Interreg

Slovenia – Croatia

Co-funded by
the European Union

MANUAL FOR BENEFICIARIES FOR STANDARD PROJECTS

PART 3 –

APPLICATION AND ASSESSMENT

Manual for Beneficiaries for Standard Projects

PART 3:

APPLICATION AND ASSESSMENT

CONTENT OF PART 3:

1 HOW TO APPLY?

1.1 APPLICATION PROCEDURE

Submission of applications is running on an "open basis", which means that applications can be submitted ongoing during the Open Call until all the funds are committed. Nevertheless, the dates for submission of the applications to be discussed at the following Monitoring Committee (hereinafter MC) meeting will be published on the website www.si-hr.eu. In general, applications shall be submitted via Joint electronic monitoring system (hereinafter Jems) to the Joint Secretariat (hereinafter JS) at latest by noon of the set deadline. Applications submitted by the set deadline will be assessed and, if eligible, proposed to the MC for decision. The deadline for submission of projects is published on the programme webpage and the upcoming Jems submission deadline is configured accordingly.

The applications submitted after the set deadline will not be rejected but will stay in Jems waiting for the next assessment round (considered to be submitted within the next deadline).

> It is recommended to make use of individual consultations offered by the JS and National Authorities before the submission of the Application.

1.2 APPLICATION PACK

The Application Pack for the Open Calls can be downloaded from the programme website (www.si-hr.eu) and consists of the following documents:
- ✓ Open Call for Proposals for standard projects for Priority 1 and 3 (specific objective 6.2)
- ✓ Manual for Beneficiaries for standard projects, divided in more thematic parts
- ✓ Sample of the Partnership Agreement for Priority 1 and 3 (specific objective 6.2)
- ✓ Sample of the ERDF Subsidy Contract for Priority 1 and 3 (specific objective 6.2)
- ✓ Template of the Project Partner Statement for Priority 1 and 3 (specific objective 6.2)
- ✓ Template of the Project Statement for Priority 1 and 3 (specific objective 6.2)
- ✓ Interreg Programme Interreg Slovenia-Croatia approved by EC as of 25 January 2023.
- ✓ Methodological Paper on Indicators

- ✓ Open Call for Proposals for standard projects for Priority 2
- ✓ Manual for Beneficiaries for standard projects, divided in more thematic parts
- ✓ Sample of the Partnership Agreement for Priority 2
- ✓ Sample of the ERDF Subsidy Contract for Priority 2
- ✓ Template of the Project Partner Statement for Priority 2
- ✓ Template of the Project Statement for Priority 2
- ✓ Interreg Programme Interreg Slovenia-Croatia approved by EC as of 25 January 2023.
- ✓ Methodological Paper on Indicators

The offline template of the Application Form can be downloaded from the website www.si-hr.eu (this document is not part of the official Application Pack).

The application **must be submitted by the Lead Partner** (hereinafter LP) **solely through Jems**. The submitted project application must contain all the required data and the required accompanying documents, which are considered as annexes to the Application Form and have to be uploaded as scanned documents (signed by the legal representative of the Lead or Project Partner's organisation) in Jems (see chapter 1.3 of this manual for beneficiaries).

The project application shall be bilingual, written in both the **Slovene and Croatian language**, except for **the project summary, which shall be written in the Slovene, Croatian and English language.** In case of discrepancies, the language of the LP shall prevail. The applicants are asked to ensure appropriate quality of translation in order to avoid a lower scoring in the quality assessment due to insufficient, incomprehensible or unclear information in individual fields of the application. Eventual shortcomings in the translation will be, for the approved projects, dealt with in the frame of the clarifications before signing the ERDF Subsidy Contract (face-to-face meetings).

1.3 ONLINE SUBMISSION OF THE APPLICATION

The applicants are requested to complete and submit their Application Form via Jems. It is therefore highly recommended to read this chapter carefully before starting to use Jems.

When filling in the Application Form:
- ✓ focus on answering the questions precisely,
- ✓ write clearly and simply,
- ✓ respect the maximum length of text, when so requested,
- ✓ provide answers to all of the questions (before submitting the application).

1.3.1 Technical information and system requirement

Jems is a web application, which can be accessed using recent versions of the most common browsers (e.g. Chrome, Mozilla Firefox, Microsoft Edge). The functionality of the system follows the common standards of web applications for entering and submitting data.

1.3.2 Access and registration

Jems can be accessed at the following link: https://jems.si-hr.eu.

To use Jems each applicant must first register by clicking on "Create account" on the homepage and provide a set of credentials.

In the registration form, enter the following information (all fields marked with "*" are mandatory):

- **First name / Last name:** personal information of the applicant's contact person.
- **Email:** the email address of the applicant – it will be used to log in and notifications will be sent to it.
- **Password:** password used to access Jems.

The minimum length of the password is 10 characters. It should contain at least one upper case letter, one lower case letter and one digit.

The "Register" button turns active only once all mandatory information are entered (including ticking the box "I have read and agree to the Terms of service and privacy policy"). Following the registration, a conformation email is automatically sent to the email address provided in the "Create new account" form. Only after confirmation, the applicant will be able to log into the system and create an Application Form. In case you do not receive an email confirmation, please check your spam folder and, if needed, get in touch with the programme Helpdesk for assistance. Contacts are available on the programme website www.si-hr.eu under section "About us".

In case you forget your password, contact the Programme Helpdesk by stating the email address used during the registration.

1.3.3 Applying for a call

To create your Application Form, click on "Apply" under the section "Call list" of your dashboard. At this point, insert the acronym of your project (which can always be modified afterwards) and click "Create project application".

Alternatively, it is possible to click on the call row itself under the same section "Open calls" and see general call information through a read-only window. The "Apply" button will appear at the bottom of this page.

The newly created project application will be automatically listed under the section "My applications". The project ID is an automatically generated number given by the system – this number is unique and allows the programme to easily recognise a project.

All applications created by the user are listed at this level – the user can select a project and open it by clicking on the name.

1.3.4   User management

The LP can grant access rights to an open Application Form to Project Partners. They first have to register in Jems and then provide the LP with their email address. The LP can then enable new users in the "Project privileges" section by entering a full valid email address.
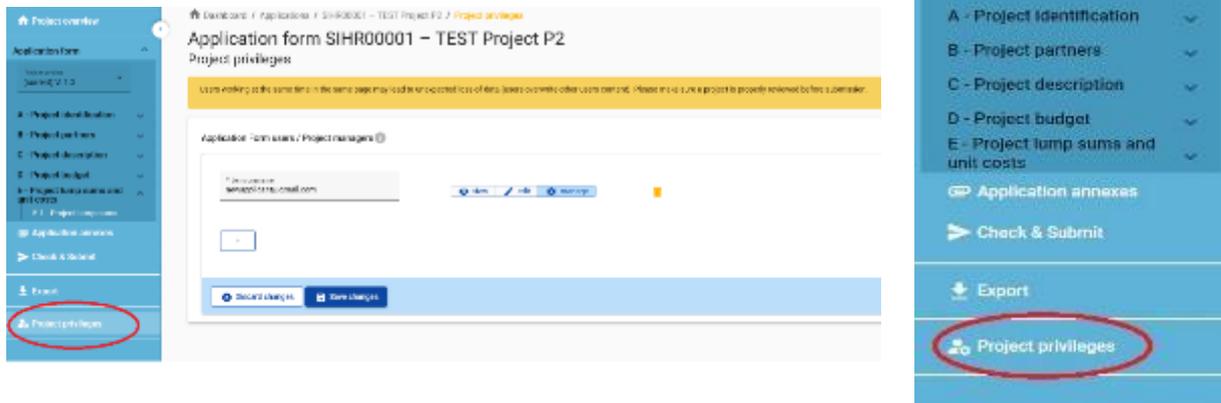
User can be granted either:

- Read-only rights ("view") – a user can access all the Application Form sections without being able to make any change
- Edit rights ("edit") – a user can modify/fill in all the Application Form sections
- Lead applicant rights ("manage") – a user has both edit rights, but also access to the management of the "Project privileges" section.

Please note that only users with the "edit" and "manage" privileges can submit the application proposal. Therefore, we strongly recommend to identify and designate the user responsible for the submission of the Application Form beforehand (it should be the contact person of the Lead Partner institution).

Special attention shall be given to the risk of data overwriting

To a certain extent, it is possible for different users to work simultaneously (at the same time) on the same Application Form. When working in parallel, users have to make sure that they are not working simultaneously in the same section or sub-section, as there is the risk of overwriting the data.

