****

**PROGRAMME INTERREG CARAIBES**

**2014 – 2020**

Application Form

*Version validated by the steering committee in May 2017*

Submitting this form does not imply that the requested subsidy will be granted

|  |  |
| --- | --- |
| Applicant’s name : |  |

|  |  |
| --- | --- |
| File N° |  |
| (For internal use) |

NOTICE

All sections of this form must be completed with the greatest care.

If you have any difficulty filling it in, kindly contact the Joint Secretariat at the following address:

Secrétariat Conjoint

Espace Régional, Boulevard du Général de Gaulle, Raizet Sud, 97139 Les ABYMES – GUADELOUPE

TEL : 0590 47 06 00 / FAX : 0590 47 06 06

Only complete documents will be considered.

Brief summary of your project

1. THE PROJECT

1. Description

1.1 Title and acronym

1.2 Project leader

1.3 Territories involved in the project

1.4 Amount requested

|  |
| --- |
| * **Thematic priority and specific objective:** *(a project can fall under only one thematic priority and one specific objective. If a project is related to two specific objectives, choose the dominant one)*
 |
|  | **N° of thematic priority / no of specific objective** |
| **Thematic priority** |  |
| **Specific objective** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total cost of project | Expected expenditure of Community partners in EU territory | Expected expenditure foreseen of Community partners in non-EU territory | ERDF Grant requested under INTERREG Caraïbes programme | Expected expenditure of no-Community Partners | EDF grant requested under INTERREG Caraïbes programme |
| < EUR > | < EUR >  |  < EUR > | < EUR > | < EUR > | < EUR > |

1.5 Summary and objectives

Please provide information on the following, maximum 1 page:

1. the aim of the project and interest in cooperation as part of INTERREG

(b) target group(s)

(c) main activities

(d) project partners

Clearly indicate to which sector, theme and geographical area the proposed action belongs.

1.6 Rationale

Maximum 3 pages. Please provide the following information:

1. relevance of the project to the objectives of the INTERREG programme
2. relevance of the project to the priorities of the INTERREG programme
3. How does the project meet the needs of its beneficiaries, and what are the obstacles and constraints to its implementation.
4. Direct and indirect beneficiaries of the project

1.7 Description of activities and planning

The plan of action for the first year of implementation must be sufficiently detailed so as to give an idea of the preparation and implementation of each activity. The plan of action for each of the following years (according to the duration of the action) can be more general, and have to indicate only the main activities planned for those years. The plan of action must be written using the following format:

|  |
| --- |
| **Year 1** |
|  |  1st 6-month period |  2nd 6-month period |  |
| Activity | Mois 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementation body |
| *example* | *example* |  |  |  |  |  |  |  |  |  |  |  | *example* |
| Preparation Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 1 |
| Execution Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 1 |
| Preparation Activity 2(title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 2  |
| etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Year 2** |
|  |  3rd 6-month period |  4th 6-month period |  |
| Activity | Month 1 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementation body |
| *example* | *example* |  |  |  |  |  |  |  |  |  |  |  | *example* |
| Preparation Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 1 |
| Execution Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 1 |
| Preparation Activity 2(title)) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 2  |
| etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **For the following years:** |
| Activité | Semestre 5 | 6 | … | … | … | … | … | n | Implementation body |
| *example* | *example* |  |  |  |  |  |  |  | *example* |
| Execution Activity 1(title) |  |  |  |  |  |  |  |  | Partner 1 |
| Execution Activity 2 (title) |  |  |  |  |  |  |  |  | Partner 2 |
| Preparation Activity 3 (title) |  |  |  |  |  |  |  |  | Partner 1 |
| etc. |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

* The project will have a duration of \_\_\_ months.

|  |
| --- |
|  |
|  | **Format (DD/MM/YR)** |
| **Start date of activities:** *(including the date of the first costs incurred in carrying out the project)* |  |
| **Expected end date of activities:** *(including the date of the last invoices paid)* |  |

Comment : There is no need for the indicative plan of action to mention the real dates. It should start with “month 1”, “month 2”, etc. Applicants are advised to leave a safety margin in the plan of action. This does not have to include detailed descriptions of activities, but just their title. – please ensure that they correspond to the titles in section 1.7). Any months where there are no activities should be included in the plan of action and in the duration of the action.

1.8 Method

Maximum 4 pages. Provide a detailed description of the following:

1. Implementation method;
2. If the action prolongs an existing action, explain how it depends on the results of this action;
3. Internal assessment procedures;
4. Role of the other project partners;
5. Reasons for each partner’s role;
6. Team proposed for implementing the action (*by function : there is no space to give the names of the persons at this point*)

1.9 Activity indicators

Please fill in the table below, using achievement indicators linked to the specific objective with which your project is associated. These indicators are available in the INTERREG V Caraïbes Operational Programme, and are contained in a Data Sheet available on the programme website.

In addition to the indicators in this table, you are advised to include more specific indicators in order to assess the actual evolution and the achievements of your particular project.

In order to help you, you can refer to the “Technical Sheet – Indicators” available on the Internet website of the programme or at the Joint Secretariat.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit of measure** | **Method of collection - supervisor** | **Target value – period from X to X** | **Target value – period from X to X** | **Target value – period from X to X** | **Target value****=****Completion of the operation** |
| *Activity Indicator defined in the OP* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

2. Expected outcomes

2.1 Expected impact on target groups

Maximum 2 pages. Please state how:

1. the project will improve the beneficiaries’ situation
2. the project will improve the beneficiaries’ technical and management capacities

2.2 Outcome indicators

Please fill in the table below, using outcome indicators linked to the specific objective with which your project is associated. These indicators are available in the INTERREG V Caraïbes Operational Programme, and are contained in a Data Sheet available on the programme website.

In addition to the indicators in this table, you are advised to include more specific indicators in order to assess the outcome of your particular project.

