

The Center of European Projects

Rules of the Call for Proposals

Operational Programme Knowledge Education Development

Priority Axis IV Social innovation and transnational cooperation

Measure 4.3 Transnational cooperation

Call for proposals No POWR.04.03.00-IP.07-00-003/17

**for projects with a transnational component implemented
outside the Common Framework**

Approved by:

Director of the Centre of European Projects

Leszek Buller

Warsaw, 19 June 2017

1. GENERAL INFORMATION

1.1 Basic information about the call for proposals

The Center of European Projects (CEP), acting as the Intermediate Body (IB) of the Operational Programme Knowledge Education Development (OP KED), hereby announces the call for proposals No POWR.04.03.00-IP.07-00-003/17 for projects with a transnational component, implemented outside the Common Framework **under Priority Axis IV *Social innovation and transnational cooperation*, Measure 4.3 *Transnational cooperation***, of OP KED.

Applications for co-financing may be submitted under the following theme:

1. **Developing solutions in the area of social revitalisation aimed at social inclusion of disadvantaged groups from the areas of revitalised mid-sized cities losing their socio-economic functions.**

Application for co-financing will be accepted between 31 October and 15 November 2017 in line with the conditions described in the Rules of the Call for Proposals. Applications submitted before the starting and after the closing date of the call for proposals will be rejected at the stage of formal evaluation.

1.3 Amount allocated for the call for proposals

The amount allocated for the call for proposals is PLN 15,000,000.00 (including the maximum amount of co-financing PLN 14,550,000).

After the call for proposals is resolved, the institution organising the call for proposals may increase the amount allocated for co-financing of the project under the call for proposals.

The institution organising the call for proposals retains the right not to allocate all of the funding available under the allocation for a given call for proposals/theme.

2.2. Definitions and description of the relevance of the selected¹ eligibility criteria and the bonus criteria

Criterion 1

The project shall include at least two types of transnational cooperation activities from among the following:

- 1) **development and implementation of new solution(s);**
 - 2) **transfer, adaptation and implementation of new solution(s);**
 - 3) **concurrent creation and implementation of new solution(s);**
 - 4) **exchange of information and experience;**
- with exchange of information and experience being one obligatory type.**

¹ Selected, i.e. all eligibility criteria except for general formal criteria, whose definitions and description of the relevance are included in point 5.2.3.1 of the Rules.

Definition of the criterion: At least two of the transnational cooperation activities listed in the criterion must be included in the project, with “exchange of information and experience” being obligatory. It is up to the project promoter to select any of the above activities and combine them with “exchange of information and experience” which cannot stand alone.

The project promoter should clearly identify in the application the types of transnational cooperation activities from among the above ones that it will implement under the project.

The types of transnational cooperation activities were described in point 1.5 of the Rules of the Call for Proposals: Types of transnational cooperation activities.

The project promoter must also describe the novelty of the solution, along with the **rationale explaining why, in the opinion of the project promoter, the solution should be considered a new one, which elements of the developed solution are new.** The sheer declaration that the solution is new is insufficient to meet the criterion.

Definition of a new solution: a new solution is a product of the transnational cooperation project, developed in cooperation with a transnational partner (or partners), which in its entirety, part or in a specific form has not been present in Poland before.

The information on types of transnational cooperation activities and the description of the novelty of the solution should be provided in point 3.1.2 “Identify the main objective of the project and describe how the project will contribute to achieving the specific objective of OP KED” of the application for co-financing.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 2

The application for co-financing includes the practical implementation concept for the solution developed in transnational cooperation, also after the completion of the project implementation.

Definition of the criterion:

Solution implementation stands for the practical use of a new instrument/tool/approach developed under the project in accordance with the assumptions laid down in the application for co-financing.

For the sake of project result durability, the beneficiary must ensure that the developed solution will also be applied in the form and scope provided for in the application for co-financing also after the project implementation is completed.

