INSTRUCTION OF FILLING IN THE APPLICATION FORM

The link to download the generator for filling in the Application Form (AF) is to be found on the Programme website. Please be reminded that there might be updates of the e-application, **so before finalising and printing out the Application Form, it is necessary to make sure you are using the latest version of the e-application!**

The generator is not connected to the database of applications forms in the Joint Technical Secretariat in any way. This is an off-line tool, working locally on the user's computer, needed to correctly fill in the Application Form.

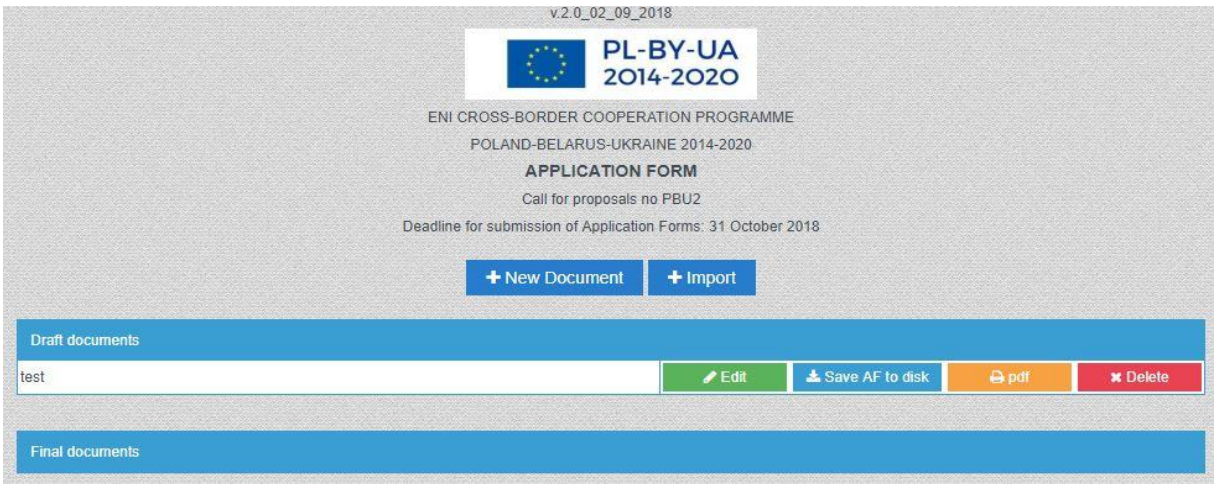
Minimal requirements for the e-application to work:

- Operating system: minimum Windows XP, but preferably Windows 7 or newer;
- Minimum 1GB the random-access memory;
- 5 GB of free disk space;
- Minimum monitor resolution 1024x768;
- Browsers: preferably Google Chrome or Mozilla Firefox in the newest versions for the operating system (Internet Explorer only for Windows 7 or newer).