In order to help you, you can refer to the “Technical Sheet – Indicators” available on the Internet website of the programme or at the Joint Secretariat.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome indicator(s)** | **Unit of measure** | **Method of collection – supervisor** | **Reference value** | **Target value** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

In addition, you are required to specify the expected effects of your project on the employment by filling the following outcome results:

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicator** | **Unity of measure** | **Method of collection –****supervisor** | **Target Value** |
| Number of jobs created by the project | FTE[[1]](#footnote-1) |  |  |
| * of which are permanent contracts or equivalent
 | FTE |  |  |
| * of which are fixed-term contracts or equivalent
 | FTE |  |  |
| * of which are for men
 | FTE |  |  |
| * of which are for women
 | FTE |  |  |
| * jobs created in Guadeloupe
 | FTE |  |  |
| * jobs created in French Guiana
 | FTE |  |  |
| * jobs created in Martinique
 | FTE |  |  |
| * jobs created in Saint Martin
 | FTE |  |  |
| * jobs created in the Caribbean - out of the OR[[2]](#footnote-2)
 | FTE |  |  |
| * Profile in terms of qualifications
 | [ ] CAP/BEP[[3]](#footnote-3)[ ]  Licence[[4]](#footnote-4)[ ] DUT[[5]](#footnote-5)[ ]  Master[ ]  BAC[[6]](#footnote-6) [ ]  Master (1st year)[ ]  Engineer[ ] PHD[ ]  Other: |  |  |
| * Profile in terms of age group
 | [ ]  - 26 [ ]  26 – 45[ ]  + 45  |  |  |
| Number of jobs maintained thanks to the project | FTE |  |  |
| * of which are permanent contracts or equivalent
 | FTE |  |  |
| * of which are fixed-term contracts or equivalent
 | FTE |  |  |
| * of which are men
 | FTE |  |  |
| * of which are women
 | FTE |  |  |
| * jobs created in Guadeloupe
 | FTE |  |  |
| * jobs created in French Guiana
 | FTE |  |  |
| * jobs created in Martinique
 | FTE |  |  |
| * jobs created in Saint Martin
 | FTE |  |  |
| * jobs created in the Caribbean - out of the UPR
 | FTE |  |  |
| * Profile in terms of qualifications
 | [ ] CAP/BEP[ ]  Licence[ ] DUT[ ]  Master[ ]  Bac [ ]  Master (1st year)[ ]  Engineer[ ] PHD[ ] Other: |  |  |
| Profile in terms of age group | [ ]  - 26 [ ]  26 – 45[ ]  + 45  |  |  |

2.3. Dissemination of the outcome

Maximum 1 page. Please indicate in what way:

1. the chosen tools and activities are consistent with the project and its objectives.
2. the communication tools and activities selected are consistent with the project and its objective.
3. the communication tools and activities selected can be used to reach target groups.

Please be precise and quantify the outcome as far as possible.

2.4. Indicators related to communication activities

Please fill in the table below according to the communication plan that you have drawn up as part of your project. You are required to choose the relevant indicators in the context of your project and to assign quantified objectives to be attained by the time the project ends. You are also strongly advised to prepare your own communication indicators, so as to conduct a more relevant assessment of the communication activities specific to the actions of your project (see blank line).

|  |  |  |  |
| --- | --- | --- | --- |
| **COMMUNICATION** | **Unit of measure** | **Method of collection - supervisor** | **Target value at the end of the project** |
| Number of press actions aimed at an informed public |  |  |  |
| Number of press articles aimed at the general public |  |  |  |
| Number of TV or radio reports aired |  |  |  |
| Number of brochures (for the wide public) designed |  |  |  |
| Number of websites set up or maintained |  |  |  |
| Number of recorded visits to the website |  |  |  |
| Number of promotion actions and presentations for the wider public in which project representatives have participated |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Arrangements to comply with the advertising requirements** | **Yes** | **No** |
| EU logo (with the specification « The project was part-financed by the European Regional Development Fund ») on any suitable medium (communication medium, event convocations, documents aiming at being published or handed-out…) | [ ]  | [ ]  |
| In the case the beneficiary has an internet website :* provide the link to the INTERREG Caraïbes program
* provide a project description, highlighting the EU contribution
 | [ ] [ ]  | [ ] [ ]  |
| Rigid poster (A3 minimum) on the premises of the beneficiary or on the project site, in a place clearly visible by the public (except for operations requesting more than €500.000 of public subsidies – see below), presenting the project and mentioning the EU financial support  | [ ]  | [ ]  |
| For any operation involving the purchase of a physical item or the financing of infrastructures or building structures, AND where total costs exceed €500.000; a temporary panel and then a permanent one is necessary  | [ ]  | [ ]  |

2.5 Multiplier effects

Maximum 1 page. Please state in what way the project results can be reproduced and expanded.

2.6 Long and short-term impact

Maximum 3 pages. Please point out three aspects of the long and short-term impact:

1. Financial *(How will activities be funded after the grant is finished)*
2. Institutional *(will there be structures for pursuing activities at the end of the action? Will there be local uptake of the results of this action?)*
3. Political *(what structural impact will this action have, for example, will it lead to better laws, codes of conduct, methods, etc?)*

2.7 Impact on the implementation of European horizontal principles

Maximum 1 page. Please state how the proposed project will contribute to the application of the following principles:

(a) non-discrimination et equality of opportunity

(b) gender equality

(c) sustainable development

3. Project budget

Please fill in Annex A (tabs: lead partner, partners, non-Community partners, total budget). Some cells are locked: if you experience difficulties, please contact the Joint Secretariat.

Where necessary, please fill in the Excel file on “net revenues”

Explanatory notes on net revenues, on public procurements and on state aids will guide you in elaborating the project budget.

1. THE PROJECT LEADER

1. Identity

|  |  |
| --- | --- |
| Full legal name : |  |
| Acronym(if applicable) : |  |
| Nationality: |  |
| Legal status [[7]](#footnote-7): |  |
| VAT regime (provide proof) : |  |
| Official address : |  |
| Postal address : |  |
| Contact person:  |  |
| Telephone no. : |  |
| Fax no. : |  |
| E-mail : |  |
| Website : |  |
| Number of employees: |  |

2. Description of the project leader’s organization (maximum 1 page)

* 1. When was your organization created, and when did it commence activities?

2.2. What are your organization’s main activities at this time?

2.3. List the members of your organization’s management committee/board of directors.

| Name | Profession | Gender | Function | Number of years in the committee |
| --- | --- | --- | --- | --- |
|  |  | F / M |  |  |
|  |  | F / M |  |  |

3. Capacity for managing and implementing actions

3.1. Experience with similar activities

Maximum 1 page per project. Please give a description of the activities managed by your organization during the last five years in the areas covered by this programme, by providing the following information on each activity:

1. The objective and placement of the action
2. The outcome of the action
3. Your organization’s role (manager or partner) and its level of involvement in the activity
4. Cost of the activity
5. Donors to the activity (name, address and e-mail, telephone number, amount of the grant/donation)

This information is used to assess whether you have sufficient experience managing activities of a comparable size to the activity for which you are requesting a grant, and in the same sector.

3.2 Resources

Maximum 3 pages. Provide a detailed description of the different resources available to your organization, particularly the following:

1. Annual income (financial statement and operating statement for a business enterprise) for the last three years, stating for each year if necessary, the names of the main donors and their contribution compared to the annual income of your organization.
2. Proof of your ability to pre-finance the project (bank statement, etc.)
3. The number of persons employed full-time and part-time by category, indicating their place of work *(eg. the number of project managers, accountants, etc).*
4. Offices and equipment
5. Other relevant sources (eg. volunteers, related organizations, networks that can also contribute to the implementation of the activity).