The beneficiary must thoroughly think through and accurately plan the practical implementation of the developed solution already at the preparatory stage of the application for co-financing. The of the implementation concept must include the following information:

(a) Concerning the form and manner of practical implementation of the solution developed in transnational cooperation and the expected type of institution(s) where the solution will be implemented (including at national partners of the beneficiary or other entities provided for in the application for co-financing);

The form of implementation, on the basis of a decision of a relevant management entity, depends on the specificity of the institution and of the solution itself;

(b) Proving the plausibility of implementation for the developed/adapted solution, i.e. indicating that it may be implemented directly under the project in the existing national conditions, i.e. as of the day of application submission (e.g. without any need for legislative amendments). **The application must include a clear declaration confirming the plausibility of implementation in the existing national conditions.**

Implementation of comprehensive solution(s) stands for practical implementation by the entities whose substantive tasks the solution concerns.

The new solution, which should be implemented in practice, and which is referred to in the above-described criterion 4, includes the solution developed in transnational cooperation with at least two transnational cooperation activities listed in this criterion (number 4) .

The criterion is verified based on the data provided by the project promoter in point 3.1.2 "Identify the main objective of the project and describe how the project will contribute to achieving the specific objective of OP KED" of the application for co-financing.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 3

The for project co-financing is submitted in a transnational partnership, which means that:

- 1) the project's objective, output(s) and result(s) must be connected to transnational cooperation and demonstrate the added value of such cooperation;
- 2) rationale for using transnational cooperation to achieve the standard project objective has been provided.

Definition of the criterion:

Ad. 1.

The specific objective of the project must correspond to the specific objective of the OP KED for Measure 4.3, and the main objective of the project must be linked to transnational cooperation.

The project promoter describes the added value of transnational cooperation, in line with the definition of the added value, i.e. taking into account the fact that "the main objective can only be achieved as a result of established transnational cooperation and cannot be achieved without such cooperation"; a given output or result could not have been achieved, if the project was implemented only in Poland, or such outputs and results may have better quality, be in a greater number or have a greater scope thanks to transnational cooperation".

In addition, the project promoter has an obligation to justify the extension of the standard project by a transnational cooperation component and to demonstrate in the application how transnational cooperation will contribute to achieving the objective of the standard projects and how it will make the solution developed/being developed under the standard project more efficient.

The specific objective of the project must correspond to the specific objective of the OP KED for Measure 4.3, and the main objective of the project must be related to transnational cooperation.

The project promoter identifies at least one output and result, obligatory for Measure 4.3, in line with point 2.4.1 of the Rules of the Call for Proposals.

The information for this part of the criterion should be provided in point 3.1.1 “Objective implementation indicators” and point 3.1.2 “Identify the main objective of the project and describe how the project will contribute to achieving the specific objective of OP KED” of the application for co-financing.

Relevance of the criterion:

Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Ad. 2

The project promoter must provide the rationale for establishing transnational cooperation with transnational partner(s) indicated in the application for achievement of the main objective of the project. The rationale should be presented along with the description of the added value of transnational cooperation.

The information for this part of the criterion should be provided in point 3.1.2 “Identify the main objective of the project and describe how the project will contribute to achieving the specific objective of OP KED” of the application for co-financing.

Relevance of the criterion:

Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 4

Implementation of a transnational cooperation project consists of 6 stages (tasks):

- 1) Development of a solution in cooperation with a transnational partner;**
- 2) Testing of the developed solution in the project target group, with possible support from the transnational partner;**
- 3) Analysis of the effects of the tested solution, taking into account the opinion of expert(s) and the support from the transnational partner;**
- 4) Development of the final version of the product, ready for implementation, taking into account the results of testing and the analysis, including the support of the transnational partner**
- 5) Practical implementation of the solution, with possible support from the transnational partner;**
- 6) Development of recommendations for institutions of the user in order to ensure that the developed solution is efficient and sustainable, with possible support from the transnational partner.**

Definition of the criterion:

The project promoter is required to describe all stages of the transnational cooperation project implementation in the application for co-financing. All stages are necessary to properly implement the project and achieve its objectives. Actions 1, 3, 4 must include a

transnational partner, whereas for stages 2, 5 and 6 actions involving a transnational partner are not mandatory. However, the institution organising the call for proposal recommends that transnational (foreign) partners should be involved in as many project implementation stages as possible, in accordance with the needs for development (including adaptation) of solutions in order to achieve their highest possible quality, which also results from the value of transnational cooperation. Information for this part of the criterion should be provided in point 4.1 "Tasks" of the application for co-financing.

