

Interreg



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Italy – Croatia

*CATCHING THE WAVES
OF COOPERATION*

FAQ

1st Call for Proposals For Standard and Small Projects

Latest update: 16.03.2023

www.italy-croatia.eu

Italy – Croatia

Questions & Answers

1. Is the embedding of an EUSAIR flagship project eligible even if it is tackling cross cutting topics, going beyond what is expected by the S.O. under which the project is set up and submitted?

As far as outputs and results indicators of the concerned S.O. are respected, the project may go beyond them.

2. Does the capitalization of the results also concern the HORIZON, LIFE, MED projects or only the results of previous Interreg?

Capitalisation in the Italy-Croatia Programme should be understood as a process aimed at consolidating the "capital" built by Interreg projects and also by projects funded by other programmes and initiatives. It is aimed at the transfer and re-use of knowledge and results generated by previous implemented projects in order to create new knowledge and practices to support the development of policies and solutions for the benefit of the Programme area.

3. Are the municipalities with less than 50.000 citizens allowed to apply for the standard projects?

Yes. The restriction of the number of inhabitants for local authorities is set for Small-scale projects (only bodies representing a population fewer than 50.000 inhabitants or an association of several of these bodies representing a population fewer than 50.000 inhabitants – *see Call Announcement*).



Questions & Answers

4. Can startups and non-profit associations be eligible partners?

Yes, but as project partner you have to respect the eligibility provisions set in the Call, both general and specific per project typology.

5. More information on the type of reporting expenditure (an advance expense is provided and the reimbursement dependent partner expenditure reported)

The Interreg IT-HR Programme follows the reimbursement model of costs incurred and paid by the beneficiaries. This means that each beneficiary must fully pre-finance its project expenditure. No advance payment is foreseen. *(See Programme Implementation Manual: Project Generation and Start / Reimbursement of funds)*

6. Regarding the budgeting options, should all partners of one consortium choose one option, or each partner can decide independently which option to select? How is the cost management option chosen? By partner or by project?

The budget of the project must be drafted “per partner”, according to each partner’s Work plan. Each partner must also choose a cost option among the ones foreseen by the Programme, while fully accomplishing the principles of the adequacy of costs and sound financial management. *(See Programme Implementation Manual: Project Generation / How to plan the budget)*



Italy – Croatia

Questions & Answers

7. Regarding output indicators, especially 4.1 output where there is only one indicator, does this mean that project must produce 2 joint actions? Regarding other S.O. where we have 2 outputs, should project contribute to 2 different indicators (1 joint training and 1 public event) or can we contribute to 1 indicator but producing two outputs (e.g. 2 public events)?

Please observe that different rules apply to Standard and Small-scale projects. As specified in the document “Call announcement”, each Standard project must contribute to at least two (2) output indicators. All available output indicators per SOs are listed within the document “Programme Intervention Logic”. Each standard project depending on the chosen SO has to choose at least two different output indicators to which they will contribute from the list of available indicators for the chosen SO. For each output indicator that the project has chosen, the target value can be min. 1 or more. In addition to this minimum requirement, they can also contribute to more than two output indicators (third, fourth, etc.) from the list of available indicators for the chosen SO and for each of these additional output indicators the target value can be 1 or more. Differently, each Small-scale project must contribute to at least one (1) of the output indicators that are listed per specific objective in the table within section 5. “Features of the types of projects”, subsection “Small-scale projects” of the document “Call announcement”. For the output indicator that the project has chosen, the target value can be 1 or more. So, the minimum requirement for each small scale project is to achieve 1 target value which contributes to 1 output indicator. In addition to this minimum requirement, they can also contribute to other indicators (second, third, etc.) from the list of available indicators for the chosen SO that are presented within the document “Programme Intervention Logic” and for each of these additional output indicators the target value can be min. 1 or more. (See *Call announcement* section 5. *Features of the types of projects*; - *Programme Implementation Manual*, section 1.7. *Programme intervention logic and cooperation criteria* - *Programme Intervention Logic*)



Italy – Croatia

Questions & Answers

8. Standard projects foresee max 8 partners. Are the Associated partners included in the number of 8 partners, or else?

Associated partners are not included in the max number of partners as they are not considered as "eligible partners". The maximum number of Associated partner recommended per each Standard project is four (max two per Country). (See *Call announcement par. 8*)

9. Can the Museum be included as a partner in the project consortium for small scale projects? What about the Museum that is financed by the Ministry of Culture and is situated in an urban area with more than 50.000 inhabitants?