Users can be assigned to an unlimited number of application proposals with different user privileges.

1.3.5 Filling in the Application Form

The "Project overview" page offers general information on the project proposal, its application status and the ongoing call. Every application has a version number. Upon creation the project version number is set to "V.1.0" by default – the latter will remain unchanged until the submission of your proposal. The same logic applies to the status "Draft", which changes to "Submitted" right

after the submission.

Applicants are invited to fill in the relevant section and sub-sections listed on the left menu, which corresponds to the Application Form template.
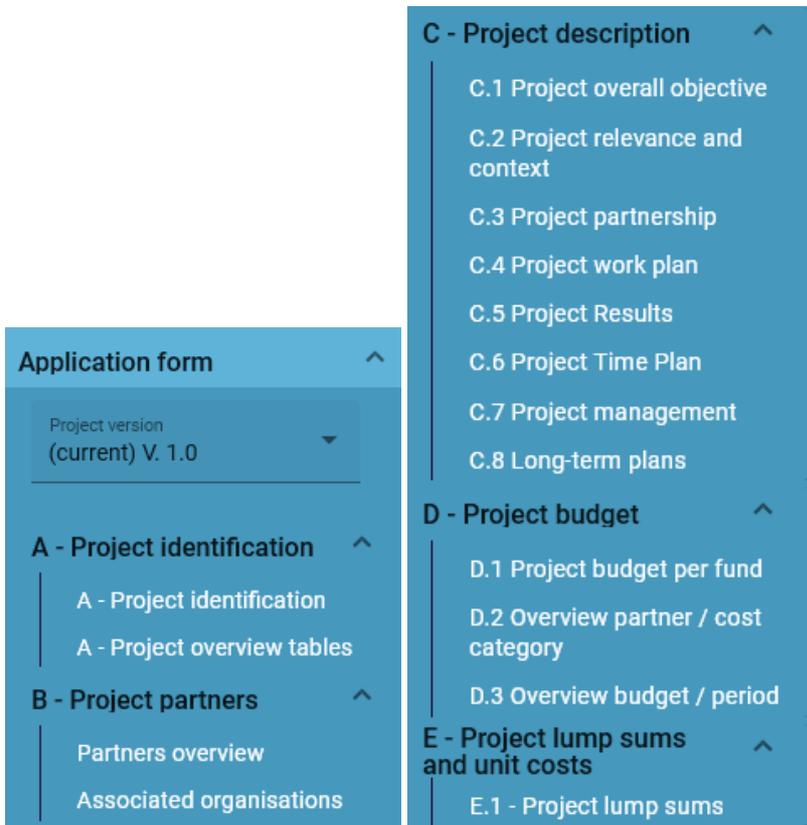
The Application Form shall be filled in bilingual (in Slovene and Croatian language), except for the project summary which shall be written in the Slovene, Croatian and English language by clicking on the language code:

PART A – Project identification

By clicking on "A - Project identification" the following screen will appear. The user will enter information for project identification purposes, such as the project title, acronym, project duration, relevant programme priority, specific objective and project summary:

A.1 Project identification

> * *Asterisks indicate information required for saving.*
>
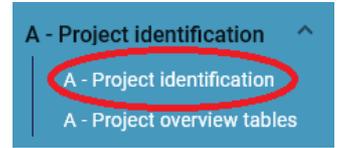> *Please be aware there may be gaps in the numbering of sections, due to the programme's configuration of application form for this call.*

Project id (automatically created)
SIHR00001

Project acronym
TEST Project P2

SL   EN   HR

Project title

Project duration

| Project duration in months | / | Default period length in months 6 | = | Number of periods 0 |

The "Project acronym" and "Project title" should be short and straightforward since, if selected for co-funding, this will be the official name of the project during its entire implementation. For the project duration, enter the relevant number of months (the number of periods will be filled in automatically as the default period length is set to 6 months).

Select only one "Programme priority" from the drop-down menu. After the "Programme priority" is selected, the relevant "Specific objectives" will appear. It is mandatory to select one specific objective.

In the field **"Project summary"** provide a short overview of the project (in Slovene, Croatian and **also in English**) by following the instructions. The "Save changes" button turns active only once all mandatory fields in the section are filled in. Jems provides warnings or requests of confirmation before leaving any section of the Application Form. Always remember to save the data before leaving a section or sub-section in the Application Form, otherwise changes will be discarded.
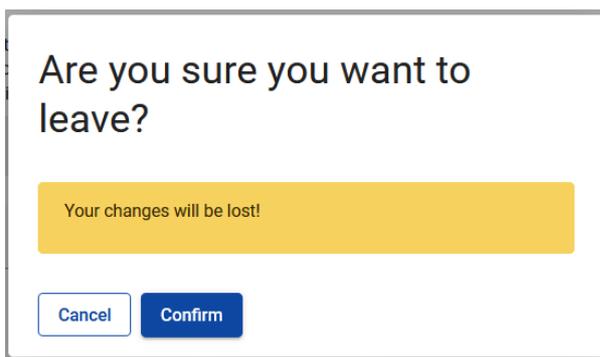
The Project overview tables will be generated automatically by filling in the whole Application Form.

PART B – Project partners

By clicking on "Partners overview" the following screen will appear:
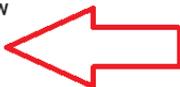
To add a new project partner, click on "+ Add new partner" and the following screen will appear:

For each Project Partner the role in the project has to be defined (either Lead Partner or Partner). It is mandatory to provide an abbreviation of the organisation, the name of the organisation in the original language as well as its name in English. The field "Department / unit / division" has to be filled in only if applicable. The data needed for the fields "Type of partner" and "Legal status" can be selected from the drop-down list. For all other fields input has to be provided. The fields "Other identifier number" and "Other identifier description" have to be filled in only if no VAT number exists.

> The VAT number and the name of the organisation in original language have to be consistent.

Once the "B.1.1 Partner identity" is filled in, continue with the address section by clicking on "Address" (see screenshot on the right). In the "Address section", the applicant is asked to provide the partner main address and address of the department / unit / division (if applicable).

The following screen will appear:

B.1.2 Partner address

Partner main address

Information about NUTS codes and how to identify your region: https://ec.europa.eu/eurostat/web/nuts/background

Country

Street

House number

Postal code

City

Homepage

Address of department / unit / division (if applicable)

Country

Street

House number

Postal code

City

Application form SIHR00001 – TEST Project P2

Lead partner ORG

| Identity | Address | Contact | Motivation | Budget |

B.1.2 Partner address

Partner main address
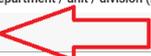
By clicking on the field "Country", a drop-down menu will appear where you can select a country. After the country selection additional fields will appear, first "NUTS 2" and then "NUTS 3". Select from the drop-down menu. For all other fields input has to be provided.

Once the "B.1.2 Partner address" is filled in, continue with the contact section by clicking on "Contact". In this section, the legal representative and the contact person details are required.

The following screen will appear:

B.1.4 Legal representative

Title

First name

Last name

B.1.5 Contact person

Title

First name

Last name

E-mail address

Telephone no.

Once this section is filled in, continue with the motivation section by clicking on "Motivation":

Application form SIHR00001 − TEST Project P2

Lead partner ORG

Identity   Address   Contact   Motivation   Budget   Co-financing

B.1.4 Legal representative

The following screen will appear:

In this section, the partner needs to provide motivation as to why they are participating in the project and what is their role in the project. The text fields are bilingual. Each field has a limit of 2000 characters in both languages.

Once the section "Motivation" is filled in, continue with the budget section by clicking on "Budget" (see screenshot below). The sum of the partners' budgets defines the overall project budget. Based on the financial data entered at partner level the overview tables foreseen in section "D – Project budget" are then automatically updated. Each partner budget has to be defined in this section.

The following screen will appear:

This section consists of two parts:

- "Partner budget options" (red arrow) and
- "Partner budget" (blue arrow).

Two main steps have to be followed. First, defining the partner budget options, and secondly, inserting the partner budget.

Partner budget options:

Before filling in the partner budget, relevant flat rates have to be selected by the partner under the "Partner Budget Options". Bypassing the first step will affect further partner budget elaboration. The flat rates selected will be automatically added to the "Partner Budget". Flat rates can be selected by clicking the boxes. Please remember to **save** your selection.

