

**Pre-project form**

**for the INTERREG Caraïbes program - Call for Expression of Interest ( Project ideas)**

***Version of May 2020***

WHAT IS THE PURPOSE OF THIS FORM?

This pre-project form for project ideas has been elaborated by the team of the Joint Secretariat and aims to identify the relevant ideas of the project with regard to the strategy of the program.

Your pre-project will be the object of an opportunity study by the selection committee. If it receives a positive opinion of opportunity, you will be accompanied by the Joint Secretariat with the aim of the formalization of a complete application file. This complete file will be analyzed and presented then again to the selection committee for decision as for its programming or not.

In case of a positive opinion of opportunity as regard to your pre-project, you thus have to deposit a complete application file within 6 weeks (the delivery date of the complete project will be specified on the notification which will be sent to you, if applicable.) The Joint Secretariat will keep you informed throughout the process and is at your disposal to assist you in your initiatives.

HOW TO FILL IT IN?

* Define the lines and the specific objective your project will be focused on (See the downloadable

Operational Program on the site [www.interreg.caraibes.fr](http://www.interreg.caraibes.fr) ).

* Find an acronym (maximum of 30 characters that is 5 or 6 words).
* Summarize the objectives, the actions and the results of your project (Why ? What ? With

whom? What are the results? In favour of whom ?)

* Appoint the project leader and his partners (note precisely the name of the structure, its legal

status, its type1, the address and the person to contact).

* Determine the main budget functions and the cost of the project. Build the financial plan.

Indicate the date of the project beginning and the duration of your project (including the period

of preparation).

WHEN TO SEND IT?

The present document is to be sent while the call is made for an expression of interest, by meeting the deadlines of the CEI.

HOW TO SEND IT?

This document is to be sent to the JS of the INTERREG Caraïbes program:

By electronic way: interreg.caraibes@cr-guadeloupe.fr

AND

By mail way:

Secrétariat Conjoint du programme INTERREG Caraïbes

Immeuble le Métis

97 122 Baie-Mahault

GUADELOUPE

1 The type of structure can either be a public, private or public equivalent body (according to the origin of its funds)

General Information

|  |  |
| --- | --- |
| Project title |  |
| Project acronym |  |
| Thematic line(s) (of the program in which the project is) |  |
| Specific objective(s) (of the program in which the project is) |  |
| Answer to the CEI n° |  |
| Provisional Time-Table | .. / .. / …. - .. / .. / …. Or : … months |

Information on partnership

A – Project Lead partner (*must be located in a European territory)*

|  |
| --- |
| Structure |
| Name or registered company name of the structure |  |
| Contact details | 🕿 :🖷:@  :Mail address : |
| Date of creation of the structure |  |
| Current legal status |  |
| SIRET number |  |
| Current workforce/ number of employees |  |
| Global turnover excluding taxes for the last three fiscal years | Financial year from .......................... to .......................... | Financial year from .......................... to .......................... | Financial year from .......................... to .......................... |
|  |  |  |
| Person in charge of the file in the mentioned structure |
| Name of the person in charge of the file |  |
| Function in the structure : |  |
| Contact details : | 🕿 :🖷:@  : |

Supply:

* A declaration as regard to the turnover made during the last three available transactions, or the appropriate bank declaration or insurance proof for the professional risks.
* If the candidate is in fact unable to provide, to prove his financial stability, one of the information or documents asked by the JS, he can prove his financial stability by providing a document as an equivalent by the JS in particular the amount of current contracts for justification.