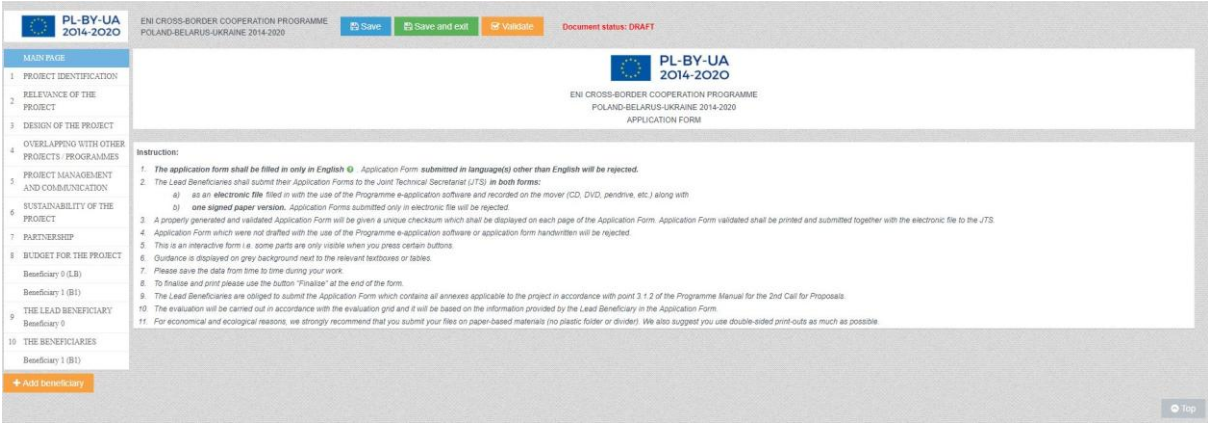
MAIN PAGE

To create a new AF file -> **New document** (the name of the file cannot include the special characters and spaces).
To import the existing AF file -> **Import**
Selected AF file will appear in the generator as „Draft document".

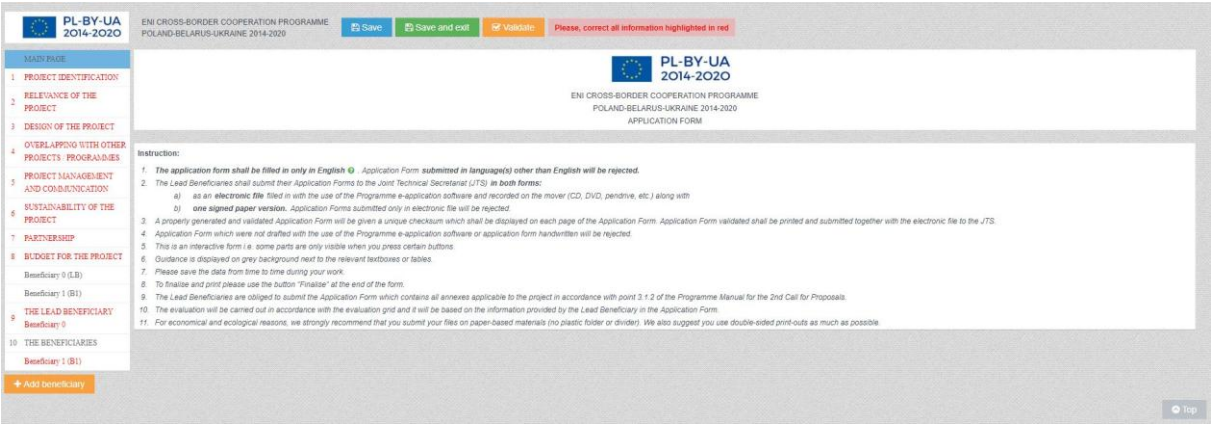
Please make sure that you are using the newest version **available** on the Programme website!



After opening the file to edit (the "EDIT" button) the first page with **Instruction** will be opened – **please read carefully all information.**



Once you read the Instruction, please go to the point **1 "Project Identification"** (identification data of the project) and press the "Validate" button. All parts of the AF will be marked on the red colour then, which means that they should be completed. This action shall be repeated from time to time to update the information.



NOTE!

Before filling in particular parts of the AF, please read the instructions to each part on a green background!

Information in the AF should be filled out in English (unless in the instruction it is stated otherwise). The first part to fill in is "Project identification". **However, it is recommended to start with the Beneficiaries identification details in parts 9 and 10. The default names of Beneficiaries in English (Beneficiary 0, Beneficiary 1, etc.) should be changed to their proper names.**
To go to this part, please select the appropriate tab on the left part of the screen.

1. PROJECT IDENTIFICATION

The following elements need to be completed:

1.2 Programme priority – please select from the list

1.3 Project title – please put the project title both in English and in national language according to the Lead Beneficiary's origin;

1.4 Project acronym – short name of the project, giving its idea/specificity;

1.7 Project duration – maximum 12 months *(the specified duration of the project **must be consistent with the Indicative project plan** presented in part 3.6 AF!)*

1.9 Location(s) of the project activities – places where project will be implemented shall be specified in this part. If the project has an impact on the whole voivodeship /oblast, please do not add names of towns, municipalities, poviats, etc. (the additional field remains empty).

