

## FACTSHEET ON THE ADMINISTRATIVE COMPLIANCE OF PROJECT PROPOSALS

### WHY IS IT IMPORTANT?

- The programme has launched a second Call for proposals addressing *Specific Objective 1.1 Promoting climate change adaptation and disaster risk prevention and resilience, taking into account eco-system-based approaches* having the deadline for submission of applications in JeMS until **July 16, 2024 at 4.00 PM (EET)**.
- The grant (Neighbourhood CBC contribution) to be awarded is between 800 000 and 1 400 000 EUR.
- The Administrative Verification is the very first stage to be passed by a project requesting a grant under the 2<sup>nd</sup> call for proposals.
- Only a project that is administratively compliant remains in the competition and keeps its chances to access the EU funding.

### THE APPLICATION FORM (AF)

TASK	POINTS OF ATTENTION
1	Use the English language in all the sections and paragraphs of the AF.
2	Fill in the information fields as instructed in the <i>Guidelines for filling in the Application Form</i> (Annex H).
3	Pay attention when selecting the information from a drop-down list; always check what you have selected.
4	Do not forget to tick-mark “ <b>investment</b> ”, as appropriate, when filling in the budget. An investment of at least <b>500 000 EUR</b> per project is required for this Call.

## SUPPORTING DOCUMENTS

- Supporting documents are to be attached to the Application Form.
- To be admissible, all the documents shall meet the requirements as provided in the Guidelines for applicants.
- A mandate is necessary whenever the person signing is not the legal representative.

**WHERE TEMPLATES ARE TO BE FILLED IN, YOU ARE NOT ALLOWED TO CHANGE THEIR CONTENT BY REMOVING SECTIONS OR ADDING NEW ONES.**

CATEGORY	POINTS OF ATTENTION
<p><b>(LP and PPs)<sup>1</sup></b>  <i>Project Statement &amp; Project Partnership Statements</i></p>	<ul style="list-style-type: none"> <li>• In the Statement, each partner must indicate:               <ol style="list-style-type: none"> <li>a) name of the organization (English &amp; national language)</li> <li>b) your contribution to the project's budget (own co-financing) in EUR</li> <li>c) Interreg NEXT Romania – Ukraine (name of the programme)</li> <li>d) YES/NO, as appropriate, if costs in the budget are with/without VAT</li> </ol> </li> <li>• Check if the information is the same as provided in the AF (names, amount of co-financing).</li> </ul>
<p><b>(all PPs)<sup>2</sup></b>  <i>Statutes or other relevant documents</i></p>	<ul style="list-style-type: none"> <li>• The document must provide information on:               <ol style="list-style-type: none"> <li>a) headquarters of the organisation,</li> <li>b) legal representative,</li> <li>c) empowered body for the approval of the budget,</li> <li>d) articles demonstrating that the organization has competencies /attributions in the field addressed by the project</li> </ol> </li> <li>• If the information above is missing, additional documents to reflect it are mandatory such as, the document evidencing the appointment of the legal representative.</li> </ul>
<p><b>(all PPs)</b>  <i>Financial Capacity Self-Assessment</i></p>	<ul style="list-style-type: none"> <li>• The document is an Excel file with 2 sheets – both must be filled in, scanned as .pdf and signed. Both versions (pdf and excel) must be uploaded in JeMS.</li> <li>• Cross-check the information to be the same as in the annual account.</li> <li>• Verify that the grant amount (Neighbourhood CBC contribution) requested is the same as provided in the AF.</li> </ul>
<p><b>(all PPs)</b>  <i>Annual accounts for the <b>latest financial year</b> for which the accounts have been closed<sup>3</sup></i></p>	<p style="text-align: center;"><b>!!! PUBLIC AUTHORITIES ARE NOT REQUIRED TO PROVIDE THIS DOCUMENT.</b></p> <ul style="list-style-type: none"> <li>• The annual account must show information on:               <ol style="list-style-type: none"> <li>a) revenues,</li> <li>b) expenditures,</li> <li>c) profits and losses</li> </ol> </li> </ul>

<sup>1</sup> (LP) Lead Partner

<sup>2</sup> (all PPs) all Project Partners, including the Lead Partner

<sup>3</sup> Special condition for the organizations established in 2023 (see Guidelines section 2.6.4 (d)).

