

Center of European Projects

Rules of the Call for Proposals

Operational Programme Knowledge Education Development

Priority axis IV *Social innovation and transnational cooperation*

Measure 4.3 Transnational cooperation

Call for proposals No POWR.04.03.00-IP.07-00-001/17

**for projects with a transnational component implemented
outside the Common Framework**

Approved by:

Director of the Center of European Projects

Leszek Buller

Warsaw, 3 March 2017

1. GENERAL INFORMATION

1.1 Basic information about the call for proposals

The Center of European Projects (CEP), acting as the Intermediate Body (IB) of the Operational Programme Knowledge Education Development (OP KED), hereby announces the call for proposals No POWR.04.03.00-IP.07-00-001/17 for projects with a transnational component, implemented outside the Common Framework under Priority Axis IV *Social innovation and transnational cooperation*, Measure 4.3 *Transnational cooperation*, of OP KED.

Applications for co-financing may be submitted under the following four themes¹:

1. Developing solutions in the field of managing an integrated package of services addressed to the local community, in particular people at risk of poverty or social exclusion.
2. Developing solutions covering social and professional activation services provided by non-public labour market institutions for long-term unemployed and for people who are not registered in the employment office registers.
3. Developing solutions aiming at supporting people who combine child care and care for dependants with professional activity (the so-called *sandwich generation*).
4. Means of preserving professional activity of the employees in professions where age has an impact on the employee's effectiveness in the workplace under the employment relationship with their current employer.

Applications for co-financing will be accepted between **(4.05. and 12.05. 2017)** and , in line with the conditions described in the Rules of the Call for Proposals. Applications submitted before the starting and after the closing date of the call for proposals will be rejected at the stage of formal evaluation.

Note: When drafting the application for co-financing in the Applications for Co-financing Servicing System (SOWA) generator it is necessary to take into account not only communications/instructions included in SOWA, but also instructions provided for in the *Manual for the filling of the application for project co-financing under the OP KED, version 1.4*, which constitutes Annex No 5 to the Rules of the Call for Proposals, as well as additional requirements related to the assessment of the application for co-financing in line with the Rules of the Call for Proposals.

The institution organising the call for proposals recommends that applicants interested in applying for the funding regularly monitor the www.power.gov.pl website where updated

¹ This call for proposals does not provide for financing of mobility measures, which may be implemented exclusively under the OP KED Measure 4.2. *Transnational mobility programmes* OP KED.

versions of the guidelines as well as their potential subsequent changes are published. The applicant is obliged to familiarise himself with the content of the above-mentioned documents and to act in accordance with these documents.

1.3 Amount allocated for the call for proposals

The amount allocated for the call for proposals amounts to **PLN 60,000,000.00** (of which the maximum amount of co-financing – PLN 58,200,000).

After the call for proposals is resolved, the authority organising the call for proposals may increase the amount allocated for co-financing of the projects under the call for proposals.

The institution organising the call for proposals retains the right not to allocate all of the funding under the allocation for a given call for proposals/theme.

1.4 Objective and subject of the call for proposals

The objective of the call for proposals is to develop and implement new solutions, created in cooperation with foreign partners in the thematic areas in which the call for proposals is organised.

The call for proposals covers projects with a transnational component, implemented outside the Common Framework.²

Projects submitted for the call for proposals should contribute to the achievement of the OP KED objectives. In particular, they should contribute to attainment of the specific objective of Measure 4.3 *Implementing new solutions, in particular in the area of promoting labour force participation, lifelong learning, creation and implementation of public policies, thanks to cooperation with foreign partners.*

The implementation of transnational cooperation projects, which will result in new solutions, should also contribute to increasing the effectiveness of other intervention supported under the ESF.

1.5 Types of transnational cooperation activities

1. Several types of activities in the field of transnational partnership cooperation can be carried out under transnational cooperation projects. Four such activities are permitted within the framework of this call for proposals, i.e.:

- (1) development and implementation of new solution(s);**
- (2) transfer, adaptation and implementation of new solution(s);**
- (3) concurrent creation and implementation of new solution(s);**
- (4) exchange of information and experience;**

with exchange of information and experience being one obligatory type.

2. Products of the projects in the field of transnational cooperation may include for example:

² Type of operation in line with the Detailed Description of Priority Axes.