1.10 Project summary – in this part a short description of the project shall be made in a way **to be consistent with the other parts of the AF** (e.g. with decription of activities, with indicators)

2. RELEVANCE OF THE PROJECT

Please complete of all the fields according to the instructions given in the green background.

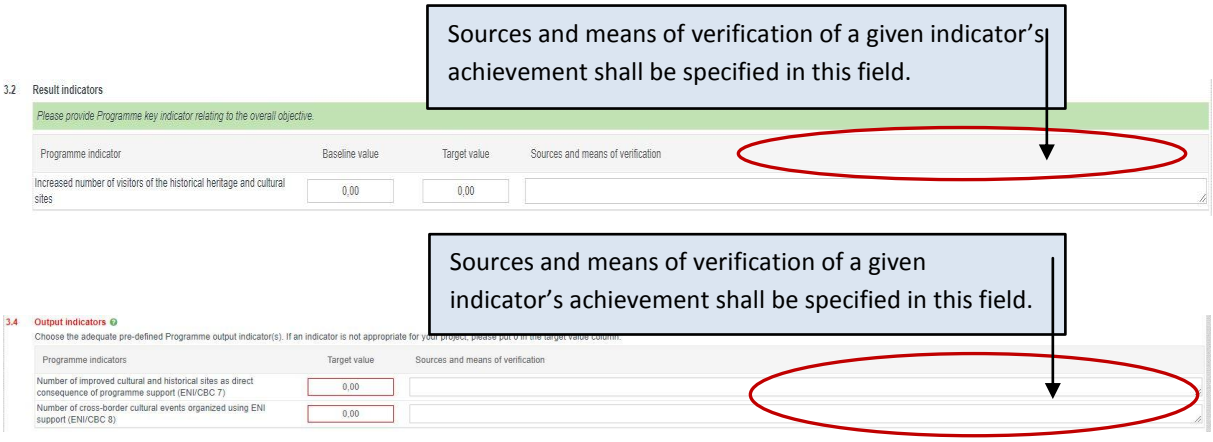
3. DESIGN OF THE PROJECT

In this part, please specify overall objective of the project and his the result indicator corresponding to it, specific objectives (maximum 3) and output indicators. Additionally, maximum 10 project activities shall be defined.

NOTE!
Project activities must be consistent with the objectives, indicators, project summary (point 1.10 of the AF) and with the relevance of the project (part 2).

Each new activity is automatically added at the end of the list. To add the new activity at the beginning/in the middle of the list, the name and description of existing activities must be cut and copy to the fields below the newly added activity.

Please be reminded that **each project shall contribute to the achievement of the result indicator** and of **at least one output indicator defined for the Programme**.



Indicative project plan should be completed only for the duration of the project implementation period, indicated in point **1.7 Project duration**.

The names of project activities are automatically inserted from point **3.5 Project activities**.

The quarters shall be marked when particular activities will be implemented.

The partner responsible for the implementation of particular activities shall be indicated. Please be reminded more than one partner may be indicated for each activity.

Additionally, in point 3.5, in the field **Required permissions,** it shall be indicated whether the permits/permissions/notification concerning infrastructure component and/or environmental documents are be required for implementation of the project activities. It shall be precisely described if the documents are needed or not, referring to the specific provisions of national legislation, if the Beneficiaries already have the necessary documents, when they need to have them and when they will finally obtain them.

4. OVERLAPPING WITH OTHER PROJECTS / PROGRAMMES, STATE AID, REVENUES

Information shall be completed following strictly the instruction given in the green background.

4.1 Correlation with other Project

It shall be indicated whether the project is a part of other activities/projects or is related to them.
If yes, please describe the methods of division of tasks/activities to be financed and implemented under each of the projects, particularly under the projects currently carried out.