CATEGORY	POINTS OF ATTENTION
	<ul style="list-style-type: none"> <li>Both the balance sheet AND profit and loss account must be provided.</li> <li>Extract from bank accounts is not equivalent to the latest annual account.</li> </ul>
<p><b>(all PPs)</b> <i>Certificate of fiscal registration or equivalent</i></p>	<ul style="list-style-type: none"> <li>The document must show your registration as a taxpayer.</li> </ul>
<p><b>(all PPs)</b> <i>Self-Declaration showing that obligations related to the payment of debt to the consolidated state budget and local budget are fulfilled</i></p>	<ul style="list-style-type: none"> <li>An up-to-date Self-declaration must state that, according to the legal provisions in the country, obligations related to the payment of debts to both the consolidated state budget AND the local budget have been fulfilled.</li> <li>(for RO partners) Valid Certificates regarding the payment of debts to the state and local budgets, valid at the date of submission, might be considered.</li> </ul>
<p><b>(all PPs)</b> <i>State Aid self-assessment</i></p>	<ul style="list-style-type: none"> <li>Tick-mark all 5 (five) criteria with YES/NO, as appropriate, and conclude on the self-assessment, namely if there is case of State Aid or not.</li> </ul>
<p><b>(if the case)</b> <i>Job descriptions</i></p>	<ul style="list-style-type: none"> <li>Job descriptions are mandatorily required from each partner that has staff costs in the budget and/or functions described at section C.7 of the AF.</li> </ul>
<p><b>(if the case)</b> <i>Official mandate for the person signing the documents</i></p>	<ul style="list-style-type: none"> <li>The mandate must be signed by the legal representative and is required only if the person signing the documents is not the legal representative.</li> </ul>
<p><b>(only PPs with works)</b> <i>Basic technical information of infrastructure and cost estimation (Annex F) OR Feasibility Study (Annex E) or equivalent</i></p>	<p style="text-align: center;"><b>!!! ONLY FOR PARTNERS HAVING WORKS IN THE PROJECT</b></p> <ul style="list-style-type: none"> <li>Fill in all the sections, as provided by Annex E or F.</li> <li>Cross check that information is correlated with section C.4 in the AF (e.g. the location(s) of works) and the ownership documents.</li> <li>Ensure the document is signed by the designer or by the legal representative.</li> </ul>

## OWNERSHIP DOCUMENTS

### WHO MUST PROVIDE THEM?

- They are required from every partner in the project foreseeing to execute infrastructure and/or install specialized equipment in one or several locations, in the conditions detailed by the Guidelines.

### HOW TO PROCEED?

- Start by identifying each and all the locations where infrastructure is to be executed and/or specialized equipment over 60,000 EUR is to be installed.
- Location means a clearly identifiable land/ building/ space (having a clear address and/or cadastral number).

- Do ensure that sufficient information on the respective location(s) has been given in the AF (section C.4 Project work plan, WP1, Investment overview/Investment).
- Each partner will cross check that the information (ex. address of the location) from the documents submitted as legal acts is correlated with documents of registration in public registers (EX. UA Extract from the State Register of Property Rights) over each location and also with the information in the AF (section C.4).
- Lea Partner must cross check of the partner/s documents of evidence of ownership for compliance.