- training programmes and programmes related to other forms of formal, informal or non-formal learning under specific support areas of the ESF appropriate for the themes of the call for proposals;
- consultancy tools and methods;
- programmes improving access to employment or activation or programmes aiming at sustaining the activity of people disadvantaged on the labour market, e.g. NEET, people over 50 years of age, women, people with disabilities;
- means of sustaining the professional activity of elderly workers in companies;
- means of increasing employment opportunities for young unemployed people, including in particular the so-called NEET;
- means of developing innovative social services provided by the social economy entities;
- publications, monographs and reports;
- studies and analyses necessary to achieve the objective of the project.

The product of the transnational cooperation project has two dimensions – the dimension of an idea (conceptual dimension) and the material form of this idea. At the conceptual level, a specific concept related to the identified problem or target group is developed. The material form means a form in which the product will be made available and ready for implementation after it is fully developed.

Both dimensions have to be explicitly described – it is also important to ensure that they are logically coherent. The evaluator has to make sure that he understands the essence of the product of the transnational cooperation project and both of its dimensions – what are the characteristics of a new or modified approach: what will be the content of activities, how will the proposed model function, what conditions need to be fulfilled for it to function properly.

Example:

The product of the transnational cooperation project is a model of support for people over 50 years of age (an idea). It will take the form of a set of operating procedures for labour market institutions, a guide for the employees of such institutions and a training programme for those employees (material dimension), which will be implemented in practice.

2. CALL FOR PROPOSALS REQUIREMENTS

2.1 Entities eligible to apply for project co-financing

1. The entities listed in the Detailed Description of Priority Axes of the OP KED may apply for project co-financing under the call for proposals, i.e.:
 - entities responsible for creation, implementation and monitoring of public policies, and for control and supervision of those policies. e.g. ministries, central administration offices;
 - public administration, e.g. ministries, central administration offices;
 - local government units, e.g. gminas, poviats;

- national associations and unions of local government units, e.g. gmina unions, city unions;
- labour market institutions, e.g. employment agencies, labour offices;
- social assistance and social integration institutions, e.g. regional social policy centres, social assistance centres;
- schools and education system institutions, e.g. education offices, vocational training institutions;
- higher education institutions, e.g. private and public higher education institutions;
- enterprises, e.g. one-person, small and medium-sized enterprises;
- non-governmental organisations, e.g. foundations, associations;
- social economy entities, e.g. social cooperatives;
- social partners in accordance with the definition adopted in the OP KED, e.g. trade unions, employer organisations;
- federations or associations of non-governmental organisations and social economy entities, e.g. unions of associations, federations of non-governmental organisations;
- scientific units, including research institutes, for instance higher education institutions, Polish Academy of Sciences institutes.

2.2. Definitions and description of the relevance³ of the selected eligibility criteria and the bonus criteria

Criterion 1

“The project shall include at least two types of transnational cooperation activities from the following:

- 1) development and implementation of new solution(s);**
- 2) transfer, adaptation and implementation of new solution(s);**
- 3) concurrent creation and implementation of new solution(s);**
- 4) exchange of information and experience;**

with exchange of information and experience being one obligatory type.”

Definition of the criterion:

Criterion 2

“The application for co-financing includes the practical implementation concept for the solution developed in transnational cooperation, also after the completion of the project implementation.”

Definition of the criterion:

Solution implementation stands for the practical use of a new instrument/tool/approach developed under the project in accordance with the assumptions laid down in the application for co-financing.

³ Selected, i.e. all eligibility criteria except for general formal criteria, whose definitions and descriptions of the relevance are included in point 5.2.3.1 of the Rules of the Call for Proposals.

For the sake of project result durability, the beneficiary must ensure that the developed solution will also be applied in the form and scope provided for in the application for co-financing after the project is completed.

Criterion 3

“The application for project co-financing is submitted in a transnational partnership, which means that:

- 1. projects objective, output(s) and result(s) must be connected to transnational cooperation and demonstrate the added value of such cooperation;**
- 2. rationale for using transnational cooperation to achieve the standard project objective has been provided.”**

Definition of the criterion:

Criterion 4

“Implementation of a transnational cooperation project consists of 6 stages (tasks):

- 1) development of a solution in cooperation with a transnational partner;**
- 2) testing of the developed solution in the project target group, with possible support from the transnational partner,**
- 3) analysis of the effects of the tested solution, taking into account the opinions of expert(s) and the support of the transnational partner,**
- 4) development of the final implementation version of the product with the transnational partner, taking into account the results of testing and analysis conducted;**
- 5) practical implementation of the solution, possibly with the support of the transnational partner;**
- 6) development of recommendations for the user’s institution in order to ensure the efficiency and sustainability of the developed solution, possibly with the support of the transnational partner.**

