

Fund set-up for the Bilateral Cooperation Fund within the Programme PL06: *Urban development by strengthening the competence of self-government units, social dialogue and cooperation with civil society representatives*

I General information

1. In accordance with article 3.6 of Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014 the Programme Operator reserves funds in the budget of the Programme (1.5% of total eligible costs of the Program which is equal to the amount of EUR 168 432) for Bilateral Cooperation Fund at the Programme's level, hereinafter referred to as the Fund.
2. The Fund is administered by the Programme Operator (whose function is performed by the Ministry of Regional Development), which organizes also activities under component B (in accordance with point III.2).
- 3 Applicants' costs incurred for activities under component A are reimbursed according to the rules set out in point III.1. Reimbursements are made up to the limit of resources available to the Fund. In principle, a single refund does not exceed EUR 6 000. An applicant cannot receive more than 6 000 EUR for one application/project.
4. Eligible applicants are potential beneficiaries and beneficiaries established as legal entities in Poland. Donor state entities can also benefit from the Fund through the applicant.

II Rules for division of resources under the Fund

The Fund's resources will be distributed as follows and divided into the following components:

- A. Approximately 90% of funds will be reserved for reimbursement of applicants' and donor partners' expenditures incurred for the search for partners for donor project partnerships during the preparation of project's application (component A);
- B. Approximately 10% of the funds will be used to finance activities aimed at networking, exchange, sharing and transferring knowledge, technology, experience and best practices between self-government entities in Poland and in Donor States (component B).

III Procedure for applying for funds

1. Under component A

- 1) Applicants submitting applications in the open call under the Programme can apply for reimbursement of costs incurred for the preparation of projects by completing the appropriate part of the application form.

- 2) The Operator verifies formally requests for reimbursement of costs for creating the partnership, in particular, duly documented expenses which are compatible with the principles of the Fund.
- 3) According to the ranking list approved by the Project Selection Committee, in the first place funds within the component are awarded to applicants who received a grant under the open call. The ranking of selected projects under this fund follows the same ranking as under the open call. If the funds are not fully exhausted, funds are reimbursed to applicants who have not received a grant under the open call.
- 4) For applicants who receive a grant under the open call a reimbursement will be made up to 100% of the costs incurred by the applicant and/or the partner. In order to receive a refund those applicants along with the first payment claim for the project should submit to the Programme Operator a duly documented breakdown of costs, incurred for activities under the Fund, which comply with the rules of the Fund.
- 5) For applicants who do not receive a grant under the open call a reimbursement will be made up to 50% of the costs incurred by the applicant and/or the partner. Those applicants will receive a refund of incurred costs in accordance with the Fund's rules. Reimbursement will be made on the basis of the agreement signed between the Programme Operator and the applicant and after submitting by the applicant a duly documented breakdown of costs which comply with the rules of the Fund.
- 6) Reimbursement of costs incurred and its amount in the case of one applicant will depend on the fulfillment of formal criteria and availability of funds, nevertheless it should not exceed EUR 6 000. In justified cases, the Programme Operator may decide to increase or decrease the amount requested.

2. Under component B

The Programme Operator will organize the activities of open nature aimed at strengthening the exchange of experience, knowledge, technology and the best practices, which will refer to all self-government units from Poland and from Donor States.

IV Eligibility of expenditure

The following categories of expenditure may be eligible under the Fund:

- fees and travel costs (including per diem) for participation in conferences, seminars, courses, meetings and workshops;
- travel costs during study visits;
- travel and salary costs for visit of experts;
- the costs of conferences, seminars, courses, meetings and workshops;
- information and promotional activities.

Expenses incurred and reimbursed under the Fund for the component A will be eligible from the date of approval of this Programme by the Donors, i.e. from 12 April 2012 to the date of submission of an application form to the Programme Operator.

Expenses incurred and reimbursed under the Fund for the component B will be eligible from the date of approval of this Programme by the Donors, i.e. from 12 April 2012 to the date of a formal completion of the Programme's implementation.

V) Selection procedure

- Applications should be sent to the Operator, in hard copy and electronically, at the address: Ministerstwo Rozwoju Regionalnego, Department Programów Pomocowych i Pomocy Technicznej, Stanowisko ds. Programu Regionalnego MF EOG, Wspólna 2/4, 00-926 Warszawa.
- The application form is available on the Operator's website.
- The procedure is published on the Operator's website.