Private and public museums can be included as long as they comply with the eligibility requirements (e.g. it could be a body governed by public law financed or supervised by a local authority up to 50.000 inhabitants or a private no-profit organisation).

10. If we acquire the equipment solely for the project purposes as core component of the project output, if the equipment is acquired and paid for within the eligible period, will the full purchase cost be eligible? Or only the depreciation value incurred during the implementation of the project will be eligible?

If the equipment represents a core component of and it is essential for the project output (e.g., the purchase of a laboratory machine for the purpose of research activities in the project, or the purchase of fixed assets necessary for infrastructure), then the full cost of the item as approved by the Programme can be reported. (See *Programme Implementation Manual / Specific cost category provisions / Equipment costs*)



Questions & Answers

11. Is it mandatory to split preparation costs among PPs? Or can consortium independently decide to charge this costs only to LP or to few PPs?

Lump sum for Preparation costs is allocated "per project". This means that it is up to the partnership itself to decide how it will be divided among the partners.

12. Shall the financial capacity self assessment via excel tool be performed in the application stage and attached to the AF? Where can we find this excel tool? Do all PPs need to assess their financial capacity?

Financial capacity should be demonstrated for private lead applicants (private profit making and private non-profit organizations). During the application stage, the private lead applicant can perform self-assessment of its financial capacity by using the excel tool provided by the Programme (using this tool is optional and it is intended for information purposes only). At this stage, the mandatory annex to be uploaded to Jems is only the "Bank reference letter". Afterwards, in project selection, JS will perform the financial capacity assessment by using the financial statements (Balance sheets and Profit & Loss Accounts) available in on-line public registers, or requested directly from the lead applicant. The result of the assessment performed by the Programme, will be considered the only valid for determining the financial capacity of the lead applicant. Please see the Call announcement and Project selection procedure. Beneficiary Financial Capacity tool is available for download on Programme web site (under Project implementation documents).



Questions & Answers

13. Our company is a profit making SME, located in Zagreb, Croatia, outside the prescribed Programme area. Are we allowed then only to contribute as an Associated partner without the budget, since Assimilated Partners relate only to public entities? If true, can you please advise which options do we have then regarding financing ourselves: no ERDF's co-financing? only travel and accommodation costs can be covered by other project partners in the consortium? are there any other eligible costs that can be covered for us by other project partners?

If the company has a seat of operations in the Programme area (as long as the seat of operation is active for at least six months before the date of publication of this Call announcement), can participate as Partner in a Standard or Small-scale project. 80% ERDF co-financing is granted. The partner can choose among one of the 3 budgeting options. In case the company does not have a seat of operations in the Programme area, not being public, the participation of a profit making sSME which is located outside the Programme area can be envisaged as Associated Partner in a Standard project. Only travel and accommodation costs can be budgeted and reimbursed under the external expertise cost category to the Partner to whom the entity is Associated with. It is then up to the Partner to decide the most suitable reimbursement option to choose among, already in the project development phase, taking also into consideration the possible involvement of Associated partners. It is important to stress that Associated partners should contribute to the achievement of the project's objectives and their contribution to the capitalisation process is assessed during the project selection (as highlighted *at pag.13 of the Call Announcement*).



Questions & Answers

14. Can a partner (and I am not referring to a Lead partner) be a non-profit organization founded in October 2022? I see in the Call announcement that an organization must be active for at least six months prior to the publication of the Call, but it is not clear if this applies to all the project partner or only to the Lead partner.