Relevance of the criterion:

Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 5

The project shall be implemented in transnational partnership exclusively within the European Union Member States, and at least one partner comes from a country other than Poland, while the applicant is an entity from Poland.

Definition of the criterion:

The criterion requires the minimum number of transnational partners (at least one), but the project promoter may implement the project within a broader transnational partnership.

The call for proposals does not allow for partnerships with a transnational partner from a non-EU country. An entity from other European Union Member State shall mean an entity having its registered office or a branch in a European Union Member State other than Poland. An entity from Poland shall mean an entity having its registered office or a branch in Poland.

The criterion will be verified based on information provided in point 2.9 "Partners" of the application for co-financing and against the content of the letter(s) of intent attached to the application in accordance with the template constituting Annex 1 to the Rules of the Call for Proposals. In addition, details concerning technical requirements for the letter of intent are presented in point 2.5.1.1 of the Rules of the Call for Proposals.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 6

One entity may participate in the call for proposals – as the applicant or a partner – no more than twice in the application(s) for co-financing.

Definition of the criterion:

The criterion refers to participation of a given entity as the applicant or a partner. One entity may participate in up to 2 applications submitted in the same call for proposals. The entity may participate twice as the applicant, or twice as a partner or once once as the applicant and once as the partner.

The fulfilment of the criterion is verified based on data available to the institution organising the call for proposals, which include:

- data of the applicant (project promoter);

- data of the partner;
- title of the project.

The criterion is verified against the information provided by the project promoter in point 2.1 “Name of the applicant”, point 2.9 “Partners” and point 1.6 “Title of the project” of the application for co-financing.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

If one entity is present in more than 2 applications submitted under a given call for proposals, the **institution organising the call for proposals shall reject all applications submitted for the call for proposals where this entity is present**, due to the failure to meet the eligibility criterion. If one application for co-financing is withdrawn before the closure date of the call for proposals, the project promoter is entitled to submit another application in its place.

Criterion 7

The project implementation time indicated in the application for co-financing is planned for 36 calendar months at the most.

Definition of the criterion:

The project promoter may provide for a shorter time of project implementation in the application, but not exceeding 36 calendar months. For calculation of the project implementation time, the calculation principles laid down in Chapter 10 “Terms” of the Code of Administrative Procedure apply.

The criterion is verified against the information provided in point 1.7 “Project implementation time” of the application for co-financing.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 8

The minimum project value in the project budget shall amount to PLN 500,000.00.

Definition of the criterion:

The value of the project means all eligible expenditure to be incurred under the project, i.e. direct and indirect costs, including own contribution.

The criterion will be verified based on information provided in point 5.1 “Total costs”, column “Eligible”, of the application for co-financing.

Additional information:

If the expenditure is planned at the minimum level in the application for co-financing, the criterion may be deemed unfulfilled, if a part of expenditure is classified as non-eligible as a result of the substantive evaluation of the project budget. The institution organising the call for proposals recommends defining the project value at a higher level than the minimum level required in the call for proposals.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 9

The letter of intent, which is an annex to the application, is signed when the application for the call for proposals is submitted, and the data of the transnational partner and the tasks planned in transnational cooperation are entered into the application for project co-financing.

Definition of the criterion:

The data of the transnational partner and tasks planned in transnational cooperation must be entered into the application for project co-financing.

The letter(s) of intention attached to the application for co-financing provide(s) the information compliant

with the minimum scope specified in Annex 1 to the Rules.