Detailed information on budget options and flat rates can be found in the Manual for Beneficiaries – Part 4 (Eligibility of expenditure)". Flat rates for the cost categories "Office and administration"

and "Travel and accommodation" are fixed and pre-defined in Jems. For "Staff costs" flat rates see the possibilities in Part 4 of the Manual for beneficiaries. If you choose "Other costs flat rate", which corresponds to the 40% flat rate for other costs, you only need to fill in the staff costs in the second step – Partner Budget.

Partner Budget:

Staff costs
[+ Add]

Office and administrative costs
Total Office and administrative costs flat rate is calculated by applying the 15 % flat to the total Staff costs

Flat rate for Office and administrative costs

Travel and accommodation flat rate
Total Travel and accommodation flat rate is calculated by applying the 5% flat rate to the total Staff costs

Travel and accommodation flat rate

External expertise and services
[+ Add]

Equipment
[+ Add]

Infrastructure and works
[+ Add]

The "Partner budget" section covers all cost categories. No manual budget entry is possible for cost categories defined as flat rates in the previous step. For a cost category based on real cost, a dedicated budget table needs to be created by clicking on the button "+Add" (see screenshot below).

Relevant lump sums (preparation costs) are assigned in section E.1 - Project lump sums and displayed under cost categories of each partner (see screenshot below – yellow bracket). The process is described under Part E – Project lump sums and unit costs.

Partner lump sums (assigned in section E.1 - Project lump sums)

Programme lump sum	Period	Lump sum cost	Partner share of lump sum cost
Preparation costs	Preparation	6.000,00	4.000,00
Total partner lump sums			4.000,00

Description of the fields:

- "Staff function / Description" is a text input field and is used for providing a description of the cost category. This field is multi-language and information should be entered in both languages provided on the toggle button (red arrow); the limit is 255 characters;
- "Comment" is a free text input to justify the expenditure. This field is multi-language and information should be entered in both languages provided on the toggle button (red arrow); the limit is 250 characters;
- "Unit type" is a text input to provide the unit type. This field is multi-language and information should be entered in both languages provided on the toggle button (red arrow); the limit is 250 characters;
- "No of units" – The applicant should indicate the number of units of the cost item foreseen. The default value for No of Units is 1,00;
- "Price per unit" – The applicant should indicate the price of unit;
- "Total" – This field is a multiplication of the price per unit and the number of units. This filed is not editable (calculation will be made automatically by Jems);
- "Periods" - Depending on the number of periods defined in section "A – Project identification", the foreseen total budget of the selected cost category should be split among periods;
- "Gap" (blue arrow) – This field shows the difference between the total amount assigned to periods and the total amount of the respective budgetline. The total amount of one budget item should always match the total assigned to periods.

To add an additional budget item to a cost category please click on the "+" icon (green arrow). To delete a budget item of a cost category please click on the "trash" icon (black arrow).

> Before starting to build the budget, please make sure you have defined the project duration in section "A-Project identification", to structure the correct "periods" in the different budget tables.

Once the budget is filled in, continue with the partner contribution. You can fill in this section by clicking on "Co-financing":

The following screen will appear:

First, the co-financing source has to be selected from a drop-down menu. "ERDF" is the only source available in the programme. Normally the rate of ERDF co-financing is 80% (set by default), in some cases, it could be less and it is editable. The partner contribution entry (amount and percentage columns) is automatically calculated. The origin of the partner contribution, its legal status (private or public) and its amount must be filled in. Different sources of contribution are allowed; a new source can be added by clicking on the "+ Add new contribution origin". The total of contribution must match the total partner contribution

> If changes to the budget are made after the "partner contribution" has been filled in, it is necessary to update the "co-financing" section afterwards.

To create an additional partner, press the "+ Add new partner" button and repeat the procedure explained in "PART B – Project partners".

PART C – Project description

This part consists of:

C.1 Project overall objective

In this section, the Programme specific objective chosen in the section "A - Project identification" is shown. The applicant is requested to describe the "Project overall objective". This field should contain information in both languages and has a limit of 500 characters.

C.2 Project relevance and context

C.2 Project relevance and context

C.2.1 What are the cross-border territorial challenge(s) that will be tackled by the project?

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

SL EN HR

Enter text here

C.2.2 How does the project tackle identified joint challenges and needs and what is new about the approach of your project?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

SL EN HR

Enter text here

C.2.3 Why is cross-border cooperation needed to achieve the project objectives and results?

Please explain why the project objectives and results can be more efficiently and/or to a higher level reached acting at the cross-border level - and not only on a national/regional/local level. Please describe what is the added value of the cross-border approach for the partnership, the target groups and the project/programme area.

SL EN HR

Enter text here

This section consists of a set of questions (C.2.1 – C.2.3) that should be answered by the applicant in both languages and has a limit of 5000 characters.

For the section "C.2.4 – Who will benefit from your outputs and results?" the applicant should list their target groups from a pre-defined drop-down menu (marked red in the screenshot below) and specify the target group further. The field "Specification" has a limit of 2000 characters and has to be filled in in both languages.

In the section "C.2.5 – How does the project contribute to wider strategies and policies?" the drop-down menu (marked red in the screenshot below) consists of the strategies selected by the programme (EU Strategy for the Adriatic and Ionian Region and EU Strategy for the Danube Region). The field "Contribution" has a limit of 2000 characters and has to be filled in in both languages.

In the section "C.2.6 – Which synergies with past or current EU and other projects or initiatives will the project make use of?" is a table with free text input consisting of two columns. The applicant should simply list the projects or initiatives it will make use of and further clarify the synergies with these projects. The field "Synergy" has a limit of 2000 characters and has to be filled in in both languages.

To add an additional "Target group", "Strategy" and "Project or Initiative" please click on the "+" icon (blue arrow). To delete a "Target group", "Strategy" and "Project or Initiative", please click on the "trash" icon (black arrow).

This section consists of a question (C.2.7) that should be answered by the applicant in both languages and has a limit of 5000 characters.

C.3 Project partnership

In this section, the applicant furthers describe the structure of the partnership. This field is a multi-language one and should be filled in in both languages; the limit is 5000 characters.

C.4 Project work plan

The work packages describe the thematic activities carried out within the project and the related outputs. The maximum **number of work packages should not be more than five**. To open a new work package, click on "+ Add new work package":

The following screen will appear:

Work packages are numbered automatically. The tab "Objectives" of a work package contains fields for the explanation of the "Project specific objective" and the "Communication objective and target groups" in both languages. The work package title should reflect the strategic cross-border focus and the intended results of the work package rather than the planned activities. Once the objectives section is filled in, continue with the investment section by clicking on "Investments" (see the screenshot below). The investment section must be filled in only for the items planned in the cost category "Infrastructure and works".

The following screen will appear:

The number of Investments within one work package should not be more than three. To open a new investment, click on "+ Add investment". The following screen will appear:

To create an Investment please click on the "Create" button.

Description of the fields in the investment section:

Investment 1.1

Investment number
1.1

SL EN HR

Investment title

Expected delivery period

The field "Investment title" is filled in in both languages and has a limit of 50 characters. From the drop-down menu (marked red), select the expected delivery period.

Justification

Explain the need for investment to achieve project objectives and results.

SL EN HR

Enter text here

Please clearly describe the cross-border relevance of the investment.

SL EN HR

Enter text here

Please describe who is durably benefiting (e.g. partners, regions, target groups, etc.) from this investment, and in what way.

SL EN HR

Enter text here

In the case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated, and how the experience coming from it will be used for the benefit of the programme area.

SL EN HR

Enter text here

The "Justification" part consists of a set of questions that should be answered by the applicant in both languages and has a limit of 2000 characters.

Location of the investment

Please describe; if possible, a specific address where the investment will be located

Country

Street

House number

Postal code

City

Click on the field "Country" and a drop-down menu will appear where you can select a country. After the country selection additional fields will appear - first "NUTS 2" and then "NUTS 3". Select from the drop-down menu. For all other fields input has to be provided.

Risk associated with the investment

Please describe potential risks associated with the investment (e.g time delays, environmental impact, ownership, etc) and mitigation and monitoring measures foreseen.

SL   EN   HR

Enter text here

Investment documentation

Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation.

SL   EN   HR

Enter text here

For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the relevant programme body/ies.

SL   EN   HR

Enter text here

The "Risk associated with the investment" field and the "Investment documentation" fields consist of a set of questions that should be answered by the applicant in both languages and have a limit of 2000 characters.