No-profit organisations having the legal seat in the Programme area can participate as project partner in a small-scale project without any specific requirement on when they have been established. If the no-profit organisation only has a seat of operations in the Programme area and wishes to participate in a proposal with this seat, the Call Announcement requirement applies, i.e. the seat of operation must be active for at least six months before the date of publication of this Call for Proposals.

15. Do the conditions listed under Call announcement, 6. Eligibility of applicants refer to both the lead applicant as well as project partners? In other words, universities cannot be LPs or PPs in Small-scale projects? I believe the word applicant in „Small-scale projects eligible applicants“ is confusing, as we have been getting a lot of questions from our faculty whether they can be partners in small scale projects, so I would just like to make sure.

You have to consider both eligibility provisions, general provisions and specific provisions per project typology. Both apply to LP and PP. Universities cannot apply for Small-scale project. Applicants is the general word referring to both LPs and PPs.





Questions & Answers

16. Department specification is needed only for LP or also for PPs?

According to the "Call announcement" and to the "Guidelines for applicants", within the section B.1.1 "Partner identity" of the Application Form in Jems, the box "Department/unit/division" is compulsory only for LPs who are eligible to participate to the call "per department". The section B.1.2 "Partner address" has to be filled in by PPs with "main address and, if applicable the address of the department/unit/division".

17. My organisation has a legal seat outside the Programme area and a seat of operations in the Programme area. How shall we fill in the address filed in Jems in part B?

In section B.1.2 of Application Form in Jems you shall indicate the address of the eligible seat, in this case the seat of operations.





Italy – Croatia

Questions & Answers

18. Call announcement (Version 1.0) Section 6 Eligibility of applicants: Have their official seat or seat of operations in the Programme area, as long as the seat of operation is active for at least six months before the date of publication of this Call announcement. I am asking you for more information about the seat of operation, what does it exactly mean. My organization (NGO) is registered in Zagreb, Croatia, which is outside of the program area, but we are implementing our nature conservation projects inside the program area, and we have a regional office in Split-Dalmatia county, which is also inside the program area. Is the regional office regarded as the seat of operations? What documents do you require for the proof of the seat of operations?

Operation seat is the place where you carry out your activity, and may or not coincide with the legal seat. So if your organisation has legal personality, and an operational seat based in Split-Dalmatia with which you want to be part of a project partnership, when you fill in in Jems your application, in section B.1.2 as Partner main address you have to indicate the address of the eligible seat, in your case the regional office (seat of operations). At the moment of the submission of the project proposal you don't have to provide documents related to your "seat of operations".

19. Is it mandatory to split preparation costs among PPs? Or can consortium independently decide to charge this costs only to LP or to few PPs?

Lump sum for Preparation costs is allocated "per project". This means that it is up to the partnership itself to decide how it will be divided among the partners.



Questions & Answers

20. Shall the financial capacity self assessment via excel tool be performed in the application stage and attached to the AF? Where can we find this excel tool? Do all PPs need to assess their financial capacity?

Financial capacity should be demonstrated for private lead applicants (private profit making and private non-profit organizations). During the application stage, the private lead applicant can perform self-assessment of its financial capacity by using the excel tool provided by the Programme (using this tool is optional and it is intended for information purposes only). At this stage, the mandatory annex to be uploaded to Jems is only the “Bank reference letter”. Afterwards, in project selection, JS will perform the financial capacity assessment by using the financial statements (Balance sheets and Profit & Loss Accounts) available in on-line public registers, or requested directly from the lead applicant. The result of the assessment performed by the Programme, will be considered the only valid for determining the financial capacity of the lead applicant. Please see the Call announcement and Project selection procedure. Beneficiary Financial Capacity tool is available for download on Programme web site (under Project implementation documents).

21. Could you please clarify the duties of the Italian partner with higher budget in a project led by a Croatian LP for the reimbursement of funds as indicated in the Programme Manual?