Criterion 5

The project belongs to one of the themes indicated in the call for call for proposals:

- 1. Developing solutions in the field of managing an integrated package of services addressed to the local community, in particular people at risk of poverty or social exclusion.**
- 2. Developing solutions covering social and professional activation services provided by non-public labour market institutions for long-term unemployed and for people who are not registered in the employment office registers.**
- 3. Developing solutions aiming at supporting people who combine child care and care for dependants with professional activity (the so-called *sandwich generation*).**

4. Means of preserving professional activity of the employees in professions where age has an impact of the employee's effectiveness in the workplace under the employment relationship with their current employer. Definition of the criterion:

This call for proposals does not provide for financing of mobility measures, which may be implemented exclusively under the OP KED Measure 4.2. *OP KED transnational mobility programmes*.

Criterion 6

The project shall be implemented in transnational partnership exclusively within the European Union where at least one partner comes from a country other than Poland, while the applicant is an entity from Poland.”

Criterion 7

In the call for proposals, one entity may participate – either as an applicant or as a partner – not more than twice in an application(s) for co-financing.

Criterion 8

The project implementation time indicated in the application for co-financing is planned for 36 calendar months at the most.

Criterion 9

The minimum project value specified in the project budget shall amount to PLN 500,000.00.

Criterion 10

The letter of intent, which is an annex to the application, is signed when the application for the call for proposals is submitted, and the data of the transnational partner and the tasks planned in transnational cooperation are entered into the application for project co-financing.

Criterion 11

A transnational partner who will enter into a partnership must have at least 3-year experience in the area of implementation of project activities, i.e. developing and/or implementing solutions to solve project-related problems.

Criterion 12

The project envisages the development and implementation of a solution in the area of management of the integrated social services package.

Criterion 13

A solution in the area of management of the integrated package of social services:

- 1) is addressed to the local community, in particular people at risk of poverty or social exclusion;**
- 2) involves cooperation between social assistance and social integration institutions and entities from other sectoral policies (e.g. health care, education, the judiciary, police);**
- 3) takes into account the engagement of the local community at the stage of project implementation;**
- 4) takes into account the aspect of the de-institutionalisation of services;**
- 5) involves compulsory participation of one powiat and of at least one gmina belonging to this powiat.**

Criterion 14

The target group of the support are – as the users of a given solution – gmina or powiat local government units, social assistance and social integration institutions as well as entities belonging to at least two of the following categories:

- social economy entities;**
- health care institutions,**
- police;**
- courts;**
- schools or education system institutions;**
- pre-school education centres;**
- cultural institutions as well as cultural and educational centres.**

Additionally, the target group may include persons/entities necessary to implement transnational cooperation or implement solutions in practice where this contributes to the project's objective.

Definition of the criterion:

Relevance of the criterion:

The criterion relates only to projects submitted within Theme 1.

Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 15

A solution developed under the project involves:

- local cooperation partnership for the reintroduction of the long-term unemployed and for people who are not registered in the employment office registers;**

- a set of services in the area of social activation, along with a diagnosis of these persons' situation and activities giving incentive to activation, including a change of attitude;
- a set of services in the area of professional activation.

Definition of the criterion:

Relevance of the criterion:

The criterion relates only to projects submitted within Theme 2.

Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 16

The targeted support group consists of the following users:

- private labour market institutions, including non-governmental organisations.

Moreover, where this is justified by the specificity of the project, the following entities may be users:

- social assistance and social integration institutions (including social employment entities) or
- public employment services or
- employers.

Additionally, the target group may include persons/entities necessary to implement transnational cooperation or implement solutions in practice where this contributes to the project's objective.

Relevance of the criterion:

The criterion relates only to projects submitted within Theme 2.

Any project which does not fulfil this criterion will be rejected at the stage of formal and substantive evaluation.

Criterion 17

The solution developed within the project includes at least two of the following support elements, whereas it is obligatory to use Element 1:

1. support provided by local institutions or organisations by introducing diverse forms of child and depended persons care in order to facilitate reconciling care and professional life;
2. psychological support for persons looking after children and dependent persons at the same time;
3. consultancy and training support for child and dependent persons care organisation;
4. raising employers' awareness on the needs of employees looking after children and dependent persons at the same time, as well as introducing

facilities in the workplace, e.g. flexible forms of working, reflecting the needs of this group in social packages.