Ownership

Please indicate which project partner is in charge of the investment. Please also specify who owns the site where the investment is located?

SL EN HR

Enter text here

Who will retain ownership of the investment after the end of the project? Who will take care of the maintenance and management of the investment? How will this be done?

SL EN HR

Enter text here

Will the investment be exploited commercially or will it be available for free?

SL EN HR

Enter text here

The "Ownership" part consists of a set of questions that should be answered by the applicant in both languages and has a limit of 500 characters. To create an additional Investment, press the "+ Add investment" button and repeat the procedure explained before.

Once the investment section is filled in, continue with the activity section by clicking on "Activities":

Application form SIHR00001 − TEST Project P2
Work package1

| Objectives | Investments | Activities | Outputs |

List of investments

Following screen will appear:

| Objectives | Investments | Activities | Outputs |

List of activities

Please describe the activities foreseen (recommended not more than 5 activities per work package) in order to achieve the planned project specific objective and related communication objective(s) considering also the involvement of the relevant target groups as identified in section C2.4.

+ Add activity

Each work package is divided into activities (**no more than 3-5 activities per work package** are recommended). Activities have to lead to the development of one or more project outputs. To open a new activity, click on "+ Add activity". The following screen will appear:

Description of the fields in the activity section:

The "Activity title" field is filled in in both languages and has a limit of 100 characters. From the drop-down menus "Start period" and "End period" select the period in which the activity starts and ends. The "Activity description" field is filled in in both languages and has a limit of 1000 characters. Under this field include also a description of activities, related to the Strategic Environmental Assessment (SEA) recommendations. From the drop down menu "Partner(s) involved" select partners involved in this activity. To save all changes press the button "Save changes". Each activity should have one or more deliverables (**no more than 3 deliverables per activity** are recommended) that contribute to the achievement of the project output. All small steps of a single activity, such as stakeholder meeting documentations, working groups etc., do not need to be listed as separate deliverables, but should be aggregated into one deliverable, e.g. a qualitative report describing the stakeholder involvement. Equipment should be described under relevant activity and included as a deliverable along with a description of its purpose. To create a deliverable press the "+" icon (blue arrow) and the following screen will appear:

Description of the fields in the deliverables section:

The "Deliverable title" field is filled in in both languages and has a limit of 100 characters. The "Deliverable description" field is filled in in both languages and has a limit of 300 characters. From the drop-down menu "Delivery period" select the period when a deliverable will be finished. To create a new deliverable press the "+" icon (blue arrow). To create an additional activity, press the button "+ Add activity" (blue arrow).

Once the activity section is filled in, continue with the output section by clicking on "Outputs":

Following screen will appear:

Description of the fields in the output section:

Project outputs are tangible deliverables of the project, which contribute to the results. They are directly deriving from activities carried out in the project. They do not lead to a qualitative judgment on the projects' results. Outputs are typically measured in physical units such as the

number of seminars, site visits, conferences, participants, publications, good practices identified, or policies addressed. In other words, it is not because the project organises a high number of workshops (output) that it will necessarily be successful. The "Output title" is filled in in both languages and has a limit of 200 characters. From the drop-down menu "Programme Output Indicator" select one of the pre-defined Programme Output Indicators and the "Measurement Unit" will be filled in automatically. The default value for "Target value" is 1,00 and editable. From the drop-down menu "Delivery period" select the period when an output will be finished. The "Output description" field is filled in in both languages and has a limit of 500 characters. To create an additional output, press the button "+ Add Output".

Make sure to include all Programme Output Indicators that are obligatory under relevant specific objective.

Once a work package is completely filled in you can add a new one with the button "+ Add new work package" and follow the instructions under C.4 Project work plan.

C.5 Project Results

The **results** are direct and immediate effects resulting from the project and from the production of the outputs. They represent what is intended to be changed by the project. The production of outputs such as organisation of events, the identification and dissemination of good practices, the production of policy recommendations are only means to achieve the results of the project. Compared to the outputs, they imply a qualitative value, an improvement compared with the initial situation. They have to be measured in physical units such as the number of policy instruments influenced.

In this section, the applicant can add Project Results to a list by clicking on "+ Add result":

The following screen will appear:

A Programme Result Indicator has to be selected from the drop-down menu for each Project Result. Once the Programme Result Indicator is selected, the measurement unit and baseline are automatically filled in. Please provide the delivery period of the result (select from the drop-down menu). The default value for "Target value" is 1,00 and it is editable. The field "Result description" is filled in in both languages and has a limit of 1000 characters. In this field describe how the project will contribute to the Programme result indicator. Please remember to click the "Save changes" button. To add an additional project result, click on "+ Add result".

C.6 Project Time Plan

The project time plan is automatically generated using data from the Application form.

Application form SIHR00001 – TEST Project P2
C - Project description

C.6 Project Time Plan

Project duration (defined in Section A1) has to be filled in and each item has to be assigned to a period in order to have expected project outputs and results displayed on the timeline accordingly.

C.7 Project management

This section consists of a set of questions (C.7.1 – C.7.4) that should be answered by the applicant in both languages and has a limit of 5000 characters.

In the section **"C.7.5 Cooperation criteria",** tick the criteria and enter the description how the criteria will be met to (see the screenshot below). The mandatory criteria are "Joint development", "Joint implementation" and "Joint financing".

C.7.5 Cooperation criteria

Please select all cooperation criteria that apply to your project and describe how you will fulfil them. Please note that the joint development, joint implementation and joint financing criteria are mandatory.

SL EN HR

Cooperation criteria	Description
☐ Joint development	Enter text here
☐ Joint implementation	Enter text here
☐ Joint staffing	Enter text here
☐ Joint financing	Enter text here

In section **"C.7.6 Horizontal principles"** indicate which type of contribution to horizontal principles applies to the project. This section contains pre-defined horizontal principles; the type of contribution is a pre-defined toggle button as well. The description is a free text input that has to be entered in both languages and has a limit of 2000 characters. Under horizontal principle "Sustainable development, DNSH principle & SEA recommendations" include a description of contribution to the sustainable development and compliance with the DNSH (Do No Significant Harm) principle. Description of activities related to SEA recommendations shall be included under Project work plan in List of activities, under Activity description.

C.7.6 Horizontalna načela

Prosimo, navedite, kako vaš projekt prispeva k horizontalnim načelom in utemeljite svojo izbiro. Pod horizontalno načelo "Trajnostni razvoj", načelo "da se ne škoduje bistveno" in priporočila Strateške presoje vplivov na okolje" vključite opis prispevka k trajnostnemu razvoju in skladnost z načelom "da se ne škoduje bistveno". (Dejavnosti v povezavi s priporočili Strateške presoje vplivov na okolje naj bodo opisane pod C - Opis pojekta - C4.Delovni načrt projekta - Dejavnosti - Opis dejavnosti)

SL EN HR

Horizontalna načela	Vrsta prispevka	Opis prispevka
Trajnostni razvoj, načelo "da se ne škoduje bistveno" in priporočila Strateške presoje vplivov na okolje	pozitivni učinki nevtralno negativni učinki	Vnos besedila
Enake možnosti in nediskriminacija	pozitivni učinki nevtralno negativni učinki	Vnos besedila
Enakopravnost med moškimi in ženskami	pozitivni učinki nevtralno negativni učinki	Vnos besedila

C.8 Long-term plans

C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the programme area and those who will benefit from them. Please describe below what you will do to ensure this.

C.8.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the relevant organisations.

SL EN HR

Enter text here

C.8.2 Durability

Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the programme area and the population. Please describe how your outputs/deliverables will be used after the project ends and by whom.

SL EN HR

Enter text here

C.8.3 Transferability

Some outputs/deliverables that you will deliver could be adapted or further developed to be used by target groups or in other territories not directly involved in the project. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

SL EN HR

Enter text here

This section consists of a set of questions (C.8.1 – C.8.3) that shall be answered by the applicant in both languages and has a limit of 5000 characters.

PART D – Project budget

In this section you can monitor the total budget per partner. Based on the financial data entered at partner level, these overview tables are automatically updated.

D - Project budget ︿

D.1 Project budget per fund

D.2 Overview partner / cost category

D.3 Overview budget / period
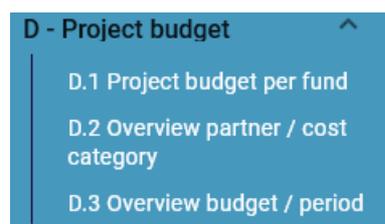
Table D.1 includes data on the funds, which shows the share of the funds per partner compared.