In case of Croatian LP, the MA will transfer: the total share of ERDF due to Croatian partners to the Croatian LP; the total share of ERDF due to Italian partners and the total share of National co-financing (Fondo di Rotazione) of the Italian PPs to the Italian PP with the highest budget among the Italian PPs within the project. Therefore the Italian partner with the highest budget has to transfer to other Italian project partners their related shares, both ERDF and National co-financing funds. *(See PIM 5.7 Reimbursement of funds)*



Questions & Answers

22. The share of expenditure not covered by ERDF funds (equal to 20% of total eligible costs of the project) shall be ensured by national co-financing sources. The Italian national co-financing is ensured by the State (Fondo di Rotazione).” Can you confirm us that also for Italian private for-profit institutions the 20% of co-financing is covered by the State (Fondo di Rotazione)?

As indicated in the Call announcement the ERDF co-financing rate is equal to 80% of total eligible costs of the project and the share of expenditure not covered by ERDF funds (equal to 20% of total eligible costs of the project) shall be ensured by national co-financing sources. The Italian national co-financing is ensured by the State (Fondo di Rotazione) with no distinction between public or private entities.

23. Can a partner (and I am not referring to a Lead partner) be a non-profit organization founded in October 2022? I see in the Call announcement that an organization must be active for at least six months prior to the publication of the Call, but it is not clear if this applies to all the project partner or only to the Lead partner.

No-profit organisations having the legal seat in the Programme area can participate as project partner in a small-scale project without any specific requirement on when they have been established. If the no-profit organisation only has a seat of operations in the Programme area and wishes to participate in a proposal with this seat, the Call Announcement requirement applies, i.e. the seat of operation must be active for at least six months before the date of publication of this Call for Proposals.



Questions & Answers

24. Do the conditions listed under Call announcement, 6. Eligibility of applicants, refer to both the lead applicant as well as project partners? In other words, universities cannot be LPs or PPs in Small-scale projects? I believe the word applicant in „Small-scale projects eligible applicants“ is confusing.

You have to consider both eligibility provisions, general provisions and specific provisions per project typology. Both apply to LP and PP. Universities cannot apply for Small-scale project. Applicants is the general word referring to both LPs and PPs.

25. Department specification is needed only for LP or also for PPs?

According to the "Call announcement" and to the "Guidelines for applicants", within the section B.1.1 "Partner identity" of the Application Form in Jems, the box "Department/unit/division" is compulsory only for LPs who are eligible to participate to the call "per department". The section B.1.2 "Partner address" has to be filled in by PPs with "main address and, if applicable the address of the department/unit/division".

26. My organisation has a legal seat outside the Programme area and a seat of operations in the Programme area. How shall we fill in the address filed in Jems in part B?

In section B.1.2 of Application Form in Jems you shall indicate the address of the eligible seat, in this case the seat of operations.



Questions & Answers

27. We are an association based in Zagreb and we've seen the Programme and Cooperation area, and noticed our region is not included - however, we wanted to apply with partners whose official seat is in those included regions. Is it possible to answer the call with programs whose realization will take place in the areas included in the Programme areas (in our case in Italy), and with partners whose official seat is also included, but ours isn't?

According to the Call's provisions for the eligibility of applicants, unless a public entity can be considered an Assimilated partner, all Lead and Project Partners must have either their legal seat or their operational seat located in the Programme area. Private partner located outside Programme area can participate in the Call only as an Associated partner in a Standard project. For more details regarding Associated partners, please refer to the Call announcement, more specifically, to its chapter 8. Partnerships.

28. Are the assimilated partners included in the number of eligible partners or have to be considered as "additional" partners, even if they have equal rights and obligations as do applicants located in the Programme area?

Assimilated partners are the same as project partners, so they are counted among the maximum number of PPs.

29. Are public universities excluded at all, both for standard and small-scale project?

Universities are excluded for small-scale projects but eligible for standard projects. Please check the table on page number 10 of the Call Announcement.



Italy – Croatia

Questions & Answers

30. Real cost reimbursement options in JEMS

Each partner shall define its own budget. In case of reimbursement on a real cost basis, Jems requests to provide further details.

