

MANUAL FOR SUPORT TO PEOPLE 2 PEOPLE EVENTS/ ACTIONS (financing by local subsidies contract)

WHAT IS PEOPLE-TO-PEOPLE EVENT?

tool for strengthening networking, cooperation, promotion of the cross-border regions and their cultural, traditional, natural heritage and enabling economic potential, both in terms of products and services, as well as creation of cross-border value chains/links.

Special focus should be given to and which contribute to:

- Regional promotion (tradition, cultural and historical heritage, traditional products);
- Regional cooperation and networking;
- Agriculture and tourism;
- Environmental impact of the event;
- Gender equality;
- Impact of the event to the income generating to the local and regional economy;
- Sustainability;
- Cross-border partnership/cooperation.

The event/action is supported in the form of local subsidies.

SUBMISSION OF APPLICATION FORM AND BUDGET

The application form, along with the defined budget, should be sent latest two months before the event starts. Then the application along with the budget is a subject to approval for financing. Additional clarifications or documents will be requested in order to support the submitted application and budget.

After the application and budget form are approved as final, specific contract will be prepared for allocation of funds. Approved activities/costs should start after signing the contract by both parties. Exceptional cases related to start of activities/costs could be additionally considered for their acceptability.

PAYMENTS

The payments will be done in two installments:

- 1st installment amounting up to 50 % of the total foreseen amount of the eligible costs as an advance payment after signing the Contract;
- 2nd installment amounting up to 50 % of the total foreseen amount of the eligible costs after submission and acceptance of complete technical and financial documentation.

VISIBILITY RULES

- Communication and visibility measures are important contractual obligations. Therefore, beneficiaries should take visibility seriously, since non-compliance can have financial consequences;
- Beneficiaries should coordinate communication and visibility activities closely with the SWG staff;

- Beneficiaries should elaborate communication and visibility plan before the start of the operational activities. The plan should follow the whole project cycle;
- Beneficiaries should ensure proper visibility of the donors, cross-border region, as well as the project that the event is supported by;
- Beneficiaries are required to display the SWG logo and the logos of the other donors respectively. The support received under the project should be acknowledged and promoted in all communication and promotional material, including press release, publicity material, official notices, reports and publications;
- All promotional materials should be previously approved by the SWG before the final printing/publishing process;
- Beneficiaries will receive the respected logos from SWG for their use in the promotional materials;
- Beneficiaries should respect the reporting documents. Beneficiaries should act in accordance with the agreed communication and visibility plans which they designed. Communication and visibility activities carried out during the implementation shall be accounted for in the final reports on the action;
- Beneficiaries should submit copies of each material/document, hence the: lists of participants, program and background documents of the event, as well as one copy of each promotional material related to the event (supported by SWG);
- Beneficiaries should prepare press clipping of the event with a list of sources;
- With the reports, beneficiaries must submit photos and/or related videos of the event.

ELIGIBLE COSTS - BENCH MARKS FOR BUDGET LINES / TYPES OF COSTS

- Promotional costs – design and printing of posters, banners, leaflets, invitations, program, t-shirts, handicrafts, broadcasting, caps, bags, notebooks, badges, aprons;
- Accommodation costs for participants and exhibitors;
- Transport costs;
- Food and beverages / refreshments;
- Rent of facility;
- Rent of equipment – sound, light, stage, tents, stands, translation equipment;
- Engagement of trainers, experts, speakers, photographers, guides, skippers, translators, designer;
- Workshop materials;
- other costs which are in line and contribute to the organization of the event and approved by SWG.

COSTS WHICH ARE CONSIDERED AS NON-ELIGIBLE:

- VAT;
- customs or import duties, or any other charges;
- purchases of land and existing buildings;
- purchase of new and second hand equipment;
- bank charges, costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- depreciation costs;

- debts and debts service charges;
- provision for losses or potential future liabilities;
- interest owed;
- credit to third parties;
- items already financed in another framework;
- administrative and operational costs;
- salaries, per diems;
- pocket money;
- other costs which can be considered as ineligible and not approved by SWG.

REPORTING DOCUMENTATION TO BE SUBMITTED:

- **Technical documentation:**
 - Original signed technical report on the performed activities (signed and stamped by the responsible person);
 - List of participants on the regional event (signed by participants);
 - Program and background documents for the regional event;
 - At least one hard copy/specimen/items of each promotional material produced for the regional event;
 - Photo documentation of the regional event.
- **Financial documentation**
 - Original signed financial report (signed and stamped by the responsible person);
 - Original signed financial specification of costs (signed and stamped by the responsible person);
 - Copies of bills, invoices and documents for proof of payment - bank statements (signed and stamped by the responsible person);
 - Copies of the receipts for cash payments, (signed and stamped by the responsible person);
 - Original request for final payment;
 - *Complete documentation for the procurement process for goods/services above 200 EUR which includes:*
 1. Request for offers to at least 3 service/goods providers, which includes specification of requested goods/services and indicated net, VAT and gross amount. If provider of goods/services is not in VAT system, this should be indicated in the offer. If offer requested by e-mail, communication to be attached (request for offer and received offer).
 2. Received offers, as per submitted request.
 3. Prices should be compared without VAT and *the lowest of the at least three eligible offers will be taken into consideration for reimbursement of the costs for procured service/good related to realization of the project/activity.*
 4. In specific cases, offer other than the lowest could be selected with prior approval by the SWG by providing detailed explanation why this offer should be selected.
 5. If three service providers cannot be located and three offers cannot be obtained, this must be communicated and approved by the SWG in order to continue with the procurement process.

6. All payment must be done via bank transfers. In specific cases, where cash payments are inevitable they must be approved by the SWG in order to continue with the procurement/payment process.

IMPORTANT FINANCIAL AND PROCURMENT RULES

Any procurement and purchase shall not be artificially divided within a budget line or its equivalent with the intention to make a small purchase or procurement under 200 EUR or to reduce a request for offer to a smaller or no bid request.

SWG reserves the right to evaluate received offers and their actual market value/price and eventually reject chosen offer or costs incurred.

The Contractor shall be entitled to spend up to maximum 15% more for any budget line, provided that the costs are reduced by the same amount in one or more of the other budget lines. All amendments to the contract should be communicated and approved by the SWG.

EVALUATION CRITERIA AND SCORING FOR PEOPLE TO PEOPLE ACTIONS

The evaluation of the People to People actions will be made according to the following criteria:

1. Economic aspect and sustainability
2. Partnership
3. Environmental aspect of the event/manifestation/action
4. Expected results
5. Budget and cost-efficiency