

Interreg North-West Europe 2014-2020

**Programme manual addendum for
the 2nd call for capitalisation**

“Maximising project impact”

October 2020

1. Purpose of this document

This document concerns the application procedure of the call for capitalisation. It is an addendum to the Programme Manual. It gives further detail on the application process, i.e. the content of the application form and the selection procedure.

For this call, chapter 2 “Project development”, chapter 3 “Application and assessment step 1” and chapter 4 “Application and assessment step 2” from the Programme Manual do not apply.

The content of these chapters is replaced by points 2, 3, 4 and 5 below. All other chapters in the Programme Manual remain valid as reference for project implementation and closure.

Any reference to a “step 2 application form” in the Programme Manual or in other Programme documents, should be understood/read as “the application form”, for the purpose of this call.

2. The content of the application form

To correctly fill in the application form, and in addition to the guidance given in the Terms of reference of this call, the following information needs to be considered:

PART B - Context and basis for capitalisation initiative

The capitalisation initiative needs to be **based on an existing NWE project** and constitutes an **extension of this existing project**. It therefore keeps the name and number of the project it is built on and must remain in the same priority. It will need to feed into the existing application form on the eMS as an extra work package.

This also means the end date of the project will become the end date of the capitalisation initiative. As for regular projects, duration of capitalisation initiatives can go up to the 31st of December 2023, which means that costs are eligible and can be claimed up to that date. But we advise projects to avoid scheduling content related activities in the last 3 months before the end date of the project (see Programme Manual pages 37 and 91).

This applies in the same way to both open and closed projects. Projects that have already been closed by the Programme will be reopened in the eMS for the purpose of the capitalisation initiative.

This section B of the application form looks at the existing project situation. The applicant should give a precise overview of where the project stands, at the moment of applying, in terms of achievements and spending.

PART C - Capitalisation initiative description

In the results section, the applicant is asked to quantify, in value or volume, the estimated change that the capitalisation initiative activities will bring, in addition to the initial project results. To the extent possible, please use the same quantification methodology as in the initial application form.

PART D - Partnership

In this section, the relevance of the partnership in relation to the capitalisation initiative objectives should be explained in detail. Existing project partnerships can be adapted or modified (e.g. partners can be added or removed from the existing partnership for the capitalisation bid only), but these changes need to be justified and coherent with the capitalisation initiative objectives.

Involving partners from outside the programme area (e.g. project partners financed by other INTERREG Programmes or EU schemes) is possible but also needs to be duly justified. All partners involved need to play an active role in the capitalisation initiative and their added value in contributing to the roll out or uptake of project results should be clearly described.

Only new partners need to be included in the 'new partner' sheets – the detailed description of the partners already involved in the existing project can be found in the initial application form.

If you exceed 5 new partners, please use annex 3.

Please also note that only full partners and associated partners can join a capitalisation initiative and therefore participate in this call (no sub-partners). If a sub partner is really needed for the capitalisation initiative he will have to be integrated in the partnership as a new partner.

The Lead Partner must remain the same, but the work package leader can be another partner.

PART E - Project activities (WP implementation – capitalisation initiative)

All the new activities will form a new work package, which, if approved, will become the 4th implementation work package of the project in the eMS.

Even if from an administrative point of view the capitalisation initiative is just an additional work package in an existing project, everything that will be undertaken in the framework of this initiative needs to be included in the call for capitalisation application form. This includes management and communication activities which should be mentioned in the implementation summary of the application form. If these activities are significant within the capitalisation initiative and necessitate some specific budget, they should also be added in the activities list.

The new work package should contribute to the programme indicators of the relevant priority. The indicators selected do not need to be the compulsory ones, or the ones used in the initial project. Other indicators from the same priority can also be chosen.

PART F - Budget

The budget section is reduced to the following points:

- Total budget of the capitalisation work package (total eligible cost and ERDF).
- Budget breakdown per partner: please list all the partners of the existing approved application form (even if they don't participate in the capitalisation WP) and add new partner(s), if there are some. For existing partners, indicate the same grant rate as in the approved AF. For existing partners not participating, please indicate a budget of "0".
- Budget breakdown per budget line: for the "Office & Administration" budget line, please make sure to use a 15% flat rate of the staff costs.

Annexes

- Annex 1: This list is indicative, for applicants to be able to fill in the "type of partner" in the "new partners" form of the AF.
- Annex 2: Investments can be foreseen, but this needs to be justified and described in annex 2 of the application form. In this annex 2, the main outputs of the investment must be listed. These outputs should also be reported in the output indicator table of the call for capitalisation application form.

- Annex 3: If you exceed 5 new partners, please use annex 3 of the application form.

3. Submission of application form

Applications must be submitted by email to nwecap@nweurope.eu at the latest by **Friday 29 January 2021, 12.00 pm (noon) CET**.

The title of the email should include the initial project acronym, as well as the initial project number.

The applicant will receive a message acknowledging receipt of the application.

If the capitalisation initiative is approved by the Monitoring Committee, it will be incorporated as an additional work package in the initial application (in the eMS). The Word application form will be uploaded in the system as an attachment.

4. Capitalisation initiative selection process

All proposals are assessed against eligibility and quality assessment criteria as described in the Terms of Reference for the call for capitalisation.

The decision on applications will be made by the Interreg NWE Monitoring Committee (MC), which is made up of representatives from both national and regional authorities within the NWE Member States.

The Monitoring Committee will meet in March 2021.

5. Overview of application process

	What?	Description	How?	When?	Who?
1	Opening and announcement of the call	Publication of the Terms of reference, application form and manual for call for capitalisation	NWE website and social media, emailing to all approved projects from relevant calls.	12 October 2020	Joint secretariat
2	Drafting the application form	Support by Contact Points	Word template	Until deadline	Lead Partner
3	Submission of the application form	AF to be sent to nwecap@nweurope.eu	By e-mail	Deadline: 29 January 2021 – 12.00 pm (noon) CET	Lead Partner
4	Assessment of the applications received	- Eligibility check - Quality assessment	Word template	February 2021	Joint Secretariat
5	Decision on the applications received		MC meeting	March 2021 (exact date tbc)	Monitoring Committee
6	Notification of the decisions to applicants		Official letter	One week after MC meeting	Joint Secretariat
7	Application form to be entered in the eMS	Support by Project officer	eMS	Deadline: 2 months after MC decision	Approved projects Lead Partner
8	Contracting letter	Addendum to Subsidy contract and Partnership agreement to confirm officially the revised AF and budget	-	Deadline: 2 months after MC decision	Joint Secretariat