elaboration of re  | full time work contract(mon | 4,00         | 2.000,00       | 8.000,00  | 0,00      | 6.000,00  |  |
| Project assistant     | involved in daily support of i | full time work contract(mon | 15,00        | 1.000,00       | 15.000,00 | 4.000,00  | 4.000,00  |  |
| +                     |                                |                             |              |                | 74.200,00 | 14.000,00 | 27.200,00 |  |

## D. Project budget (4)

### *Other budget lines: flat rate*

- ✓ *Office and administration,*
- ✓ *Travel and accommodation,*
- ✓ *External expertise and services,*
- ✓ *Equipment*

} will be automatically calculated in Jems, by applying the rate of 40% to the eligible staff costs per each project partner.

Total Other costs flat rate is calculated by applying the rate (%) to the total Staff costs.

| Flat rate for Other costs | Total     |
|---------------------------|-----------|
|                           | 10.000,00 |

## Important aspects to be noted

In case you add **additional line(s)** for activities, budget, strategies, etc, and then decide you do not need it, make sure you delete it and not leave it there with no data or information introduced, otherwise, when submitting, Jems will signal as uncomplete field and will not allow you to submit the application → time consuming to review.

**Jems does not allow submission after deadline!**



# Export Application Form from JeMS

From down page

Export - Export plugin

select: Standard application form export,  
or

Standard Budget export

Project version (current V.1.0)

Language

Export

\* Export Plugin

Standard application form export - 1.0.25

Project version

(current) V. 1.0

Export language

English

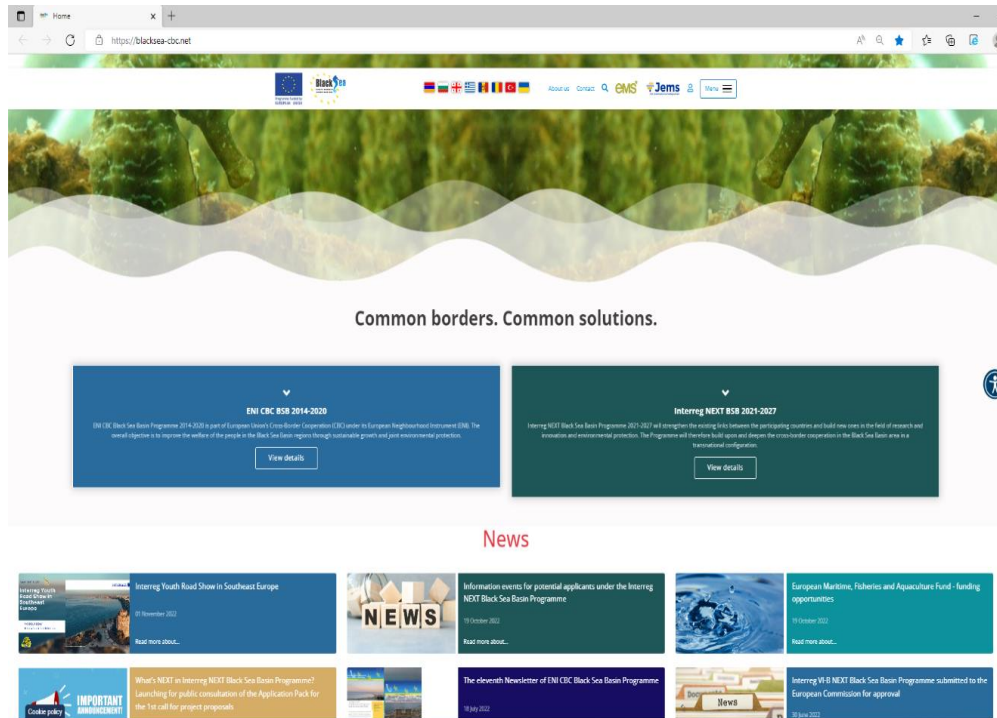
Input language

English

Export

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