This information will be used to assess whether you have enough resources to implement an activity of the same size as the one for which you are requesting a grant.

**COMMITTMENT OF THE PROJECT LEADER TO CARRY OUT THE PEOJECT**

I, the undersigned, hereby state that the organization I represent:

* Certifies the **accuracy of the information** contained in this application form, and undertakes to provide **all the information or documents considered useful** to examine the application and follow the implementation of the project.
* For natural or legal persons under private law, certifies that its situation is regular, with regard to the existing **fiscal, social and environmental** regulations and that it is neither submitted to any collective proceedings linked to economic difficulties nor considered as a firm undertaking financial difficulties as defined in the state aids European reglementation.
* **Undertakes to make a counterpart financial contribution and/or to make an in-kind contribution** to the project, for carrying out the actions mentioned above, in the amount of (amount of the body’s contribution) and comprises (indicate the in-kind contribution to the project).
* States that it is aware of the eligibility requirements and of EU legislation, and will **honour these conditions during the execution of the project.**
* Undertakes to conduct the operation in accordance with the decision made in relation to the grant, if it is awarded.
* States that it has not asked for any public or private resources other than the ones presented in this form to finance activities related to this project, and in particular states that it has not asked for any other European funding to finance this project.
* Undertakes that the EU subsidy will be paid upon submission of paid bills in accordance with the provisions of the decree on expenses eligibility and on the subsidy grant act.
* Approves and undertakes to participate in the execution of this project in the framework of the European Territorial Cooperation Programme INTERREG Caraïbes as **Project leader in charge of managing and coordinating the implementation of the project:**
1. Inform the Joint Secretariat when the project begins,
2. Provide any complementary document requested in the frame of the project instruction or during the project implementation,
3. Enter a partnership agreement with project partners to formalize the partnership composition and to set provisions guaranteeing the sound financial management of the funds allocated to the operation, including dispositions on the recovery of amounts unduly paid,
4. Inform the Joint Secretariat in case of project changes (budget changes, partnership changes..., including in the event of a modification in social or fiscal status.
5. Undertake neither to make any substantial changes affecting the nature, the objectives, or the implementation conditions of the project, nor to change the ownership of the partly-financed good, nor to delocalize the partly-financed activity outside of the area covered by the program.
6. Duly justify the expenses made in order to receive the subsidy.
7. Keep separate accounting, or use a suitable accounting code in order to trace accounting movements related to the project.
8. Organize communication actions and comply with the European and national law.
9. Arrange for expenditure to be fed back on a regular basis and in accordance with the calendar defined in the subsidy grant contract.
10. Make sure that expenses fed back by the project partners correspond to project implementation activities as defined in the subsidy grant contract.
11. Once the paiement has been received, make sure that the project partners receive their share fully and quickly.
12. Submit to any technical, administrative, accountable and financial control, and provide any document or information related to the project
13. Store any document related to the project until the date laid down in the subsidy grant contract, and then archive the project file.

Non-compliance with these obligations may cause a partial or full reduction or a recovery of the EU financial contribution.

|  |  |
| --- | --- |
| Name : |  |
| Organization : |  |
| Function : |  |
| Signature : |  |
| Date and place : |  |

1. partNERS INVOLVED IN THE ACTION

1. Description of the partners

This section must be filled for each partner organization, whether located in a Community territory or in a non-Community territory. You must copy the table as many times as necessary to add partners.

|  |  |  |
| --- | --- | --- |
|  | Partner 1 | Partner n |
| Full legal name  |  |  |
| Nationality |  |  |
| Legal status |  |  |
| Official address |  |  |
| EU partner or third country |  |  |
| Contact person  |  |  |
| Telephone no |  |  |
| Fax no |  |  |
| E-mail |  |  |
| Number of employees |  |  |
| Other relevant resources |  |  |
| Experience with similar actions, based on the role implementing the proposed action.  |  |  |
| History of cooperation with the applicant |  |  |
| Role and involvement in the implementation of the proposed action |  |  |
| Expected benefits of the proposed project |  |  |

**Important** : This form must be accompanied by a partnership statement signed and dated by the main applicant, and by each partner, according to the model on the next page.

**COMMITTMENT LETTER OF EU PARTNER(S)**

I, the undersigned (name and surname of the authorized person) hereby state that the organization I represent (name of the organization):

* Certifies the **accuracy of the information** contained in this application form, and undertakes to provide **all the information or documents considered useful** to examine the application and follow the implementation of the project.
* For natural or legal persons under private law, certifies that its situation is regular, with regard to the existing **fiscal, social and environmental** regulations.
* Undertakes to conduct the operation **(name of the project)** in accordance with the decision made in relation to the grant, if it is awarded.
* **Also undertakes to make a counterpart financial contribution and/or to make an in-kind contribution** to the project, for carrying out the actions mentioned above, in the amount of (amount of the body’s contribution) and comprises (indicate the in-kind contribution to the project) Euros.
* States that it is aware of the eligibility requirements and of EU legislation, and will **honour these conditions during the execution of the project.**
* Approves and undertakes to participate in the execution of this project (name of the project) in the framework of the European Territorial Cooperation programme INTERREG Caraïbes.
* Undertake to feed back with expenditures on a regular basis and in accordance with the calendar defined in the subsidy grant contract, if granted.

|  |  |
| --- | --- |
| Name : |  |
| Organization : |  |
| Function : |  |
| Signature : |  |
| Date and place : |  |

Lettre d’engagement Du partenaire EXTRACOMMUNAUTAIRE XX

letter of commitment FROM THE EXTRACOMMUNAUTARY PARTNER XX

Je, soussigné(e) (nom et prénom de la personne habilitée) déclare que l’organisme que je représente (nom de l’organisme) :

* Certifie l’exactitude des informations contenues dans le présent formulaire de demande de concours.
* Approuve et s’engage à participer à la réalisation du présent projet (nom du projet) dans le cadre du programme de coopération territoriale européenne INTERREG Caraïbes en tant que partenaire à la réalisation du projet si ce dernier est retenu par le comité de sélection ;
* S’engage également, à réaliser une contrepartie financière à l’exécution du projet de (montant de l’apport) Euros et/ou à apporter une contribution en nature composée de (précisez la contribution en nature[[8]](#footnote-8)), en vue de réaliser les actions sus mentionnées et d’atteindre les résultats du projet ;
* Déclare avoir pris connaissance et respecter les conditions d’éligibilité et les modalités de gestion du programme INTERREG Caraïbes;
* S’engage à réaliser l’opération (nom du projet) conformément à la convention, si celle-ci est accordée.