Examples:

- ✓ part of the building/renovation of the community center/hospital ward is financed under the subsidy and another part under the submitted project.
- ✓ project is a continuation of the already implemented project, e.g.: financed by the Programme.

In the sections below, if the answer is "yes", the relevant explanation shall be provided in the additional field:

4.2 Overlapping or duplication with other aid programmes (e.g. EU programmes, EEA Financial Mechanism and Norwegian Financial Mechanism, Swiss-Polish Cooperation Programme)

The information shall be provided, whether any of the project activities described in point 3.5 is also financed under other programmes (whether the activities overlap or duplicate any other programme).

4.3 State aid

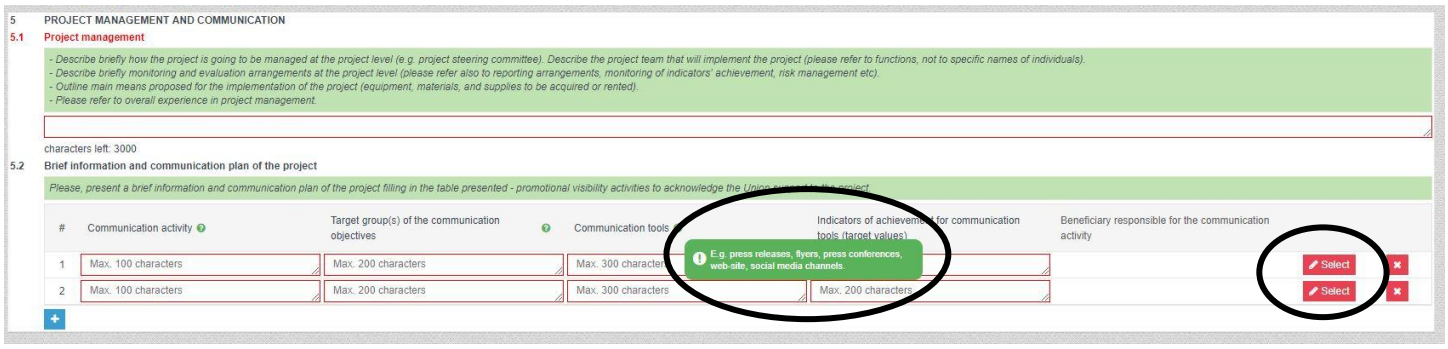
Does the project include expenditure(s) which might be considered Staid aid (applicable for Polish and Ukrainian Lead Beneficiaries/Beneficiaries)? The answer shall be justified.

4.4 Revenues

Does the project generate revenues? If yes, please provide a brief description/explanation.

5. PROJECT MANAGEMENT AND COMMUNICATION

Information shall be completed following strictly the instructions given in the green background and green speech bubble which appears after clicking on the button with a question mark.



A partner responsible for implementation of each communication task shall be specified (the "Select" button). More than one partner may be responsible for the same task.

6. SUSTAINABILITY OF THE PROJECT

Information shall be completed following strictly the instructions given in the green background.

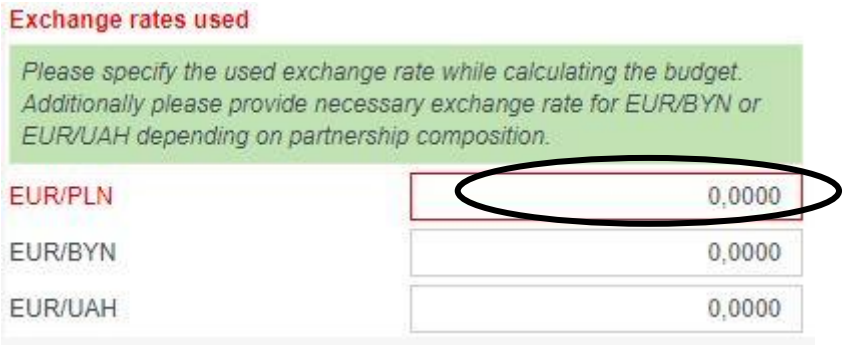
Definition and description of the sustainability of the project are presented **in point 2.3.1.6 of the Programme Manual** – before filing in this part, please read them carefully.

