



Project Application Guidelines

5th Call for Proposals

«Grant scheme for supporting SMEs to grow and expand beyond local markets»

[Version 6.0 - 12.04.2021](#)

[Document's Modifications](#)

13.3 PAYMENT OF GRANT – REQUIRED DOCUMENTATION

Public assistance (grant) for each approved investment plan comes up to the amount specified in the Subsidy Contract.

Payment of the assistance is made in installments during the implementation of the investment. Each installment corresponds to a specific percentage of the total approved grant. The final installment is paid after the completion and final approval of all investment items. The amount of the final installment is not predetermined but depends on the total certified expenditure of each grantee for the entire investment.

~~Installment payments are made by the Certifying Authority directly to each Project Beneficiary (PB) via an interest-free project dedicated bank account, which is declared by the concerned Beneficiary in the State Aid Information System and depending on the availability of funds.~~

Especially in the case of direct assistance to SMEs the procedure for the installment payments will differ between the Greek and the Bulgarian Beneficiaries.

For the Bulgarian Beneficiaries they are made by the Certifying Authority directly via an interest-free project dedicated bank account, which is declared by the concerned Beneficiary in the State Aid Information System and depending on the availability of funds. This payment will include both the ERDF and the National co-financing contributions.

For the Greek Beneficiaries they will be made through the Public Investment Program (PIP) via the Regional Development Funds either from the respective one in Central Macedonia or Eastern Macedonia-Thrace depending on the location of the Beneficiary, according to the relevant required procedures. This payment will include both the ERDF and the National co-financing contributions. Within each Regional Development Fund a separate PIP code will be created through which the respective Beneficiaries of each Region will be paid.

Please note that each PB should have an interest free bank account dedicated to the project for the reimbursements of the grant. Payments to the suppliers may be conducted by this or any other account of the Project Beneficiary in the framework of the project implementation. This bank account may be a new one or an already existing one, in case it meets the Call requirements.

The necessary supporting documents for the payment of a grant installment are listed in Annex IX "REQUIRED DOCUMENTS FOR GRANT PAYMENTS".

All grant payment/installment actions (e.g. claim for advance payment, authorization of advance payment, interim installment, final installment, disbursements, etc.) are carried out through the State Aid Information System by completing the appropriate fields.

13.3.1. ADVANCE PAYMENT

3rd paragraph

The advance payment is balanced out (i.e. the amount received as advance payment is subtracted from public assistance corresponding to the sum of payment certifications submitted) in the interim payment or the final payment of the project, if there is no interim payment. *In general, the advance payment is balanced out in the first payment the PB receives, whether this is an interim or a final payment.*

13.3.2. INTERIM PAYMENTS

An interim payment may be paid to the aid recipient after (a) submission of a relevant Verification and Certification Request and (b) certification of the physical and financial content of the investment, which ultimately specifies the amount of total eligible investment expenses up to the time of the Request and the corresponding public assistance (grant).

~~The interim payment can amount up to 50%¹ of the approved public assistance (grant). The interim payment is made to the aid recipient, if the Managing Authority certifies – after having performed a verification control – that expenses amounting to at least fifty per cent (50%) of the approved eligible investment budget and the related physical object have been materialized.~~

A: Each Project Beneficiary may submit:

- minimum one (1) request for verification and payment, at the closure of the project implementation to verify all his paid out expenditures, **OR**
- maximum four (4) requests for verification and payment according to the following cases:

In case the Project Beneficiary requests for an advance payment

1. a verification of an advance payment up to 40% of the PBs public assistance (grant)
2. an interim verification and payment of at least 50% or more of the PBs public assistance (grant)
3. an interim verification and payment of at least 75% or more of the PBs public assistance (grant)
4. a final verification and payment at the closure of the project.

¹ ~~This applies on a Project Beneficiary level. For example if a Project Beneficiary wants to submit an interim request for verification/certification of expenditure, s/he should have expenditure that its public contribution is up to 50% of its budget.~~

In case the Project Beneficiary does not request for an advance payment

1. an interim verification and payment of at least 30% and up to 50% of the PBs public assistance (grant)
2. an interim verification and payment of at least 50% or more of the PBs public assistance (grant)
3. an interim verification and payment of at least 75% or more of the PBs public assistance (grant)-
4. a final verification and payment at the closure of the project.

After the first payment (Interim or final), the advance letter of guarantee is returned to the beneficiary.

Please note that

- For technical reasons in SAMIS all payments of both beneficiaries are considered “interim”. The last payment of the last beneficiary is the final one.
- Each request for verification must be concluded, including reimbursement for the next one to start.