Staff costs

Staff mandatory fields in Jems have to be filled in by indicating details of staff allocated to the project. Estimated values can be drawn up on the basis of the real cost reporting option (Full-time or part-time involvement in the project with a fixed percentage of time worked per month). Estimates should be adequate in order to plan sufficient and realistic staff resources to the project during its implementation. A Project Partner opting for a reimbursement of Staff costs on an accurately planned real cost basis are therefore requested to provide in Jems estimations of staff units assigned to the project (on the basis of their function, such as project manager, assistant...) and their estimated "price per unit".

Description field in Jems allows for 255 characters and can be used properly.

An example on how to fill the Staff costs fields in Jems is provided below:

Staff costs

Staff function	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Gap
Project manager (100%)	month	30,00	2.000,00	60.000,00	12.000,00	12.000,00	12.000,00	12.000,00	12.000,00	0,00
Communication manager (€	month	30,00	1.000,00	30.000,00	6.000,00	6.000,00	6.000,00	6.000,00	6.000,00	0,00
+				90.000,00	18.000,00	18.000,00	18.000,00	18.000,00	18.000,00	



Italy – Croatia

Questions & Answers

External expertise and services, Equipment costs*, Costs for infrastructure and works*

Items included under External expertise, Equipment and Infrastructure and works cost categories must be clearly and strictly linked to the project and be essential for its effective implementation.

An example on how to fill those fields in Jems is provided below:

External study expert	N/A	contract	1,00	10.000,00	10.000,00	0,00	10.000,00	0,00	0,00	0,00	
Event organization	N/A	contract	1,00	20.000,00	20.000,00	0,00	0,00	0,00	0,00	20.000,00	
+					30.000,00	0,00	10.000,00	0,00	0,00	20.000,00	

Equipment

Description	Investment	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Period 5	
Laboratory equipment	N/A	set	1,00	100.000,00	100.000,00	0,00	0,00	50.000,00	50.000,00	0,00	
+					100.000,00	0,00	0,00	50.000,00	50.000,00	0,00	

Infrastructure and works

Description	Investment	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Period 5	
Laboratory building	I1.1	contract	1,00	200.000,00	200.000,00	0,00	100.000,00	100.000,00	0,00	0,00	
+					200.000,00	0,00	100.000,00	100.000,00	0,00	0,00	

*



Questions & Answers

31. We are a profit-making SME, located in Zagreb, Croatia, outside the prescribed Programme area. Are we allowed then only to contribute as an Associated partner without the budget, since Assimilated Partners relate only to public entities (Call Announcement, p. 11)? If true, can you please advise which options do we have then regarding financing ourselves: no ERDF's co-financing? only travel and accommodation costs can be covered by other project partners in the consortium? are there any other eligible costs that can be covered for us by other project partners?

If the company has a seat of operations in the Programme area (as long as the seat of operation is active for at least six months before the date of publication of this Call announcement), can participate as Partner in a Standard or Small-scale project. 80% ERDF co-financing is granted. The partner can choose among one of the 3 budgeting options. In case the company does not have a seat of operations in the Programme area, not being public, the participation of a profit making sSME which is located outside the programme area can be envisaged as Associated Partner in a Standard project. Only travel and accommodation costs can be budgeted and reimbursed under the external expertise cost category to the Partner to whom the entity is Associated with. It is then up to the Partner to decide the most suitable reimbursement option to choose among, already in the project development phase, taking also into consideration the possible involvement of Associated partners. It is important to stress that Associated partners should contribute to the achievement of the project's objectives and their contribution to the capitalisation process is assessed during the project selection (*as highlighted at pag.13 of the Call Announcement*)



Questions & Answers

32. Please, could you provide an explanation as to which seat (legal seat, seat of operations, department) the LPs/PPs should enter in Jems - section B.1.2?

