



Special EU Programmes Body
Foras Um Chláir Speisialta An AE
Boord O Owre Ocht UE Projects

European Territorial Co-operation Programmes

INTERREG IVB Project Development Workshop North West Europe Northern Periphery Programme

Derry City Council, 4 July 2011

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Northern
Periphery
Programme
2007-2013



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From Idea to Successful Project

How to develop good transnational project
How to build your project and find partners
Common problems and tips for successful projects

Key Documents



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Application Documents

Operational programmes

Application forms

Guidance notes / handbooks

Policy and Programme background

EC Regulations

Project ideas on websites

www.nweurope.eu

www.northernperiphery.eu



Generating Project Ideas and building a partnership



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Defining a good project idea

Does the idea define the partnership or does the partnership define the idea?

Is the project idea the right idea?

Is somebody else already doing the same thing?

Building on past experience

How far should you take the idea before involving others?

Who is eligible to be a partner in INTERREG projects?



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National, Regional and Local Authorities – public agencies

Transnational bodies and partnerships, Universities, research and development agencies

Voluntary sector organisations including NGOs

Certain profit-distributing enterprises like SMEs, start-ups etc



Who is eligible to be a Lead Partner?



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Any organisation which is eligible to be a partner

AND

Is situated within the Programme area

Can give guarantees regarding the project management and administration

Can provide solvency guarantees

What does a Lead Partner do?



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Submits the application

Signs the subsidy contract with the MA

Is responsible for the implementation of the whole project

Signs the Partnership Agreement with all partners

Collates claims and submits reports

Receives and distributes ERDF to partners

Ensures communication (both internal and external)

Manages the project and monitors delivery

Likely to be the organisation that has generated the idea – but doesn't have to be!

Need certain level of administrative and financial capacity



Private Sector Participation



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Three ways for Private Sector to participate (must act like public partner):

1. **As a Project Partner**

Public Match funding required

Costs are real and verifiable

2. **As an Associate partner**

Participates in meetings, provides advice.

Lead Partner pays travel and subsistence only

3. **As an External Expert**

Based on full public procurement

How to find partners



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Identify partners through existing contacts

Identify partners without previous contact

- Initiate a partner search – use SEUPB, Regional Contact Points, Programme websites and Secretariats

Respond to a partner search

Specialisation – what type of partner do you need to make the project successful?

What about private sector partners?

Setting up a partnership



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Meetings – Get to know your partners

Information – Exchange of information, building trust, shaping the idea

Coordination / Representation – joint structure, allocation of roles

Strategy / Planning – defining joint objectives and developing concrete project

Decision – biding commitment of partners

Implementation – join implementation of project



Choosing partners



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Are you attractive?

Reputation

Balance/ representativeness

Mix of regional/national/local

Size

Research websites

Principles of Project Development



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Do you want to do this anyway?

What value would transnational collaboration add?

Look at approved projects and project ideas on programme websites

Read the operational programmes? Does your idea fit?

European policies and strategies

National and Regional strategies

Project Development



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Building a partnership into the proposal

- Joint development, joint implementation, joint staffing, joint financing

Defining the content

- Common understanding, realistic, share responsibilities, ownership and commitment

What are the project objectives?

- Outputs, Results, Impacts

What is the budget for the project



Resource Planning

- What do you want to achieve and how do you plan to do it

Cost Estimating

- Keep estimates as accurate as possible and agree a small surplus to meet unexpected problems

Cost Budgeting

- Think Carefully about how you spread your budget over the lifetime of the project

Eligible Costs



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Check the relevant programme for eligible costs

Ensure all partners are aware of eligible costs

Questions normally arise around:

- Staff Costs
- External Experts
- Travel and Accommodation
- Meetings, Conferences, Seminars etc
- Investments in Equipment
- Overheads
- VAT
- In-Kind Contributions
- Revenues

Defining Work Packages



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Work packages are detailed in plans of core tasks which define the outputs and activities that will deliver the strategic objectives

All partners need to be clear about common project objectives

All partners need to fully understand their responsibilities and the resources required



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Work Package checklist



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- ✓ **Split of work packages is logical and serves to achieve all project objectives**
- ✓ **Tasks and sub-tasks are complete and implement the work package**
- ✓ **Non-thematic work packages are included – such as publicity**
- ✓ **Tasks are distributed among partners according to resources they can provide**
- ✓ **Measurable outputs are defined for each work package**
- ✓ **Each work package highlights main milestones in the project and the means to delivery them**
- ✓ **Time and budget have been allocated to each work package**

Outputs, Results and Impacts



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Outputs – products of the activities funded

(number of reports, seminars held, innovation centres opened)

Results – immediate advantages of carrying out these activities

(number of regional policy changes, number of new business start ups etc)

Impacts – Sustainable long term benefits of any activity

(fall in number of long term unemployed, increased regional GDP etc)

Tips – Outputs, Results and Impacts



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- Can seem very complicated
- Link your project indicators to the indicators in the Operational Programme
- Key Question: Do the indicators you have selected give a fair picture of what you hope to achieve?
- Remember that you cannot and should not try to measure absolutely everything
- Focus on the logical link between outputs and results
- Results are particularly important – they are the best way of showing what the programme gets for its money
- Ensure all partners can and will collect indicator information
- Use indicators to demonstrate your project's quality
- Big is not always beautiful!!!



Tips – common reasons for rejection



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- **Project did not provide required documentation**
- **Project idea does not fit the programme**
- **No demonstrated need for cooperation**
- **Planned project results did not justify the budget requested**
- **Partnership and/or management structures are weak**
- **No clear description of activities**
- **No logical link between activities and intended results**
- **Project is a repeat of existing activities**
- **Project does not fit with local/regional/national policies**

Successful Applications



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- Make sure that objectives, activities, results and budget are presented clearly and logically
- Make sure they are realistic – input from *all* partners
- Programme decision is based on what is included in the application. Make sure to include all relevant information
- Make sure you understand what is wanted in each section – ask the programme
- Check the programme selection criteria – have you provided the information needed?
- Writing the application is not a big job –

Preparing it is!!!

Further Information



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