France (Channel)-England Programme :
Addendum to the guide for project leaders

PURPOSE OF THE MODIFICATION	CONCERNED GUIDE PAGE	GUIDE CHAPTER		CURRENT TEXT IN GUIDE	NEW TEXT
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Clarification of Service providers and partners notions	27	2.2 .1	The partner network:Basics and requirements	**Service providers:** These are public or private organisations and not project partners. They provide external, paid services to the project. A lead partner or one of the other project partners contracts with the service provider in compliance with competition laws. This expenditure, regardless of its nature (provision of intellectual work, communication services, etc.) must be entered in the "other costs" expenditure plan heading (clearly specify nature of expense) by the partner(s) who provided the funds to pay for the service. When the expenditure is an integral part of the project, it may be reimbursed by ERDF funding. The grant is then paid to the partner who paid for the service.	**Service providers:** These are public or private organisations and not project partners. They provide external, paid services to the project. A lead partner or one of the other project partners contracts with the service provider in compliance with competition laws. This expenditure, regardless of its nature (provision of intellectual work, communication services, etc.) must be entered in the "external service provided" expenditure plan heading (clearly specify nature of expense) by the partner(s) who provided the funds to pay for the service. When the expenditure is an integral part of the project, it may be reimbursed by ERDF funding. The grant is then paid to the partner who have contracted and paid for the service.
	27	2.2 .1	The partner network:Basics and requirements	**Partners:** They take part in project preparation. They draw up the financial details and the projected expenditure plan with the lead partner. They sign the partnership agreement with the project's lead partner and with the other partners. This commits them formally and financially to the project submitted under the programme and they can be awarded an ERDF grant calculated on the basis of the expenses that they will commit to the project. (cf. page 36)	**Partners:** They take part in project preparation. They draw up the financial details and the projected expenditure plan with the lead partner. They sign the partnership agreement with the project's lead partner and with the other partners. This commits them formally and financially to the project submitted under the programme and they can be awarded an ERDF grant calculated on the basis of the expenses that they will commit to the project. (cf. page 36) The role of a partner cannot be limited to just providing a service for the benefit of other project partners. However, a partner may provide a service to other project partners subject to compliance with the rules on competitive procurement that apply to that partner. Contact the JTS if required.
Clarification of rules concerning project closure	64	5.3.7	Administrative and financial closure of your project:		**5.3.7 Administrative and financial closure of your project:** It takes time. That is why it is important for the work plan to contain enough time for this phase of your project, once the actions of the project are complete. NB: all the expenses of the project must be paid between the start and end dates of the project's eligibility as shown in your ERDF offer letter.
The list of project minor modifications is updated following the extension of JTS delegation by the Programme Monitoring Committee	67	5.5	Project Modifications	**Minor modifications:** delegated powers granted to the JTS **Modifications of expenditure plan with no change to ERDF grant** • Modification to expenditure plan headings under "capital" not exceeding 10% of total project expenditure plan • Modification to expenditure plan headings under "revenue" not exceeding 10% of total project expenditure plan • Modification to expenditure plan headings under "revenue" and "capital" not exceeding 10% of total project expenditure plan **Modification of project timetable** • Modification of start date and completion date of project: request to extend project duration by up to 6 months • Modification of action implementation timetable	**Minor modifications:** delegated powers granted to the JTS **Financial plan changes that do not affect ERDF** - financial plan changes with no impact on the total project's ERDF amount or percentage **Budget changes that do not affect the ERDF amount** - modification between budget lines, under or equal to 10% of the amount of the total budget of the project (note: in case of successive modifications of this kind, the % of transfer has to be added up – in case the total accumulated percentage exceeds 10%, then the modification becomes substantial) - creation or removal of budget categories - modification of an overheads methodology **Modification of project timetable** • Modification of start date and completion date of project: request for project extension under or equal to 6 months • Modification of action implementation timetable