7.3 Budget per Beneficiaries – automatically inserted after the data in part 8 of the AF are filled in.

8. BUDGET FOR THE PROJECT

The budget can only include eligible costs which are necessary to implement the project and do comply with the principles described in Part 6 of the Programme Manual.

To fill in the budget please start with the BUDGET FOR THE PROJECT section and indicate the exchange rate used to convert the costs planned in the budget from the national currency into EUR for all Beneficiaries participating in the project.



Then, please complete the budget sections assigned **<u>to each partner</u>** by clicking on the tabs with partner names put automatically, located on the left side of the screen. To do this correctly, please read the instructions in the green box at the end of the budget and follow the instructions in it.

Adding budget items is done by clicking the button and filling out the required data in the pop-up window.

To change the already saved data, use the button

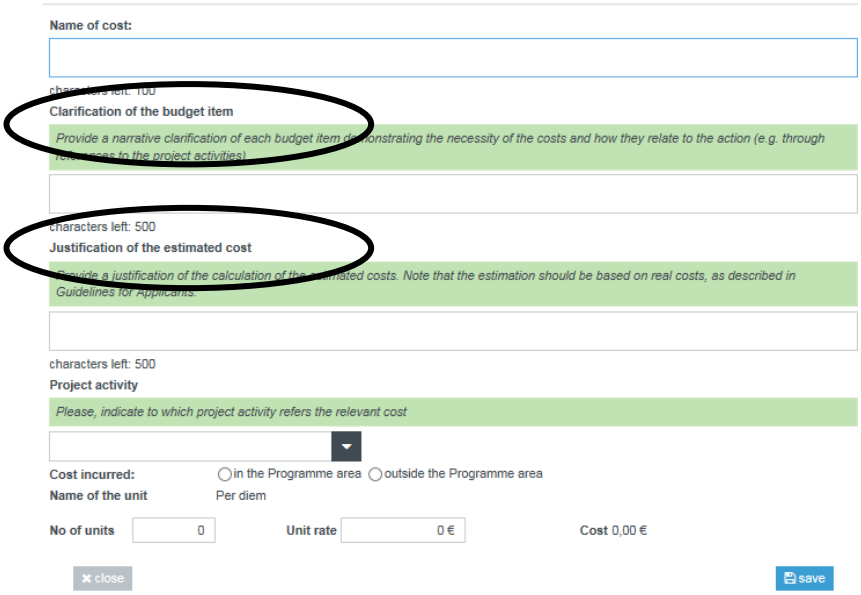
To delete the item, use the button

For each newly added budget item, all required fields in the pop-up window must be filled out, i.e .:

- *Cost incurred in the Program area / outside the Program area – will the cost be incurred in the Program area or outside it.*
- *Project activity / activities – the cost must be assigned to a specific activity selected from the list of activities set out in part 3 of the AF*. **It is therefore necessary to select and describe activities properly in the above-mentioned part before filling in the budget.**
- *Unit* – enter the appropriate unit, chosen by the Beneficiary in a logical way. Some budget lines have predefined units that cannot be changed (e.g. item, piece, month, etc.).
- *No of units* – please enter the appropriate number of units.

On the basis of the given unit cost and the number of units, the total cost of a given budget item will be automatically calculated.