D.1 Project budget per co-financing source (fund) - breakdown per partner

Partner	Organisation abbreviation	Country	ERDF	ERDF % Rate	Public Contribution	Private Contribution	Total partner contribution	Total eligible budget	% of Total eligible budget
LP1	ORG		0,00	0,00 %	0,00	0,00	0,00	4.000,00	66,67 %
PP2	HR PARTNER		0,00	0,00 %	0,00	0,00	0,00	2.000,00	33,33 %
PP3	SL PARTNER		0,00	0,00 %	0,00	0,00	0,00	0,00	0,00 %
	Total		0,00	0,00 %	0,00	0,00	0,00	6.000,00	100,00 %

Table D.2 provides an automatically calculated overview of the total partner budget broken down per cost category.

D.2 Project budget - overview per partner / per cost category

Partner	Organisation abbreviation	Country	Staff costs	Office and administrati...	Travel and accommodation	External expertise a...	Equipment	Infrastructure and works	Other costs	Lump sum	Total
LP1	ORG		0,00	0,00	0,00	0,00	0,00	0,00	0,00	4.000,00	4.000,00
PP2	HR PARTNER		0,00	0,00	0,00	0,00	0,00	0,00	0,00	2.000,00	2.000,00
PP3	SL PARTNER		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total			0,00	0,00	0,00	0,00	0,00	0,00	0,00	6.000,00	6.000,00

Table D.3.1 indicates the budget per partner per period. If the partner budget is not completely assigned to the periods per cost category, the non-assigned budget is automatically added to the last period. Rounding differences are added to the last reporting period.

D.3.1 Project budget - overview per partner / per period

If the partner budget is not completely assigned to the periods per cost category, the non-assigned budget is automatically added to the last period. Rounding differences are added to the last reporting period.

Partner	Organisation abbreviation	Country	Preparation	Period 1	Period 2	Closure	Total eligible budget
LP1	ORG		4.000,00	0,00	0,00	0,00	4.000,00
PP2	HR PARTNER		2.000,00	0,00	0,00	0,00	2.000,00
PP3	SL PARTNER		0,00	0,00	0,00	0,00	0,00
Total			6.000,00	0,00	0,00	0,00	6.000,00
% of Total budget			100,00 %	0,00 %	0,00 %	0,00 %	100,00 %

Table D.3.2 shows EU funds per period. This table does not give an overview of the total budget as partner contributions are not included.

D.3.2 Project budget - overview per fund / period

Fund	Preparation	Period 1	Period 2	Closure	Total
	0,00	0,00	0,00	0,00	0,00
Total EU Funds	0,00	0,00	0,00	0,00	0,00

PART E – Project lump sums and unit costs

By clicking on "E.1 – Project lump sums" the following screen will appear.
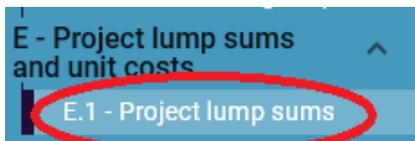
By clicking on button "+Add" a "Project lump sums table" appears, which has to be filled in with relevant information.

Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Please update the lump sum table: A period must be selected for each lump sum.

Programme lump sum	Period ⓘ	Split up ⓘ	Costs	LP1 ORG	PP2 HR PARTNER	PP3 SL PARTNER	Sum	
*Lump sum ▾								🗑
				0,00	0,00	0,00	0,00	

`+`

The first two fields are filled in by choosing relevant option from the drop-down menus - under "Programme lump sum" choose *Preparation*, then under "Period" *Preparation.* Preparation costs can be delegated to only one project partner or split among several project partners, nevertheless, the sum of the amounts per project partner must match the total lump sum costs.

Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Programme lump sum	Period ⓘ	Split up ⓘ	Costs	LP1 ORG	PP2 HR PARTNER	PP3 SL PARTNER	Sum	
Preparation … ▾	Prep… ▾	Yes	6.000,00	4.000,00	2.000,00	0,00	6.000,00	🗑
				4.000,00	2.000,00	0,00	6.000,00	

`+`

Remember to **save** any changes made.

Once section E.1 is filled in, table "Partner lump sums" under "Partner Budget" (Part B) for each project partner is automatically updated with the information entered in this section.

Application annexes

For each project the Lead Partner has to upload the following annexes to the Application Form:

- Relevant[1] Project Statement,
- Relevant Partner Statements and
- Relevant Partnership Agreement.

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[1] *Depending on the Priority where the project application will be submitted.*
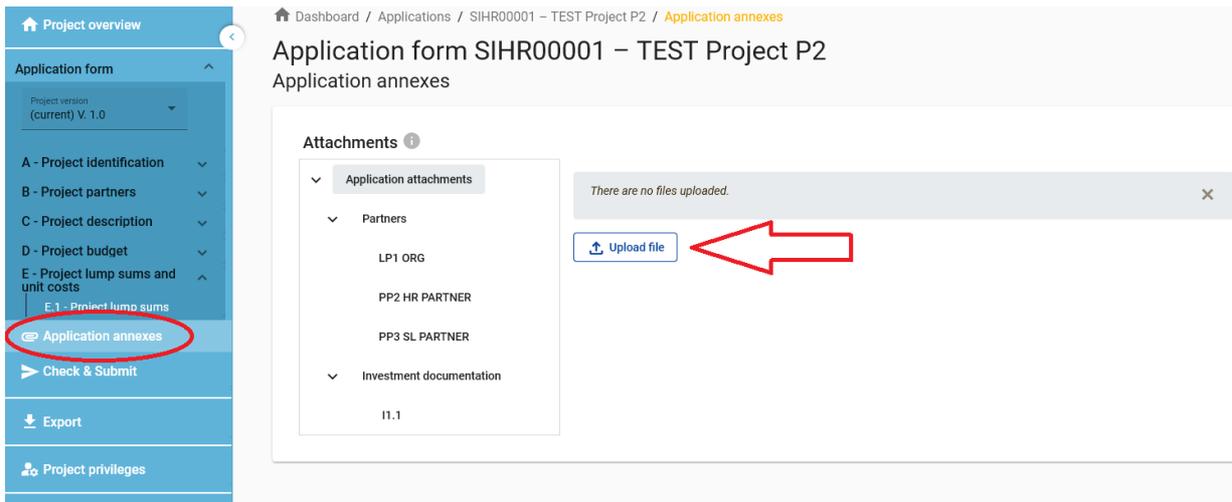
The respective annexes must be uploaded before pressing the "Submit project application" button. To do so, the Lead Partner must click on "Upload file" (red arrow) and wait until the document appears in the overview table automatically created on the same page.

The export function

This section allows the user to create a pdf file of the Application Form at any time of its development as well as to export partner budgets. The export language can be selected from the drop-down menu:
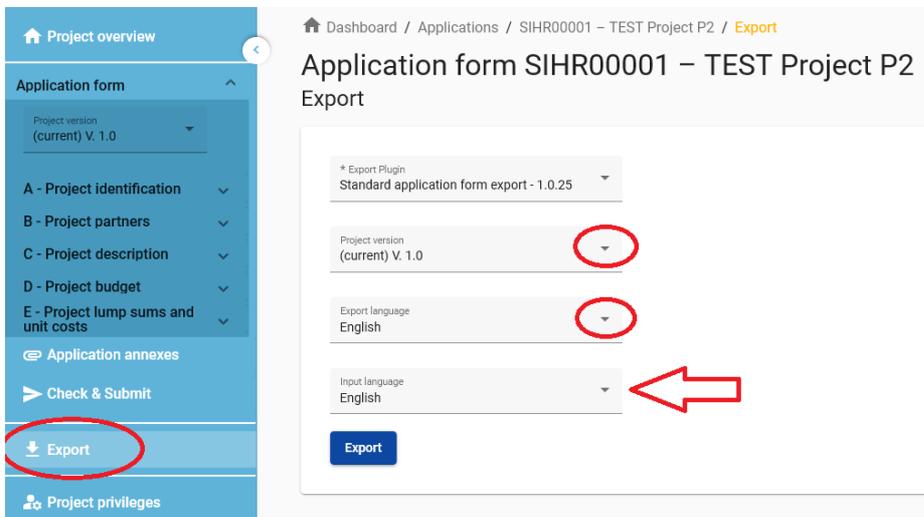
Submission of the Application Form

The submission of the Application Form is following a two-step process. Each Application Form requires a successful pre-submission check of content before it can be submitted.

