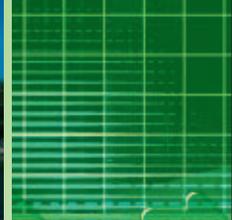




ENVIRONMENT  
CULTURAL HERITAGE



# Interreg III B Alpine Space Programme

GUIDELINES TO  
PROJECT APPLICATION AND  
IMPLEMENTATION



TRANSPORT



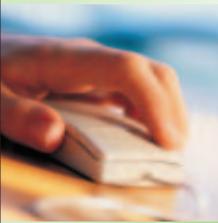
SPATIAL PLANNING  
AND  
COMPETITIVENESS



**Interreg III B**

Community Initiative  
Programme funded  
by the European Regional  
Development Fund

## INFORMATION ABOUT THE ALPINE SPACE PROGRAMME



The following documents can be downloaded from the website [www.alpinespace.org](http://www.alpinespace.org)

### FOR PROJECT APPLICATION:

#### ■ Programme documents:

**The Community Initiative Programme (CIP)**, including the priorities of the eligible area subdivided into specific measures, the description of the common management structures of the programme and the financial resources available.

**The Programme Complement (PC)**, entering into the details of the measures and the evaluation process, giving a clear description of the evaluation procedure and of the obligations linked to the project implementation. The PC supplies as well with more precise indications at measure level as regards the eligible actions, the beneficiaries and the financing of the measures.

**The Applicant's Package**, including the Application Form (AF) and its Annexes, the Applicant's Manual, the Budget Planning Tool, the Letters of Commitment, the National Additional Documents.

#### ■ Other documents to be consulted:

**Council Regulation (EC) No. 1260/1999 of 21 June 1999** laying down general provisions on the Structural Funds.

**Communication from the Commission to the Member States of 28 April 2000** laying down guidelines for the Community Initiative Interreg III B.

**Commission Regulation (EC) No. 448/2004 of 10 March 2004** amending Regulation (EC) No. 1685/2000 laying down detailed rules as regards the eligibility of expenditure of operations co-financed by the Structural Funds and withdrawing Regulation (EC) No. 1145/2003.



### ■ Additional helpful documents for drafting the project content:

- **European Spatial Development Perspective** and related documents ([http://europa.eu.int/comm/regional\\_policy/index\\_en.htm](http://europa.eu.int/comm/regional_policy/index_en.htm)).
- **CEMAT Guidelines** ([http://www.coe.int/T/E/Cultural\\_co-operation/Environment/CEMAT/](http://www.coe.int/T/E/Cultural_co-operation/Environment/CEMAT/)).
- **Alpine Convention** and its Protocols (<http://www.alpenkonvention.org/>).
- **Natura 2000** ([http://europa.eu.int/comm/environment/nature/nature\\_conservation/useful\\_info/documents\\_publications/index\\_en.htm](http://europa.eu.int/comm/environment/nature/nature_conservation/useful_info/documents_publications/index_en.htm)).
- **White Paper on Transport** ([http://europa.eu.int/comm/energy\\_transport/en/lb\\_en.html](http://europa.eu.int/comm/energy_transport/en/lb_en.html)).
- **Green Paper on Energy** ([http://europa.eu.int/comm/energy\\_transport/en/lpi\\_lv\\_en1.html](http://europa.eu.int/comm/energy_transport/en/lpi_lv_en1.html)).

### FOR PROJECT IMPLEMENTATION:

**The Practical Guidelines on project implementation**, including all indications on how to carry out the project activities.

**The First Level Control Manual**, explaining how the first level control under the Alpine Space Community Initiative is implemented.

**Commission Regulation (EC) No. 1159/2000 on Information and Publicity measures** that are to be adopted when carrying out ERDF-funded projects.



## NINE STEPS TO APPLICATION



- 1 CHECK** for open calls for proposals by looking up regularly the Programme's website [www.alpinespace.org](http://www.alpinespace.org), national newspapers and national websites. It is envisaged that there will be at least one call for proposals every year till 2006. Calls for proposals can sometimes cover several submission periods. As a general rule, the calls will tackle all priorities and measures as set out in the Programme Complement (PC). However, special calls on specific topics can be decided (strategic issues).
- 2a CONTACT** the National Contact Points (NCPs) for general information, finding transnational partners, building up your project idea and for finding national co-funding.
- 2b CONTACT** the Joint Technical Secretariat (JTS) for specific information on programme administration and structures, preparation of project proposal and follow up of your project when officially co-funded with ERDF funds.
- 3 DOWNLOAD** the relevant documents from the website [www.alpinespace.org](http://www.alpinespace.org). Hereby you will be enabled to gather detailed information about the Programme and how to fill out the application form.
- 4 SET UP** a partnership of partners from at least 3 Alpine Space countries. Partners coming from Non Member States (NMS) are entitled to participate in Alpine Space projects, but they do not receive ERDF funding. For more information on the participation of NMS partners, applicants are advised to contact the relevant NCPs, as well as consult the following website: [www.interreg.ch](http://www.interreg.ch).