I, the undersigned (name of the person who has the ability to legally bind the organisation) on behalf of (complete name of the organisation), declare hereby that:

* The provided information is true and accurate;
* My organisation will participate as partner for the implementation of the project entitled (project title) submitted for co-financing to the European Territorial Cooperation programme INTERREG Caraïbes, in case of approval ;
* My organization undertakes to make a counterpart financial contribution of (amount of the contribution[[9]](#footnote-9)) Euros and/or to make an in-kind contribution composed of (specify the type of in-kind contribution) with a view to carrying out the actions mentioned above and to achieve the results of the project;
* I have a knowledge of and I comply with eligibility criteria and terms and conditions for the INTERREG Caraïbes programme management;
* In case of approval, my organisation will carry out the actions of the (name of the project) project in accordance with the subsidy agreement.

Fait à (lieu/place) : Le (date)

Nom et qualité du signataire/Clarification of signature and Function:

Signature et cachet/Signature and Partner’s official stamp

**PROJECT LEADER’S STATEMENT**

I, the undersigned XX, as a representative of the applicant organisation responsible for this project, hereby certify that:

1. the information provided in this application is correct: and
2. the lead partner and its partners (where applicable) are not in a situation that would disqualify them, as outlined in the Application Guidelines; and
3. the lead partner and its partners have the necessary sources of funding and professional skills and qualifications to complete successfully the considered project.

|  |  |
| --- | --- |
| Name : |  |
| Function : |  |
| Signature : |  |
| Date and place : |  |

**LIST OF ANNEXES**

**ANNEX A: BUDGET cf. Excel files (budget annex and, where necessary, annex on net revenues)**

**ANNEX B: LOGICAL FRAMEWORK**

**ANNEX C: ESTIMATED SCHEDULE OF PUBLIC PROCUREMENT**

**ANNEX D: EDF ANNEX TO THE APPLICATION FORM**

LEGAL NOTE:

The information collected is processed by computer in order for the application for European assistance can be examined.

In accordance with the “Computer technology and Freedom” law of 6 January 1978, you will have the right to access and correct any information about you.

If you wish to exercise this right and receive communication on information that concerns you, please contact the INTERREG V Caraïbes Joint Secretariat.

The Managing Authority disapproves any fraudulent behaviour in the framework of its anti-fraud policy in collaboration with the competent control and inspection bodies.

**Checklist**

Before submitting your application, please ensure that it is complete (see notice on page 1):

**The application package**

[ ]  The package is complete and was filled according to the instructions of the application form

[ ]  An original and a copy of all documents are attached

[ ]  A soft copy of the package, strictly identical to the hard copy, is attached

[ ]  The documents are typed in French

[ ]  An English version of the application form, strictly identical to the French version, is attached

[ ]  A signed applicant’s statement is attached

[ ]  Each of the partners has filled in and signed a partnership statement. These statements are attached

[ ]  The budget and expected sources of funding are presented in the format of the application form (Annex A), completed and stated in euros

[ ]  In the budget, the INTERREG contribution (both for an EDF and an ERDF funding) is clearly indicated.

[ ]  In the budget, administrative costs are duly justified

[ ]  In the budget, for activities co-financed under an ERDF grant, the expected costs in non-Community territories will be borne by a Community partner

[ ]  The logical framework is included (Annex B)

[ ]  The estimated timetable related to the public procurement is filled (Annex C)

For all project holders (project leader and EU community partner):

[ ]  The statutes of the project leader and the partners are attached

[ ]  A document attesting to the capacity of the legal representative (and possible delegation of signing authority) to commit the organization is attached

[ ]  Quotations or other documents are attached as proof, to justify expense items

[ ]  Documents to show expenditure on staff (contract of engagement, job description, letter of appointment).

[ ]  The project leader’s estimated budget for the next year is attached

[ ]  The project leader’s tax compliance certificates are attached

[ ]  Statements of the project leader’s regular compliance with social obligations are attached

[ ]  Document stating the commitment of each public co-financer (agreements and/or awards, rulings, statement of commitment, letters of intent including at least an identification of the operation proposed for co-financing and the timeframe for the co-financer to make a decision, etc.), and private, if necessary.

[ ]  The composition of the board of management/board of directors is attached

[ ]  If the organization is subject to public tender rules, and if the is already launched, tender documents are attached

[ ]  If necessary, documents showing control of real property (priority title, lease, extract from the property registry, authorization from the owner to carry out works) are attached

[ ]  In the case of real property acquisition, except tendering: a notice from the domains land service or qualified independent expert (notary) certifying the value of the property at the market price, is attached

[ ]  If necessary, the required authorizations and permits (demolition permit, building permit, renovation permit, impact assessment, prior declaration, AOT) are attached

[ ]  Where second hand equipment is being purchased, a letter from the seller, certifying that the equipment sold has not been the subject of a prior public grant (the equipment must not have a value higher than that of the market) and two estimates are attached

[ ]  A letter from the tax services indicating the VAT regime (recoverable, non recoverable, NPR) that governs the organization, is attached

[ ]  A specific project RIB is attached

[ ]  The supporting documents requested must be provided in original format, or photocopies certified by a competent body external to the applicant. If these documents are in a language other than that of the call for proposals, a reliable translation is attached

 For EU public project holders:

[ ]  A decision of the competent body approving the operation and the provisional financing plan are attached

[ ]  A copy of the JO publication or receipt for declaration at the prefecture or Convention is attached

[ ]  The report of the auditor’s report or public accountant for the preceding year is attached

[ ]  The last activity report is attached

 For EU businesses:

[ ]  The Kbis and SIRET no of the project leader are attached

[ ]  The project leader’s annual accounts for the last three years are attached

[ ]  The most recent tax statement is attached

[ ]  Proof of the project leader’s self-financing capacity is attached

[ ]  Proof of the number of salaries paid by the project leader is attached

[ ]  The project leader’s turnover for the last year is attached

[ ]  Documents showing the public aid received over the last three years (grants, interest exemptions, tax breaks, in kind contributions) are provided, or in the absence of such public aid, a sworn declaration stating that the business has never received any State aid over the last 3 years is provided

[ ]  For businesses belonging to a group, an organizational chart indicating levels of participation, staff numbers, turnover, balance sheet for businesses in the group, is attached

 For each applicant to an EDF funding:

[ ]  The EDF annex is adequately filled (annex D)

[ ]  Each EDF applicant has adequately filled the EDF annex

[ ]  A document attesting to the capacity of the legal representative (and possible delegation of signing authority) to commit the organization is attached

[ ]  The statutes of the EDF applicant are attached

[ ]  Quotation or other documents are attached as proof, to justify expense items

[ ]  Documents to show expenditure on staff (contract of engagement, job description, letter of appointment) are attached.