As Partner main address, LPs/PPs have to indicate the address of the eligible seat (legal seat or seat of operations) through which they will implement the project activities. LPs, who can apply "per department" and just in case they want to submit more than two proposals, have to fill in both, Partner main address (legal seat) and department address. Partners located outside the Programme area, provided that they "are competent in their scope of action for certain part of the Programme area" and "carry out activities that are beneficial for the Programme area", could be assessed Assimilated partner and as Partner main address have to indicate the seat through which the project activities are implemented.

33. My question is about the capitalization strategy. In what form and scope strategy, as one of the outputs of the project, need to be written?

The project capitalisation strategy, if present, must permeate the entire proposal. No specific capitalisation outputs are envisaged (as regards the output indicators in general, it is suggested to refer to the Programme Intervention Logic document published on the website). In addition, there are some sections of the JEMS application form in which it is possible to highlight the capitalisation process to be implemented through the project, in particular section B relating to associated partners and sections C2 and C8.



Questions & Answers

34. The Guideline for applicants states that “For workplan activities which include communication activities, please describe those communication activities in the column “Description” of the workplan activities”. Yet, the PIM (chapter no. 4) sets examples of communication activities and several deliverables, including the project communication strategy. At the same time, the guideline for applicants recommends to limit the number of activities and deliverables. Should we incorporate the communication activities as a description of the workplan activities or shall they have a dedicated activity in the workplan?

In the PIM the Programme gave the example of the deliverables. The limitation of the number of deliverables is just a recommendation. What is important is that you embed the communication to thematic activities in order to maximize the reach and effectiveness. You can chose whether to have per each WP an activity dedicated to communication, or activities in thematic WP or deliverables of the thematic activities. Whatever approach you should chose it is important that the connection among thematic activities and the communication activities aimed at promoting them is clear (i.e. pilot actions testing on territories of an innovative equipment: should be clear how do you disseminate the knowledge and awareness of that action: you'll make a short videos and disseminate it via a reportage on the local / national television etc.)



Questions & Answers

35. In JEMS section C Project description, C4 Project work plan WP1 "Investment documentation", it is stated that "...if these are already available, attach them to this application form, otherwise indicate when you expect them to be available". Is there a specific deadline by which the documentation must be provided?

In the Programme Implementation Manual (PIM) on page 51 it is clarified that this issue is subject to the following general principle: - "*Projects should demonstrate that necessary authorisations for pilot investments (e.g. building permits) are available or can be obtained in a reasonable time to avoid hampering the overall project implementation.*" This means that once the project is approved, the authorisations/permits should in no way be a cause for delays in project implementation. In other words the documentation may be available at any time after the submission of the proposal as long as it is consistent with the project implementation and with the time plan. In light of the above general principle, the deadlines set on page 102 of the PIM (The above-mentioned authorisations have to be possessed at the moment of the application or at least within 1 month of the closure of the Call" should be understood to be non-binding and merely indicative.)

36. Are all the Results Indicators identified in the Specific Objective mandatory or shall we reach only one of them?

With reference to the results to be achieved by the Programme, as listed in the Interreg Programme, it is up to each project to choose which result (as well as how many results) they will be contributing to.



Questions & Answers

37. Is the assessment of the financial capacity based on the financial/accounting data of 2021?

The assessment of the financial capacity will be based on the Balance sheet and Profit and Loss Account of the last financial year, approved and submitted to the relevant authorities. In case it is not possible to access the financial statements, the JS will request them directly from the LP.

38. In the offline application form the number of characters for Activity description is set to 1000 characters, while in JEMS for the same section we can insert 3000 characters. Which limit should we consider?

The application package, including the AF offline templates, was developed based on Jems version 5. Later on, Jems version 6 was released and adopted by the Programme and this new version increased the character limits for several different boxes. Even if there are no blocking errors for the number of characters in the Application Form, we recommend that you continue using the character limits as they are indicated in the AF offline template.



Italy – Croatia

Questions & Answers

39. The Programme Implementation Manual does not foresee a minimum threshold of economic value above which an investment must be considered as such: should such activities be individually described in the AF as investments?

