



# Project Development and Implementation - Overview and General Principles

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**1<sup>st</sup> Info Day**

**1<sup>st</sup> Call for Common Project Proposals**

**Alexandroupolis, 22nd of February 2024**

# In brief

## ▶ **Project Development**

- Intervention logic
- Project idea

## ▶ **Eligibility of expenditure**

- Applicable rules
- Budget lines
- Budget limits

# Project Development

- ▶ Define the **project objectives, results and outputs**
- ▶ Build the **partnership**
- ▶ Draft the **work plan/activities**
- ▶ Set up **realistic budget and timeline**
- ▶ Ensure **durability and sustainability of results**

# Project Intervention Logic

Demonstrate that the project:

- ▶ **Targets one Specific Objective** of the Programme
- ▶ **Contributes to the respective Programme indicator(s)**
- ▶ **Links in a logical sequence the project activities and outputs to the targeted Specific Objective**

# What to consider?

- ▶ **Convincing project idea** (demonstrate the cross border territorial cooperation)
- ▶ **Robust partnership** (description of each beneficiary - complementarity of roles, LB's coordination, joint character of the activities)
- ▶ **Dedicated Communication Plan** (Programme's Communication Strategy to be consulted, professional communication skills)

# Eligibility of expenditures - Regulatory framework

Application of rules on eligibility:

- ▶ **EU rules** - CPR and Interreg Regulations
- ▶ **Programme rules** - Implementation Manual, Call for Proposals
- ▶ **National legislation rules** - only for matters not covered by EU and Programme eligibility rules

# Eligibility of expenditures - General rules

- ▶ **Eligibility period** - 1<sup>st</sup> of January 2021 to 31<sup>st</sup> of December 2029
- ▶ **Implementation area of an operation:** By principle the Programme's eligible area with exception of certain authorized activities outside the Pr. area (explicitly stated in the AF or duly authorized by the MA)

# Eligibility of expenditures - Types of costs

- ▶ **Real costs:** The expenditure is committed and paid. It is backed by accounting documents (invoices, others). It is registered in the accounting system based on delivery of works, services or supplies.
- ▶ **Simplified cost options (SCOs):** In this Call use of flat rates as the basis for calculating the expenditure. No evidence is presented on the existence or payment of expenditure.



# Eligibility of expenditures - Simplified cost options (SCOs)

## Proposed SCOs in this Call:

- ▶ Flat rate for the calculation of **Staff Costs**
- ▶ Flat rate for the calculation of **Office and Administrative Costs**
- ▶ Flat rate for the calculation of **Travel and Accommodation Costs**

# Eligibility of expenditures - Budget Lines

Staff Costs

Office and  
administrative  
costs

Travel and  
accommodation  
costs

External  
expertise and  
services costs

Equipment costs

Infrastructure  
costs

# Staff Costs

## Options proposed:

- ▶ Real costs
- ▶ Flat Rate - up to 20% of the direct costs other than the direct staff costs of the project

The option applies **per beneficiary for the entire project period**

The option should be **declared in the Application Form in the Partnership Section**

# Staff Costs

**Gross employment costs of staff employed by the beneficiary in one of the following ways:**

- ▶ Full time
- ▶ Part-time with a fixed percentage of time worked per month
- ▶ Part-time with a flexible number of hours worked per month
- ▶ On an hourly basis

# Office and Administrative Costs

## Calculation options proposed:

- ▶ **Real costs**
- ▶ **Flat Rate - up to 15% of eligible direct staff costs** (fixed percentage of the gross employment cost)

**NOT exceeding 4% of the total beneficiary's budget**  
(no matter what option used)

The option applies **per beneficiary for the entire project period** and is to be **declared in the AF**

# Travel and Accommodation Costs

## Calculation options proposed:

- ▶ **Real costs**
- ▶ **Flat Rate** - up to 15% of eligible direct staff costs (fixed percentage of the gross employment cost)

The option applies **per beneficiary for the entire project period** and is to be **declared** in the AF

Costs covering only staff members' travel and accommodation.

National legislation rules applicable on eligibility and reporting.

# External Expertise & Services Costs

- ▶ **EU and national rules on public procurement** are to be respected for the award of the contract, in accordance with its amount
- ▶ All contracts must comply with the basic principles of **transparency, non-discrimination and equal treatment**

# Equipment Costs

- ▶ The equipment - **necessary for the project implementation** and is **foreseen** in the approved AF
- ▶ **Technical specifications** and the **relative costs required** at a later stage (JoB form)
- ▶ Selection of suppliers for the equipment to comply with the relevant **public procurement rules** in force



# Infrastructure & Works Costs

- ▶ Eligible under the condition that **the cross-border impact of the investment is demonstrated**, and the **activity** has been approved in the AF
- ▶ The contractor cannot be a beneficiary of the project
- ▶ **Technical specifications** and the relative costs required at a later stage (Bill of quantities, Technical Studies attached to the AF)

**Infrastructure outside the Programme area is not be eligible**

# Budget Limits of the Call

- ▶ Preparation Costs
- ▶ Management Costs
- ▶ Communication Costs

# Preparation Costs

- ▶ Incurred between **1st of January 2021** and **the date of the submission of the AF**
- ▶ Related **payments** should be made and included preferably in the **1st Request for Verification**
- ▶ **Direct connection** to the project should be proved

# Preparation Costs

- ▶ Costs incurred for the preparation of the project - only real costs and BL Staff, Travel & Accommodation and External Expertise & Services are eligible
- ▶ Maximum €30.000 on project level
- ▶ They must be included in the AF in the Deliverable 1X1 “Preparation Activities” (where X is the number of the beneficiary)

# Management Costs

- ▶ **Included only in WP1** of the AF - costs for the administrative activities, the efficient management and coordination of the project
- ▶ **For project beneficiaries** - maximum **10%** of the total beneficiary's budget
- ▶ **For the Lead Beneficiary** - maximum **15%** of its budget

# Communication Costs

- ▶ Actions for external communication of project results and outputs
- ▶ Included only in WP2 of the AF
- ▶ WP2 of the project - **maximum 8% of the total project budget and no more than 100.000€** (under this Call)
- ▶ No limit per beneficiary but per project

# Recommendation

Total budget of expenditures in Budget Lines:

- Staff
- Office and administration
- Travel and accommodation
- External expertise & services (soft measures)

Not to exceed 600.000€ per project

# Thank you for your attention

For further information, please contact:

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