Filling in and submission of the Application

How to paste information already typed into the Application Form? When copying information into the Application Form, it is important to choose for copying only the text (not the entire cell). Also, when pasting this information into the Application Form, please double-click into the cell into which you would like to paste this information (the mouse pointer has to be in the cell); you will not be able to paste information if the entire cell is selected.

How to fill in the indicators (Section 3.6. of the Worksheet I in the Application Form) for the Measure 2.3, the Form shows an error there? Indeed, the Application Form does not allow filling in the indicator for the Measure 2.3. We kindly ask all projects applying to this measure to leave empty the table "Fulfilment of Programme indicators" in the Section 3.6. of the Worksheet I in the Application Form.

How to fill in and save the Legal Entity Sheet? Information entered there disappears when I try to save the document.
Please turn your attention to the instructions on the top of the document: „You cannot save data typed into this form. Please print your completed form if you would like a copy for your record".
Please, fill in this document electronically, print it out and submit together with the paper version of the Application Form!

Where to find more detailed information on filling in the Logical Framework? Projects supported under this Programme are following the Project Cycle Management principles, which is a set of project design and management tools based on the Logical Framework Approach. Full version of the " Aid Delivery Methods PCM - Project Approach Guidelines" you can find here: http://ec.europa.eu/europeaid/infopoint/publications/europeaid/49a_en.htm

What sums from the partner budget are to be stated in the Partnership Statement? In the Partnership Statement each project partner has to state its budget in the project (according to the information in the budget table in the Worksheets VIII (for the Applicant) and Worksheet IX for the other project partners), as well as the partner's co-financing, which includes its contribution in cash, contribution in-kind, and the state budget contribution.

Do we have to submit AF electronic version as excel fail, or as scanned .pdf document? Filled Application Form must be submitted in the Excel form as an attachment to the email sent to project@estlatrus.eu .

What is "results" and what is "outputs"? Results are direct and immediate effects brought about by the project, which provide, for example, information on improvement in capacity/efficiency of partners or enhancement of performance. Outputs directly result from activities of the project. They are typically measured in physical or monetary units such as: number of meetings, seminars, or training sessions, number and type of reports, policy tools or written concepts etc.

When we need to submit Partnership statement and when Partnership agreement? Partnership statement must be submitted together with the Application pack, but Partnership agreement must be submitted before signing of the Grant contract.

Is it possible that we have more than 5 Activity packages? No, 5 Activity packages is the maximum.

In the Application Form "Time table" – is it calendar months? No, these are months of the Project implementation.

The Guidelines say that any error or major discrepancy related to the points listed in the instructions in the Application Form may lead to the rejection of the Application. The worksheet XVII Checklist enables to mark "Yes" under the criteria listed in the table or leave it unmarked. How should be acted if there is no obligation to submit the document listed under the criteria listed in the table? The Checklist in the Worksheet XVII is for use of the Applicant to check that the Application complies with the criteria, which will be used during the administrative and eligibility check of the Applications. If there are points mentioned in the Worksheet XVII which do not apply to your project, please leave the field with the drop-down menu in the last column empty.

What information should be provided in the AF (worksheet VIII and IX) if the Beneficiary and/or project partners want to sub-contract the project manager or financial manager? Should the CVs be submitted in case of sub-contracting? In this case the CV is not required, but the description field of the project manager or/and financial manager in the Worksheets VIII and IX qualification requirements should be listed, which will be used in the tender for provision of project management services.

What technical documentation is to be submitted for the infrastructure projects? Technical documentation has to be provided in line with the national building legislation. It is required to obtain evidence that in case the project is approved the tender procedure for construction works can begin immediately. Furthermore, the detailed breakdown of (re)construction costs has to be included. If available, Building permission has to be submitted already at the stage of project submission; but in any case not later than before signing the grant contract.

Should Legal Entity sheet be submitted by all partners? No, only the Applicant submits the Legal Entity Sheet.

Is it allowed to submit documents (statutes, financial reports, statement from tax authority) in the original language (Estonian, Latvian, Russian)? Yes, it is allowed according to the Guidelines for Grant Applicants Section 2.2.1 (documents listed in the points 5, 7, 8, 9, 10 and 11).

What reports should be presented by the Latvian amalgamated municipality, which consists of several municipalities merged during the reform? How to show their financial capacity for the previous three years in the Application Form? In case of Latvia the administrative reform was in 2008, thus all the amalgamated municipalities have financial figures about the year 2009 to be presented. In the Worksheet VIII of the Application Form table on Applicant's financial information for the year 2009 is to be filled in, and for the two previous years "NA" (not applicable) has to be indicated.