The criterion will be verified against the content of the letter(s) of intent attached to the application in accordance with the Annex to the Rules of the Call for Proposals, point 2.9 "Partners" and point 4.1 "Tasks". In addition, details concerning technical requirements for the letter of intent are presented in point 2.6 of the Rules of the Call for Proposals.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 10

A transnational partner who will enter into a partnership must have at least 3 years of experience in implementation of project-related activities, i.e. in developing and/or implementing solutions aimed at solving problems covered by the project.

Definition of the criterion:

The project promoter provides, **in a way clearly identifiable for the evaluator**, the specific period during which the project promoter obtained the required experience in project-related activities. Experience in implementation of project-related activities means experience in developing and/or implementing solutions aimed at solving problems covered by the project submitted for this call for proposals.

"At least 3 years of experience in implementation of project-related activities" means the experience of **a transnational partner** and not its employee(s). In addition, the period of 3 years must concern **one** entity – **the experience of several transnational partners cannot be added up**.

The experience within one entity **does not have to last three years without interruption** – it may consist of several periods when the experience in a given area was obtained, but **after adding up the duration of experience must amount to at least 3 years**. It should also be noted that the criterion verifies the duration of experience and not the number of undertakings carried out during a given period. Therefore, if in a given year the transnational partner implemented more than one undertaking confirming its experience within the substantive area, e.g. one between 1 January and 31 March 2014 and another between 1

January and 31 April 2014, the experience amounts to 4 months (3+1) and not 7 months (3+4).

The **information** provided in the application for co-financing **must specify the scope of activity** of the transnational partner **in the implementation of project-related activities**. Project-related activities are activities compliant with the theme of the call for proposals under which the project promoter submits the application.

Information about the fulfilment of this criterion should be provided in point 4.4 "Experience of the applicant and partners" of the application for co-financing.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 11

Activities implemented under the project comply with the applicable or developed revitalisation programme, result from the diagnosis therein, are compliant with its objectives and complementary to spatial and/or economic activities specified in the programme.

Definition of the criterion:

Activities planned under the project must comply with the applicable or developed revitalisation programme and result from the diagnosis therein, be compliant with its objectives and complementary to spatial and/or economic activities specified in the programme.

The developed revitalisation programme is a programme under which at least the **diagnosis** has been prepared.

The applicant has an obligation to clearly identify the stage of revitalisation programme development, which means that the application should indicate whether the revitalisation programme was e.g. adopted by the resolution of the gmina council or is in consultation. At the stage of submission of the application for co-financing, the applicant must have the diagnosis and the activities planned under the project must stem from the diagnosis and/or revitalisation period and comply with the assumed objectives / objectives stemming from the diagnosis.

The application should present the objectives and activities defined by the criterion that are assumed in the revitalisation programme and indicate how the activities planned under the project contribute to the programme.

The criterion will be verified based on the information in point 3.1.2 "Indicate the main objective of the project and describe how the project will contribute to achieving the specific objective of the OP KED" and in point 4.1 "Tasks" of the application for co-financing.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 12

The solution developed and implemented under the project for the local community from revitalised areas of mid-sized cities losing their socio-economic functions assumes:

- involvement of the local community (including disadvantaged groups) in the process of creation and implementation of the solution;
- cooperation of at least public institutions and social economy entities.

Definition of the criterion:

The project assumes developing and implementing the solution that will take into account all elements listed in the criterion. The solution developed in the project should be ready for implementation. **For the criterion to be met, it is not enough just to mention the above elements of the criterion in the application. All elements must be a component of a new solution subject to testing and it should be clearly identified which elements of the new solution correspond to the individual elements of the criterion.**

The applicant must thus describe how the local community (including disadvantaged groups) will be involved in the process of creating and implementing the solution and indicate the tasks of the project under which the said actions will be taken.

The applicant must also indicate public institutions and social economy entities that will establish cooperation under the project and describe how the cooperation will look like.

Clarification of the scope of the solution:

A revitalisation programme shall mean a revitalisation programme drawn up in line with the *Guidelines on revitalisation in operational programmes for 2014-2020* or the *Act of 9 October 2015 on revitalisation*.

