

*Targeted call on
Innovation for renewable energy
and energy efficiency solutions
in Mediterranean regions and
cities*

**Procedures to
respect for the
submission of the
final application file**

**approved by the Monitoring
Committee on the 24th January
2012**

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Programme cofinancé par le Fonds Européen
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Development Fund

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

You have until the **April 12th 2012, 8.00PM (GMT + 1)** to submit your application.

1 Contents of proposals

What?

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), with the complementary information described below.
- Letters of commitment from all participating partners with the annex named "pedagogic file" filled in by each partner, signed and stamped **in original**
- Questionnaire "State aid" or "de minimis" declaration from each partner signed and stamped **in original**.

IMPORTANT:

For letters of commitment and annexes (pedagogic file and State Aid or "de minimis" declarations) > for the Lead Partner only original documents will be accepted.

For the partners, copies will be accepted under the condition that the originals are provided within 15 working days after a request by e-mail from the JTS (see details in page 5)

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 from 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/>.

Note that in accordance with the Terms of Reference, some complementary information to be attached to your application is required in an obligatory way according to the models/templates provided in the application pack, simple text only, notably:

- 1) Project's governance system (organization chart) to provide in electronic version and paper version;**
- 2) Short description on how economic and institutional sustainability will be guaranteed by project actions (once finished) to provide in electronic version and paper version;**
- 3) Logical framework to provide in electronic version and paper version;**
- 4) Only if the project involves pilot actions: a description of these activities, to provide in electronic version and paper version.**

See templates in the Application Pack

2 Modalities for submission

Where and When?

The applications have to be sent to the Joint Technical Secretariat (JTS) from **February 10th and no later than April 12th 2012 included - , 8.00PM (GMT + 1).**

How?

The submission of the application must imperatively be **submitted through 3 ways / to be sent under the following three forms before the end of the call:**

1/ PRESAGE CTE,

2/ by regular mail (hard copy), and

3/ by e-mail.

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**" in order to facilitate the signature by the legal representative of the Lead Partner.

Details?

1/ Submission and validation of the 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 **April 12th 2012 (GMT + 1)**. 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 before the closure of the call.

Any application not validated on PRESAGE CTE (in respect of the expected coherence checks) will not be accepted. Coherence checks can be made during the whole period of the application's drafting: it's highly discouraged to wait until the final drafting unless you dispose of enough time for any possible correction. Be careful not to let any results of coherence checks in red on Presage: they must be green even when they are not blocking.

2/ Sending by post of the application file hard copy

A paper version (.PDF version of the application validated on Presage CTE) of the application signed and stamped in **original** (no scan, stamp or electronic signature) by the representative of the Lead Partner and complementary information requested, all Commitment letters (of the Lead Partner and of each partner) with the annex "pedagogic file" as well as the questionnaire "State aid" or "*de minimis* declaration" duly filled of all partners plus extra information in simple text must be sent before **8.00PM on April 12th 2012 (GMT +1)**, 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:

**Joint Technical Secretariat MED (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 as proof), 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 and State aide questionnaire /de minimis) must be sent to the JTS in one single envelope. The envelope must bear the wording “Targeted Call Priority axis 1 / Priority axis 2”, the name and the acronym of the project, the name of the Lead Partner and the number of the Axis targeted.

Concerning the paper version of the application file:

- The .PDF version of the validated application must bear the wording « submitted version » printed on every page (except on page 2 which main contain the word “draft”). 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 (not with a stamp containing the signature)** 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 to the JTS.
- Complementary information is requested (See above page 2)

Concerning the Commitment letters

- The postal sending of the paper version of the application must include all the Commitment letters and pedagogic files of each partner, dully fulfilled, signed and stamped in original. Lack of the Lead Partner originals with the first postal sending of the paper version cannot be corrected later. For the rest of partners, copies can be sent initially, but original will have to be sent later.
- You must use the standard documents provided by the Programme (in the application pack published on the Programme Website: www.programmemed.eu). **No other type of document and no modification to the standard document provided will be accepted unless you have the written agreement from the JTS MED.**
- The commitment letter specifies the precise amount of the national co-financing corresponding to the total ERDF/IPA amount requested by each partner in the Application form. (See section V.1 Funding per partner - Public total financing of each partner)

3/ 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) plus extra information in simple text, as well as a scan of Commitment letters, with their annex “pedagogic file” and questionnaire “State aid” or “de minimis” declaration from each partner, must be sent before **8.00 PM on April 12th 2012 (GMT +1)** 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 mailbox accept a maximum of 6 Mega per e-mail).

