

*Restricted call on
Maritime projects*

Procedures to respect for the submission of the final application file

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de Développement Régional

Programme cofinanced by the European Regional
Development Fund

IMPORTANT NOTICE: the non-respect of the procedures stated hereafter will entail the non-admissibility of your application.

You have until the **10 of January 2014 at 12.00 –noon-(GMT + 1)** to submit your application.

1 Contents of proposals

What?

The application (hard copy) has to contain the following elements:

- The project application form signed and stamped **in original** (scanner, photocopy or electronic signatures will be refused)
- Letters of commitment from all participating partners filled in by each partner, signed and stamped (Copies accepted except for the Lead partner who must submit **in original**)
- Questionnaire “State aid” or “de minimis” declaration from each partner signed and stamped (copies accepted)
- CV’s of main staff working for the project (LP and each partner, see the ToR)

IMPORTANT:

For letters of commitment and annexes (State Aid or “de minimis” declarations) > for the Lead Partner only original documents will be accepted.

For the partners, copies will be accepted under the condition that the originals are provided, upon request of the JTS, if the project is selected

The original signed and stamped partnership agreement shall be sent both in paper and electronic version once the proposal is selected and before the signature of the subsidy contract

The list of the documents to be used and to be taken into account for presenting a proposal is available on the MED Programme Website: <http://www.programmemed.eu/>.

2 Modalities for submission

Where and When?

The applications have to be sent to the Joint Technical Secretariat (JTS) until the 10 of January 2014 at noon – 12.00 **(GMT + 1)**.

How?

The submission of the application must imperatively **be sent under the following three forms before the end of the call:**

1/ PRESAGE CTE,

2/ by regular mail (hard copy), and

3/ by e-mail.

Paper and e-mail versions of the application form must be **identical** to the form validated on PRESAGE CTE (with the mention "submitted version"): only the page 1 of the application form paper version (point 2 of the summary, signatures) can have the mention "**draft**" in order to facilitate the signature by the legal representative of the Lead Partner.

Details?

1/ Submission and validation of the application on the Monitoring System PRESAGE CTE

The application must be submitted and validated in the Monitoring System of the MED Programme PRESAGE CTE (available at the following address: <https://med.presage-cte.org>) before noon on the 10 of January 2014 (**GMT + 1**). Once the application is entirely filled, **the submission will only be effective after having pressed the VALIDATION button** (a confirmation e-mail is automatically sent by the system when the validation has been performed correctly). Should you encounter any problem in filling or validating the application form in PRESAGE CTE, it is imperative to contact the JTS before the closure of the call.

Any application not validated on PRESAGE CTE will not be accepted. Coherence checks can be made during the whole period of the drafting: it's highly non-advisable to wait until the final stages unless you dispose of enough time for all corrections. Be careful not to let any results of coherence checks in red on Presage: they must be green even when they are not blocking the submission.

2/ Sending by post of the application file hard copy

A paper version (.PDF version of the application validated on Presage CTE) of the application signed and stamped in **original** (no scan, stamp or electronic signature) by the representative of the Lead Partner, all Commitment letters (of the Lead Partner and of each partner) with the questionnaire "State aid" or "*de minimis* declaration" duly filled in by all partners must be sent before noon (12.00) on the 10 January 2014 (**GMT +1**), postal stamp as proof, by regular mail, either as a registered letter or by carrier (DHL, UPS, etc.), to the postal address of the JTS :

**Joint Technical Secretariat MED (JTS MED)
Région Provence-Alpes-Côte d'Azur
27, Place Jules Guesde – 13481 MARSEILLE Cedex 20
France**

Attention: only the date on the official mailed envelope can act as proof (postal stamp or date stamp of a private company), no other receipt will be valid (receipt of deposit of the envelope of a dispatch rider for example).

All the above elements (application, Commitment letters with annex and State aide questionnaire /de minimis and CV's of staff) must be sent to the JTS in one single envelope. The envelope must bear the wording "Call for Maritime projects", the name and the acronym of the project, the name of the Lead Partner and the number of the Axis targeted.

Concerning the paper version of the application file:

- The .PDF version of the validated application must bear the wording « submitted version » printed on every page (except on page 2 which main contain the word “draft”). If it is not the case, **please check again**, because this means that you did not correctly validate your application form on PRESAGE CTE.
- The paper version must be dated and signed **in original handwriting (not with a stamp containing the signature)** by the Lead Partner in the space provided (point 2. Official signatures of the application form) with the official stamp of the structure/organisation/ institution of the Lead Partner (“draft” mention possible only on this page)
- The paper version of the signed application must be in the working language chosen for the project (English or French). It is sufficient to send only the signed version of the application in the language chosen for the project. It is not necessary to send the paper version in the second language of the Programme to the JTS.

