



# 1<sup>st</sup> Call for Proposals of the Estonia – Latvia –Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument

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## **1. INTRODUCTION**

The Ministry of Regional Development and Local Municipalities of Republic of Latvia has launched the 1st Call for Proposals of the Estonia – Latvia – Russia Cross Border Cooperation Programme 2007-2013 within European Neighbourhood and Partnership Instrument. The 1<sup>st</sup> Call for Proposals is launched on 23 August 2010. The deadline for submitting project proposals is 29 November 2010.

## **2. PRIORITIES**

The Programme financially supports joint development activities for the improvement of the region's competitiveness by utilising its potential and beneficial location on the cross roads between the EU and Russian Federation.

Within the 1<sup>st</sup> Call of Proposals supported sectors and themes are following:

### **1 Priority: Socio-economic development**

Measure 1.1 Fostering socio-economic development and encouraging business and entrepreneurship,  
Measure 1.2 Transport, logistics and communication solutions,  
Measure 1.3 Tourism development.

### **2 Priority: Common challenges**

Measure 2.1 Protection of environment and natural resources,  
Measure 2.2 Preservation and promotion of cultural and historical heritage and support to local traditional skills,  
Measure 2.3 Improvement of energy efficiency and promotion of renewable energy sources

### **3 Priority: Promotion of people to people cooperation**

Measure 3.1 Development of local initiative, increase administrative capacities of local and regional authorities,  
Measure 3.2 Cooperation in spheres of culture, sport, education, social and health.

## **3. PROGRAMME AREA**

The Programme covers following areas:

- Estonia: Kirde-Eesti, Lõuna-Eesti, Kesk-Eesti; adjoining area: Põhja-Eesti,
- Latvia: Latgale, Vidzeme; adjoining areas: Riga City and Pieriga,
- Russia: Leningrad region, Pskov region, St.-Petersburg City.

## **4. ELIGIBLE APPLICANTS**

In order to be eligible for a grant, the applicant and the project partner(s) must be one of the following:

- national, regional and local public authority;
- association formed by one or several national, regional or local authorities;
- public equivalent body (any legal body governed by public or private law);
- associations formed by one or several bodies governed by public law as defined under point 3 of this section above;
- NGOs and other non-profit making bodies;
- educational organisations (schools, preschool institutions, colleges, institutes, universities);
- small and medium enterprises (only under Priority 1).

## 5. PARTNERSHIP REQUIREMENTS

Each project shall involve at least **two project partners** (the applicant and at least one project partner), of whom at least one project partner shall be located in the Programme area of the Republic of Estonia and/or the Republic of Latvia and at least one project partner located in the Programme area in Russian Federation.

## 6. BUDGET AND SIZE OF GRANT

Available budget for the projects of 1st Call of Proposals is 23 648 491 EUR.

Any grant awarded under this Call for Proposals must fall between the following minimum and maximum amounts:

Priority	Min EUR	Max EUR
1 Priority: Socio-economic development	50 000	2 000 000
2 Priority: Common challenges	50 000	2 000 000
3 Priority: Promotion of people to people cooperation	10 000	300 000

## 7. CO-FINANCING RATE

Public and non-governmental organizations have to ensure **at least 10%** co-financing for the project. SMEs have to provide **at least 50%** co-financing for the project.

## 8. PROJECT DURATION

Maximum duration of the project is 36 months.

## 9. LANGUAGE OF THE PROJECT APPLICATION

Grant Applications must be submitted in English (except several documents listed in the Grant Applicants Guidelines).

## 10. DEADLINE AND SUBMISSION OF PROJECTS

The deadline for submission of Grant Applications is **29 November 2010**.

Fully completed Grant Applications shall be submitted **both in paper format and electronically**.

### 10.1. How to Submit the Application

The complete Application Form (including Budget, Logical Framework, and Declaration by the Applicant) and Pre-Feasibility Study (if required) must be supplied in electronic format by email.

Application must be submitted in **one original and one copy** in A4 size, each bound (stitched by a thread with its ends bound on the back of the Application in such a way that the pages of the Application cannot be replaced).

### 10.2. Where to Submit the Application

The electronic version of the above-mentioned documents has to be sent to the email address [project@estlatrus.eu](mailto:project@estlatrus.eu).

