Taking the last step and making it happen

Nicolas Singer

Head of Projects and Platforms Unit - Interreg Europe

n.singer@interregeurope.eu

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Summary

- Application submssion

- Insight into assessment

- Lessons learnt from assessment

- Final tips and recommendation

SUBMITTING YOUR APPLICATION

FULL ONLINE APPLICATION

WWW.IOLF.EU

iOLF system

Dashboard | My Projects | Users

⌂ Home 〉 Application Form 〉 A Project summary

| ✔ C.8 Management | ✔ D.1 Phase 1 | ✔ D.2 Phase 2 | ❗ E Project budget |
| ❗ A Project summary | ❗ B.1 Partners | ❗ B.2 Policy instruments | ❗ C.1 - C.5 Project description |

💾 Save ⊘ Check Version 2 ⌄

General instructions

- All fields must be completed, except if they are indicated as optional.
- The 'check' function helps you check for potential errors in your application but in no way confirms the application's eligibility.
- Partner declarations, and if applicable letters of support have to be uploaded in a dedicated section of the application form. Th... programme manual.
- Your application must comply with the eligibility criteria mentioned above. Check them carefully before submission.
- Read the programme manual and the terms of references for the call.

A.1 Project identification

- Detailed Instructions provided
- Automatic links and checks

SELECTION PROCEDURE

Overview of assessment

2-step procedure

I. eligibility assessment (7 'formal' criteria)
   fulfilment of technical requirements

II. quality assessment (6 quality criteria)
   2-stage qualitative evaluation

Detailed description in the programme manual (§5.3)

Eligibility principles & criteria

- Technical yes or no process, **no correction possible**
- Only eligible applications are further assessed

Eligibility criteria
1. Respect of deadline
2. Completeness of the application
3. Correctness of the application form
4. Correctness of the partner declaration
5. Correctness of the support letter
6. Geographical coverage
7. Focus on Structural Funds

Quality assessment

2-stage approach

1. strategic assessment

3 criteria: Relevance, results, partnership

2. operational assessment

3 criteria: coherence, communication / management, budget

Scoring system 0 – 5

- Challenge: to pass the strategic assessment
- Check carefully assessment questions (manual section 5.3.2)

HOW TO AVOID COMMON PITFALLS

Pay attention to eligibility

One 'NO' disqualifies whole project → no assessment

- High rate of ineligibility (28.6%)
- Main causes of ineligibility: compulsory annexes
    - Letters of support
    - Partner declaration

Make sure all documents are provided and correct.

Don't prepare them at the last minute!

Lessons learned on strategic assessment

Common challenges related to the <u>topic</u> addressed

- Relevance to the **selected specific objective**

- Exact **focus** and scope of the issue addressed

- Relevance of the **policy instruments** and **territorial context** to the topic / coherence of the approach

Lessons learned on strategic assessment

Challenges related to the policy instruments

- Precise definition of the policy instruments addressed (to be as specific as possible)

- For Structural Funds: only the Operational / Cooperation programmes are possible

- Relevance of the choice of the policy instrument (structural funds are not compulsory)

Lessons learned on strategic assessment

Common challenges related to the policy relevance of partners

Policy relevance = link of an organisation with the policy responsible body and capacity to influence the policy instrument addressed

- Core elements of the quality of partnership (dedicated question in section B.2 of the application form)

- Necessity to be as specific as possible

- Letter of support not sufficient to demonstrate policy relevance of a partner

Lessons learned on strategic assessment

Common challenges related to the geographic coverage

Importance to go beyond transnational area (80% rule)

ERDF Transnational cooperation programmes 2014 - 2020
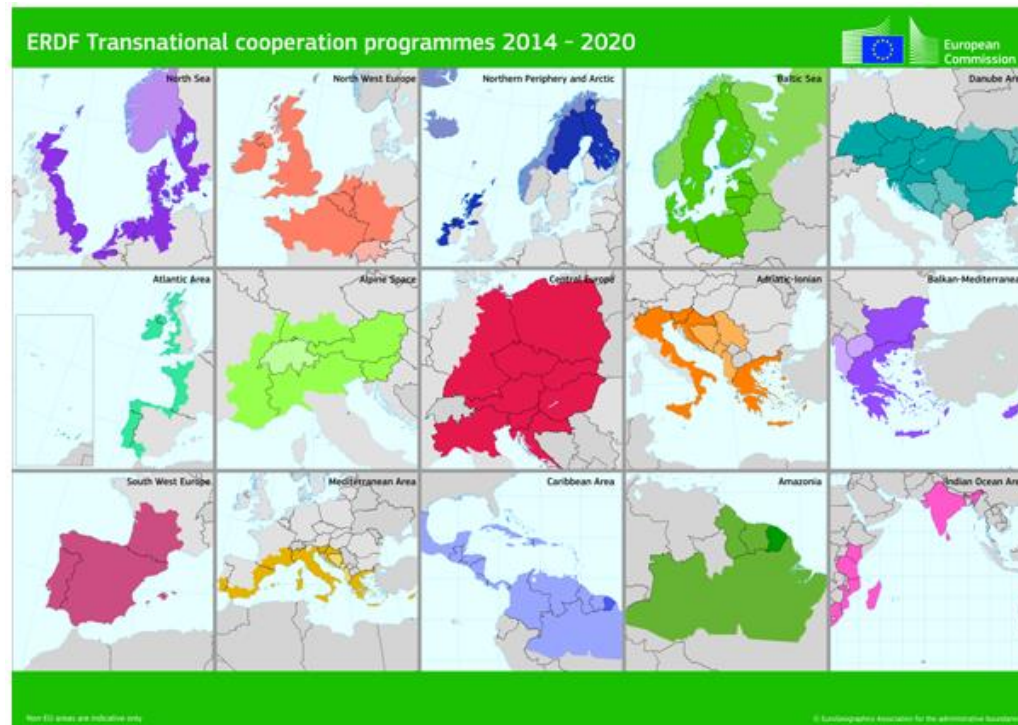
FINAL TIPS & RECOMMENDATIONS