[ ]  The EDF applicant’s estimated budget for the next year is attached.

[ ]  A document stating the commitment of the/each co-financer is attached

[ ]  A document proving the EDF applicant’s self-financing capacity is attached

[ ]  The composition of the board of management/board of directors of the EDF applicant is attached

[ ]  A letter from the tax services indicating the VAT regime (recoverable, non recoverable) is attached

[ ]  A specific project RIB is attached

[ ]  Documents proving the financial strength of the EDF applicant (audit of the structure, profit and loss account of the structure, annual income (financial statement and operating statement for a business enterprise) for the last three years) are attached

[ ]  A document proving the applicant’s capacity to pre-finance the activities is attached

[ ]  The supporting documents requested must be provided in original format, or copies certified by a competent body external to the applicant. If these documents are not in French, a reliable translation is attached.

NB :

* Beneficiaries receiving a grant under the INTERREG V CARAIBES programme must open a specific bank account to manage the grant and/or programme.
* The service responsible for examining the proposal can request additional documents that it deems necessary for completing the examination, based on the nature of the operation and the expenses submitted.
* The most exhaustive list of documents submitted will ensure that your documents can be processed in the shortest time possible.

ANNEX B: LOGICAL FRAMEWORK

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Logical framework  | Objectively verifiable results  | Sources and means of verification | Assumptions |
| General objectives | What are all the general objectives to which this action will contribute? | What are the key indicators linked to these general objectives?  | What are the sources of information for these indicators?  |  |
| Specific objective | What specific objective must the action achieve as part of the general objectives? | Which indicators show in detail that the objective of the action has been achieved?  | What sources of information exist and can be gathered? What are the methods used to obtain this information?  | Which factors and conditions, outside the Beneficiary’s responsibility, are needed to meet this objective? (External conditions) What are the risks to take into account?  |
| Expected results | The results are the achievements through which the specific objective can be met. What are the expected results? (Number these results)  | Which indicators can be used to verify and measure that the action achieves the expected results?  | What are the information sources for these indicators? | What extreme conditions are needed to obtain the expected results in the time expected?  |

ANNEX C – Estimated timetable of public procurements

Respect of the competition rules is a criterion constantly controlled during the project’s life and in particular when the expenses are transmitted. As a consequence and to show to the authorities of the programme that you have anticipated those European requirements, you are asked to fill the estimated timetable of public procurements, annex of the application form.

This indicative document identifies the expenses for which you foresee an outsourcing (communication, financial follow-up of the project, etc.) and specifies how you meet the competition requirement (depending on the type and amount of the item, consultation, procurement with adapted procedure, formalised procedure).

The Joint Secretariat team is at your disposal for any further information request regarding the document.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item of expenditure | Purpose of the procurement / type of action foreseen | Estimated amount of the procurement | Way of ordering | Expected launching date of the procurement’ selection procedure  | Expected date of the procurement’s assignment | Expected dates of the beginning and end of the service |
| Personnel costs |  |  |  |  |  |  |
| General expenses (administrative, office and running costs) |  |  |  |  |  |  |
| Travel and accommodation costs |  |  |  |  |  |  |
| Community equipment |  |  |  |  |  |  |
| Non-Community equipment |  |  |  |  |  |  |
| Infrastructures and Community works |  |  |  |  |  |  |
| Infrastructures and non-Community works |  |  |  |  |  |  |
| Competences and external services |  |  |  |  |  |  |
| Communication |  |  |  |  |  |  |

**ANNEX D TO THE APPLICATION FORM**

**EDF INTERREG Caraïbes Activities**

***(this annex is to be filled-in by every extra-communautary partner applying for an EDF funding from the INTERREG Caraïbes managing authority ; hereinafter “the applicant”)***

**Caution : Only an extra-communautary partner based in a CARIFORUM country signatory to the Cotonou Agreement[[10]](#footnote-10) is eligible to an EDF funding from the INTERREG Caraïbes managing authority.**

A – General information :

1. Budget :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total cost of the project | ERDF grant requested for the project | Expected expenditure by the EDF applicant  | Net revenues generated by the applicant activities (estimate) | EDF grant requested by the applicant to the INTERREG Caraïbes managing authority  |
| < EUR > | <EUR > | < EUR >  | < EUR > | < EUR > |

1. Planned activities :

Maximum 4 pages. Please provide a detailled descritpion of the following :

1. Activities to be undertaken by the applicant ;
2. Implementation duration (cannot exceed October 2019) ;
3. Implementation method for activities to be undertaken and coordination method between the above-mentionned activities and the overall project ;
4. Team proposed for implementing the action *(by function : there is no need to give the names of the persons at this point);*
5. Territories concerned, beneficiaries of the activities, and relevance of the activities’ location regarding their objectives ;
6. Internal evaluation procedures for undertaken activities.
7. Implementation schedule

The plan of action for the first year of implementation must be sufficiently detailed so as to give an idea of the preparation and implementation of each activity. The plan of action for each of the following years (according to the duration of the action) can be more general, and have to indicate only the main activities planned for those years.

**Caution : Activities should be completed before October 17th, 2019.**

The action plan shall be formalized as follows :

|  |
| --- |
| **Year 1** |
|  |  1st 6-month period |  2nd 6-month period |  |
| Activity | Mois 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementation body |
| *example* | *example* |  |  |  |  |  |  |  |  |  |  |  | *example* |
| Preparation Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 1 |
| Execution Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 1 |
| Preparation Activity 2(title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 2  |
| etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Year 2** |
|  |  3rd 6-month period |  4th 6-month period |  |
| Activity | Month 1 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementation body |
| *example* | *example* |  |  |  |  |  |  |  |  |  |  |  | *example* |
| Preparation Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 1 |
| Execution Activity 1(title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 1 |
| Preparation Activity 2(title)) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 2  |
| etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **For the following years:** |
| Activité | Semestre 5 | 6 | … | … | … | … | … | n | Implementation body |
| *example* | *example* |  |  |  |  |  |  |  | *example* |
| Execution Activity 1(title) |  |  |  |  |  |  |  |  | Partner 1 |
| Execution Activity 2 (title) |  |  |  |  |  |  |  |  | Partner 2 |
| Preparation Activity 3 (title) |  |  |  |  |  |  |  |  | Partner 1 |
| etc. |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

1. Expected results :

Please provide the following information:

1. Main outcomes and deliverables that are expected from the activities ;
2. Implementation indicators for the activities ;
3. Indicators for assessing the activities’ impact, including their impact on the strenghtening of cooperation between communautary and extra-communauatary territories ;
4. Please explain how the activities are to be sustainable by the end of the project.
5. Visibility of the EDF co-funding:

As they both apply to the same INTERREG Caraïbes project, visibility actions on activities co-funded by the EDF shall be coordinated and coherent with visibility actions undertaken on ERDF activities.

|  |  |  |
| --- | --- | --- |
| **Arrangements to comply with the advertising requirements** | **Yes** | **No** |
| EU logo (with the specification « The project was part-financed by the European Development Fund ») on any suitable medium (communication medium, event convocations, documents aiming at being published or handed-out…) | [ ]  | [ ]  |
| In the case the beneficiary has an internet website :* provide the link to the INTERREG Caraïbes program
* provide a project description, highlighting the EU contribution
 | [ ] [ ]  | [ ] [ ]  |
| Rigid poster (A3 minimum) on the premisses of the beneficiary or on the project site, in a place clearly visibile by the public (except for operations requesting more than €500.000 of public subsidies – see below), presenting the project and mentioning the EU financial support  | [ ]  | [ ]  |
| For any operation involving the purchase of a physical item or the financing of infrastructures or building structures, AND where total costs exceed €500.000; a temporary panel and then a permanent one is necessary  | [ ]  | [ ]  |

B – Information on the applicant :

1. Identity of the EDF grant applicant

|  |  |
| --- | --- |
| Full legal name : |  |
| Acronym(if applicable) : |  |
| Nationality : |  |
| Legal status [[11]](#footnote-11) : |  |
| VAT régime (provide proof) : |  |
| Official address : |  |
| Postal address : |  |
| Contact person:  |  |
| Telephone n° : |  |
| Fax n° : |  |
| Email : |  |
| Website : |  |

1. Description of the applicant (maximum 1 page)

7.1 When was your organization created, and when did it commence activities?

7.2 What are your organization’s main activities at this time?

7.3 List the members of your organization’s management committee/board of directors

| Name | Profession | Gender | Function | Number of years in the committee |
| --- | --- | --- | --- | --- |
|  |  | F / M |  |  |
|  |  | F / M |  |  |

1. Capacity for managing and implementing actions

8.1 Experience with similar activities

Maximum 1 page per project. Please give a description of the activities managed by your organization during the last five years in the areas covered by this programme, by providing the following information on each activity:

1. The objective and placement of the action
2. The outcome of the action
3. Your organization’s role (manager or partner) and its level of involvement in the activity
4. Cost of the activity
5. Donors to the activity (name, address and e-mail, telephone number, amount of the grant/donation)

This information is used to assess whether you have sufficient experience managing activities of a comparable size to the activity for which you are requesting a grant, and in the same sector.

8.2 Resources

Maximum 3 pages. Provide a detailed description of the different resources available to your organization, so the programme authorities can determine :

1. The financial strenght of the applicant :

*Please provide the following supporting documents :* audit of the structure, profit and loss account of the structure, annual income (financial statement and operating statement for a business enterprise) for the last three years, stating for each year if necessary, the names of the main donors and their contribution compared to the annual income of your organization.

1. The applicant’s capacity to pre-finance the activities: please provide any supporting document (bank statement etc.).
2. The applicant’s administrative capacity to manage and implement the activities :

Please precise:

- the number of people employed full-time and part-time per category, precising the place of employmemnt (ex : number of project managers, accountants, etc.) ;

- equipments available in the organization (offices and office equipments);

- any other relevant resource (ex : volunteers, affiliated organizations, networks that could contribute to the activities’ implementation).

Commitment of the applicant to carry out the activities

I, the undersigned (name and lastname of the authorized person), hereby state that the organization I represent (name of the organization):

* Certifies the accuracy of the information contained in this annex, and undertakes to provide all the information or documents considered useful to examine the application and follow the implementation of the project and its activities.
* Certifies that it is in any of the exclusion situation as defined by the European reglementation, certifies that its situation is regular with regard to the existing fiscal, social and environmental regulations and that it is not submitted to any collective proceedings linked to economic difficulties.
* Undertakes to make a counterpart financial contribution and/or to make an in-kind contribution to the project, for carrying out the actions mentioned above, in the amount of (amount of the body’s contribution) and comprises (indicate the in-kind contribution to the project).
* States that it is aware of the eligibility requirements and of the EU legislation, and will honour these conditions during the execution of the project.
* Undertakes to conduct the operation in accordance with the agreement granting subsidy, if it is awarded.
* States that it has not asked for any public or private resources other than the ones presented in this form to finance activities related to this project, and in particular states that it has not asked for any other European funding to finance the above-mentionned activities.
* Undertakes that the EU subsidy will be paid upon submission of paid bills in accordance with the provisions of the agreement granting subsidy.
* Approves and undertakes to participate in the execution of this project in the framework of the EU programme INTERREG V Caraïbes as a project partner and as a beneficiary of an EDF grant responsible for the implementation of the activities precised in this EDF annex, if the grant is awarded:
1. Inform the Joint Secretariat when the project begins;
2. Provide any complementary document requested in the frame of the project instruction or during the project implementation;
3. Conclude an agreement granting subsidy with the INTERREG Caraïbes managing authority to formalize the activities to be implemented under the EDF, and to set provisions guaranteeing the sound financial management of the funds allocated to the operation, including dispositions on the recovery of amounts unduly paid;
4. Inform the Joint Secretariat in case of project changes (budget changes, partnership changes...), including in the event of a modification in social or fiscal status ;
5. Undertake neither to make any substantial changes affecting the nature, the objectives, or the implementation conditions of the project, nor to change the ownership of the partly-financed good, nor to delocalize the partly-financed activity outside of the area covered by the program ;
6. Duly justify the expenses made in order to receive the subsidy, and conclude an agreement with an external auditor in charge of controling the compliance of these expenses with the agreement granting subsidy. The selection of this auditor complies with the requirements specifications set in the agreement granting subsidy concluded with the INTERREG Caraïbes managing authority;
7. Keep separate accounting, or use a suitable accounting code in order to trace accounting movements related to the project;
8. Organize communication actions and comply with the European and national visibility requirements;
9. Arrange for expenditure to be fed back on a regular basis and in accordance with the calendar defined in the agreement granting subsidy;
10. Make sure that expenses fed back correspond to the activities that are defined in the EDF agreement granting subsidy;
11. Submit to any technical, administrative, accountable and financial control, and provide any document or information related to the project and the EDF activities;
12. Transmit any information necessary to the communautary project leader in the monitoring of the project ;
13. Store any document related to the project until the date laid down in the subsidy grant contract, and then archive the project file.