The Application in paper version (original and copy) should be submitted in one envelope. The envelope must bear the following sentences: "Application for Estonia-Latvia-Russia CBC Programme within ENPI 2007-2013. The First Call for Proposals. Not to be opened before the opening session" together with the full name and address of the applicant.

The Application should be submitted by regular mail, courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the addresses below:

#### Joint Technical Secretariat:

Ausekļa Street 14-3 (3<sup>rd</sup> floor), LV-1010, Riga, Latvia

or

#### Joint Technical Secretariat Branch Office in Tartu, Estonia

Sõbra 56 (5<sup>th</sup> floor), 51013 Tartu

or

#### Joint Technical Secretariat Branch Office in Johvi, Estonia

Pargi 27 (1<sup>st</sup> floor), 41537 Jõhvi

or

#### Joint Technical Secretariat Branch Office in St. Petersburg, Russia

14 Izmaylovsky prospect, оф. 316-318, Санкт-Петербург 190005, Россия

or

#### Joint Technical Secretariat Branch Office in Pskov, Russia

Улица Некрасова 23, 180001, г. Псков, Россия

Should an applicant submits several different applications, each one has to be sent separately.

### **10.3. Submission deadline**

The deadline for submission of applications is **29 November 2010**.

Electronically the Application must arrive to the given email address not later than midnight of the submission deadline (local time of the JMA). Any Application submitted after the deadline will be rejected automatically.

The deadline for the submission of Application is 29 November 2010 depending of the way of delivery. In the case of hand delivery, the deadline for receipt is at 16.00 local time as evidenced by the signed and dated receipt. If the Application is sent by regular mail, the postal stamp on the Application not later than 29 November, 2010.

Paper versions of the Applications sent by mail have to arrive to the addresses listed in the Section 2.2.2 no later than one month after the deadline.

Any application submitted after the deadline will be rejected automatically.

### **11. INFORMATION SEMINARS**

A number of information events and consultations will be carried in the Programme area during the Call for Proposals. For further information and registrations consult the Programme's web-site: [www.estlatrus.eu](http://www.estlatrus.eu) » section **How to Apply » Information Seminars** and/or subscribe to the web-site news.

Questions may in addition be sent by e-mail in English to the following e-mail address: [info@estlatrus.eu](mailto:info@estlatrus.eu) or submitted calling the phone number +371 6750 9520 no later than 16 calendar days before the deadline (till 13 November) before submission of the Application, clearly indicating the reference of the Call for Proposals. Replies will be published on the Programme's web-site: [www.estlatrus.eu](http://www.estlatrus.eu) no later than 11 calendar days before the deadline for the submission of Applications.

### **12. SELECTION PROCESS**

Grant Applications will be evaluated and selected by the Selection Committee. Only fully completed Application document packs will be evaluated. The description of the selection process is outlined in the Chapter 2.3. of the Grant Applications guidelines.

### **13. APPLICANT'S PACK**

The Application Form, Guidelines for Grant Applicants and all other relevant documents (e.g. Programme Document, Programme Manual, relevant EU Legislation) are available at the Programme's web-site: <http://www.estlatrus.eu> in the section » **How to Apply » Applicant's Pack**.

### **CONTACTS**

#### **Joint Technical Secretariat**

Phone: +371 6750 9520

Fax: +371 6750 9523

E-mail: [info@estlatrus.eu](mailto:info@estlatrus.eu)

Ausekja Street 14 - 3,

Riga, LV-1010, Latvia

#### **Branch Office in Tartu, Estonia - only for Lõuna-Eesti and Kesk-Eesti areas**

Phone: +372 738 6011

Sõbra 56, 51013, Tartu, Estonia

#### **Branch Office in Jõhvi, Estonia - only for Kirde-Eesti and Põhja-Eesti areas**

Phone: + 372 339 5609

Pargi 27, 41537, Jõhvi, Estonia

#### **Branch Office in St. Petersburg, Russia**

Измайловский проспект 14, оф. 316-318, Санкт-Петербург, 190005, Россия

#### **Branch Office in Pskov, Russia**

Улица Некрасова 23, 180001, г. Псков, Россия