Criterion 18

The targeted support group consists of the following users:

- social assistance and social integration institutions or
- gmina or powiat local government units or
- labour market institutions or
- employers and employers' organisations or
- schools or education system institutions or
- pre-school education centres or
- medical entities or
- non-governmental organisations.

Additionally, the target group may include persons/entities necessary to implement transnational cooperation or implement solutions in practice where this contributes to the project's objective.

Definition of the criterion:

Criterion 19

The solution developed within the project includes elements aimed at developing and implementing a work organisation system that makes it possible to maintain employment by persons in those professions in which the employee's efficiency in the workplace is influenced by age, whereas the obligatory element of this system is to raise employers' awareness on benefits and constraints resulting from retaining employees in such professions.

Criterion 20

The targeted support group consists of the following users:

- employers or
- labour market institutions or
- social partners or
- non-governmental organisations.

Additionally, the target group may include persons/entities necessary to implement transnational cooperation or implement solutions in practice where this contributes to the project's objective.

Bonus criterion 1

"Transnational cooperation shall be financed exclusively on the mutual basis, i.e. each partner incurs its costs and no costs of transnational partner(s) are covered from the OP KED budget."

2.6 Transnational partnership

1. With a view to joint implementation of a transnational cooperation project the project promoter must conclude a partnership agreement with at least one partner from a European Union country other than Poland. Partnership is established according to the terms and conditions of the partnership agreement. The project applicant acts as the partnership leader.
2. **When choosing partners, the requirements of the Act, referred to in Article 33, must be applied. In addition, when implementing a partner project the other requirements set out in the general formal criterion 8 must be met, in accordance with Annex 14 to the Rules of the Call of Proposals.**
3. **Prior to signing the agreement for funding of the project, the institution organising the call for proposals again verifies** compliance with criteria relating to the exclusion from funding opportunities, links between the entities forming a partnership, and the conclusion of partnership agreements.
4. Information about the partner's participation should be included in the application for co-financing, in line with the *Instruction*.

Letter of intent:

5. The letter of intent shall be attached to the application. **It must include the minimum information scope indicated in Annex 1 to the Rules of the Call for Proposals.**
6. The letter of intent is drawn up in **Polish or English. If the letter of intent is in English, it should be accompanied by a Polish provisional translation.**
7. **A copy of the letter of intent may be also attached to the application.**
8. The letter is signed by the project promoter, who also represents the national partners, and the transnational partner(s). **The letter must be signed by the person(s) authorised to make binding decisions on behalf of the project promoter, indicated in point 2.7 "Person(s) authorised to make binding decisions on behalf of the applicant" of the application for co-financing.**
9. In the case of projects implemented in transnational partnership with more than one foreign partner, a letter of intent signed with each partner separately is generally required. **One letter of intent may also be signed with all transnational partners.**

The transnational cooperation agreement:

10. **A transnational cooperation agreement must be signed before conclusion of the agreement for funding of the project. It must contain the minimum information scope specified in Annex 2 to the Rules of the Call for Proposals.**
11. The transnational cooperation agreement is drawn up in **Polish or English**. If the transnational cooperation agreement is signed in English, its translation into Polish, certified to be a true copy of the original, must be submitted to the institution organising the call for proposals. The agreement does not have to be translated by a sworn translator.
12. All documents concerning the implemented agreement are presented in Polish or in Polish and in English to the institution organising the call for proposals.
13. The agreement is signed by the project promoter, who also represents the national partners, and the transnational partner(s). **The transnational cooperation agreement must be signed by the person(s) authorised to make binding decisions on behalf of the project promoter, indicated in point 2.7 "Person(s) authorised to make binding decisions on behalf of the applicant" of the application for co-financing.**

