

POINTS OF ATTENTION FOR “STANDARD” CALLS FOR PROPOSALS

1) HOW TO FILL IN LEAD APPLICANT (LA)/PROJECT PARTNER (PP) DATA IN SIU

When filling in data in SIU, please consider that the **Legal Representative** shall generally be the apical position in the organization (*e.g. President, Mayor, etc.*), as ruled in the organization’s founding documents (*e.g. Statute*). The Legal Representative data shall always be included in SIU (Section C for LA and Section E for PPs), even if he/she is not the one signing the AF and/or the annexes.

The **person in charge of signature** is the person who actually signs the AF and/or annexes, and can be different from the Legal Representative; his/her data shall be included in SIU (Section D for LA and Section E for PPs) only if the person who signs is different from LR. Explanation on where the power to sign the AF and/or the documents derives from shall be provided in the Power of Signature declaration – for LA and for each PP – to be annexed in SIU (see below for details).

2) HOW TO FILL IN THE POWER OF SIGNATURE DECLARATION

The Power of Signature is the declaration attesting that the Legal Representative or person in charge of signature holds the power to sign the AF and/or the annexes on behalf of the organisation applying. The Power of Signature is **compulsory** also in case the Legal Representative of the applicant has not delegated anybody and retains the power to sign. Please note that the person indicated in the SIU as Legal Representative or as the person in charge of signature must be the same persons mentioned in the Power of Signature declaration.

The Programme provides a template for this declaration which can be modified according to the needs of the organization. **The declaration on the Power of Signature shall be used to explain – for each PP - where the power to sign the AF and/or the annexes derives from.**

Different situations may occur:

1) the Legal representative signs the AF and/or the annexes:

In the Power of Signature declaration reference shall be made only to the Legal Representative with the indication of the organization’s founding document where the legal representation is ruled. No attached document is required in this case.

2) the person in charge of signature is different from the Legal Representative and is entitled to sign on behalf of the Organisation on the basis of a general rule (law or statute):

In the Power of Signature declaration reference shall be made to both the Legal Representative (the same as in SIU) and the person in charge of signature (the same as in SIU); the document enabling to sign has to be attached (in case the document is too heavy to be uploaded in SIU, a relevant abstract can be accepted).

3) the person in charge of signature is different from the Legal Representative and is entitled to sign on behalf of the Organisation on the basis of a specific/ad hoc disposition/act:

In the Power of Signature declaration reference shall be made to both the Legal Representative (the same as in SIU) and the person in charge of signature (the same as in SIU); the specific/ad hoc document enabling to sign has to be attached.

3) HOW TO HANDLE STATEMENTS/COMMITMENTS FOR SPECIFIC OBJECTIVE (S.O.)

Statements and Commitments derives from the guiding principles for the selection of projects included in the Cooperation Programme under each Specific Objective. They reflect **mandatory eligibility requirements** per S.O. (see Annex II of Factsheet n. 5 “Project Selection”) and for this reason a proposal becomes ineligible if Statements and Commitments are missing in the submitted AF. The SIU system automatically proposes all Statements and Commitments of the concerned Priority Axis. Lead Applicants are requested to select **all Statements and Commitments related to the Specific Objective of their project proposal**: declarations shall be included by adding them in SIU in Section K and L. **Statements and Commitments will have an impact on project implementation only if applicable.**

4) HOW TO HANDLE NATURA 2000 DESCRIPTION AND STATEMENTS AND COMMITMENTS

As described in the CP “any project proposal likely to have a significant effect on natural habitat Natura 2000 sites shall be subject to appropriate assessment of its implications for the site in view of the site’s conservation objectives and shall be financed only after having ascertained that it will not adversely affect the integrity of the site concerned as regulated by Habitat Directive 92/43/EEC”.

In SIU – Section F, the following questions have to be answered:

A) Project with likely effect on natural habitat Natura 2000 sites - (Yes / No)

YES - Answer “Yes” if your project proposal could cause significant effects on the Natura 2000 sites (according to Habitat Directive). In this case please reply also to question B below.

NO - Answer “No” if your project proposal is not expected to cause significant effects on the Natura 2000 sites.

B) Only soft intangible measures are concerned - (Yes / No)

YES - if in your project proposal only soft intangible measures are concerned so that the expected effects on Natura 2000 sites are not to be considered significant (a coherent statement has to be provided in section K “Statements”).

NO - If not only soft intangible measures are concerned thus a specific assessment is needed as ruled by applicable legislation and two options are possible:

1. the assessment is already available (a coherent statement has to be provided in section K “Statements”);
2. the assessment is not yet available but it will be produced before financing decision (a coherent commitment has to be provided in section L “Commitments”).

Justification

If your answer is “Yes” to the previous question please describe the soft intangible measures, explaining why the expected effects on Natura 2000 sites are not to be considered significant.

If your answer is "No" to the previous question please provide details on the environmental assessment and competent authority.

5) HOW TO FILL IN THE LA/PP DECLARATION

LA and PP declaration shall be filled in paying attention to:

- **Correspondence with legal status** of the organisation included in SIU (LA/PP data);
- **Correspondence of total co-financing amounts** with resulting amounts for the LA and each PP in Table "workplan by Partner" of "Section I – Project" in the SIU system (available through button "See workplan by Partner");
- **Security of co-financing source:** it is important that **only secured sources** (not the potential ones) are included in the declarations; in case of changes in a later stage (e.g. awarded public co-financing), co-financing sources could be updated;
- **Completeness of State Aid declarations:** in particular for LA/PPs that are not undertakings and do not carry out any economic activity in the context of the project, point 16 (of the LP declaration) or 17 (of the PP declaration) as well point 17 (of LP declaration) or 18 (of PP declaration) **shall be answered "NO"**.

6) GENERAL RULES FOR DRAFTING THE ANNEXES

STAMP: No stamp obligation is foreseen in the annexes.

ID DOCUMENT: in case of users without digital signature, the handwritten signed documents must be accompanied by a copy of a valid identity document (e.g. ID Card, passport) of the signatory.

PROGRAMME TEMPLATES: declarations shall be filled in and signed using the templates provided by the Programme without any modification, with the exception of the declaration on Power of Signature which shall bear the Letterhead of the LP/PP and can be adapted to each LP /PP specificities.

ENGLISH LANGUAGE: the AF and annexes shall be filled in in English; the legal document attesting the power to sign (e.g. delegation) is the only document which does not have to be translated in English and can be submitted in the original language.