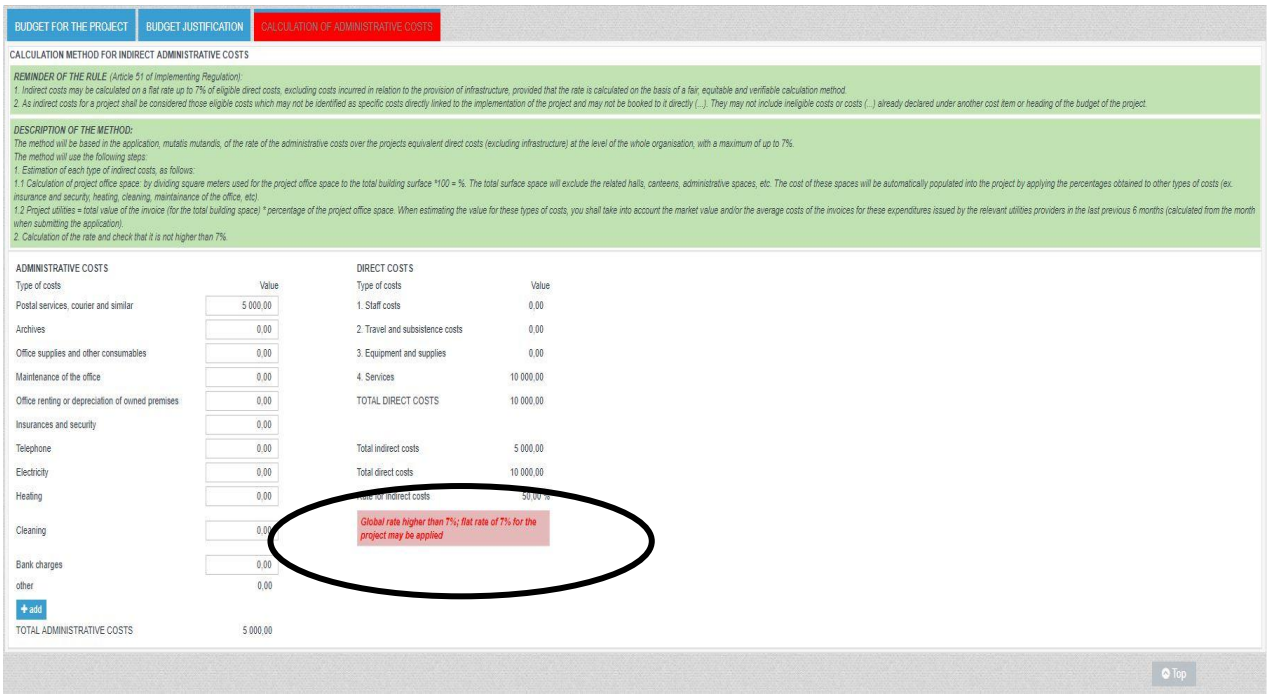
Based on the data presented in the window in the fields *Clarification of the budget item* (justification why a given cost is necessary in the project) and *Justification of the estimated cost* (information on how, on what basis the cost was estimated in such amount), the BUDGET JUSTIFICATION tab will be automatically filled in.



NOTE

When estimating the costs for budget lines 1 *Staff costs* and 2 *Travel costs*, please note that the maximum lump sums (EUR 13 000 and EUR 2 000 respectively) apply to the entire project. In addition, a part of the project budget may be dedicated to infrastructure / investment activities (sum of lines 6 and sub-lines 3.1, 3.2, 3.3), however, it cannot exceed 20% of EU financing (Table 7.3) for the entire project.

Administrative (indirect) costs are entered in the *Calculation of administrative costs* tab in each partner's budget.
Administrative costs of each partner cannot exceed 7% of eligible direct costs (budget line 5), excluding costs incurred as part of the infrastructure component assigned to the budget of this partner.



BUDGET FOR THE PROJECT | BUDGET JUSTIFICATION | CALCULATION OF ADMINISTRATIVE COSTS

CALCULATION METHOD FOR INDIRECT ADMINISTRATIVE COSTS

REMINDER OF THE RULE (Article 51 of Implementing Regulation):
1. Indirect costs may be calculated on a flat rate up to 7% of eligible direct costs, excluding costs incurred in relation to the provision of infrastructure, provided that the rate is calculated on the basis of a fair, equitable and verifiable calculation method.
2. As indirect costs for a project shall be considered those eligible costs which may not be identified as specific costs directly linked to the implementation of the project and may not be booked to it directly (...). They may not include ineligible costs or costs (...) already declared under another cost item or heading of the budget of the project.

