INTERREG ATLANTIC AREA PROGRAMME 2021-2027

First Call for Proposals

Frequently Asked Questions (FAQ) updated 31st January 2023

1) Project Submission and Assessment

Questions	Answers
How long does the selection process take?	The provisional timeline is fixed in the ToR (6-to 8 months) but it will depend on the number of applications submitted to be assessed.
Technical problems with the Application form?	Applicants are encouraged to directly contact this email address when dealing with technical difficulties: **itsupport@atlanticarea.eu**. Phone: 00 351 226 074 263.
When I try to register on SIGI, I receive an error advising that "There is already an Entity with this Tax Number".	This probably means that someone from your organisation has already registered on the platform. In this case, only this person or the IT Support can invite you by adding you as a member.
Can I access the project proposal on the SIGI platform?	The person (member of the Lead Partner organisation) who creates the proposal can invite their colleagues and project partners to view it but only this person will have editing rights on the proposal. To know how to access the project proposal, please follow the steps mentioned at the end of this document.
Will proposals be assessed using the assessment criteria set out in the Programme Manual?	Yes, the assessment will be made based on the criteria included in the application package.
What is the deadline for applying?	The deadline for this First Call 2021-2027 is 17th February 2023, 6 pm, Lisbon time.
In which language applications must be completed?	All sections must be completed in English, other Programme languages are optional. However, project summary must be provided in the 4 Programme languages.

2) Partnership

Questions	Answers
How many partners must the project have?	Must involve at least 4 partners from the 4MS of the cooperation area (FR, IE, PT and SP), one per country. The recommendation is 4 to 12 partners.
Can the Lead Partner be external to the countries involved in the Programme?	The Lead Partner must be located in the eligible area of the Atlantic Area. For more info, please check our Programme Manual.
Can UK partners participate in the project?	Yes, UK partners can participate as Associated Partners with their financing.
Does the proposal to be made have to include beneficiaries from all countries in the eligible programme area?	Yes, it is mandatory.
Is it possible for the same partner to participate in more than one proposal?	Yes.
Can a large enterprise participate as a Partner/Beneficiary in a project?	No, just as an associated partner. Only small and medium enterprises (SMEs) are eligible as partners/beneficiaries.
What is the difference between a contact person and a Legal representative?	The Contact person produces applications and reports while the Legal representative signs the documents related to project application and project implementation.
Can associated partners be subcontracted?	They cannot be contracted/sub contracted.
Can two departments of the same organisation participate in a project?	Yes. However, if several departments of the same organisation wish to participate and share the same VAT number, they must present themselves as one partner.
Can a private not for profit organization be Lead Partner?	The role of Lead Partner can only be held by: I. Public organization; II. Organisations governed by public law; III. Not-for-profit private organisations; IV. International organisations acting under national law. All of them <u>must be based in the Atlantic Area Programme eligible</u> area.
Can partners located outside the eligible area be part of project and ask for 75% ERDF funding?	The participation of this kind of partner must be duly justified, as stated in the Programme Manual. These partners can also ask for 75% of ERDF funding.
Can one partner participate in 3-4 proposals under the same priority?	Yes, it is possible.

Can one partner coordinate more than one proposal?	Yes, it is possible.
Is it necessary to register 'Associated partners' on the SIGI?	Yes, it is necessary.

3) Budget

Questions	**Answers**
What is the budget for a project?	The total project amount should preferentially be, for this call, in a range between EUR 1 and 3.5 million euros.
What happens if the total budget is higher?	It should be duly justified.
How about financing? Will there be any there pre-financing?	No.
What about their own funding. The 25% still work?	The maximum of ERDF granted remains 75%. 25% remains the national counterpart (to be provided by the partner).
What about partners from outside eligible area or outside the EU?	For those partners, ERDF co-financing will also amount to 75% and an agreement must be signed with the national authorities concerned.
How can the co-financing of 25% be provided by the beneficiary?	The co-financing can either be provided through its own resources or through other schemes that might be set up at the national, regional or local level. This means that the 25% financing can be covered by funding received from the national, regional or local level, if there is such a possibility. However, it is important to note that the programme only reimburses costs incurred and paid by the beneficiaries. This means that each beneficiary must fully pre-finance its project expenditure. Then, once verified by the controller and included in a joint (consolidated) progress report, the Programme reimburses 75% (ERDF). The sum of the ERDF and co-financing received by a beneficiary can never exceed 100% of the costs occurred for the concerned item(s).
Can Associate partners be paid by projects partners for travel and accommodation on their participation in project activities?	Lead Partner or a partner will not be able to claim associated partners' expenditures under travel and accommodation line (none

	any other) if invited to attend events/meetings.
Is the 60% limit applied to the Human resources budget?	No limit was established, however, it is recommended not to exceed 60%.
Preparation costs	The preparation costs are a lump sum corresponding to € 17,480, and it is mandatory to request (automatically assumed by SIGI). The amount can be shared between all project's partners in proportion to their participation in the preparation.
Can partners choose different options for staff costs?	Within the same project, each partner can choose between direct costs or a flat rate option for the staff costs. Once an option is chosen, it cannot be changed during the project implementation.
Can partners choose real costs reimbursement instead of the fixed flat rate of 15% of eligible staff costs for Travel and accommodation?	Real costs are allowed only when the partner chooses the flat rate of 20% for staff costs or in case the flat rate is not appropriate for the partner (duly justified).
Will the 15% flat rate of travel costs be calculated on the result of the 20% flat rate of staff costs (and travel costs are not taken into account in the calculation of staff costs)?	Regarding the calculation of travel costs, as shown when filling out the application, by choosing 20% flat rate p/Staff, the travel values are real costs.