				Modification of contacts • Change of status/legal representative of a partner organisation • Changes to contact details of a person working on the project • Changes to a contact person listed in PRESAGE **Modification of work plan** • Shuffling the allocation of expenditure plan headings between the various actions of the work plan • Creation or removal of an expenditure heading • Modification of actions allocation between partners	**Changes of the legal nature of the organisation** - reclassification of a private organisation as per national law as a public one as per European law **Indicators changes** modification of one or several data relating to programme indicators when these were incorrectly filled in by the project leader (due to incorrect understanding of the indicators' definition) **Deliverables changes** - modification of the project deliverables when these were incorrectly or not clearly filled in by the project leader (due to incorrect understanding of the deliverables' definition)

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The technical sheet relating to public procurement and competitive tendering is updated following regulation modifications	79	Annexe 2	Checklist des dépenses éligibles et non éligibles	At the end of annexe 2 on eligibile expenditures, new text on public procurement rules	**Case in which advertising and competitive procurement are necessary** Conditions of eligibility: All public and private structures taking part in an INTERREG project must comply with the rules on competitive procurement and with the 3 main associated principles: freedom of access to the public contract, equality of treatment of candidates, and transparency of procedures. Expenses relating to competitive-procurement procedures must be justified, and they must comply with European and national regulations as well as with the internal procedures of partners. Based on partners' internal rules and procedures (items to be provided to the first-level controller) • When a request for a quote is necessary: - list of service providers who have been called upon (copies of e-mail messages or letters to service providers) - the various quotes received • When internal regulations provide for a specific competitive-procurement procedure: - proof of advertising (open call for tender, screen shots of the web site, copy of press advertisement) - the regulations on consultation and the technical specifications - the bid-evaluation grid - notifications of decision to successful and unsuccessful service providers - the contract /the service level agreement with the successful service provider • When the contract is above European and national thresholds for competitive tendering: - all items relating to the contract as described in the various regulations, in particular the copy of the decision of the bid cor Where the contract is the subject of an additional clause, that additional clause must be provided.
	89	Annexe 3	Fiche technique 5: Marchés Public		**The public procurement contracts technical sheet is available in annex of the addendum.**
	97	Annexe 3	Fiche technique 8: Détermination de la nature juridique au sens du droit communautaire	**Rules to be observed in terms of transparency and competitive tendering** - if your organisation is a public organisation according to the European Union Law, it must comply with the National and European Laws regarding the public procurements.	**Rules to be observed in terms of transparency and competitive tendering:** Regardless of the legal type of your organisation regarding the EU law, you have to comply with national and EU regulations regarding competitive tendering.
The technical sheet relating to in kind contributions is updated	80	Annex 3	Technical sheet no. 1 In kind contributions	The ERDF amount may not exceed the total project amount, from which the total amount of in kind contributions is subtracted.	The ERDF amount may not exceed the total project amount per partner, from which the total amount of in kind contributions is subtracted.
	82	Annex 3	Technical sheet no. 1 In kind contributions	Calculation examples	The calculation examples must be taken as being per partner, not for the project as a whole.
New obligation as to the time dedicated to the forwarding of the grant from the lead partner to the other partners : the grant must be forwarded to the other partners within two months.	36	2.3.6	Practical methods to claim payments and for lead partner to forward ERDF grant payment to the other project partners.	The European grant is paid by reimbursement of defrayed expenditure. The lead partner then submits interim payment claims and the grant's outstanding balance claim to the Managing Authority for the partnership as a whole. Project planning must therefore plan as early as possible all the details of how expenditure will be claimed from the JTS. It must also agree on procedures to relay financial data, and due dates for the forwarding of the European grant payment.	The European grant is paid by reimbursement of defrayed expenditure. The lead partner then submits interim payment claims and the grant's outstanding balance claim to the Managing Authority for the partnership as a whole. Project planning must therefore plan as early as possible all the details of how expenditure will be claimed from the JTS. It must also agree on procedures to relay financial data, and due dates for the forwarding of the European grant payment. Unless being provisions in the partnership agreement at the benefice of partners (other than the lead partner), the lead partner has a period of two months to repay the grant to its partners.