Disadvantaged groups shall mean the groups at risk of social exclusion, in a difficult social and economic situation, living in the revitalised area. The applicant must describe and justify why the specific group are disadvantaged groups in the area of the project implementation, in relation to the results of the diagnosis of the situation.

A revitalised area shall mean the area covering the entire or a part of the degraded area², characterised by an extreme concentration of negative phenomena referred to in point 2 of the *Guidelines on revitalisation in operational programmes for 2014-2020*, where revitalisation is to take place due to the area's importance for local development. The revitalisation area may be divided into subareas, including subareas without common borders, but cannot cover the area exceeding 20% of the gmina and inhabited by more than 30% of the gmina population. The revitalisation area may comprise the areas with spatial problems, such as post-industrial areas (also areas where ports and excavation sites were located), post-military or post-railway areas, only if the actions provided for those areas are closely linked to the revitalisation objective of the given revitalisation area.

Mid-sized cities losing their socio-economic functions shall mean 122 cities identified as a result of the analysis conducted by the Department of Development Strategy of the Ministry of Economic Development (21 October 2016). **The list of mid-sized cities losing their socio-economic functions constitutes Annex 17 to the Rules.**

² In line with the *Guidelines on revitalisation in operational programmes for 2014-2020*.

A social economy entity shall mean:

- (a) a social enterprise, including a social cooperative, referred to in the Act of 27 April 2006 on social cooperatives (Dz.U. [Journal of Laws] No 651, as amended);
- (b) reintegration entity providing social and professional reintegration services or persons at risk of social exclusion:
 - (i) Social Integration Centres and Social Integration Clubs;
 - (ii) Vocational Development Centres and occupational therapy workshops, referred to in the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities;
- (c) a non-governmental organisation or entity, referred to in Article 3(3)(1) of the Act of 24 April 2003 on public benefit activity and volunteer work (Dz.U. of 2016, item 239, as amended);
- (d) an economic sphere entity created in connection with the implementation of a social objective or for which the social objective of common interest is the basis for commercial activity; This group can be divided into the following subgroups:
 - (i) non-governmental organisations, referred to in the Act of 24 April 2003 on public benefit activity and volunteer work, pursuing economic activity the profits of which support the implementation of statutory objectives;
 - (ii) cooperatives, the objective of which is employment, i.e. labour cooperatives, disabled or blind workers co-operatives, operating pursuant to the Act of 16 September 1982 – Cooperative Law (Dz.U. of 2016, item 21, as amended);
 - (iii) non-profit companies, referred to in the Act of 24 April 2003 on public benefit activity and volunteer work, as far as the share of the public sector in a company does not exceed 50%.

The criterion will be verified based on the information in point 3.1.2 “Indicate the main objective of the project and describe how the project will contribute to achieving the specific objective of the OP KED” and in point 4.1 “Tasks” of the application for co-financing.

The applicant must clearly describe all elements comprising the solution indicated in the criterion in the application for co-financing.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 13

The target group of the support are – as the users of a given solution – local government units, responsible for revitalisation of mid-sized cities losing their socio-economic functions, and social economy entities.

Additionally, the target group may include persons/entities necessary to implement transnational cooperation or implement solutions in practice, if this contributes to achieving the project’s objective.

Definition of the criterion:

The target group of the support are – as the users of a given solution – local government units, responsible for revitalisation of mid-sized cities losing their socio-economic functions, and social economy entities.

Additionally, the target group may include persons/entities necessary to implement transnational cooperation or implement solutions in practice, if this contributes to achieving the project’s objective.

The criterion will be verified based on information provided in point 3.2 “Target groups” of the application for co-financing.