ATTENTION: Document sent by e-mail must be identical to the ones sent by post.

General terms

We kindly remind you that it is essential to also consult the reference documents of the Programme (Operational programme, Implementation guide and Terms of Reference) 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.
- Only the translation of the three 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. (For others bilingual sections when the system asks the fill in, it will be possible to put a simple character)
- 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% maximum following EU partner country, 85% for the IPA funds) **as well as the budget threshold set, for the most important partner** (40% of the total eligible budget: ERDF+IPA+national cofinancing) and **the most important country** (50% of the total eligible budget: ERDF+IPA+national cofinancing). If the project includes IPA partners, the calculation of the percentage is also based on the TOTAL BUDGET including ERDF+ IPA+national cofinancing.
- The postal and e-mail addresses of the JTS must be scrupulously observed for the sending of the paper version and electronic version of the application. If the JTS does not receive them, you will need to provide a proof of the correct sending within the deadlines (postal or electronic mail acknowledgement of receipt ...). This proof cannot be only a copy-paste of an e-mail text but mandatory the original sent to the JTS.
- For the signature of the hard copy of the application, as well as all documents requested with original signature, **scanned, photocopied, electronic as well as stamp signatures will be refused**
- All the project activities must finish June 30th 2015 at the latest. The project duration won't go beyond this date. **Common costs** among partners **are not allowed** (Monitoring Committee decision on 22-23 February 2011)
- Once you validate your electronic application form, you cannot modify it anymore, except if the JTS cancel your validation to your request (if the Call for Proposal deadline is not reached).

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 to correct eventual inconsistencies.

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

3 Eligibility and evaluation criteria

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

Before the treatment and the evaluation of any application, questions concerning the eligibility will be studied by the JTS in order to verify the respect to the eligibility criteria established in the framework of this call. The non-respect of any of these criteria will make the whole project ineligible. Kindly check the eligibility and evaluation grid MED, included in the “Application pack”. If you have any doubt, do not hesitate to contact the JTS.

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

(Please take into account the Implementation Guide is only a general reference: specific criteria for the targeted call are not mentioned in it).

We remind you to pay attention to the LP head office that must be mandatory within one of the EU regions eligible to the MED Programme.



In case of conflict between the “Implementation Guide” and the Terms of Reference, the latter applies.

4 Flexibility rules

When final application will be received, during the eligibility check of all applications, the JTS, if relevant, will request Lead Partner to correct some administrative mistakes:

- a. One or more partners' letters of commitment are not in original version (except for the Lead Partner letter, compulsorily in original version);
- b. One or more of the 3 sections “**short description, theme and Project summary**” are not provided in the second Programme's mandatory language (EN/FR);
- c. One or more documents related to State aids or “pedagogic file” are copies or not yet entirely filled in (however they must be signed and stamped);
- d. One or more documents do not include the date of signature;
- e. The project finishes after June 30th 2015;
- f. The e-mail submission has not been received by the JTS (keep a copy of your e-mail transmission in the format outlook “envelope” for any verification of deadline respect).

These paper documents requested must be received within 15 working days (France as reference) starting from correction request, sent via email by the MED JTS to the Lead Partner (see below)

The deadlines set for the eligibility check and completion of the administrative file are the following:

12th April 2012, 8pm (GMT+1): deadline for the submission of the application as described above

31st May 2012: Eligibility check done

8th June 2012: Request sent to the Lead partner to complete its application with the original documents as described above

29th June 2012: Deadline for reception of the documents requested by the JTS

5 Complaints procedure

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 Managing Authority. The aforementioned complaint imperatively has to arrive from the Lead Partner mentioned in the application form to the JTS within 2 months starting from the notification by the Managing Authority by postal mail of the official results of the selection.

Specific information for IPA partners

The partners from candidate and potential candidate countries participating to the MED programme (Croatia, Montenegro, Bosnia-Herzegovina and Albania) can participate to this call for projects under the integrated management of ERDF and IPA funds, validated by the European Commission on the 16th March 2011 (Decision C(2011)1706); the global budget of IPA funds allocated to the MED programme between 2010-2013 is 5,4M€. This envelope will be used without country-specific allocation, to finance the participation of IPA partners to MED projects until the end of the programming period.

Please note that no contract between an IPA partner and the Managing Authority of the programme can be signed before the signature of the Financing Agreement between the competent Authorities of each IPA country in question, the European Commission, and the Managing Authority.

Contacts

You also have the opportunity to obtain additional information from the JTS and National Contact Points 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**

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