OWNERSHIP DOCUMENTS	POINTS OF ATTENTION
<p><b>Legal act stating the rights over each location</b>  <i>land/ building/ space where infrastructure is to be executed AND/OR specialized equipment over 60 000 EUR is to be installed</i></p>	<p><b>!!! SELF-DECLARATION OF THE LEGAL REPRESENTATIVE IS NOT A LEGAL ACT STATING THE RIGHTS OVER THE LOCATION.</b></p> <ul style="list-style-type: none"> <li>• (per location) Documents must show ownership rights for the RESPECTIVE PARTNER, and not for a third party.</li> <li>• The legal act shall allow the partner concerned to obtain a building permit, if the national legislation in force requires it.</li> <li>• Type of rights over a location (to be valid not early than 2032) – ownership, long term rent, concession, administration etc.</li> <li>• Type of legal acts – government decision/ordinance, decision of the local authorities, property act etc.</li> </ul>
<p><b>Documents of registration in public registers over each location</b>  <i>For each location (land/ building/ space) with infrastructure over 60 000 EUR is to be executed AND/OR specialized equipment over 60 000 EUR is to be installed</i></p>	<p><b>!!! AN EXTRACT FROM THE PUBLIC REGISTER IS NOT A LEGAL ACT STATING THE RIGHTS OVER A LOCATION.</b></p> <ul style="list-style-type: none"> <li>• (per location) Extract from the public register must show the same identification data about a location as the ownership document (the legal act). In case of discrepancies, explanations are necessary e.g. change of the name of a street.</li> <li>• (per location) The rights of the PARTNER concerned are indicated in the extract from the public register provided, as well as reference to the corresponding legal act.</li> </ul>
<p><b>Statement that each location (land/ building/ space) where infrastructure is to be executed AND/OR specialized equipment over 60 000 EUR is to be installed is free of any encumbrances, is not object of a pending litigation, is not object of a claim according to the relevant national legislation</b></p>	<ul style="list-style-type: none"> <li>• Provide the full text required, with no alteration.</li> <li>• (per location) To be provided by the owner(s) of the location(s), if the Partner is not the owner.</li> </ul>
<p><b>Agreement of the owner</b>  <i>Of the land/building/space that the infrastructure can be executed AND/OR specialized equipment over 60 000 EUR can be installed</i></p>	<ul style="list-style-type: none"> <li>• (per location) To be provided by the owner(s) of the location(s), if the Partner is not the owner.</li> </ul>

## CHECKLIST

- If you are the Lead Partner OR a Partner in a project to be submitted for this Call, you are advised to use this Checklist as a useful tool to ensure that the application package contains all the necessary documents, and they meet the administrative requirements as specified in the Guidelines.
- Stamp will only be applied if required by the national legislation in force

REQUIREMENTS PER DOCUMENT	Template	Lead Partner	Partners	National language	English / EN translation	Signed by the legal repres.	Stamped (acc. to legislation)	“According to the original”
<i>Project Statement</i>	A	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Project Partnership Statement</i>	B		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Statute / other relevant document</i>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Financial Capacity Self-Assessment – 2 sheets</i>	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<i>Annual accounts for the latest financial year for which accounts have been closed (balance sheet AND profit and loss account)</i> <i>(1) Not required for public authorities</i>	no	(1)	(1)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<i>Certificate of fiscal registration or equivalent</i>	no	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Self-declaration showing that obligations related to the payment of debt to the consolidated state budget and local budget are fulfilled (as original)</i>	no	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>State Aid self-assessment (as original)</i>	G	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Job descriptions</i>	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
<i>Basic technical information of infrastructure and cost estimation (Annex F) OR Feasibility Study (Annex E) or equivalent</i> <i>(2) Only by partners with works</i>	E / F	(2)	(2)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <sup>(3)</sup>		

REQUIREMENTS PER DOCUMENT	Template	Lead Partner	Partners	National language	English / EN translation	Signed by the legal repres.	Stamped (acc. to legislation)	“According to the original”
<i>(3) Designer or the legal representative</i>								
Official mandate for the person signing (as original) <i>(4) Only if is not the legal representative</i>	no	(4)	(4)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Legal act stating the rights over each location (land/building/space) where infrastructure is to be executed AND/OR specialized equipment over 60 000 EUR is to be installed <i>(5) Only by the respective partners</i>	no	(5)	(5)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Documents of registration in public registers over each location (land/ building/ space) with infrastructure over 60,000 EUR is to be executed AND/OR specialized equipment over 60 000 EUR is to be installed <i>(5) Only by the respective partners</i>	no	(5)	(5)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Statement that each location (land/ building/ space) where infrastructure is to be executed AND/OR specialized equipment over 60 000 EUR is to be installed is free of any encumbrances, is not object of a pending litigation, is not object of a claim according to the relevant national legislation <i>(6) Given by the owner of the location to the partner concerned</i>	no	(6)	(6)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Agreement of the owner of the land/building/space that the infrastructure is to be executed AND/OR specialized equipment over 60 000 EUR is to be installed <i>(6) Given by the owner of the location to the partner concerned</i>	no	(6)	(6)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>