Simplification of programme's rules regarding on site visits that should be organised by the forst level controller	92	Technical sheet n°6		**Control procedures / first level controller's obligations** At project closure, the first-level controller systematically goes on-site to visit each partner in turn.	**Control procedures / first level controller's obligations** For any further details, please refer to the first-level control guide available on the programme web site. At project closure, the first-level controller systematically goes on-site of a sample group of partners and a sample of expenses covering the whole duration of the project.
	93	Technical sheet n°6		The first level controller provides the Managing Authority with a methodological note specifying how the control is organised.	The first level controller provides the Managing Authority with a methodological note specifying how the control is organised on the basis of evidence and on site. With regard to on-site visits, the sampling method is based on criteria of risks justified by the first level controller (budget level, expenditure to be checked, legal type of the audited partner, error rate stated during intermediate payments, suspicion, etc.) and criteria of representativeness (according to the size of the partnership and the geographical position of the audited partners). The methodology is proposed by the first level controller, and then validated by the lead partner after confirmation from the national authority

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Bringing forward the submission date for the pre-project sheet from one month to three months before the final date for submission of dossiers.	26	2.1.2	… is based on active participation of all partners on both sides of the Channel	In the project life cycle pattern, at the centre on the left.	Read three months instead of one month in the project life cycle pattern.
	51	4.1.3	What happens once your finalised grant application pack has been submitted?	Submission of application: from file submission to the Steering Committee Projects financed up to a 50% maximum (Minimum 1 month before submitting grant application pack)	Submission of application: from file submission to the Steering Committee Projects financed up to a 50% maximum (Minimum three months before submitting grant application pack)
Clarification about the rules that apply for eligible overheads in the programme's framework.	87	Annex 3	Technical sheet no. 4 Overheads	What is not covered: * Allocations to provisions, * Allocations to depreciation when they are not directly linked to project implementation, * Financial fines and penalties, * Litigation costs.	What is not covered: * Allocations to provisions, * Financial fines and penalties, * Litigation costs.
Updating of the checklint of eligible expenditure following the last changes in the legislation.	77	Annex 2	Checklist on eligible and ineligible expenditure	**Checklist on eligible and ineligible expenditure** As a reminder, expenditure eligibility under grants from Structural Funds is governed by Regulation (EC) no. 1080/2006 of 5 July 2006, 1083/2006 of 11 July 2006 and 1828/2006 of 8 December 2006, as amended by European Commission Regulation (EC) no 846/2009 of 1 September 2009.	**Checklist on eligible and ineligible expenditure** As a reminder, expenditure eligibility under grants from Structural Funds is governed by Regulation (EC) no. 1080/2006 of 5 July 2006, 1083/2006 of 11 July 2006 and 1828/2006 of 8 December 2006, as amended by European Commission Regulation (EC) no 846/2009 of 1 September 2009, decree no. 2007-1303 of 3 September 2007 setting the national rules for eligibility of expenses of programmes co-financed by structural funds for the period 2007-2013, as amended by decree no. 2011-92 of 21 January 2011, also applies to the French and British structures of the programme.
Simplification of the documents to be provided when submitting a grant application form	100	2. Practical information to submit a project application	Checklist of documents to attach to your grant application pack	In the case of self-funding: any probative document proving that the lead partner and the project partners have the authority to sign the grant application form and partnership agreement respectively: * For French local authorities (collectivités territoriales), the commitment document to provide is the "déliberation", namely the proceedings by the competent body showing the amount of funding to be provided. * For private organisations (companies, "associations", charities, community-based and voluntary bodies, etc.), the commitment document would be decision notes, minutes or a deliberation by the relevant body, namely the one generally listed in the organisation's Memorandum and Articles of Association (for example: Bureau, Board of Directors, General Meeting, etc.). * Where the signatory of the application form and of the partnership agreement has the authority to sign on behalf of an organisation, he/she must certify to that authority by writing in front of the signature: « I hereby certify that I have been granted the authority to sign by… ».	When signing the application form and the partnership agreement, the signatories must testify that they have the authority to sign by writing in front of the signature: « I hereby certify that I have been granted the authority to sign by… ».