Concerning the Commitment letters

- The postal sending of the paper version of the application must include all the Commitment letters of each partner, duly completed, signed and stamped. Lack of the Lead Partner original letter of commitment with the first postal sending of the paper version cannot be corrected later. For the rest of partners, copies can be sent.
- You must use the standard documents provided by the Programme (in the application pack published on the Programme Website: www.programmemed.eu). **No other type of document and no modification to the standard document provided will be accepted unless you have the written agreement from the JTS MED.**
- The commitment letter specifies the precise amount of the national co-financing corresponding to the total ERDF/IPA amount requested by each partner in the Application form. (See section V.1 Funding per partner - Public total financing of each partner)

3/ Sending by e-mail of the electronic version (PDF Format) of the application form validated on PRESAGE CTE

A copy of the application form (.PDF version of the application submitted and validated in PRESAGE CTE) plus extra information in simple text, as well as a scan of Commitment letters, and questionnaire “State aid” or “de minimis” declaration from each partner, must be sent before the 10 of January 2014 at noon – 12.00(GMT +1) to the JTS at the following address:

stc-med@regionpaca.fr

For technical reasons linked to the electronic mailbox, scans of the Commitment letters can be sent using one or more **separated** and **numbered** e-mails (the MED JTS mailbox accept a maximum of 6 Mega per e-mail).

ATTENTION: Document sent by e-mail must be identical to the ones sent by post.

General information on the application

We kindly remind you that it is essential to also consult the reference documents of the Programme (Operational programme, Implementation guide and Terms of Reference) when preparing your project. In addition it is advisable that you pay attention to the following:

- For the application, all accessible sections provided in PRESAGE CTE must be filled in the “short description” must be provided in French and in English
- The financial section (budget) of the application must be coherent with the budgetary elements of the financial plan. PRESAGE CTE will perform coherence checks and will prevent application from any validation if inconsistencies occur.
- Please note that your budget should only be composed of categories proposed in the ToR.
- **The ERDF co financing rates for each country of the Programme must be observed** (75% or 85% maximum following EU partner country, 85% for the IPA funds) **as well as the budget threshold set: the most important country** (50% of the total eligible budget: ERDF+IPA+national cofinancing). If the project includes IPA partners, the calculation of the percentage is also based on the TOTAL BUDGET including ERDF+ IPA+national cofinancing.
- The postal and e-mail addresses of the JTS must be scrupulously observed for the sending of the paper version and electronic version of the application. If the JTS does not receive them, you will need to provide a proof of the correct sending within the deadlines (postal or electronic mail acknowledgement of receipt ...). This proof cannot be only a copy-paste of an e-mail text.
- For the signature of the hard copy of the application, as well as documents requested with original signature, **scanned, photocopied, electronic as well as stamp signatures will be refused**
- All the project activities must finish June 30th 2015 at the latest. The project duration won't go beyond this date.
- **Common costs** among partners are not allowed (Monitoring Committee decision on 22-23 February 2011)
- Once you validate your electronic application form, you cannot modify it anymore

We invite you to fill in your application in PRESAGE CTE as early as possible. You can fill in the different sections as you progress in the preparation of the application file and modify them after if needed (until the final validation). You can also launch the coherence checks throughout the drafting and before the final validation to correct eventual inconsistencies.

Do not hesitate to contact the JTS for any further information.

3 Eligibility and evaluation criteria

See the eligibility and evaluation grid MED, included in the “Application pack”

Before the treatment and the evaluation of any application, questions concerning the eligibility will be studied by the JTS in order to verify the respect of the eligibility criteria established in the framework of this call. The non-respect of any of these criteria will make the whole project ineligible. Kindly check the eligibility grid MED, included in the “Application pack”. If you have any doubt, do not hesitate to contact the JTS.

More information is available in the “Implementation Guide” published on the MED Programme Website: <http://www.programmemed.eu>

(Please take into account the Implementation Guide is only a general reference: specific criteria for the targeted call are not mentioned in it).

We remind you to pay attention to the LP headquarters that must be located within one of the EU regions eligible to the MED Programme.



In case of conflict between the “Implementation Guide” and the Terms of Reference, the latter applies.

4 Flexibility rules

When the projects are selected, the JTS can request Lead Partner to correct some administrative mistakes:

- a. One or more documents related to State aid are not yet entirely filled in or not signed and stamped;
- b. The summary in the Application form where information is requested in the two programme languages is not completed
- c. One or more documents do not include the date of signature;
- d. The project finishes after June 30th 2015;

The original Letters of Commitment of all partners will also be requested from selected projects at the same moment.

5 Complaints procedure

Any complaint following the communication of the results of the instruction and the decision made by the MED Selection Committee will have to be done in writing (by e-mail, fax or regular mail) and submitted to the MED Managing Authority. The aforementioned complaint imperatively has to arrive from the Lead Partner mentioned in the application form to the JTS within **2 months, starting from the notification by the Managing Authority (by post) of the official results of the selection.**

Specific information for IPA partners

The partners from candidate and potential candidate countries participating to the MED programme (Montenegro, Bosnia-Herzegovina and Albania) can participate to this call for projects under the integrated management of ERDF and IPA funds, validated by the European Commission on the 16th March 2011 (Decision C(2011)1706). The IPA funds will be used without country-specific allocation, to finance the participation of IPA partners to MED projects until the end of the programming period.

Contacts

You can obtain additional information from the JTS and National Contact Points at the following addresses:

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