DESCRIPTION OF THE METHOD:
The method will be based in the application, mutatis mutandis, of the rate of the administrative costs over the projects equivalent direct costs (excluding infrastructure) at the level of the whole organisation, with a maximum of up to 7%.
The method will use the following steps:
1. Estimation of each type of indirect costs, as follows:
*1.1 Calculation of project office space: by dividing square meters used for the project office space to the total building surface *100 = %. The total surface space will exclude the related halls, canteens, administrative spaces, etc. The cost of these spaces will be automatically populated into the project by applying the percentages obtained to other types of costs (ex. insurance and security, heating, cleaning, maintainance of the office, etc).*
*1.2 Project utilities = total value of the invoice (for the total building space) * percentage of the project office space. When estimating the value for these types of costs, you shall take into account the market value and/or the average costs of the invoices for these expenditures issued by the relevant utilities providers in the last previous 6 months (calculated from the month when submitting the application).*
2. Calculation of the rate and check that it is not higher than 7%.

ADMINISTRATIVE COSTS	
Type of costs	Value
Postal services, courier and similar	5 000,00
Archives	0,00
Office supplies and other consumables	0,00
Maintenance of the office	0,00
Office renting or depreciation of owned premises	0,00
Insurances and security	0,00
Telephone	0,00
Electricity	0,00
Heating	0,00
Cleaning	0,00
Bank charges	0,00
other	0,00
+ add	
TOTAL ADMINISTRATIVE COSTS	5 000,00

DIRECT COSTS	
Type of costs	Value
1. Staff costs	0,00
2. Travel and subsistence costs	0,00
3. Equipment and supplies	0,00
4. Services	10 000,00
TOTAL DIRECT COSTS	10 000,00
Total indirect costs	5 000,00
Total direct costs	10 000,00
Rate for indirect costs	50,00 %

Global rate higher than 7%; flat rate of 7% for the project may be applied

Top

9. THE LEAD BENEFICIARY and 10. THE BENEFICIARIES

These parts should be filled out **precisely in accordance with the instructions** on white and green fields in the AF, including also instructions visible after clicking the green button with a question mark.

9.1/10.1 *Name of the organisation in English* – please change the default name from "Beneficiary 0", "Beneficiary 1", etc. for the appropriate name in English.

Type of organisation – a drop-down list, please select the appropriate type of unit from it.

In cases of special type of units/organisations, for which there is no exactly matching option on the list, please select the type as close as possible and then enter the explanation or additional information in the "Comments" field.

9.2/10.2 *Sources of financing* – while describing the sources of financing of an entity, please provide an approximate degree of financing from each of the mentioned sources, preferably in %.

9.3/10.3 *Declaration by the Lead Beneficiary to the Application Form/Partnership statement to the Application Form* – please indicate in the text the appropriate options regarding VAT recovery as well as the property right for the real estate (in the case of an infrastructure / investment component in the project). It i salso necessary to fill in the fields with the data of the person authorized to sign the Lead Beneficiary's Declaration / Partnership Statement.

The possibility of VAT recovery applies only to Polish Beneficiaries. If it is not possible to recover VAT, please provide the legal basis. Applicants from Ukraine and Belarus create the project budget in net values.
Annex A0 – please provide contact details of persons who will be responsible for correspondence related to the Application Form.

This data (including the e-mail address) will be used by the Joint Technical Secretariat to contact the Applicants, inter alia, regarding request for clarifications to the AF. Therefore, it should be the e-mail address of the regularly checked mailbox and the name of the person who will be up to date with the matters related to the Application Form. The contact details **will not be visible on the PDF file or on the printout**, they will be received and stored in a special database for use by the Joint Technical Secretariat.

The Application Form must be filled out in English, except for the fields where the data should be provided in national language.