Relevance of the criterion: Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

2.6 Transnational partnership

1. With a view to joint implementation of a transnational cooperation project, the project promoter must conclude a partnership agreement with at least one partner from the European Union country other than Poland. The partnership is established according to terms and conditions laid down in the partnership agreement. The project applicant acts as the partnership leader.
2. **When choosing partners, the requirements of the Act, referred to in Article 33, shall apply. In addition, when implementing a partnership project, other requirements set out in the general formal criterion 7, must be met, pursuant to Annex 14 to the Rules.**
3. **Prior to signing the agreement for funding of the project, the institution organising the call for proposals once again verifies** fulfilment of the criteria relating to the exclusion from funding opportunities, links between the entities forming the partnership and the conclusion of partnership agreements.
4. Information about the partner's participation should be included in the application for project co-financing, in line with the requirements set out in the *Instruction*.

Letter of intent:

5. The letter of intent shall be attached to the application. It **must include the minimum scope of information indicated in Annex 1 to the Rules of the Call for Proposals.**
6. The letter of intent is drawn up in **Polish or English. If the letter of intent is in English, it should be accompanied by its working translation into Polish.**
7. **A copy of the letter of intent may also be attached to the application.**
8. The letter is signed by the project promoter, who also represents the national partners, and by the transnational partner(s). **The letter must be signed by the person(s) authorised to make binding decisions on behalf of the project promoter, indicated in point 2.7 "Person(s) authorised to make binding decisions on behalf of the applicant" of the application for co-financing.**
9. In the case of projects implemented in transnational partnership with more than one foreign partner, a letter of intent signed with each partner separately is required as a rule. **One letter of intent may also be signed all transnational partners.**

Transnational cooperation agreement:

10. **A transnational cooperation agreement must be signed before the conclusion of the agreement for funding of the project. Its content must contain the minimum scope of the information specified in Annex 2 to the Rules of the Call for Proposals.**
11. The transnational cooperation agreement is drawn up in **Polish or English.** If the transnational cooperation agreement is signed in English, its translation into Polish, certified to be a true copy of the original, must be submitted to the institution organising the call for proposals. The agreement does not have to be translated by a sworn translator.
12. All documents concerning the implemented agreement are presented in Polish only or in English and in Polish to the institution organising the call for proposals.
13. The agreement is signed by the project promoter, who also represents the national partners, and by the transnational partner(s). **The transnational cooperation agreement must be signed by the person(s) authorised to make binding decisions on behalf of the project promoter, indicated in point 2.7 "Person(s) authorised to make binding decisions on behalf of the applicant" of the application for co-financing.**

14. **A copy of the transnational cooperation agreement**, certified to be a true copy of the original by a person authorised to represent the project promoter, i.e. indicated in point 2.7 "Person(s) authorised to make binding decisions on behalf of the applicant" of the application for co-financing, **can be submitted**.
15. The institution organising the call for proposals accepts the submitted transnational cooperation agreement immediately after its submission by the project promoter. If amendments to the transnational cooperation agreement are necessary, the project promoter submits the amended version by the deadline specified by the institution organising the call for proposals.
16. The participation of partners, which consists in particular in contributing human, organisational, technical, or financial resources, must be adequate to the purposes of the project. Regardless of the division of tasks and responsibilities under the partnership, the project promoter (partnership leader) shall bear the ultimate responsibility for the project implementation as a party to the agreement for funding of the project
17. A partner is involved in the implementation of the entire project, which means that the partner also participates in the preparation of the application for co-financing and project management. The partner may participate in the implementation of a part of the tasks under the project.
18. The project promoter cannot employ the partners' employees as the project personnel and vice versa.
19. The project promoter cannot commission the purchase of products or services to the partner and vice versa.
20. Funds for financing the costs of the tasks implemented by the transnational partner in the project are provided to the transnational partner by the project promoter (leader) only as reimbursement of the costs incurred by the partner.
21. All payments between the project promoter (leader) and partners made in relation to the project implementation are made via a separate bank account of the beneficiary (leader) dedicated to the project.
22. The partners shall incur expenditure in line with the *Guidelines on eligibility of expenditure within the framework of the European Regional Development Fund, the European Social Fund and the Cohesion Fund for 2014-2020* and the Rules of the Call for Proposals.

