



Transnational Territorial Cooperation Programme MED Call for strategic project proposals 2010

Procedures to respect for the submission of the final application file approved by the Monitoring Committee on 4th March 2010

IMPORTANT NOTICE: the non-respect of the procedures stated hereafter will entail the non admissibility of your application.

You have until the 15th July 2010, 8.00PM (France local time) to submit your application.

I. Contents of proposals

The application (hard copy) has to contain the following elements:

- The project application form signed and stamped **in original** (scanner, photocopy or electronic signatures will be refused)
- Letters of commitment from all participating partners with the annex named “pedagogic file” filled in by each partner **in original**
- Questionnaire “State aid” or “de minimis” declaration from each partner **in original**.

IMPORTANT for letters of commitment and annexes (pedagogic file and State Aid or “de minimis” declarations) > only original documents will be accepted.

The original signed and stamped partnership agreement shall be sent both in paper and electronic version once the proposal is selected and before the signature of the subsidy contract (to be done within three months starting of the day of the MED Managing Authority communication of the approval of the project).

The list of the documents to be used and to be taken into account for presenting a proposal is available on the MED Programme Website: <http://www.programmemed.eu/>

II. Modalities for submission

The applications have to be sent to the Joint Technical Secretariat (JTS) from **15th April 2010 and no later than 15th July 2010**.

The partnerships have to fill in and to submit the application online, using the monitoring system of the MED Programme:

<http://med.presage-cte.org>



Should any technical problem occur, the Joint Technical Secretariat (JTS) must be contacted immediately

We remind you that, to be valid, the submission of the application must be **submitted through PRESAGE CTE**, but must also be sent by **regular mail (hard copy)** and by **e-mail**.

These **three parallel forms of submission** must be completed by **15th July 2010, 8.00PM** (France local time).

Paper and e-mail versions of the application form must be **identical** to the form validated on PRESAGE CTE (with the mention “submitted version”): only the page 1 of the application form paper version (point 2 of the summary, signatures) can have the mention “draft”.

Detailed modalities of submission:

I/ Submission and validation of the final application on the Monitoring System PRESAGE CTE

The application must be submitted and validated in the Monitoring System of the MED Programme PRESAGE CTE (available at the following address: <https://med.presage-cte.org>) before 8.00PM on July 15th 2010 (France local time). Once the application is entirely filled, **the submission will only be effective after having pressed the “validation” button** (a confirmation e-mail is automatically sent by the system when the validation has been performed correctly). Should you encounter any problem in filling or validating the application form in PRESAGE CTE, it is imperative to contact the JTS.

Any candidature not validated on PRESAGE CTE (in respect of the expected coherence checks) will not be accepted.

II/ Sending by post of the hard copy of the final application file (.PDF format)

A paper version of the application signed and stamped in **original** (no scan, stamp or electronic signature) by the representative of the Lead Partner (a printed .PDF version of the application validated on Presage CTE), all **original** Commitment letters (of the Lead Partners and of each partner) with the annex “pedagogic file” as well as the questionnaire “State aid” or “*de minimis*” declaration” must be sent before 8.00PM on July 15th 2010 (France local time), postal stamp as proof, by regular mail, either as a registered letter or by carrier (DHL, UPS, etc.), to the postal address of the JTS only:

Secrétariat Technique Conjoint MED (STC / JTS MED)
Région Provence-Alpes-Côte d'Azur
27, Place Jules Guesde – 13481 MARSEILLE Cedex 20
France

Attention: only the date on the official mailed envelope can be taken into account (postal stamp or date stamp of private company), no other receipt will be valid (receipt of deposit of the envelope of a dispatch rider for example).

All the above elements (application, Commitment letters with annex, questionnaire State aid or *de minimis* declaration) must be sent to the JTS in one single envelope. The envelope must bear the wording “Call for proposal MED 2010”, the name and the acronym of the project, the name of the Lead Partner and the number of the objective targeted.

Concerning the paper version of the application file (.PDF format)

- The .PDF version of the validated application must bear the wording « submitted version » printed on every page. If it is not the case, **be careful**, because this means that you did not correctly validate your application form on PRESAGE CTE.
- The paper version must be dated and signed **in original handwriting** by the Lead Partner in the space provided (point 2. Official signatures of the application form) with the official stamp of the structure/organisation/ institution of the Lead Partner (“draft” mention possible only on this page)
- The paper version of the signed application must be in the working language chosen for the project (English or French). It is sufficient to send only the signed version of the application in the language chosen for the project. It is not necessary to send the paper version in the second language of the Programme.