IMPORTANT BUTTONS IN THE UPPER PART OF THE FORM

VALIDATION – ”Validate” button

When filling in the AF, it is recommended to click the "Validate" button from time to time. If any part of the AF visible in the tab on the left is marked **in red**, it means that it needs to be completed/ corrected! Complete the data according to the instructions shown in each of the parts in red.

SAVING –„Save”, and „Save and exit” buttons

It is possible to save the Application Form and quit the e-application at every stage of your work. All changes in the AF draft will be saved.

FINALIZATION – FINAL VERSION OF THE AF

If all required information will be put into the form, which will be confirmed by the positive result of the validation (i.e. after clicking the "Validate" button, no AF parts will be automatically marked with red), an additional **"Finalise"** button will appear in the top row. After pressing it, the AF will be saved as final document and thus transferred from the "Draft documents" tab to "Final documents" on the main page of the generator.

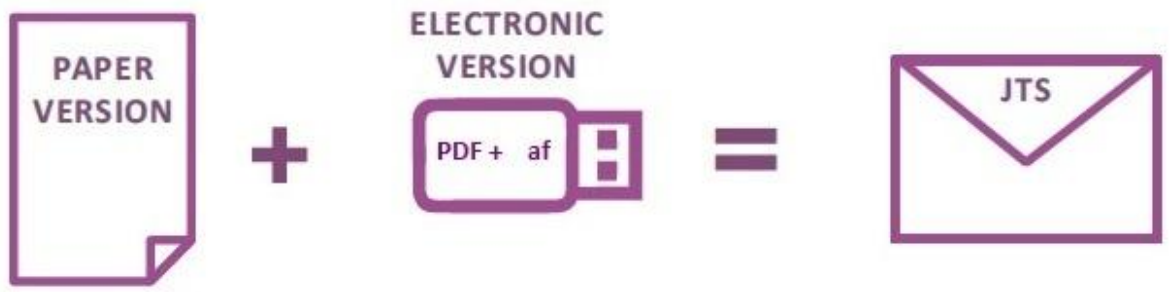
In the **„Final documents”** tab on the main page of the generator, the 3 important buttons will appear next to the final AF:

- **„Move to draft**” – the finalised Application Form can be re-edited if necessary by moving it back to the "Draft documents" list.
  NOTE: in any such case, after pressing the "Finalise" button again, the file will have a new checksum, even if no changes are made to it! This means that all documents with a checksum (e.g. Declaration by the Lead Beneficiary to the Application Form, Partnership Statement) will have to be signed again on current printouts.
- **"Save AF to disk"** – to generate an **.af file to be sent electronically** to the Joint Technical Secretariat of the Cross-Border Cooperation Programme PL-BY-UA 2014-2020. The file will contain a unique checksum.
- **“pdf”** – to generate **a PDF file to be sent In electronic and paper version** to the Joint Technical Secretariat of the Cross-Border Cooperation Programme PL-BY-UA 2014-2020. The electronic file and printout will contain a unique checksum. *Declaration by the Lead Beneficiary* (only for the lead partner) and *Partnership Statement* (separate statements for all partners except for the lead partner) must be signed and stamped by an authorized person from the concerned institution.

NOTE! Both electronic files (.af and PDF), as well as printed and signed AF, including Declaration by the Lead Beneficiary and each Partner Statement must contain the same checksum on each page !!! This means that the electronic version of AF is identical to the paper version.

Both files will be saved in a folder on the computer where all downloaded files are saved by default.

SHIPMENT

A set of documents must be provided to the Joint Technical Secretariat of the Cross-Border Cooperation Program PL-BY-UA 2014-2020 by the required deadline:

1. **Saved PDF and .af files** on a data carrier (CD, DVD, pendrive, etc.) – final versions with the same checksum. The data carrier shall be properly protected against damage (e.g. with bubble wrap).
2. A **printed** and handwritten Application Form.
3. **A separate envelope should be prepared for each submitted Application Form** (project) – if there is more than one) with a paper version of the application and with a data carrier on which both required files are saved.