Best tips according to partners

Average rating of usefulness
1(most) to 5 (least)

Tip	Rating
1st - BE SPECIFIC	**2.66**
2nd - MEET YOUR PARTNERS	**2.76**
3rd - BE SELECTIVE	**2.92**
4th - ASK FOR HELP	**3.2**
5th - DON'T REINVENT THE WHEEL	**3.36**

0   0.5   1   1.5   2   2.5   3   3.5   4

105 answers ▪ February 2017

Tip 1: be specific

Tip 1: be specific

Good application = unique **+** reflecting partners needs

- Provide **concrete details & examples
Facts and figures when possible**

- Show in-depth knowledge of **policy instruments** addressed

- Avoid general and vague information

Tip 2: meet your partners

Tip 2: meet your partners

Preparation is key to success

Time needed to check:
- Motivation & commitment
- Common interest
- Benefit a contribution to the project

Tip 3: be selective

Lead partner responsibility

Tip 3: be selective (in your partnership)

Partnership: project core element which determines
policy instruments & regional context

- Involve **policymakers** directly as partners

- Demonstrate **policy relevance** of organisations who are not policymakers

- Ensure a **wide geographical coverage**

Tip 4: ask for help

Tip 4: ask for help

We are there to help!

- Use the **assistance** offered by the JS (ask questions, check project idea, use partner search tool)

- Contact your **national contact point**

Tip 5: don't reinvent the wheel

Tip 5: don't reinvent the wheel

- Position yourself compared with the 130 running projects

- Explain your differences (topics? partners?)
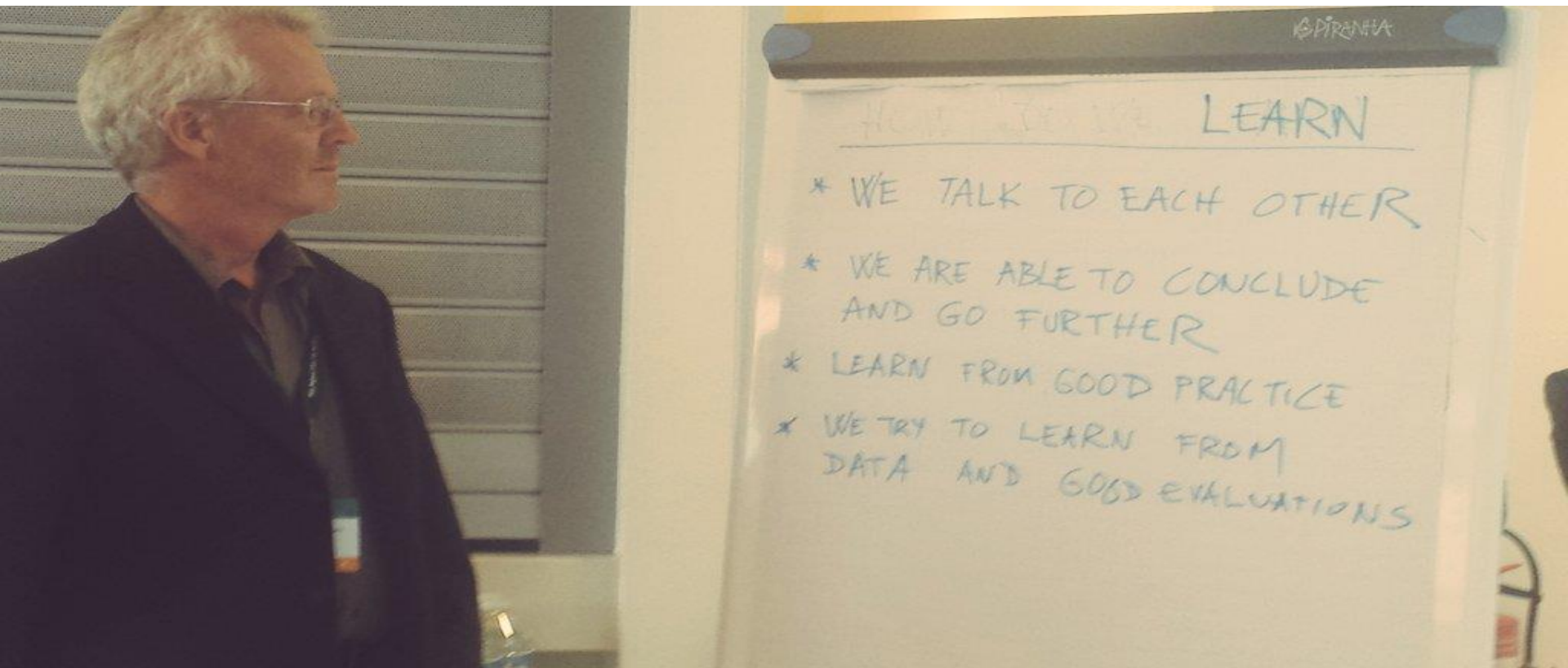
- Pay attention to general or 'successful' topics

Start from your challenges

Project objectives → Activities → Budget

Take the learning process seriously

Read the programme manual

Pay attention to the application form

Fairness and **equal treatment** principles

- Application Form = the **only basis** for assessment
    - same information requested from all
    - same technical requirements for all (e.g. text limits)

- Application form has to be **self-explanatory**
    Additional information / clarification not possible after submission

Thank you!

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