Under the section "Check & Submit", users with "edit" or "manage" privileges (see chapter 1.3.4 of this Manual) can perform the following actions:

- Run pre-submission check (red arrow)
- Submit project application (green arrow)

The pre-submission check warns applicants only if the pre-defined mandatory fields of the Application Form are not filled in (it does not check the quality of information provided and if all fields have a bilingual text entered). The button "Submit project application" is accessible only after all pre-submission checks are successfully passed.

After submission, the status of the application is changed to "Submitted" (see on your dashboard, under "My applications" or at the level of the project overview page) – **NO automatic email confirmation will be sent to your email address.**

2 PROJECT ASSESSMENT AND CONTRACTING

2.1 ASSESSMENT AND SELECTION PROCEDURE

The assessment of received applications consists of several steps following a standardised procedure safeguarding the principles of equal treatment and transparency.

In the tables below, you will find the conditions and criteria under which the project will be checked and assessed.

2.1.1 Administrative and eligibility check

In line with the e-cohesion requirements, **applications** under the IP SI-HR 2021-2027 **can be submitted only via the programme's electronic monitoring system Jems**. Jems applies certain pre-submission verifications that prevent applicants from submitting applications with obvious formal errors. In addition to pre-submission checks targeted at technical details (such as mandatory fields must not remain empty) formal/administrative criteria by the programme are

also checked – where this is technically possible – via pre-submission verifications (see Table 1) or are included in requirements such as submission by the set deadline.

Other administrative and eligibility criteria are subject to human check by the programme's JS following the submission of the application for funding (see Table 2).

If there are discrepancies or if certain documents are missing according to the administrative check, the Lead Partner shall be asked to provide supplements. **The supplements may refer to compliance with the criteria A.2. Lead Partner can supplement the Application form within seven (7) calendar days** after the request for supplements was sent. In case the project, after submission of the requested supplements, fully complies with the administrative and eligibility criteria and is approved by the MC, all supplements shall be entered in the Application Form (in Jems) before signing the ERDF Subsidy Contract.

If the project, after receipt of the supplements or passed seven (7) calendar days, still does not fulfil the administrative and eligibility criteria, the project shall be rejected in Jems.

Only if all administrative and eligibility criteria are fulfilled, a project shall undergo quality assessment and be submitted to the MC for decision.

All administrative and eligibility criteria shall be answered with **YES** or **NA** (not applicable), that is fulfilled by every project proposal by the end of the administrative and eligibility check. They do not measure the quality of the project or its content. **If only one field is answered with NO, the project shall be rejected.**

The revised application can be submitted by one of the next deadlines.

Table 1: Administrative criteria

No.	Administrative criteria	Description of Jems criteria or pre-submission verification	YES or NO	Supplements possible
A.1	The application is submitted by the **set deadline**.	*Ongoing submission.* *In general, applications are submitted via Jems to the Joint Secretariat at the latest by noon of the set deadline. Applications submitted by the set deadline shall be assessed and, if eligible, proposed to the MC for decision. The deadline for submission of projects is published on the programme webpage, and the upcoming Jems submission deadline is configured accordingly.* *The applications submitted after the set deadline shall not be rejected but will remain in Jems waiting for the next assessment round (considered to be submitted within the next deadline).*	Yes or No *Automatically checked by Jems*	No

| A.2 | **Obligatory annexes** are attached to the application form. | Obligatory annexes shall be signed, scanned and attached to the electronic AF and submitted by the deadline.

Obligatory annexes to be attached to all project applications:
- Project statement (signed by the Lead Partner on behalf of all partners)
- Project Partner statement (signed by each Project Partner and Lead Partner separately)
- Partnership agreement (signed by Lead Partner and all Project Partners) | Yes or No | Yes |
| A.3 | Administrative and formal **data** in the application package **is consistent.** | Information presented in the application package documents (Application Form and annexes) is consistent[2]. (e.g., co-financing amounts, partner names, etc.). | Yes or No | No |

Table 2: Eligibility criteria

№.	Eligibility criteria	Description for the human check	YES or NO	Supplements possible
B.1	The Lead Partner is an eligible organisation.	The Lead Partner is: national, regional or local public body (including EGTCs in the meaning of Article 2(16) EGTC Regulation), public equivalent body, non-profit organisation or other institution which on project level acts in public interest or private institution, including private companies[3], having legal personality. The Lead Partner is not a natural person, sole entrepreneur or a political party. The Lead Partner must be located in the programme area.	Yes or No	No
B.2	All Project Partners are eligible organisations.	The partners are: national, regional and local public bodies (including EGTCs in the meaning of Article 2(16) EGTC Regulation), public equivalent bodies, non-profit organisations or other institutions which on project level act in public interest or private institutions, including private companies[4], having legal personality. The Partner is not a natural person, **sole entrepreneur or a political party.**	Yes or No	No

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[2] The information is consistent with the Open Call requirements
[3] Eligible only under SO 4.6 and SO 6.2 (organisations providing services in public interest)
[4] Eligible only under SO 4.6 and SO 6.2 (organisations providing services in public interest)

		Partners are located in the programme area. *If partners are located outside the programme area[5]: a justification is given in the Application Form.*		
B.3	The project fulfils minimum requirements for content.	*The following content-related requirements have to be fulfilled.* 1. *The project is assigned to a programme priority and a specific objective.* 2. *The project work plan includes at least one work package with a linked project specific objective and a communication objective.* 3. *The project work plan includes at least one output with a positive target value, related to one of the programme output indicators.* 4. *Outputs are delivered at the latest during the end period when activities within the respective work package end.* 5. *The project work plan shall include at least one result with a positive target value, related to one of the programme result indicators.*	Yes or No	No
B.4	Minimum partnership requirements are respected.	*At least one Slovene and one Croatian partner is involved, or an EGTC registered in one of the participating country consisting of members from both Member States*	Yes or No	No
B.5	Minimum and maximum budget requirements are respected, including the percentage of co-financing.	*ERDF does not exceed 80% of the partner's total budget.* *Min. 20% of partner total budget is secured by national contribution(s) in the form of own resources (public or private) of the partner and/or as third party financial contribution (public or private).* *Min. (250.000€ for Priority 1 and 2 and 200.000€ for Priority 3/SO 6.2) and max. amount (2,5 mio. for Priority 1 and 2 and 1 mio. for Priority 3/SO 6.2) of ERDF is respected.*	Yes or No	No
B.6	Minimum requirements	*At least three (3) cooperation criteria should be selected, "Joint development", "Joint financing" and "Joint implementation" are mandatory.*	Yes or No	No

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[5] *Organisations located outside the programme area but inside the European Union can become Project Partners only in duly justified cases. Please note that, in case of project approval, the effective participation of partners from EU regions outside the programme area is subject to the condition that the Member States where they are located accept of all implementing provisions in relation to management, control and audit.*

	for cooperation are fulfilled.			

The information on all beneficial owners of the beneficiary also needs to be checked before signing the ERDF Subsidy Contract (Annex XVII to CPR). This check shall be performed on the basis of the MC condition before the Contract is signed (before the F2F meeting and only for approved projects).

2.1.2   Quality assessment

The quality assessment criteria measure the relevance and the feasibility of the project. It helps to establish a common understanding for decision-making.

Quality assessment criteria are divided into two categories:
- **Strategic assessment criteria** - The main aim is to determine the extent of the project's contribution to the achievement of programme objectives (including contribution to programme indicators) by addressing the joint or common needs of the target group.
- **Operational assessment criteria** - The main aim is to assess the viability and feasibility of the proposed project, as well as its value for money in terms of resources used versus results delivered.

The assessment criteria are divided into questions and guiding principles for an assessment covering **five main thematic groups**, namely **project relevance, partnership relevance, work plan, budget and communication**.
Based on the submitted Application form (and its annexes), the JS assesses every project and prepares a recommendation (including the proposal for conditions) for the MC. As an overall approach, only projects within one priority are compared among each other. This means that for each priority a different ranking list shall be generated. Each project shall be **assessed by at least two JS assessors (JS members and/or external experts)**. The purpose of the assessment is to support the MC in its decision-making. **The right and responsibility to decide on project approval is the sole responsibility of the MC**.

Projects shall be assessed according to the criteria in the tables below.