Investments are linked to the development of outputs relevant for the project and their durability must be ensured. For each Investment a clear and concise description needs to be provided in the investment fields in Jems. The investment must clearly contribute to the project overall and specific objectives: it must have a demonstration, model or pilot character and show a clear cross-border implementation dimension and effect that the partnership evaluates together. The investment should be well integrated into the work plan and provide a clear benefit for the target groups addressed. It should ideally pave the way for large-scale investments, thus increasing the impact of the project. Projects should demonstrate that necessary authorisations for pilot investments (e.g. building permits) are available or can be obtained in a reasonable time to avoid hampering the overall project implementation.

For the Programme the physical character is a key feature of Investments.

The Programme did not foresee any threshold for investments, thus each project will have to decide autonomously what to include as an Investment.

In the description of an investment as regards PPs involved in it, the potential applicant is reminded to take into consideration what is required regarding ownership issue, providing clear details about: who owns the site where the investment is located; who will retain ownership of the investment after the end of the project; who will take care of the maintenance of the investment and how it will be done; reminding also that if the investment is/includes an infrastructure investment, it has to be specified how financial sustainability will be ensured, also through its commercial exploitation and revenue-generating activities.



Questions & Answers

40. I have an inquiry linked to the partners' Financial Capacity: in the manual, it is reported that the Financial Capacity of the private Lead Partners is assessed through the balance sheets and profit and loss accounts of the last two financial years and a bank reference letter. My question is if, in the framework of this specific call, in case of project approval the Lead Partner presents a negative balance sheet (costs a - costs b = negative value) would this compromise the evaluation of its Financial Capacity?

The Financial Capacity check for the private Lead applicant is included in the administrative and eligibility phase of the assessment. Only in case the financial capacity is demonstrated, and if all other criteria in the administrative and eligibility phase and in quality assessment is passed, the project proposal can be approved for funding. The criteria defined for the financial capability of the private Lead applicant, (as in the excel tool for self-assessment: "IT_HR_Financial-capacity_Version_1_locked.xlsx", available for download on the Programme's website) are two out of the Balance sheet and two out of the Profit & Loss account. At least one of the two criteria referring to Balance sheet and at least one of the two criteria referring to Profit & Loss Accounts, must be respected (and for Standard projects 2 last financial years will be used for calculation).

41. Question related to staff costs in case a PP apply the part-time with a fixed percentage of time worked per month (so, real costs basis): does this mean that the number of hours worked by an employee in an IT-HR funded action must be the same in each of the months in which he/she is involved in the project?



Questions & Answers

Indeed for the Staff employed by the beneficiary and assigned to work part of their time on the project, eligible costs shall be calculated as a fixed percentage of working time spent by an employee on the project per month. The fixed percentage is set at the beginning of the project in the employment document or, if not mentioned already there, in a specific assignment document issued for the project. The reimbursement of staff costs shall be calculated by applying the percentage indicated in the employment document (/in the assignment document) to the monthly gross employment cost. For the audit trail the following documents should be provided: a) Employment document (/Assignment document) setting out the % of time worked on the project (Fixed percentage or Full-time) and job description; b) payslips; c) Other documents of equivalent probative value which allow proof of payment of gross employment costs. For any further details please refer to Programme Implementation Manual - 5.6.1 Staff costs.

42. In the PIM it is stated that certain points need to be taken into account when declaring equipment expenditure. One of the points says the following: If the equipment was purchased before the project was approved, a prorated depreciation will be applied. Only the value of the depreciation incurred during the project timeframe is eligible. Does that mean that a proportional depreciation could be applied to equipment that we have already bought and that is already in use?

Indeed, a proportion of the cost of the depreciable asset already in possession of the beneficiary in line with the period of use within the project implementation timeframe may be eligible. Please refer to National or internal rules of the beneficiary in case of assets subject to depreciation. Double-funding should be avoided, so no other assistance should have been received for it by other Interreg funds or from other EU funds. Please also take into consideration the degree of use in the project. PIM Table n.10 on Equipment options provides the applicable cases.