B –European partners:

*(table to be reproduced as many times as necessary, depending on the partners’ numbers)*

|  |
| --- |
| Structure |
| Structure name or social status of the structure |  |
| Current Legal Status |  |
| Contact details | 🕿 :🖷:@  :Address : |
| Person in charge of the file in the mentioned structure |
| Name of the person in charge of the file |  |
| Function in the structure |  |
| Contact details | 🕿 :🖷:@  : |

C – Non-Eu partners :

*(table to be reproduced as many times as necessary - the project has to involve at least one non-EU partner)*

|  |
| --- |
| Structure |
| Structure name or social status of the structure |  |
| Current Legal Status |  |
| Contact details | 🕿 :🖷:@  :Address : |
| Person in charge of the file in the mentioned structure  |
| Name of the person in charge of the file |  |
| Function in the structure |  |
| Contact details | 🕿 :🖷:@  : |

Information on the project

|  |  |
| --- | --- |
| Situation in the beginning and context 🡪project Objectives | *What is the issue/the strategic framework in which your project is? What difficulties does it answer to? What added value does it bring to fix the identified problem?* |
| Activities | *Describe the actions implemented within the framework of the project and which will contribute to reach the fixed goals?* |
| Results | *Which outcome will be produced by the activities at the end of project (deliverable projects)? Identify the specific and concrete outcomes in quantitative and qualitative terms.* |
| Targets, beneficiaries | *Indicate what the direct beneficiaries (partners) are and indirect beneficiaries aimed by the project.* |
| Project implementation area | *Where shall the activities take place?* |
| What partners have you identified? | *The project has to contain a minima a community leader and an extra-community partner. Is the partnership formalized (letter of intent, letter of commitment, etc.)?* |

Further information as regard to the structure of the project lead partner

|  |  |
| --- | --- |
| What is the innovative feature of the project? | *Does the project fit in continuity? What is its plus-**value?* |
| What is the added value of INTERREG for the project? | *Why does your project require this particular program? What is your project territorial cooperation dimension? Why is this dimension necessary to reach the project’s goal?* |
| Previous experience in projects management of the main structure? | *Has the project leader already implemented projects? Projects of cooperation on a regional scale?* |
| Has the partnership the financial and administrative capacity to manage and to implement the project? | *Justify the financial capacity of the structure leader (and of his partners) to prefinance the activities of the project? Justify the administrative capacity of the structure leader to pilot the project and the partnership? Justify the capacity of the partnership to implement the activities and to follow the results of the project?* |
| How did you know about the program INTERREG Caraïbes? | *How and by whom did the project leader learn about the Caribbean INTERREG program? By the web site, by the institutional communication relays, by the media… ?* |

Information on the financial realization of the project

A - Estimation of the cofinancing:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the co-financer | Contacted | Assured | Amount (€) |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
| Net revenues generated by the project |  |
| Requested subsidy from ERDF (max 75% of the eligible expenses) |  |
| TOTAL OF THE COFINANCING PROJECTIONS |  |

B – [Estimated expenditures](https://www.linguee.fr/anglais-francais/traduction/estimated%2Bexpenditures.html):

|  |  |  |  |
| --- | --- | --- | --- |
| Expenditure item | Amount in EU territory | Amount in non EU territory | Total (€) |
| Staff expenses |  |  |  |
| Overhead expenses |  |  |  |
| Traveling and accommodation expenses  |  |  |  |
| Equipement costs |  |  |  |
| Infrastructures and works |  |  |  |
| Expertise and external services |  |  |  |
| Communication |  |  |  |
| Net revenue (to be deducted from the eligible base) |  |  |  |
| Other (specify) |  |  |  |
| TOTAL PROJECTED EXPENSES | (1) | (2) | (3) |

|  |  |
| --- | --- |
| Eligible amount  (2)  |  €  |

Done in ………………………… This………………………..

 Name and quality of the signatory able to legally bind the project leader

Signature

|  |
| --- |
| Part reserved for the Joint Secretariat |
| Receipt date of the pre-project form |  |
| Person in charge of the file |  |
| Receipt sent to the project lead partner on |  |

Elements to be checked out:

[ ]  The pre-project form provided by the authorities of the program is duly completed and accompanied by the required supportive documents

[ ]  The statuses of the project lead partner and the project partners are included

[ ]  A document giving evidence of the capacity of the legal representative (and possible delegation of signature) to commit the structure is joined

[ ]  The SIRET number (and Kbis, if need be) of the lead partner’ structure are joined

[ ]  A proof of the number of employees of the lead partner’s organization is attached