Scores between 0 and 5 are allocated to each assessment criteria as follows:

Table 1: Quality assessment scores

insufficient	0	The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
poor	1	The criterion is inadequately addressed, or there are serious inherent weaknesses.
fair	2	The proposal broadly addresses the criterion, but there are significant weaknesses.

good	3	The proposal addresses the criterion well, but a number of shortcomings are identified.
very good	4	The proposal addresses the criterion very well, but a small number of shortcomings are identified.
excellent	5	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Each thematic group is assessed with a **score, which is supported by written comments**. The comments should reflect the strengths and weaknesses fairly and give reasons for the scores. The assessment of one criterion should NOT influence the assessment of another criterion. In particular, the same weakness/shortcoming should not be referred to under different criteria (no double penalisation). If the JS gives 0 points in any of the thematic groups, justification should be provided. Giving 0 points in one of the thematic groups is a strong signal to the MC, meaning that there are serious problems with the project.

If a project does not include all **RCO indicators that are obligatory under selected SO** (included under thematic group C1 Project relevance, Criterion C1.2; subquestion RCO indicators that are obligatory under SO are included), **it will be automatically rejected**.

If a project applying **under SO 6.2 will not address one of the thematic fields** listed in Part 1 of the Manual for Beneficiaries, Chapter 2.4.4 (included under thematic group C1 Project relevance, Criterion C1.2), **it will be automatically rejected**.

A total of 100 (100%) points within the quality assessment is possible. Each thematic group is assessed from 0 to 5 points and weighted. Individual ponders are listed for each thematic group separately.

Each project has to score at least 70% or 70 points. Projects not reaching 70 points shall be rejected. Projects reaching 70 points or more shall be discussed at the MC meeting with the possibility of being approved for funding, approved under conditions, not approved for funding, or put on the reserve list.

MS representatives may contribute to specific thematics/strategies as unofficial opinion if needed in certain cases to support the assessors with country specific requirements, which are not publicly available.

Applicants should ensure appropriate quality of translation to avoid insufficient, incomprehensible or unclear information, provided in individual fields of the application – resulting in a lower score of the quality assessment. Eventual shortcomings in the translation will be, for the approved projects, dealt with in the frame of the clarifications before signing the ERDF Subsidy Contract (Face-to-Face meetings).

Besides the strategic and operational criteria also **horizontal principles** are assessed. For horizontal principles no scores are given because neither the projects nor the criteria in the different specific objectives are comparable.

Regarding the **Strategic Environmental Assessment** also specific project activities shall be monitored.

The quality assessment is performed according the following **selection criteria**:

Table 2: Strategic assessment criteria/project relevance

No.	Assessment question	Sub-questions for assessment	Score	Section in Application Form
C1	**Project relevance**		**0-1-2-3-4-5/ ponder 7**	
C1.1	How well is the need for the project justified?	The project addresses common territorial challenges of the programme or a joint asset of the programme area - there is a real need for the project (well justified, reasonable, well explained).		C.2.1 and C.2.2
		The project builds on professional expertise and experiences/results and use synergies with other initiatives.		C2.7 and C2.6
		The project clearly contributes to a wider strategy on one or more policy levels (EU/macro-regional/national/regional).		C.2.5
C1.2	To what extent will the project contribute to the achievement of programme's objectives and indicators?	The project's overall objective clearly contributes to the achievement of the programme priority specific objective.[6]		C.1
		The project's outputs clearly link to programme output indicators and contribution to programme targets.		C.4
		RCO indicators that are obligatory under SO are included.[7]		
		The project's contribution to programme result indicators is realistic and sufficient.		C.5
C1.3	To what extent will project outputs have an impact beyond the project's lifetime?	The project's outputs are durable (the proposal is expected to provide a significant and durable contribution to solving the challenges targeted) – if not, it is justified.		C.8.2
		The project will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools).		C.8.1

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[6] *If the project under SO 6.2 will not address one of the thematic fields listed in Part 1 of the Manual for Beneficiaries, Chapter 2.4.4, it will be rejected.*
[7] *If the indicator, which is obligatory under selected, SO is not inserted, the project will be rejected.*

No.	Assessment question	Sub-questions for assessment	Section in Application Form
		The project's main outputs are applicable and replicable by other organisations/regions/ countries outside of the current partnership (transferability) – if not, it is justified.	C.8.3
C1.4	To what extent is the project intervention logic plausible?	The project specific objectives are specific, realistic and achievable.	C.4 Specific objectives in work packages
		Proposed project outputs are needed to achieve project specific objectives.	C.4 Output tables in work packages
		Project outputs and results that contribute to programme indicators are realistic (it is possible to achieve them with given resources – i.e., time, partners, budget - and they are realistic based on the quantification provided).	C.4, C.5, C.6, D
C1.5	What added value does the cooperation bring?	The importance of cooperation beyond borders for the topic addressed is clearly demonstrated.	C.2.3
		The results cannot/only to some extent be achieved without cooperation.	C.2.3
		There is the added value of the cross-border approach for the project partners/target groups/project area/programme area.	C.2.3

Maximum score is 35 points, ponder 7 (C1.1 – C1.5), 35%

Table 5: Strategic assessment criteria/partnership relevance

No.	Assessment question	Sub-questions for assessment	Score	Section in Application Form
C2	**Partnership relevance**		**0-1-2-3-4-5/ponder 4**	
C2.1	To what extent is the partnership composition relevant for the proposed project?	The project involves the relevant actors needed to address the territorial challenge/joint asset and the objectives specified.		C.3 and B.1.6
		With respect to the project's objectives, the project partnership: - is balanced with respect to the levels, sectors, territory - consists of partners that complement each other.		C.3 and C.7

	Partner organisations have demonstrated competence and capacity in the thematic field concerned, as well as the necessary capacity to implement the project (financial, human resources, etc.).	B.1.6
	All partners play a defined role in the partnership and the territory benefits from this cooperation.	C.3
	Distribution of tasks among partners is appropriate (e.g., sharing of tasks is clear, logical, in line with partners' role in the project, etc.).	C.4 Activities in work packages

Maximum score is 20 points, ponder 4 (C2.1) 20%

Table 6 – Operational assessment criteria/work plan

No.	Assessment question	Sub-questions for assessment	Score	Section in Application Form
C3	**Workplan**		**0-1-2-3-4-5/ponder 5**	
C3.1	To what extent is the work plan realistic, consistent and coherent?	Proposed activities and deliverables are relevant and lead to planned outputs and results.		C.4 and C.5
		The time plan is realistic.		C.6
		Activities, deliverables and outputs are in a logical time sequence.		C.6
		How well are the selected target groups addressed by planned outputs and results?		C.4

Maximum score is 25 points, ponder 5 (C3.1) 25%

Table 7 – Operational assessment criteria/communication

No.	Assessment question	Sub-questions for assessment	Score	Section in Application Form
C4	**Communication**		**0-1-2-3-4-5/ponder 1**	
C4.1	To what extent are communication activities appropriate to reach the relevant target groups and stakeholders?	Communication objectives are relevant and are expected to contribute to project specific objectives.		C.4 Objectives in work packages
		Communication activities (and deliverables) are appropriate to reach the relevant target groups and stakeholders.		C.4 Activities and deliverables

				in work packages
	Feedback mechanisms and evaluation measures are envisaged for the communication activities.			C.4 Activities and deliverables in work packages

Maximum score is 5 points, ponder 1 (C4.1) 5%

Table 8 – Operational assessment criteria/budget

No.	Assessment question	Sub-questions for assessment	Score	Section in Application Form
C5	**Budget**		**0-1-2-3-4-5/ponder 3**	
C5.1	To what extent is the project budget used in accordance with the principles of economy, efficiency and effectiveness?	The principle of economy relates to minimising the costs of resources. The resources used by the project partnership for its activities should be made available in due time, in appropriate quantity and quality, and at the best price. - The budget allocated to staff and external expertise is in line with the project content and the costs are realistic. Sufficient and reasonable resources are planned to ensure project implementation.		D.2 and B – partner budget
		The principle of efficiency relates to getting the most from available resources (value for money). It pertains to the relationship between resources employed and outputs delivered in terms of quantity, quality and timing. - The need for engaging external expertise is justified and the costs seem realistic. - Financial allocation per cost category is in line with the work plan. If applicable, the distribution of the budget per period is in line with the work plan.		D.2 and B – partner budget D.3

	The principle of effectiveness concerns meeting the objectives and achieving the intended results.	D.2 and B – partner budget
	The available information in the budget is transparent and sufficient. On that basis, the project budget appears proportionate to the proposed work plan, project outputs and project's contribution to programme indicators. The distribution of budget between the PPs is reasonable and coherent with their respective role of project activities.	