Changes concerning the partners:

23. **Changes concerning the partners** (resignation of a partner/partners or termination of the partnership) in the application recommended for funding, i.e. **after evaluation is completed, but before the conclusion of the agreement for funding of the project**, are treated as changes in the project and require notification to the institution organising the call for proposals and its written consent. The institution organising the call for proposals requires that each new partner provides a similar standard of implementation of the tasks planned for the existing project partner, relevant to the original application. The consent of the institution organising the call for proposals entails the need to adjust the application for co-financing and to amend the transnational partnership cooperation agreement or conclude a new agreement. An analysis of changes concerning the partner(s) does not mean the necessity to submit the application for substantive re-evaluation. The institution organising the call for proposals does not require submission of a letter of intent signed with the new partner(s). If a new partnership is not established, the institution organising the call for proposals does not sign an agreement for funding of the project with the applicant.
24. **Changes concerning the partners** (resignation of a partner/partners or termination of the partnership), **during the project implementation, i.e., after conclusion of the**

agreement for funding of the project, require immediate introduction of a new partner to the project. The institution organising the call for proposals requires that each new partner provides a similar or higher standard of implementation of the tasks planned for the project partner that terminated participation in the partnership, relevant to the original application. The basic assumptions regarding the measures implemented under the project cannot be changed either and the project must continue to meet all general and specific project selection criteria applicable in the call for proposals. An analysis of changes concerning the partner(s) does not mean the necessity to submit the application for substantive re-evaluation. A change concerning the partners is treated as a change in the project and requires notification to the institution organising the call for proposals and its written consent, subject to the requirements laid down in the agreement for funding of the project. The consent of the institution organising the call for proposals entails the need to adjust the application for co-financing, add an annex to the partnership agreement or sign a new agreement. If a new partnership is not established, the institution organising the call for proposals terminates the agreement for funding of the project with the beneficiary.

25. It is also possible to **change a partnership composition by introduction of an additional partner, unforeseen in the application for project co-financing, both after the evaluation but prior to the conclusion of the agreement for funding of the project, and after the conclusion of the agreement, during project implementation.** Adding a new partner to the project cannot result in the introduction of new type of tasks to be implemented by the partner(s), it can only result in an increase in the number of partners performing tasks to be implemented in the partnership. Adding a new partner can only stand for increased involvement of partners in the project implementation, but it cannot involve the assignment of new tasks of a type different than originally assigned to the partners. The tasks may also be shifted between the partners. A change concerning the partners is treated as a change in the project and requires notification to the institution organising the call for proposals and its written consent, subject to the requirements laid down in the agreement for funding of the project. The consent of the institution organising the call for proposals entails the need to adjust the application for co-financing and amend the transnational cooperation agreement or conclude a new agreement.

3.5 Financing transnational cooperation

1. Expenditure related to establishing a transnational partnership is eligible as long as it is consistent with the approved application for co-financing.
2. The costs incurred in connection with establishing a transnational partnership are eligible up to PLN 6,000.

NOTE: Establishing a transnational partnerships means actions taken with a partner, with which the following will be signed: the letter of intent and the transnational cooperation agreement, for the benefit of a project implemented under the call for proposals.

NOTE: Costs incurred in connection with establishing a transnational partnership are eligible only if the contract/agreement for funding of the project is actually signed.

NOTE: The applicant is required to indicate in the application for co-financing the specific expenditure that constitutes the item related to establishing transnational cooperation. The cost of establishing the partnership is not a lump sum.

3. The Intermediate Body consents to consider the expenditure incurred by the transnational

partner to be eligible under a given project, in so far as it is beneficial to the project and the expenditure is necessary to achieve the project objective.

4. The evaluation of eligibility of the transnational partner's expenditure is subject to the terms and procedures laid down in Chapter 8 and the general expenditure eligibility conditions referred to in point 3 of Section 6.2, with the exception of item (k), of the *Guidelines on eligibility of expenditure*.
5. Funds for financing the costs of the tasks implemented by the transnational partner in the project are provided to the transnational partner by the beneficiary (leader) as reimbursement of the costs incurred by the partner.