14.1. MODIFICATION PROCESS

Addition of 4th Paragraph

It must be noted that in order to ensure timely implementation, any request for modification of the project will be pre-assessed regarding the need by JS/MA and reserves the right to accept project modifications not more than twice per year. This limitation applies only for modifications approved either by the MA or the MC and can be overruled in exceptional cases. The request for modification in order to add in the approved AF the data of the enterprises that were under establishment during the submission phase, are not taken into consideration. Project Beneficiaries should keep in mind that a request for modification is submitted at project level and not per Project Beneficiary separately. Thus, a cooperation/communication among the project beneficiaries is necessary before submitting a request for modification. Also, they should inform and consult in advance their Project Officer about the modification they wish to request.

14.3 MINOR CHANGES

Addition of text

In case the minor changes concern the replacement of the person designated as responsible for the investment and/or the replacement of the legal representative of any of the two participating enterprises, the Beneficiary should inform the JS in advance to verify that these

modifications do not change the eligibility of the proposal (1st GROUP OF CRITERIA: «Human assets guaranteeing investment success»).

In addition, in case the change concerns the replacement of the legal representative of any of the two participating enterprises, the Beneficiaries should keep in mind that if any Call obligation was not met by the outgoing member of the company should be met by the new member; and any Call obligation was met by the outgoing member should also be met by the new member.

ANNEX IX: REQUIRED DOCUMENTS FOR GRANT PAYMENTS

For grant payments the following documentation is required: (for the Greek Beneficiaries to receive payments from the Regional Funds)

1. Recent certificate showing the active NACE codes of the enterprise
2. Modifications in the Company Establishment Act **OR** Declaration that there have been no modifications to the Company Establishment Act **OR** [Statement for starting a sole \(single person\) enterprise](#)
3. Certificates of tax and social security non-encumbrance [for receiving funds from the public sector](#) **OR** Certificates of payment of all taxes and social security obligations.
4. Certificates of non- bankruptcy, liquidation [reorganization](#) or controlled management
5. Grant underwriting (award) contract to a financing institution as a collateral for a loan (if there has been one) **OR** Declaration that there has been no grant underwriting to a third party and of non-outstanding decision of an execution of a previous decision to recover funds (original of from gov.gr)
6. Receipt of the grant payment or equivalent document.
7. Rental/concession agreement/s **OR** Sale agreement/ pre-agreement
8. [Unregistered invoice for receiving the subsidy](#)
9. IBAN of the bank account of the company with reference to the VAT number

For advance payments, a letter of guarantee/promissory note is required. [The following documents will be submitted in SAMIS attached in the request for the bank guarantee. \(where applicable either in Greece or in Bulgaria\).](#)

1. [Any amendments made to the statute of the enterprise \(and Gazette\)/ enterprise's commencement of trade for amendments made from the proposal's submission date until today](#)
2. [Statement of the competent authority General Electronic Commercial Registry \(G.E.MI.\) concerning the statute's amendments \(except for individual enterprises\)](#)
3. [Certificate of non-bankruptcy](#)
4. [Certificate of non-application for bankruptcy](#)
5. [Certificate of non-placement under liquidation or winding up situation \(except for individual enterprises\)](#)

6. Certificate of non-placement under compulsory administration (except for individual enterprises)
7. Recent Tax Clearance Certificate for receiving funds from Central Governmental entities
8. Recent Social Security Clearance Certificate for receiving cleared claims from the State OR Certificate of Insurance Contributions reimbursement for the enterprise
9. Shareholders' structure and structure of the Management Board (except for individual enterprises), record of proceedings of the General Assembly for a Private or a Limited Private Company and the Statute for General Partnership and Limited Partnership Company, in which the Shareholders' structure will be declared.
10. Formal Declaration countersigned, with authentication of the Legal Representative's signature, concerning the accumulation of de minimis grants
11. Record of proceedings of the General Assembly (for a Private or a Limited Private Company) OR Declaration of the Administrator (for General Partnership Companies, Limited Partnership Companies, individual enterprises) stating that the grant has not been transferred, in case the transfer has not taken place. Otherwise, a contract of the grant's transfer by a bank or another credit institution.
12. A contract of grant transfer by a bank or another credit institution, in case the transfer has taken place.
13. Government Gazette of in force for the legal representation
14. Formal Declaration countersigned, with signature authentication, stating that the grant has not been assigned (for General Partnership Companies, Limited Partnership Companies, individual enterprises)
15. Not certified invoice of grants
16. Not certified proof of receipt
17. Formal Declaration (for individual enterprises) stating that the data of the individual enterprise has not been altered/changed from the submission date until today
18. Legalizing documents concerning the approved location for the investment's installation (e.g. Contract of property, lease etc.)
19. Formal Declaration countersigned, with the authentication of the Legal Representative's signature, stating the data of the personal/business bank account
20. Any supporting documents required under the special terms that may be specified in the contract or in the technical annex
21. Formal Declaration countersigned, with the authentication of the Legal Representative's signature, concerning a non-pending procedure for the execution of an earlier recovery decision

Please note that the Building permit (if applicable) must be submitted before the request for advance payment OR before the 1st request for payment if no advance payment has been given.