Non-compliance with these obligations may cause a partial or full reduction or a recovery of the EU financial contribution.

|  |  |
| --- | --- |
| Name : |  |
| Organization : |  |
| Function : |  |
| Signature : |  |
| Date and place : |  |

Glossary

|  |  |
| --- | --- |
| Term | Definition |
| EDF/ERDF articulation  | Tool developed in order to strengthen the coordination between the EDF and ERDF European funds and to facilitate the cooperation between Community and non-Community partners. It will therefore be possible to finance some selected projects both with the INTERREG ERDF (Community partners) and the EDF (third countries of the space of cooperation). |
| Eligible amount | The eligible amount includes all expenditure/costs eligible in the framework of the project. The rate and amount of the EU contribution are calculated based on this amount.  |
| Association of Caribbean States (ACS) | Inter-governmental Organization for cooperation in the Greater Caribbean region, the member states of which are: Antigua & Barbuda, the Bahamas, Barbados, Belize, Colombia, Costa-Rica, Cuba, Commonwealth of Dominica, the Dominican Republic, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines, Suriname, Trinidad & Tobago, Venezuela. Aruba, France (on behalf of Guadeloupe, Guyane and Martinique) and the Netherlands Antilles are associate members.  |
| Certifying authority | National, regional or local public organization designated by the member State to certify statements of expenditure and requests for payment before they are sent to the Commission. For the INTERREG Caraïbes Programme, the DRFIP[[12]](#footnote-12) is in charge. |
| Managing Authority | The Managing Authority guarantees the effectiveness and the regularity of management and implementation of the operational programme. For the INTERREG V Caraïbes programme, the Regional Council of Guadeloupe functions as a Managing Authority, continuing to build on the achievements gathered under the INTERREG III B and INTERREG IV programmes. To this end, it is the counterpart and correspondent of the European Commission, and ensures that community regulations are enforced. It signs the grant agreement with the project holder if the project is taken on by the Selection Committee.  |
| Financial advance | Sum granted to the project holder, whose project has been selected, and which has few resources to start the project. The application must be justified and not exceed 20% of the amount of the ERDF grant to the project. It is paid subject to availability of the funds. |
| P.O. priority | Major thematic priority identified in the programme P.O., and the projects selected must adhere to this. For the period 2014-2020, the INTERREG V Caraïbes programme has 6 thematic priorities, of which 4 fall within the cross-border and transnational sections – “strengthening competitiveness among Caribbean enterprises, creating wealth and employment”, “strengthening response capacity to natural risks”, “protecting and enhancing the natural and cultural environment in the Caribbean”, “developing a coordinated response in the Caribbean to common public health issues”.  |
| Direct and indirect beneficiaries | According to European vocabulary, direct project beneficiaries are organizations, public or private bodies directly involved in the project, and which receive grants to conduct such projects.Therefore, indirect beneficiaries can be described as actors, individuals, organizations and bodies not directly involved in the project, and who do not receive financing, but will benefit indirectly from the project results. |
| Logical framework | The logical framework is a tool used for condensing all the essential information on the project. It aims to help in the conceptualisation, monitoring and assessment of the project. It should be submitted as an Annex to the application documents.  |
| Project leader/applicant | It is responsible for the project on behalf of all the partners, and for submitting the project to the Joint Secretariat. It ensures the physical (preparation and actual implementation) and financial implementation of the project. It is therefore financially and legally responsible for the project as a whole. It must keep all the books for the project and centralize all the supporting accounting documents. It also coordinates with the different partners.  |
| Co-financing  | Financial aid brought to the project by an organization. Co-financing by the ERDF is the financial contribution made by INTERREG V Caraïbes to the selected projects. The rate of this co-financing by the programme cannot exceed 75% of the eligible project cost.  |
| Co-financer | An organization that contributes co-financing to the project. A co-financer is not necessarily a partner in the project in question.  |
| Contribution in kind | Contributions in kind generally consist of goods, supplies, services or staff without counterpart financing. If these expenses in kind are specifically mobilized to implement the operation they can be subject to financial valuation (presentation of documentary proof), they can be part of the eligible amount (eg. Land, real property, capital goods, assets, research activity, professional activity, etc.). |
| Partnership agreement | Agreement signed between the project leader and all the partners (Community and non-Community) of the project defining their roles and respective obligations in the achievement of the project. |
| Transnational cooperation  | Transnational cooperation involves national, regional and local authorities in promoting better integration and the response to common issues in a space comprising 43 countries and territories of the Caribbean.  |
| Cross-border cooperation  | Cross-border cooperation involves national, regional and local authorities in order to compensate for the border effect and to respond to common issues related to the existence of that common border between Guadeloupe, Martinique and the states and territories of the OECS. |
| Selection committee  | Originated from the programme’ steering committee, it comprises representatives of the organisations partners of the programme. It has two main roles:* give an opinion on the draft projects submitted in the framework of the CEI, and identify that way good ideas of projects that will be assisted by the JS in view of formalising completes applications
* decide about the programming/non-programming of the applications submitted, examined by the Joint Secretariat and analysed by the Technical Committee.
 |
| Technical committee | Composed of officers from Community territories’ partners of the programme, it meets before the selection committee in order to technically analyse the applications submitted and examined by the Joint Secretariat and to give an opinion on their programming. That opinion does not bind at all the selection committee, sole to decide on the programming of operations. |
| Direct eligible costs  | Costs directly linked to the preparation and implementation of the project (eg. Studies, events, small infrastructure, human resource costs)  |
| Indirect eligible costs /administrative costs | Costs related to the project but which cannot be assigned to the project alone because they are also linked to other activities of partner organizations in the project (eg. Electricity bills, telephone bills, etc.). They can be taken into account as eligible expenses A precise and detailed justification of these costs must then be provided (apportionment formula).  |
| Ineligible costs | Other costs incurred by the project but will not be taken into account in the calculation of co-financing brought to the project by the INTERREG V Caraïbes programme. |
| Selection criteria | Grid making a list of the qualitative elements justifying the decision to take on or not the proposed project. It is about comparing the project’s objectives, the means allocated and the results achieved. It enables to :* verify the consistency of the initial objectives compared to the means effectively existing for the project;
* verify the performance, by analysing the results achieved compared to the initial objectives;
* verify the effectiveness, by comparing the results obtained compared to the initial objectives.