4) Workplan

Questions	Answers
How many work packages can be foreseen in the application form?	It is recommended to foresee 3 WPs. Only in well justified cases up to 5 WPs. WP0 does not count.
Which work packages are compulsory?	Only WP 0 – Preparation – is compulsory. Thematic work packages should be used exclusively. Management and Communication are not considered as work packages but imbibed in the thematic ones.
How long is the duration of a project?	Should be 36 months maximum.
How to allocate the activities and budget related to project management and communication to the single work packages?	As regards the activities related to project management and communication, these shall be described in the application form. Concerning the budget allocation, there is no splitting of the total budget to the single work packages foreseen. Consequently, the budget related to project management and communication needs to be allocated to

	the respective cost categories and reporting periods only.
How many specific objectives should be selected?	Projects must select one Programme priority and one Programme specific objective. Programme priorities and specific objectives are listed and detailed in the main documents. At project level, following the intervention logic, one project objective should be defined. Then, to contribute to the overall project objective, it is recommended that projects set up to 3 project specific objectives (maximum) related to WP, activities, outputs and deliverables. Therefore, it is possible to have several WPs for one Specific Objective.
Is there any limit for the number of activities within each Work Package?	A maximum of 10 activities per WP can be defined.
What is the difference between an output and a deliverable?	**Outputs** are products delivered by the partnership as a result of the activities conducted during the project implementation. They must answer the needs of the target groups and, at the same time, demonstrate durability and transferability beyond the project partnership. Equally important is the fact that project outputs should be measurable and contribute to the programme output indicators. On the other hand, a project **deliverable** is a side product that contributes to the development of an activity whose purpose is to support the completion of an output, either on its own or in combination with other activities. Each activity should include one or more deliverables (e.g. analysis report, feasibility study, etc.) that contribute to the achievement of project outputs. All small steps of a single activity, such as stakeholder meeting documentation, working groups, etc., do not need to be listed as separate deliverables but should be aggregated into one deliverable, e.g. a qualitative report describing the stakeholder involvement.

5) Documents

Questions	Answers
What are the documents that must be uploaded to the SIGI platform in the application phase?	Documents included in the application pack template: - **VAT statement.** - **Bank statement.** - **Lead partner declaration** (one template for the lead partner). - **Partner declaration** (one template for each partners). - **Associated partners declaration.** - **Legal representative** (the person who signs has the legal capacity). - **Legal entity appointed representative** (LEAR) when the legal representative name another person to be the legal representative. You can send the legal representative letter or the LEAR. In both cases, we need documents supporting who is signing has the capacity (a public document, minutes, official journal, etc.). - **State Aid declaration** (one statement for each partners). Beside those documents, Lead partners must provide a "Proof of solvability" document. For Public authority, a document justifying the legal status of the entity is enough.
How information about State Aid must be presented in the application Form?	Each project partner must fulfil a declaration related to their State Aid situation to be uploaded in section 4.1.3.5. When completing the Application Form, the Lead Partner has to include this information in section 4.5 (State Aid information) of each partner's profile.
Project number: Is it necessary to include it in the documents to be uploaded per partner?	At this stage, as there is no Project Number, the field is left blank.
Legal representative/LEAR: must these supporting documents be uploaded at this stage?	Yes, all documents must be submitted in the application stage. A legal authorization is valid for public organizations.
Partner declaration: must it be printed on the organisation's letter-headed paper as the other documents?	It is not necessary, you only need to sign the template of the Programme for the partners.

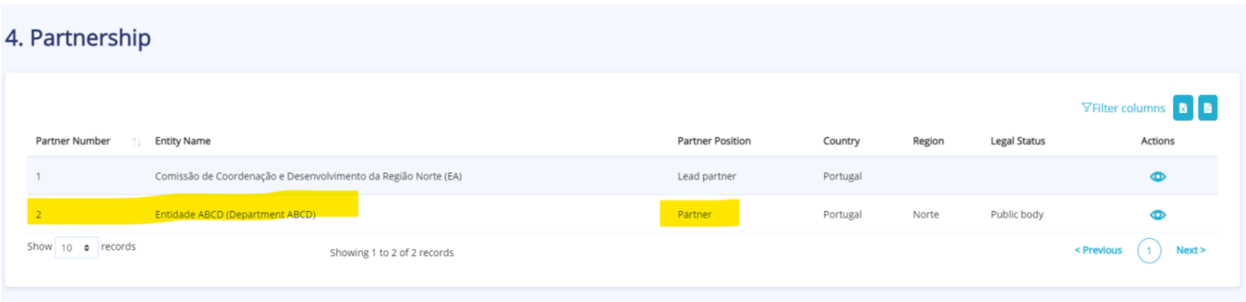
When the Partnership Agreement must be submitted to the Programme?	The Partnership Agreement is only provided to the Programme in case of approval. Therefore, it has not to be included in the Application Form.