	101	2. Practical information to submit a project application	Checklist of documents to attach to your grant application pack	**For staff costs**: the name, function, planned number of hours and the hourly rate for each person involved in the project. The final figure must match the one in the expenditure plan.	**For staff costs**: the name, function, planned number of hours and the hourly rate for each person involved in the project. A template of staff costs' methodology is downloadable from the programme's website. The final figure must match the one in the expenditure plan.
	101	2. Practical information to submit a project application	Checklist of documents to attach to your grant application pack	**For overhead expenditure**: a fair and equitable calculation method signed by the organisation's accountant. It must specifically show the expenditure headings taken into account and their corresponding amounts. The final figure must match the one in the expenditure plan.	**For overhead expenditure**: a fair and equitable calculation method signed by the organisation's accountant. It must specifically show the expenditure headings taken into account and their corresponding amounts. A template of overheads' methodology is downloadable from the programme's website. The final figure must match the one in the expenditure plan.
	101	2. Practical information to submit a project application	Checklist of documents to attach to your grant application pack	**For in-kind contributions:** □ Statement showing the calculation method and specifying the type of contribution and a cost estimate. The final figure must match the one in the expenditure plan. Reminder: as for labour, only voluntary work is eligible as an in-kind contribution. □ If the in-kind contribution is in the form of land, provide an assessment by an independent assessor.	**For in-kind contributions:** □ Statement showing the calculation method and specifying the type of contribution and a cost estimate. The final figure must match the one in the expenditure plan. Reminder: as for labour, only voluntary work is eligible as an in-kind contribution. □ If the in-kind contribution is in the form of land, provide an assessment by an independent assessor. □ for provision of land, a fixed asset, or a capital asset, if those assets are usually hired / rented, please provide a document justifying the hire cost / rental cost; □ for provision of raw materials, please supply an accounting document justifying their value.

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	102	2. Practical information to submit a project application	Checklist of documents to attach to your grant application pack	**Additional documents to be provided by all British and French organisations other than state organisations, regional and local authorities and their groupings** **For all partners only** * The signed status (Memorandum of Association and Articles of Association); * For French associations only: copy of the creation ad of the association published in the Official Journal; * Corporate income tax return forms / balance sheets and income statements certified by a chartered accountant or auditor for the previous two accounting years; * List of the members of the administration board, except for the private companies.	**Additional documents to be provided by all British and French organisations other than state organisations, regional and local authorities and their groupings** **For all partners only** * The status (Memorandum of Association and Articles of Association); * Corporate income tax return forms / balance sheets and income statements certified by a chartered accountant or auditor for the previous two accounting years; * List of the members of the administration board, except for the private companies.
	102	2. Practical information to submit a project application	Checklist of documents to attach to your grant application pack	**Documents to provide at the latest 4 weeks prior to steering committee meeting for all partners, whether public or private** * The partnership agreement	**Documents to provide upon submission of the form for all partners, whether public or private** * The partnership agreement
Certain project modifications will no longer require a modified grant offer letter to be signed.	66	5.5	Project Modifications	After a project modification approval has been granted, an additional clause to the ERDF Grant Offer Letter is signed between the lead partner and the Managing Authority.	After a project modification approval having an impact on the data that appear in the offer letter has been granted, an additional clause to the ERDF Grant Offer Letter is signed between the lead partner and the Managing Authority. However, minor modifications relating to the project budget shall not be covered by an additional clause to the ERDF offer letter when those modifications take effect on payment of the balance of the grant.