If the Project idea is preparation of technical design (technical project), does applicant/partner has to provide the documentation certifying the rights for the land for what the technical design is planned? The respective applicant/partner has to be able to fulfill the contract obligation regarding the ownership of the produced documents as stated in the Section 3.1.3 of the Guidelines for Grant Applicants; as well as the provisions of the Clause 7.1 of the General Conditions of the Grant Contract: "Ownership of, and title and intellectual and industrial property rights to, the Action's results, reports and other documents relating to it shall be vested in the Beneficiary and Project partners."

What financial documents (reports) have to be submitted by the project partners? The applicant's and the partner's financial report (the profit and loss account and the balance sheet) for the last financial year for which the accounts have been closed must be submitted.

How to stitch the Application if the technical documentation is of more than 500 pages? Guidelines say that the Application (Application Form and Annexes) are to be stitched together. If the technical documentation is of volumes, it is possible to stitch separately the Application Form and Annexes (except for the technical documentation) and stitch the technical documentation separately (in one or several volumes depending on the number of pages). Application (including the Technical documentation) must be submitted in the one envelope /box.

Shall we enumerate technical documentation as well, i.e. environmental studies if they have already page numbers? It is not necessary to have the double-numbering of pages for the documents which already have the pages enumerated.

May one project application cover two measures? Choice of the Priority and measure depends on the focus of the project, but only one Measure has to be chosen for each project. To define the appropriate measure, please take into account the indicators, which are foreseen by the Programme for each particular measure.

How should the copies submitted with the Application be certified? How many copies of Application we need? These have to be copies of the originals certified as true by the authorised person/ head of the applicant organisation or the project partner organisation. For submission you must prepare and submit one original and one copy. We recommend to make a copy of Application for each project partner also.

Do we have to submit „Statement from the national tax authority" for each Partner or just Project applicant? What information should be in this statement? „Statement from the national tax authority" must be submitted by the Applicant and all project partners. Statement from the national tax authority- is a document from the national tax authority confirming that your organization has no tax debts!

It is one A4 paper with few sentences of content "...XXX organisation, with Reg.No XXXXXXXXX...has no tax debts..."

When should the Statement from the National Tax authority be issued? Statement from the National Tax authority has to be issued during 3 months before the submission of the Application.

Can Estonian applicants and partners submit registration certificate, which is printed out from the Internet? Estonian applicants and partners can submit printouts of the Registration certificate from the registers " E-Commercial Register" and "National and municipal organisations register" are allowed if confirmed by the person of the Organisation who has the right to do it.

Who should submit the Statement from the national tax authority? Applicant and all project partners.

What documents are required if renovation works are planned in territory of in Estonia? Accordingly to the Guidelines for Grant Applicants section 2.2.1 point 5 "In case the project includes (re)construction works, the technical documentation in line with the national building legislation has to be submitted".
In case the investment does include renovation of existing building, accordingly to Estonian legislation it is sufficient that relevant project partner has long term rental agreement for rent of building, but not for land. According to Estonian national building legislation rental agreement for land under the building is not required for building permission.

Where is it possible to find the model example of CV? No template has been provided. We suggest use Euro-Pass form, but the other forms are accepted as well.

What is the Pre-Feasibility Study and when should it be submitted? Pre-Feasibility Study is an explanatory document on the planned investments/ renovations in cases the national legislation does not foresee submission of the technical documentation in line with the national building legislation. The Pre-Feasibility Study is also to be provided for the projects, in which the total costs under the Budget Heading 3 "Equipment and supplies" is equal to or exceeds EUR 100,000.
In this meaning the Pre-Feasibility Study is an investigation with the aim to explain in detail the necessity of the proposed equipment/ investments and to provide a detailed breakdown of costs (cost estimate) for the equipment/ work contracts, technical specification, relation of the equipment and investments to the other activities of the project, ownership of the proposed equipment/ investments and a plan for its future use.
Recommended content of the Pre-Feasibility Study shall include: Executive summary; Description of the current regional situation in the particular field; Project strategy (including financing and institutional aspects) and analysis on different scenarios (expected, optimistic, pessimistic); Project justification (including detailed description of the planned investments in the project and their costs; information on ownership of outputs and management plan for the future, as well as the expected socioeconomic effects).

Should Building permission be submitted for all construction works? Is it needed for submission of project? Technical documentation for (re) construction works has to be provided in line with the national building legislation. These documents are required to obtain evidence that in case the project is approved the tender procedure for construction works can begin immediately. Furthermore, the detailed breakdown of (re)construction costs has to be included. If available, Building permission has to be submitted already at the stage of project submission; but in any case not later than before signing the grant contract.

Where is precisely the place in Application Form which has to have a signature? In Application Form there is signature of an authorized representative of the Applicant required in the Worksheet XV Declaration by the Applicant.

Could the application form be printed on A4 size paper on both sides? Yes, for economical and ecological reasons we recommend you to use double-sided print-outs as much as possible.

Is it allowed for the technical documentation in case the document is sent electronically to be saved in the .dwg or other relevant format normally used by architects? In case the document is sent electronically by email, it has to be scanned and saved in the .pdf format.