

Eligibility

Can we renovate one part of building during this Project, if technical documentation is for whole building? In order to apply for a partly execution of works within the project, the activities and costs related to the project are to be clearly separated, e.g. the implementation of the infrastructure works should be clearly divided into stages.

What are the requirements for the Applicant regarding the ownership of the building subject to the construction? According to the Section 2.1.3.4 of the Guidelines for Grant Applicants, description of the Budget Heading 6, the project partner must be the owner or have long term rental of land agreements for (re)construction works. In case the infrastructure investments are planned in the project, the relevant project partner has to be the owner of the land and/or have the building rights on the land.

Is purchase of land eligible? According to the Guidelines for Grant Applicants, Section 2.1.3.3 purchase of land is not eligible, except where necessary for the direct implementation of the project, in which case ownership must be transferred to the final beneficiaries and/or local partner(s), at the latest by the end of the project.

Are the social security charges eligible? According to the description of Budget Heading 1 Human Resources in the Section 2.1.3.4 of the Guidelines for Grant Applicants, it includes the cost of the staff of the Beneficiary and the project partner assigned directly to the project, based on actual gross salaries and including compulsory taxes due in the respective country.

Can a school which has no own accounting participate as a project partner? Programme Guidelines stipulate that the Project partners have to be directly responsible for the preparation and management of the Project, not acting as an intermediary. It means that the organization participating in the project as an Applicant or a partner should among other requirements listed in the Section 2.1.1.1 of the Guidelines be able to manage its own accounts and be the sole decision maker. If there is another organization whose prior consent is required for the decisions, then rather this supervising authority should act as the project partner.

How long before the applying to the program, NGO should be run at least? Is there any specific limitation on that? An NGO acting as the Beneficiary or the project partner should documentary prove its operational and financial capacity acting for at least one year before announcement date of this Call for Proposals (i.e. 23 August 2009).

Are preparation costs eligible? Costs made before the Project starting date are not eligible.

Could the applicant come from the adjoining area? Yes, the Programme funding may up to a limit of 20% be used for financing of expenditure incurred by the project applicant and/or partner(s) from adjoining areas of Estonia and Latvia.

Is it allowed to organise an activity or its part outside of the Programme area if it was not indicated, specified and justified in the Application Form? If it is necessary for the project implementation and for the benefit of the Programme territory, in duly justified cases up to 10% of the project's total budget can be spent for implementation of the project soft activities outside the Programme area. These costs have to be clearly indicated, specified and justified in the Application Form and approved by the Joint Monitoring Committee. If during the project implementation partners discover that it is necessary to organise an activity or its part outside of the Programme area, the beneficiary has to receive a prior approval of the Joint Managing Authority.

Can an NGO act as the Applicant for a Project under Priority 1? NGO can be an Applicant or Project partner if it fulfils the requirements listed in the Section 2.1.1.1 of the Guidelines for Grant Applicants. Please note that an NGO acting as the Beneficiary or the project partner and an SME acting as the project partner should documentary prove its operational and financial capacity acting for at least one year before announcement date of this Call for Proposals

Under which conditions do the private partners participate in the projects?

Accordingly to the Programme, small and medium-sized enterprises (SMEs) can participate in the Programme only within Priority 1 – Socio-economic development. Small and medium enterprises (SMEs) are eligible for participation in the Programme if they fulfil the requirements listed in the Section 2.1.1.1 of the Guidelines for Grant Applicants and under the following conditions:

private company is micro, small or medium sized enterprise, which means it employs fewer than 250 persons and it has an annual turnover not exceeding EUR 50 million, and/or has annual balance sheet total not exceeding EUR 43 million;

the SME-s can be eligible for funding in projects whose immediate objective is non-commercial;

the results of the projects with the involvement of the SMEs have to be available for the use of wide public, i.e. access to these results can not be limited only to the partners of the project;

in case of participation of the SME as the project partner, the maximum Programme co-financing rate is 50% of the total eligible costs of this SME;

the SME cannot act as the Beneficiary of the project;

the SME cannot act as the only partner from the Participating Country;

the SME acting as a project partner may not apply for a grant exceeding EUR 200,000.

Please note that an NGO acting as the Beneficiary or the project partner and an SME acting as the project partner should documentary prove its operational and financial capacity acting for at least one year before announcement date of this Call for Proposals.

What organisations are eligible to submit the project? In order to be eligible for a grant, the applicant and the project partner(s) must be one of the following:

- 1) national, regional and local public authority;
- 2) association formed by one or several national, regional or local authorities;
- 3) public equivalent body (any legal body governed by public or private law):
 - a. established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character,

- b. having legal personality,
- c. having legal relationship with the state, regional or local authorities or other bodies governed by public law in regards of:
 - is financed or owned at least 51% by those bodies,
 - or is the subject to management supervision by those bodies,
 - or have an administrative, managerial or supervisory board, more than half of whose members are appointed by the bodies mentioned above;
- 4) Associations formed by one or several bodies governed by public law as defined under point 3 of this section above;
- 5) NGOs and other non-profit making bodies;
- 6) Educational organisations (schools, preschool institutions, colleges, institutes, universities):
- 7) Small and medium enterprises (only under Priority 1).