Concerning the letters of Commitment

- The postal sending of the paper version of the application must include the **originals** of all the Commitment letters (of the Lead partner and of each partner) and their annexes.
- You must use the standard documents provided by the Programme (published on the Programme Website: www.programmemed.eu). **No other type of document and no modification to the standard document provided will be accepted.**
- The amounts indicated in the Commitment letters must be identical to the amounts filled in the co-financing spreadsheet of the application form (« total per partner and co-financing amount per partner »): total national co-financing.

III/ Sending by e-mail of the electronic version (PDF Format) of the application form validated on PRESAGE CTE

A copy of the application form (.PDF version of the application submitted and validated in PRESAGE CTE) as well as Commitment letters, scanned with their annex “pedagogic file” must be sent before 8.00PM on July 15th 2010 (France local time) to the JTS at the following address:

stc-med@regionpaca.fr

For technical reasons linked to the electronic mailbox, scans of the Commitment letters can be sent using one or more **separated** and **numbered** e-mails (the MED JTS mail box accept a maximum of 6 Mega per e-mail).

To avoid e-mails too heavy, you are not asked to transmit by e-mail the questionnaires “State aid” and/or the declarations of “de minimis” of each partner.

IV/ General terms

We kindly remind you that it is essential to also consult the reference documents of the Programme (Operational programme, Implementation guide) when preparing your project. In addition it is advisable that you pay attention to the following:

- For the application, all accessible sections provided in PRESAGE CTE must be filled in.
- Translation of the sections « **short description, theme and summary** » in the other official programme language than the one chosen by the project is **mandatory**. You must pay particular attention concerning the quality of the translation. The latter must be clear and comprehensible.
- The financial section (budget) of the application must be coherent with the budgetary elements of the financial plan. PRESAGE CTE will perform coherence checks and will prevent application from any validation if inconsistencies occur.
- The ERDF co financing rates for each country of the Programme must be observed (75% or 85% following partner country) as well as the budget threshold set, i.e. no partner must concentrate more than 20% of the total eligible budget of the project and no country must concentrate more than 30% of the total eligible budget of the project.
- The postal and e-mail addresses of the JTS must be scrupulously observed for the sending of the .PDF paper version and electronic version of the application. If the JTS does not receive them, you will need to produce proof of the correct sending within the deadlines (postal or electronic mail acknowledgement of receipt ...).
- For the signature of the hard/paper copy of the application: **scanned, photocopied or electronic signatures will be refused**
- Once you validate your application form, you cannot modify it anymore.

We invite you to fill in your application in PRESAGE CTE as early as possible. You can fill in the different sections as you progress in the preparation of the application file and modify them after if needed (before the final validation of course). You can also launch the coherence checks throughout the drafting and before the final validation.

Do not hesitate to contact the JTS for any further information.

III. Selection criteria

See the eligibility and evaluation grid MED, included in the “Application pack”.

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More information is available in the "Implementation Guide" published on the MED Programme Website: <http://www.programmemed.eu>

(Please taking into account Implementation Guide is only a general reference: specific criteria for strategic project call have been mentioned in the Terms of Reference, especially eligibility criteria).

IV. Procedure for complaints

Any complaint following the communication of the results of the instruction and the decision made by the MED Selection Committee will have to be done in writing (by e-mail, fax or regular mail) and submitted to the MED JTS. The aforementioned complaint imperatively has to arrive from the Lead Partner to the JTS within **20 business days** starting from the notification, sent by the JTS by e-mail, of the official results of the selection.

V. Additional information

Additional information can be obtained from the JTS and from the national contact points in the Programme countries, at the following addresses:

Joint Technical Secretariat
MED Programme
Conseil Régional PACA
27 Place Jules Guesde, 13481 Marseille Cedex 20, France
Tel. +334 91 57 52 96/51 33

Notice for partners from Bosnia-Herzegovina, and Croatia: the IPA funds are not available for partners from these countries who wish to participate to strategic projects under the 1st call. The Lead Partners are invited, however, to seek for other means to associate partners from these candidate countries.

Albanian partners participating to projects under this call can apply for IPA funding, up to a global budget amount of 180 000€ available for the 1st call.

Montenegrin partners participating to projects under this call can apply for IPA funding, up to a global budget amount of 500 000€ available for the 1st call.

The conclusion of the grant agreements for Montenegro is feasible from this call for proposal since the conclusion between the Commission and Montenegro of a Financing Agreement implementing the "Programme on financing the participation of Montenegro in the ERDF European Territorial Co-operation transnational programmes "South-East Europe" and "Mediterranean" under the IPA cross-border co-operation component, for the 2008 annual allocation" was concluded on 6 May 2009.

The conclusion of the grant agreements for Montenegro resulting from this call is subject to the EC delegation ex ante approval of the evaluation report and the list of joint operations selection for financing.

List of National Contact Points:

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