Maximum score is 15 points, ponder 3 (C5.1), 15%

Besides the strategic and operational criteria also **horizontal principles** shall be assessed, resulting in a written justification. For those criteria no scores shall be given because neither the projects nor the criteria in the different specific objectives are comparable. Regarding the Strategic Environmental Assessment also specific project activities shall be monitored.

For IP SI-HR, it is crucial that **horizontal principles** are integrated in the planning, implementation, monitoring, reporting and evaluation of the project activities. During the whole life cycle of the projects, partners are requested to consider actions cross-cutting project activities, taking into account the horizontal principles of the EU[8]. More precisely, actions should be planned, implemented and reported considering the horizontal principles of **equal opportunity, non-discrimination, gender equality and sustainable development.**

In line with the **Strategic Environmental Assessment (SEA) recommendations**, Project Partners applying to Priority 1, specific objective 2.4 have to pay special attention to increase the resilience to climate-change effects in the programme area and to nature and biodiversity protection goals in parallel to protection of society**.**

In line with the Strategic Environmental Assessment (SEA) recommendations, Project Partners applying to Priority 2, specific objective 4.6 have to pay special attention to the potentially increased number of visitors in protected areas and take into consideration the carrying capacity of specific protected area(s) or site(s) and provide related sustainable solutions for visitor management.

These two SEA recommendations will be checked in the frame of **horizontal principles assessment (environmental sustainability and DNSH principle).**
The activities related to the Strategic Environmental Assessment (SEA) recommendations shall be described under Project description – Project work plan – Activities – Activity description, where applicable.

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[8] *Horizontal Principles as per Article 9 of the Regulation (EU) 2021/1060 of the European parliament and of the council of 24 June 2021*

The Project Partners shall indicate the contribution of the project to horizontal principles as positive, neutral or negative and provide a short justification. **Negative assessment in one of the horizontal principles will lead to rejection of the project.**

Table 9: Horizontal principles

Reference	No.	Guiding and horizontal principles	
Sustainable development, "Do No Significant Harm" principle and SEA recommendations	C6	The project makes a positive contribution to programme horizontal principle sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle.	**POSITIVE or NEUTRAL or NEGATIVE**
Equal opportunities and non-discrimination	C7	The project makes a positive contribution to programme horizontal principle equal opportunities and non-discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation.	**POSITIVE or NEUTRAL or NEGATIVE**
Equality between men and women	C8	The project makes a positive contribution to programme horizontal principle equality between men and women, gender mainstreaming and the integration of a gender perspective.	**POSITIVE or NEUTRAL or NEGATIVE**

2.1.3   Explanation of the Monitoring Committee decisions

The final decision on the projects is taken by MC with the possibility of being projects approved for funding, approved under condition, not approved for funding, or put on the reserve list.

The Applications that shall be put on the **reserve list** are in principle welcomed by the MC, but cannot be approved due to a temporary lack of the programme funds. The approval of the Application depends on the availability of funds. Projects on the reserve list are not assessed again by the JS. They are ranked by the MC within the priorities of the programme. Upon availability of funds, the MA contracts them according to their ranking. Depending on the amount of available funds and in order to make best use of the programme budget, the MA may contract projects with smaller budget first.

Projects on which the MC will decide to be **rejected** after the quality assessment, may not apply for IP SI-HR funds again with the same project idea and partnership.

2.1.4   Contracting

Upon decision taken by the MC, the LP will be notified by the Managing Authority (hereinafter MA) about the approval/rejection/reserve list of the proposed project. Provisional time-frame to inform the LP about the decision of the MC is within one month from the MC meeting. Prior signing the ERDF Subsidy Contract the Face-to-Face meetings will be organised in order to clarify eventual conditions resulting from the quality check or MC decision. The LP of an approved project shall sign a contract for the total ERDF funds with the MA (see the sample of the ERDF Subsidy Contract in the Application Pack).

2.1.5 Resolution of complaints

Assessment and selection procedures set in this Manual offer a fair and transparent consideration of all received proposals. The rules set in this section are aimed at providing a transparent complaint procedure against decisions taken by Programme authorities during the project assessment and selection process.

The LP is the only one entitled to file a complaint. The right to complain against a decision regarding the project selection applies to the LP whose project application was not selected for the Programme co-financing during the project assessment and selection process.

The complaint is to be lodged against the communication issued by the MA/JS based on the decision by the MC as the MA/JS' communication is the only legally binding act towards the LP during the project assessment and selection process. **The complaint can be lodged only against the outcomes of the administrative and eligibility assessment.** For the quality assessment, the applicants can request further information and justification from the MA/JS and can ask for face-to-face consultations. However, a complaint against the quality assessment is not possible since the assessment of the proposals and the MC decision cannot be reviewed.

Prior to filing a complaint, the LP is strongly recommended to request additional technical or legal information from the JS within the timeframe available for submitting a complaint. The information requested may apply only to the application submitted by the respective LP. If, following the answer submitted by the JS, the LP is not satisfied with the received additional information, it may decide to submit a formal complaint. The complaint shall be submitted in Slovenian and Croatian language in written from e-mail to the MA/JS of the Programme within 14 calendar days after the LP had been officially notified by the MA about the results of the project selection process.

The complaint shall include:
   a. Name and address of the Lead Partner;
   b. Reference number and acronym of the application, which is a subject of the complaint;
   c. Clearly indicated reasons for the complaint, clearly specify what failures or mistakes have happened during the assessment of the proposal and include a clear reference to the relevant documents within the Application pack;
   d. Any supporting documents.

The relevant documentation shall be provided for the sole purpose of supporting the complaint and may not alter the quality or content of the assessed application. No other grounds for the complaint than indicated above in point c will be taken into account during the complaint procedure.

A complaint will be rejected without further examination, if submitted after the set deadline or if the formal requirements are not observed.

The decision if the complaint is justified or to be rejected is taken by the Complaint Panel by consensus. In case it is justified, the case will be sent back to the MC to review the project application and its assessment. The Complaint Panel has to provide the MC with a written justification with explicit reference to the criteria established in the Complaint Procedure.

The complaint procedure, from the receipt of the complaint to the communication of the Complaint Panel's decision to the LP, should be resolved within maximum 30 calendar days.

The decision of the Complaint Panel is final, binding to all parties and not subject of any further complaint proceedings within the Programme based on the same grounds.

The complaints are differentiated according to the object of the complaint.

✓ Complaints related to selection process

Project LPs will be informed in written about the reasons why an application was not eligible or approved. Any complaint against the communication issued by the MA or JS, based on the decision of the MC, regarding the selection process shall be submitted by the LP to the MA. The MA assisted by the JS will examine and prepare the answer regarding the merit of the complaint. The decision if the complaint is justified or to be rejected is to be taken by the Complaint Panel. The Complaint Panel will only examine (if needed) the cases related to formal/administrative aspects of the selection process. In all other cases it will be dealt with by the MA.

✓ Complaints related to decisions made by the MA or JS regarding the project implementation

Any complaints in relation to decisions made by the MA or JS regarding the project implementation and corresponding procedures (based on the ERDF Subsidy Contract or MC decisions) shall be submitted by the LP to the MA/JS, following the provisions laid down in the ERDF Subsidy Contract.

✓ Complaints related to the National Control

LPs or Project Partners that have complaints related to the National Control, can file the complaint to the institution responsible for the financial control of the relevant Lead or Project Partner within the respective Member State, according to the applicable national rules.

✓ Complaints related to the Second level control (Auditors)

Complaints related to the Second level control have to be lodged to the responsible national Audit Authority in each Member State, according to the applicable national rules.

The complaints received within the programme, including the content and the solutions proposed or already implemented, will be reported to the MC. The complaint procedures set out above are without prejudice to any mechanism or process for legal redress at national level, in particular with regard to unsuccessful applicants. Where courts, public prosecution offices or other national institutions are competent in relation to the object of the complaint, the Project Partner has the right to turn also to the relevant authorities.

The Programme Authorities shall, upon request by the Commission, examine complaints submitted to the Commission falling within the scope of their arrangements. The MA shall inform the Commission, upon request, of the results of those examinations.