The grid allows for a transparency on the selection process of the projects and an equal treatment between the dossiers because it institutes a common selection process. |
| Multiplier effects | These are the effects and consequences that the project in question can have on territories and partners other than those in the project. In particular, the project can be replicated/reproduced in another territory with the same problems or sharing the same characteristics, or spread to other territories.  |
| Caribbean space | Geographic cooperation zone covering a number of territories in the Caribbean and the Americas which are the partners eligible for the INTERREG V Caraïbes programme. |
| Application form | Legally binding document that describes the project (objectives, results, achievements, partnership) and provides detailed information on the planning of activities and the budget. It must be submitted during the selection process; it is assessed by the programme bodies in order to select projects for co-financing. Once the project is approved, the application form becomes the reference document throughout implementation of the project, until it is closed. Some changes can be made to its content during the implementation phase, but only in accordance with the rules and procedures governing project modifications established by the Programme and after having appealed to the Joint Secretariat.  |
| Target group(s) | Persons and/or organizations directly affected in a positive way by the project. While target groups do not necessarily receive financial aid and do not participate directly in the project, they can make use of the project’s achievements for their own needs.  |
| Indicators | These provide a means of quantitatively and qualitatively measuring the desired results and those obtained in a project. The indicators must be simple and easy to measure. They must provide a true image of the execution in a timely manner. |
| Commitment letter | This is a commitment to carry out the project, which must be completed by each partner. The letter indicates the amount of the financial commitment made in cash and in kind by the parties. The proposal includes as many letters of commitment as partners.  |
| Letter of intent | This is a commitment made to finance the project, which must be completed by each co-financer. The proposal includes as many letters of commitment as partners.. |
| Deliverable | Product or service which is part of the project, and which helps to achieve one of the project objectives.  |
| General project objective | This outlines the scope of the project, in other words, where it seeks to go, how it will change the local context, or the starting situation. It operates in accordance with the O.P. priority flagged in the call for projects.  |
| Specific project objective | These are precise objectives, giving concrete details of what will be done in the project.  |
| Organization of Eastern Caribbean States (OECS) | An organization that groups the following States: Anguilla, Antigua & Barbuda, British Virgin Islands, the Commonwealth of Dominica, Grenada, Montserrat, Saint Kitts & Nevis, Saint Lucia, Saint Vincent and the Grenadines. |
| Project partner | Any public or private institution or organization in the cooperation space that can participate in the programme by being associated with the implementation of the project. It has signed a partnership agreement, whereby it is legally bound to contribute to the project’s execution, based on the agreed arrangement. This signed commitment states the amount of its contribution to the project, in cash and in kind.  |
| Regional Point of Contact | Regional Points of Contact (RPCs) – both EU and non-EU, are located on the ground and liaise with the Joint Secretariat. They act as a local window to provide management and information services to identified or potential project holders and their partners. The community points of contact are located in Guadeloupe, Martinique and Guyane, and the non- community points of contact are located in partner organizations: ACS, OECS, CARICOM/CARIFORUM |
| Supplier | An organization outside the project that is compensated by its sponsor to carry out a task in accordance with national and community public market procedures. Unlike the partners, suppliers are outside the project and make no financial contribution.  |
| Operational Programme O.P.) | Document approved by the European Commission, aimed at implementing a coherent set of priorities, made up of multi-year measures co-financed by ERDF, the regions of Guadeloupe, Guyane Martinique, the Overseas collectivities of Saint-Martin, Saint Barthélemy, the French State. |
| Joint Secretariat (JS) | The JS is attached to the Managing Authority. It provides operational management of the programme. It is also responsible for communication, management, examination and financial and administrative monitoring of the programme and acts with the support of the regional points of contact (RPCs) located in the cooperation zone.  |
| Eligible EU territory | The INTERREG V Caraïbes programme has two areas of cooperation: * A transnational area, for which the eligible EU territories are: Guadeloupe, Martinique, Saint Martin, Guyane
* A cross-border area, for which the eligible EU territories are: Guadeloupe and Martinique.

The partners located in the community territories benefit from European co-financing, if the project in which they are participating is selected. This European grant can be up to 75% of their total eligible expenditure. On the other hand, when a partner located in an eligible EU territory incurs expenses in an eligible non-EU territory, one European grant can be provided towards these expenses up to 30% of the funds allocated to the programme. |
| Eligible non-EU territory/eligible third country  | Third counties eligible under the INTERREG Caraïbe programme are those that can participate in this territorial cooperation programme. They vary depending on the cooperation area being considered: * In the transnational area, eligible third countries are:  Antigua and Barbuda, Anguilla, Bonaire, Curaçao, St Maarten, Saba, Sint-Eustatius, Aruba, Barbados, Bermuda, Bahamas, Belize, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Grenada, Guatemala, Guyana, Honduras, Haiti, Jamaica, St Kitts and Nevis, Cayman Islands, Saint Lucia, Montserrat, Mexico, Nicaragua, Panama, Puerto Rico, Suriname, El Salvador, Turks and Caicos islands, Trinidad and Tobago, St Vincent and the Grenadines, Saint-Barthélemy, Venezuela, British Virgin Islands, Brazil (Amapa, Para, Amazona).
* In the cross-border area, eligible third countries are:   OECS States and territories: Antigua and Barbuda, Anguilla, Dominica, Grenada, Montserrat, Saint Kitts and Nevis, Saint Lucia, St Vincent and the Grenadines, British Virgin Islands.

Third countries are not entitled to European co-financing. However, they are subject to the same obligations (expense claims), and they must complete the same documents (budget annex, application form, etc.) On the other hand, they can apply to the European Development Fund (EDF) to receive European co-financing.  |

1. NdT: Full-Time Equivalent [↑](#footnote-ref-1)
2. NdT: Outermost Regions [↑](#footnote-ref-2)
3. NdT: Vocational training certificates [↑](#footnote-ref-3)
4. NdT: ≈ Bachelor’s degree [↑](#footnote-ref-4)
5. NdT: Two-year technical degree [↑](#footnote-ref-5)
6. NdT: ≈ A Levels [↑](#footnote-ref-6)
7. Provide statutes, certificate of registration, Kbis extract, SIRET and SIREN n°. [↑](#footnote-ref-7)
8. Le montant doit obligatoirement figurer en EUROS, en précisant le taux de change appliqué par rapport à la monnaie du partenaire. [↑](#footnote-ref-8)
9. The amount shall be defined in EUROS, precising the exchange rate that has been applied. [↑](#footnote-ref-9)
10. Namely : Antigua et Barbuda; Les Bahamas; Barbade; Belize; Dominique; République Dominicaine; Grenade, Guyana, Haïti, Jamaïque, Sainte-Lucie, Saint-Kitts et Nevis, Saint-Vincent et les Grenadines; Suriname; Trinidad et Tobago. Cuba is part of CARIFORUM; however as it is no signatory to the Cotonou agreement, it is non-eligible. [↑](#footnote-ref-10)
11. Provide statutes, certificate of registration. [↑](#footnote-ref-11)
12. NdT: Regional Head Office of Public Finances [↑](#footnote-ref-12)