

## MEMO

### Listing of the categories of information to be included in the Application Form for an INTERREG IIIA Programme

The information should in any case be compiled based on the CIP, the requirements of the COM Regulation 438/2001 and the Programme Complement, in particular the selection criteria.

First Table contains data to be entered on the Programme level and not to be reflected in the Application Form.

Basic data reference from the COM 438/2001 (Annex IV)	Fields to be included in the Application Form of the INTERREG Programme
Code commun d'identification – CIP code	Allocated by the Commission to each Programme financed from the SF, when the decision has been taken
SPD name	Name of the Programme
Priority code	Relevant only in case of Programmes consisting of priorities. Not relevant in case of this INTERREG programme
Priority name	Relevant only in case of Programmes consisting of priorities. Not relevant in case of this Programme
Structural fund	ERDF
Paying authority	Information on the PA
Managing authority	Information on the MA
Intermediary body (other than MA) to which final beneficiary declares expenditure	Information on the JTS, Polish voivodeship offices
Body issuing grant approval	Managing Authority
Approval date	Information not to be included in the AF

The following table contains the information to be included in the Application Form.

Basic data reference from the COM 438/2001 (Annex IV)	Fields to be included in the Application Form of the INTERREG Programme
Programme component code	Measure code (number according to CIP)
Programme component name	Measure name
Code of operation	Number allocated to each project upon receipt/ approval
Name of operation	Title of the Project
Name of region or area where operation is located /carried out	Name of applicant and information on region/ local authority it represents
Short description of the operation	Summary field describing the project in brief
Start of eligibility period for expenditure	Field indicating project start date
End of eligibility period of expenditure	Field indicating project end date
Reference number of final beneficiary (as designated by COM 1260/1999, Article 32(1), third sub-paragraph)	Entered by the JTS upon entering the initial data of the project to the monitoring database
Reference number of body or firm responsible to the final beneficiary for carrying out the operation (if not final beneficiary)	Not relevant for INTERREG
Currency (if not Euro)	Entered by the managing bodies.
Total costs of operation (including non-eligible costs excluded from calculating public financing)	Field to be included in the Application Form
Total eligible costs of operation (public costs used for calculating co-financing)	Field to be included in the Application Form
Expenditure for co-financing (Article 29(2) of 1260/1999)	Field to be included in the Application Form
Community contribution	Field to be included in the Application Form
Community contribution in % (if	Field to be included in the Application Form

Basic data reference from the COM 438/2001 (Annex IV)	Fields to be included in the Application Form of the INTERREG Programme
recorded in addition to the previous field)	
National public funding	Field to be included in the Application Form
National central government funding	Field to be included in the Application Form
National regional public funding	Field to be included in the Application Form
National local public funding	Field to be included in the Application Form
Other national public funding	Field to be included in the Application Form
Private financing	Field to be included in the Application Form
EIB financing	Is this foreseen in the CIP?
Other financing	Information on the Neighbourhood Programme funding to be reflected separately.
Intervention by category and sub-category in accordance with section 3 of the Annex	To be assigned by the MA/JTS/Intermediary Body upon entering the date into the monitoring system
Location of urban/rural areas	(a) – urban, (b) – rural, (c) – not delineated. In case of INTERREG projects, except for investments, it is usually (c)
Effect on the environment	(a) – environment as main focus, (b) – environment friendly, (c) – environmentally neutral. Applicant to provide info in the relevant field in the Application Form (complementarity to other EU policies)
Effect on equality of opportunity	(a) equality between sexes as main focus, (b) – positive in terms of male/female equality, (c) – neutral in terms of equality. Applicant to provide info in the relevant field in the Application Form (complementarity to other EU policies)
Indicator (main Programme level monitoring indicators to be used, agreed with the Commission)	Information entered by the JTS upon Programme approval.
Unit of measurement of indicator	Information entered by the JTS upon Programme approval.
Indicator target value for operation	Information from the relevant fields of the Application Form

Additional fields required in the Application Form for describing the project in detail:

- Partner information to be provided for all involved partners: name, legal status, address, financial contributions (ERDF amount requested, national public co-financing, regional / local public or public equivalent co-financing, private eligible co-financing, non-eligible co-financing, information on Neighbourhood Programme funding, etc.)
- Additional information to be provided for the Lead Partner: contact details for project manager and financial manager, bank account details
- Programme information: contribution to Programme objectives, contribution to the achievement of the Measure objectives, contribution to national and regional policies, links to and coordination with other SF interventions
- Project information: objectives, sub-objectives, expected outputs, results and impact, with their quantification (indicators), description of methodology, activity description and time plan, provisions for ensuring the (institutional, financial) durability of project results, project management and coordination provisions, budget – by budget categories and by time periods

Annexes for all projects:

- Co-financing statements
- Map showing the location of project activities
- Project management flow-chart

Annexes in case of e.g. investment projects (or checklist):

- Feasibility, Pre-Feasibility Studies
- EIRR, FIRR
- Environmental Impact Assessment
- Building permissions & copies of related decisions
- Detailed Design, Drawings
- Technical Specifications for deliveries
- Etc.