Questions & Answers

43. If the acquired equipment (the equipment still remains the property of the project partner) is intended to be placed on private property (not owned by the project partners) for measurement purposes through the project, do we state this in the project application form? Is it necessary to secure some sort of agreement with the owners on the installation of equipment during the application phase, or can the agreement with the property owners itself be concluded during the project implementation phase?

Description of Equipment is to be provided as accurate as possible in Jems - section budget. Moreover in case the equipment is part of an investment (productive investment or an investment in infrastructure), as it is likely to be, please also refer to Guidelines for Applicants - section C.4.1 Investment - for the details on "Ownership" box to be filled in Jems. The land/building where the equipment will be installed is supposed to be in the ownership of the partnership or otherwise the beneficiary should have put in place before the purchase of the equipment long-term legally binding arrangements in order to assure the availability of the land/building . Please also note that further requirements concerning durability will be made available in PIM in Monitoring and Reporting Section (Durability and ownership of outputs and equipment).



Questions & Answers

44. We would like to ask you what are the verifications to understand if our company, a large private enterprise, is entitled to receive a contribution in the present call (state aid). Can we participate by requesting a contribution under the GBER Commission Regulation (EU) 651/2014 - art. 20 for a share equal to 80% of eligible costs and no other Italian co-financing from the Rotation Fund? Do we also have to check the activities to be carried out or the type of project submitted? Is there a possibility that the 80 % contribution will not be recognized (under State aid rules)?

Should the activities of the PP assessed state aid relevant in the context of the project, the entire PP budget will be granted according to the State Aid provisions foreseen by the Programme Implementation Manual .

Main option art. 20 of the GBER: the PP will receive as Programme contribution only the ERDF (European Regional Development Fund) equal to 80% of the total budget ; the remaining 20% of the budget should be added by the PP with its own funds (No Fondo di Rotazione).

Second option: General de Minimis regulation: the PP will receive up 200.000 EUR of Programme contribution (both ERDF+FDR), according to the de minimis available threshold (check the State Aid section of the Programme Implementation Manual).

The activities to be carried out within the project by a PP have to be agreed within the Partnership of the project.



Italy – Croatia Questions & Answers

45. How to fill out correctly the section “Co-financing” in Jems. (Italian beneficiaries) **NEW**

All Italians (public and private) have to fill in the section as shown in the attached screenshot under “origin of partner contribution”:

- first line with each Italian PP as “source of contribution”: under “legal status of contribution” select “public” with amount equal to zero;
- then create a new line below and enter “FdR” as “source of contribution”: under “legal status of contribution” select “FdR” and enter the contribution amount

Co-financing

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

Source	Amount	Percentage
ERDF	370.400,00	80,00 %
Partner contribution	92.600,00	20,00 %
Partner total eligible budget	463.000,00	100,00 %

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
Partner's name	Public	0,00	0,00 %
* Source of contribution FDR	FdR	92.600,00	20,00 %

Italy – Croatia

Questions & Answers

46. In relation to activities for which is foreseen an external expertise. Is it allowed that a project partner, subcontracts specific activities to an associated partner? NEW

As general rule, subcontracting between partners of the same project is not allowed.

47. Does the associated partner (standard project) have to be an institution located exclusively outside the Programme area, or can it also be an institution within the program area ? NEW

The associated partner can be located both in the Programme Area or outside the area.

48. The application form should be signed only by the lead partner before the submission or by all partners in the project? NEW

The Application Form must be signed only by the Lead Partner.

49. Since one of the main features of this Programme Call is the use of previous cooperation experience, does the previous cooperation experience mean that it should be from the Interreg IT-HR 2014-2020 Programme or can it be any other EU program? NEW

One of the main objectives of the Italy-Croatia Programme in 2021-2027 period is to capitalise on the results produced during the previous programming period, in order to avoid replication and to ensure that new projects are actually based on available knowledge. Therefore, it is possible to capitalise on both results already achieved by projects financed by the IT-HR Programme, but more generally by projects financed by other Interreg programmes and also by other European programmes and initiatives.





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