

## Frequently asked questions (FAQ)

For the Second Call for Proposals  
30 May 2018

### 1) What are the compulsory documents to be uploaded in the application form?

**Each partner must submit:**

- **A co-financing declaration** as the template provided by the Programme, signed by the organization's legal representative;
- **A probative/ official template** provided by the Programme indicating that the signing **Legal Representative** is in capacity to commit the organization;
- Only for partners from **countries that do not belong** to the Interreg Atlantic Area Programme (**i.e. France, Ireland, Portugal, Spain and the United Kingdom**), the template provided by the Programme for this purpose. It must be signed by the partner indicating that the relevant and entitled national authority responsible for certification has been contacted. Projects that do not have partners located outside the 5 Member States do not have to provide this document.

#### ***First document - What is a co-financing declaration?***

The co-financing declaration to be provided is the template, which is available on the website under section 'Documents': <http://www.atlanticarea.eu/proposal/343227>

Depending on the status (Lead Partner, Partner or External financiers), three templates are available and should be filled in accordingly.

For Lead Partners, the **co-financing declaration template\_Lead Partners** should be filled in, for partners, the **co-financing declaration template\_Partner** should be filled in and in the case of external co-financing (i.e. match-funding provided by an external organisation to a project partner specifically for the delivery of the project), it should be the **co-financing declaration template\_External**.

#### ***Second document - What is meant by a probative document or official template provided by the Programme indicating the signing Legal Representative?***

Each partner organisation must provide **one of these three options** proving that the signing person is in capacity to commit the organization at all the levels:



### 1. **Internal or public documents**

For this purpose (for example, official appointment documents, formalization of his/her appointment through a notarial instrument, appointment decision by a board, appointments through Official State or regional gazette/journals, etc.).

### 2. **Legal Representative Letter**

When there is no official documents as referred in point 1), the Programme provides a template for this purpose under section 'Documents' of Call 2 - 2018: **"Legal Representative Letter Template"**. The signing person assumes the responsibility that he/she is in capacity to commit the organization.

### 3. **LEAR (Legal Entity Appointed Representative)**

This template can be used when the organization or its Legal Representative wants to appoint a person to perform certain tasks or sign documents on behalf of his/her organisation and when there is no formal internal organization document that enables this person to commit it (formally, financially, etc.). It is important that the LEAR's name appears clearly in this form as well as in the Application Form.

The Programme provides this template under section 'Documents' of Call 2 - 2018: **"Legal Entity Appointed Representative Letter Template"**.

**Please note that in sections 2.2.10 and 2.6.9 of the Application Form, it is compulsory to fill in and upload twice the same document** (one of the 3 options mentioned above), depending on the partner's case.

## **2) If a partner is located in a non-eligible region of the Programme's Member States (i.e. France, Ireland, Portugal, Spain or United Kingdom), is it necessary to submit the template "National Authority contact for partners outside the eligible area template"?**

No, it is not required to submit this document within the Application Form. However, it has to be indicated in the relevant sections (2 and 6) of the Application Form that this partner is located outside the eligible area to the Programme.

The template ***"National Authority contact for partners outside the eligible area template"*** is to be used ***only for partners based in countries that aren't part of the programme (e.g. Belgium or Iceland)***.

## **3) What date should be referred as starting date of the WPO "Preparation Costs"?**

In order to avoid problems with the errors checks in the Application form, the "Start date" of the WPO has to be the same to the starting date of the project. Nevertheless, in the "Implementation summary" section, you can indicate the exact period during which this activity took place.



#### **4) What to do in relation with the output indicators for WP1 and WP2, considering that the generic indicators, such as Project Reports, internal meetings and events or project newsletter are not listed?**

At this stage, for WP1 and WP2, you can include this information in the “Outputs description” (Deliverables) by describing the quantity of Project Progress Reports expected to be submitted, number of project meetings or newsletters.

For the submission of the Application Form, you will have to link the standard deliverables (mentioned above) to an overall priority/objective indicator.

If the project is approved, the Programme will contact you to amend this information with the correct indicator (in the relevant section).

This situation is common to all applicants and no project will be penalised for using the wrong indicator in WP1 and WP2.

#### **5) Which documents need to be submitted by associated partners?**

For the associated partner (AP), you do not need to submit any document (co-financing letter or those related to the Legal Representative) but you need to fill the information requested, contact details, information about the AP and role in the project. Please, note that this rule does not apply if the associated partner is an external co-financer.

#### **6) Can partners choose different options for staff costs?**

Yes, they can. Within the same project, each partner can choose between direct costs or flat rate option for the staff costs.

#### **7) Technical problems with the Application form?**

It is available a direct support for the IT platform:

- direct telephone line: **00 351 221 207 106**
- email address: **[IT\\_support@atlanticarea.eu](mailto:IT_support@atlanticarea.eu)**

Applicants are encouraged to directly contact this line/email address when dealing with technical difficulties.