NOTE: The costs related to testing of a new solution by the transnational partner and with implementing the solution by the transnational partner in its country are not eligible.

6. The currencies of financial settlements between the beneficiary (leader) and the transnational partner are PLN or EUR. The transnational cooperation agreement should specify the method of converting the expenditure incurred by the partner in a currency other than the euro to PLN or EUR.
7. Settlements between the transnational partner and the beneficiary (leader) take place on the basis of the list of documents confirming the incurred expenditure, drawn up by a given partner.

The list of documents confirming the incurred expenditure should be drawn up in the language of the transnational cooperation agreement.

Partner settlement does not consist in presentation of a VAT invoice, because the partner does not provide the services commissioned by the beneficiary (leader), but only participates in the implementation of the project.

8. Expenditure reimbursed by the beneficiary (leader) to the transnational partner is detailed in the request for payment as one item for the given transnational partner. If reimbursed expenditure concerns different tasks under the project, it must be stated under all the items in relation to a given transnational partner in which it occurs.
10. The transnational cooperation agreement may provide for the obligation of the transnational partner to attach accounting documents to the list the partner submits. In such case, the beneficiary does not translate the accounting documents attached to the list for the needs of settlement with the institution organising the call for proposals, but the transnational partner is required to describe the documents in such a way that the description confirms that the expenditure is related to the project and has been financed under the project.
11. The institution organising the call for proposals reserves the right to request the beneficiary (leader) to provide a list of documents confirming the incurred expenditure and accounting documents referred to in point 10.
12. If some or all the tasks for the implementation of which the transnational partner is responsible are financed under the project, the partner must incur expenditure for these tasks in accordance with the *Guidelines on eligibility of expenditure within the framework of the European Regional Development Fund, the European Social Fund and the Cohesion Fund for 2014-2020*.
13. The above requirement also applies to VAT eligibility. The transnational partner submits a

declaration on VAT eligibility, the content of which is compliant with Annex 3 to the agreement for funding of the project, in Polish. The expenditure which the partner submits to the beneficiary (leader) for reimbursement may contain VAT only if the transnational partner has no right to reclaim VAT.

In addition, the transnational partner submits a declaration that the expenditure the partner incurred has not been/will not be reimbursed from other sources.

14. In case of transactions in foreign currencies, the beneficiary should, in the framework of its activities, apply the conversion rates consistent with the applicable national legislation on income tax, VAT and accounting rules.

However, for the needs of settling the expenditure in requests for payments, the following rules apply:

- 1) In the case of non-cash payments made in foreign currencies, currency conversions is subject to procedures for converting the value of cash payments made in foreign currencies to PLN, written down and binding for the beneficiary, provided that the procedures do not take into account the negative exchange rate differences (this applies in particular to the settlement of cash payments during business trips abroad); in the absence of the procedures in question, the conversion rate should be the currency sale rate as of the date of payment applied to transactions by the beneficiary's bank (documented by a confirmation issued by the bank or by a bank statement);
- 2) In case of cash payments in foreign currencies, the transaction value should be converted to PLN according to the exchange rate at which the currency was purchased (documented by a proof of purchase of the currency). If the beneficiary attaches a printout from accounting records to the request for payment, the conversion rate should be the exchange rate as at the date of recognition of the cash payment in the accounting ledgers in line with the accounting policy set out by the beneficiary;
- 3) If the beneficiary is unable to document the actual exchange rate at which a given payment transaction has been converted, e.g. of the transaction is made in a foreign currency outside Poland at a bank which does not have exchange rate tables for currencies converted into PLN, the conversion rate should be the currency sale rate announced by Narodowy Bank Polski (NBP) on the day of the payment transaction.

If the beneficiary is unable to convert any current into PLN at the foreign currency selling rate as announced by the NBP because the NBP does not publish such tables, for example for the Hungarian forint, the average NBP exchange rate as at the date of the payment transaction should be applied.