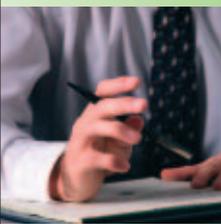
- 5 NOMINATE** a Lead Partner (LP) who presents the project and takes the overall responsibility for its application and implementation. Please note that partners coming from non Member States are entitled to participate to the Programme but do not receive ERDF-funding.
- 6 DEFINE** in detail role and tasks of each Project Partner and mutual responsibilities between Project Partners and Lead Partner.
- 7 IDENTIFY** a realistic time schedule in order to be able to face the obligations both internally among the partners and externally towards the bodies of the Programme.
- 8 PROVIDE** with the 50% of national co-funding. The money can be supplied from national, regional, local or private sources. For Slovenia, at least 25% of national co-funding is mandatory.
- 9 FILL OUT** the applicant's package in English language only and upload it to the website of the JTS ([www.alpinespace.org](http://www.alpinespace.org)) and send three copies of the the original version to JTS via post since it is the only binding version.



**Thanks to a close co-operation among National Contact Points and between each of them and the Joint Technical Secretariat, a competent information network is available to project applicants.**

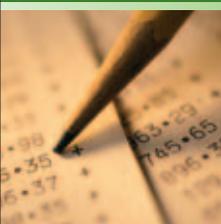


## SIX STEPS TO PROJECT IMPLEMENTATION



**1 SIGN the Partnership Agreement.** In case of approval, applicants will be asked to formalise their mutual relations and obligations in a partnership agreement, once the Managing Authority has checked its contents.

**2 SIGN the Subsidy Contract** with the Managing Authority. This contract defines the grant assigned to the project, the procedure and the timing for requesting funds, the reporting obligations and the responsibilities and obligations of the LP towards the MA.



**3 SET UP** a sound and effective **financial organisation** of the project. The Lead Partner being fully responsible for the general management of the project at transnational level will provide the following:

**a.** As a general rule the Lead Partner shall appoint a **Project Manager** responsible for the administrative and coordinative management of the project.

**b.** The partners shall appoint an experienced **Financial Manager**, in charge of all aspects related to the accounts, book-keeping system, the internal handling of the national co-financing and the ERDF funds, controlling the eligibility of expenditure incurred and ensuring an overall financial control of the project.

**c.** In order to facilitate the monitoring of financial flows between the Paying Authority and the Lead Partner on the one side and between the Lead Partner and its Project Partners on the other side, the opening of a **separate bank account** for ERDF funds is strongly advisable.

**d.** Lead Partner and Project Partner are recommended to install an **internal control system** which at every time allows comparing the state of progress with the forecast.

**4 SET UP a project Steering Group** that is composed of all project partners and takes the important project management decisions.

**5 ESTABLISH an internal communication** system in order to ensure the rapid and efficient flow of information between Lead Partner and Project Partners and among Project Partners.

**6 SUBMIT** to the JTS **progress reports** consisting of one activity and one financial report as basis to receive the ERDF funds from the Paying Authority, whose details on the contents and deadlines are included in the Subsidy Contract.

## CONTACT

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#### Contact person:

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The **Alpine Space Programme** belongs to one of the three strands (A,B,C) of the Community Initiative Interreg III. Strand B programmes address trans-European cooperation and aim to encourage harmonious and balanced development of the European territory.

The cooperation area of the Alpine Space Programme encompasses the following countries and regions:

**Austria:** Whole country.

**France:** Rhône-Alpes, Provence-Alpes-Côte d'Azur, Franche-Comté, Alsace.

**Germany:** Districts of Upper Bavaria and Swabia (in Bavaria), Tübingen and Freiburg (in Baden-Württemberg).

**Italy:** Lombardia, Friuli-Venezia-Giulia, Veneto, Trentino-Alto Adige, Valle d'Aosta, Piemonte, Liguria.

**Slovenia:** Whole country.

In order to add further value to the Programme, the Member States co-operate with the following non-EU Member States, who are invited to be full partners:

**Liechtenstein** (whole country) and

**Switzerland** (whole country).

**The main objective of the Alpine Space Programme** is to contribute to a more cohesive, balanced and sustainable territorial development of the Alpine Space Area by fostering transnational co-operation and maximizing the benefits in important fields of mutual concern between Member States, regions and other authorities.

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