6) Other questions

Questions	Answers
Is there any information about how many proposals will be awarded?	It will not be possible to provide this information beforehand.
Will there be any webinars to assist with drafting proposals?	Yes, webinars are foreseen. Records of webinars already held are available in Programme website.
Is there any tool to match make contacts for this new call?	Yes, please consult the Programme website.
Where can I get information on projects that have already been funded?	There are several possibilities to find co-financed Interreg projects, which were implemented already in former periods or which are still running that you can check on similarities or synergies: On the EU-wide level the Interact database www.keep.eu includes projects from the running funding period 2014-2020 as well as from previous funding periods (2000 – 2006, 2007 -2013). On the Atlantic Area website, you can find projects that have been financed during the 2014-2020 period.
How can I see a proposal on SIGI?	Please follow the steps below. If you encounter any difficulties, contact IT Support.

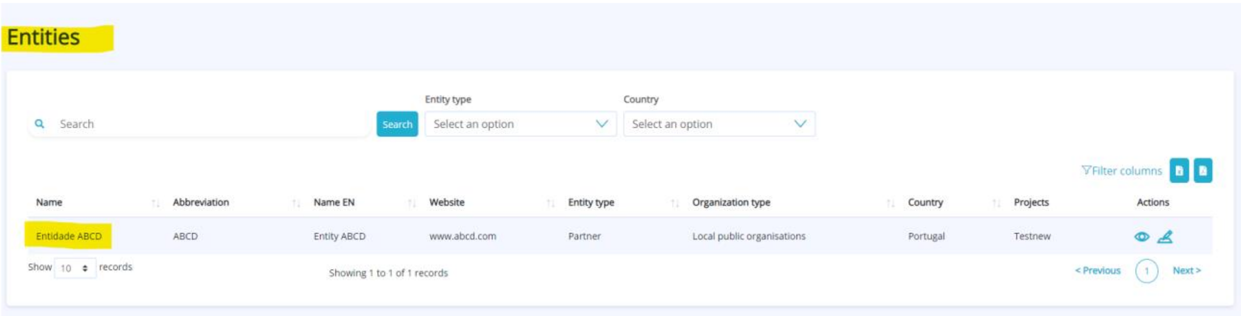
Step 1

The LP Lead Partner associates an Entity as Partner.



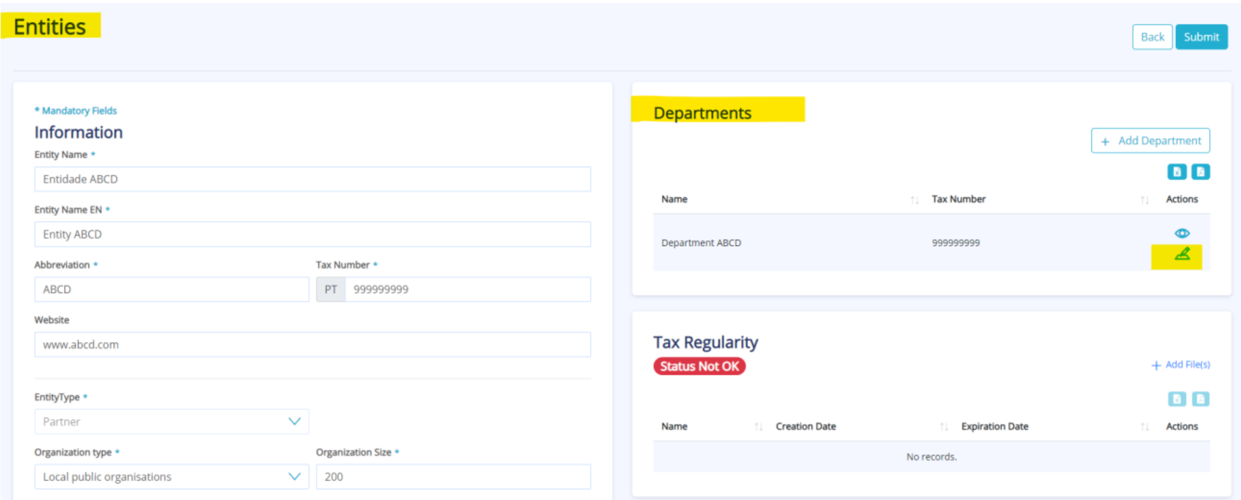
Step 2

The Partner receives an e-mail communicating that he has been associated, enters in the system and goes to the registration of entity.



Step 3

The Partner enters the Departments module in edit mode.



Step 4

In the Project Users Management module, select the Actions button. You should now have access to view the application being prepared by the LP.