Non eligible costs	79		Non eligible costs	**Non eligible costs** • Port infrastructures and equipment • Debit interest on organisation's current account • Exchange fees • Purchase of land for amounts exceeding 10% of total eligible costs for the respective operation • Company accommodation costs • Fines, financial penalties and litigation fees • Public contracts: holdbacks still not paid upon closure of programme payments are not eligible. • Sub-contracting: sub-contracting agreements signed with intermediaries or consultants, by virtue of which payment is defined as a percentage of total operation costs, are not eligible.	**Non eligible costs** • Port infrastructures and equipment • Debit interest on organisation's current account • Exchange fees • Purchase of land for amounts exceeding 10% of total eligible costs for the respective operation • Company accommodation costs • Fines, financial penalties and litigation fees • Public contracts: holdbacks still not paid upon closure of programme payments are not eligible. • Sub-contracting: sub-contracting agreements signed with intermediaries or consultants, by virtue of which payment is defined as a percentage of total operation costs, are not eligible. Exceptional expenses

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The list of expenses items is modified	34	2.3.4	Evaluating costs and drawing up the projected expenditure plan	Costs are broken down into 4 main categories of expenditure, each further divided into expense items: Capital costs: Infrastructure, building, refurbishment • Mainly investment in infrastructure, namely tangible works and public use services which shall not be depreciated Capital items (specify in annex to project application) • Long lasting material which shall not be depreciated: computers, laboratory equipment, machine tools, furniture etc. Other capital (specify in annex to project application) • Purchase of property, etc. Revenue costs: Project coordination fees (full-time equivalent - FTE) • only staff costs relating to project coordination and management Staff costs (FTE) excluding project coordination • cf technical sheet on 'staff costs' page 85 First-level control costs for projects receiving an ERDF grant in excess of €300,000.00 • Cf Technical Sheet on 'First-level controls' page 92 Travel and subsistence; Translation, interpretation and documentation costs Communication and promotional costs • Web sites, printed publications, promotional material etc. Costs relating to meetings, conferences and seminars • Hiring of venue or equipment, meals etc. Overheads • Cf Technical Sheet on 'Overheads' page 87 Depreciation • Cf Technical Sheet on 'Investment/Depreciation' page 83 Other revenue costs (specify in annex to project application) • Fees, feasibility studies, training etc. Income: Direct income generated by the project (to be deducted from the expenditure plan) • All revenue arising from sales, leasing, subscriptions, fees or other similar sources In kind contributions: • cf. technical sheet on "In kind contributions" page 80	Costs are broken down into 4 main categories of expenditure, each further divided into expense items: Capital costs: Infrastructure, building, refurbishment • Mainly investment in infrastructure, namely tangible works and public use services which shall not be depreciated Capital items (specify in annex to project application) • Long lasting material which shall not be depreciated: computers, laboratory equipment, machine tools, furniture etc. Revenue costs: Staff costs • staff costs relating to project coordination, management and implementation (cf technical sheet on 'staff costs' page 85) First-level control costs for projects receiving an ERDF grant in excess of €300,000.00 • Cf Technical Sheet on 'First-level controls' page 92 Travel and subsistence; Translation, interpretation and documentation costs Communication and promotional costs • Web sites, printed publications, promotional material etc. External service-provision costs (only when service provision is not covered by other headings of expenditure) • rental of premises, hire of material, etc. Overheads • Cf Technical Sheet on 'Overheads' page 87 Depreciation • Cf Technical Sheet on 'Investment/Depreciation' page 83 Income: Direct income generated by the project (to be deducted from the expenditure plan) • All revenue arising from sales, leasing, subscriptions, fees or other similar sources In-kind contributions: cf. document entitled "In-kind contributions", page 69 • Provision of land or of fixed assets, capital assets, or raw materials • Voluntary work If you wish to include expenses that are not included in the list above, you may contact the JTS.
Introduction of informations relating to state aid rules	99	Technical sheet n°9	Technical sheet n°9 on State Aid		**creation of a new technical sheet annexed to the addendum**
creation of a new technical sheet setting out eligibility for travel costs	99	Technical sheet n°10	Technical sheet n° 10 setting out eligibility for travel costs		**creation of a new technical sheet annexed to the addendum**