14. A **copy of the transnational cooperation agreement**, certified to be a true copy of the original by a person authorised to represent the project promoter, i.e. indicated in point 2.7 "Person(s) authorised to make binding decisions on behalf of the applicant" of the application for co-financing, **can be submitted**.
15. The institution organising the call for proposals accepts the submitted transnational cooperation agreement immediately after its submission by the project promoter. If amendments to the transnational cooperation agreement are necessary, the project promoter submits the amended version by the deadline specified by the institution organising the call for proposals.
16. The participation of partners, which consists in particular in contributing human, organisational, technical, or financial resources, must be adequate to the purposes of the project. Regardless of the division of tasks and responsibilities under the partnership, the project promoter (partnership leader) shall bear the ultimate responsibility for the project implementation as a party to the agreement for funding of the project.
17. A partner is involved in the implementation of the entire project, which means that a partner also participates in the preparation of the application for co-financing and project management. A partner can participate in the implementation of a part of the tasks in a project.
18. The project promoter cannot employ the partners' employees as the project personnel and vice versa.
19. The project promoter cannot commission the purchase of products or services to the partner and vice versa.
20. Funds for financing the costs of the tasks implemented by the transnational partner in the project are provided to the transnational partner by the project promoter (leader) only as reimbursement of the costs incurred by the partner.
21. All payments between the project promoter (leader) and partners made in relation to the project implementation are made via a separate bank account of the beneficiary (leader) dedicated to the project.
22. The partners shall incur expenditure in line with the *Guidelines on eligibility of expenditure within the framework of the European Regional Development Fund, the European Social Fund, and the Cohesion Fund for 2014–2020* and the Rules of the Call for Proposals.

Changes concerning the partners:

23. **Changes concerning the partners** (resignation of a partner/partners or termination of the partnership) in the application recommended for funding, i.e. **after evaluation is completed, but before the conclusion of the agreement for funding of the project**, are treated as changes in the project and require notification to the institution organising the call for proposals and its written consent. The institution organising the call for proposals requires that each new partner provides a similar standard of implementation of the tasks planned for the existing project partner, relevant to the original application. The consent of the institution organising the call for proposals triggers the need to adjust the application for co-financing and to amend the transnational partner cooperation agreement or conclude a new agreement. Analysis of changes concerning the partner(s) does not stand for the necessity to have the application re-evaluated substantively. The institution organising the call for proposals does not require submission of a letter of intent signed with a new partner/partners. If a new partnership is not established, the institution organising the call for proposals does not sign an agreement for funding of the project with the applicant.
24. **Changes concerning partners** (resignation of a partner/partners or termination of the partnership) **during project implementation, i.e. after conclusion of the agreement for funding of the project**, require immediate introduction of a new partner to the project. The institution organising the call for proposals requires that each new partner

provides a similar or larger potential and experience regarding the partner, who terminated the partnership, ensured a similar standard of implementation of the tasks planned for the existing project partner, relevant to the original application. Basic assumptions relating to activities carried out in the project also cannot be changed and the project still has to meet all the general and specific project selection criteria existing under the call for proposals. Analysis of changes concerning the partner(s) does not stand for the necessity to have the application re-evaluated substantively. A change concerning the partners is treated as a change in the project and requires notification to the institution organising the call for proposals and its written consent, subject to the requirements laid down in the agreement for funding of the project. The consent of the institution organising the call for proposals triggers the need to adjust the application for co-financing and amend the partner agreement or conclude a new agreement. If a new partnership is not established, the institution organising the call for proposals terminates the agreement for funding of the project with the beneficiary.

25. It is also possible to **change a partnership composition by introduction of an additional partner, unforeseen in the application for co-funding of the project, both after the evaluation but prior to the conclusion of the agreement for funding of the project, and after the conclusion of the agreement, during project implementation.** Adding a new partner to the project cannot result in the introduction of new type of tasks to be implemented by the partner(s), it can only result in an increase in the number of partners performing tasks to be implemented in the partnership. Adding a new partner can only stand for increased involvement of partners in the project implementation, but it cannot involve the assignment of new tasks of a type different than originally defined to the partners. The tasks may also be shifted between the partners. A change concerning the partners is treated as a change in the project and requires notification to the institution organising the call for proposals and its written consent, subject to the requirements laid down in the agreement for funding of the project. The consent of the institution organising the call for proposals triggers the need to adjust the application for co-financing and amend the transnational cooperation agreement or conclude a new agreement.

3. Financing transnational cooperation

1. Expenditure related to establishing a transnational partnership is eligible as long as it is consistent with the approved application for co-financing.
2. The costs incurred in connection with establishing a transnational partnership are eligible up to PLN 6,000.

NOTE: Establishing a transnational partnership is understood as actions taken with a partner with whom a letter of intent and a transnational cooperation agreement will be signed for the benefit of a project implemented under the call for proposals.

NOTE: Costs incurred in connection with establishing a transnational partnership are eligible only if the contract/agreement for funding of the project is actually signed.

NOTE: The applicant is obliged to indicate in the application for co-financing the specific expenditure that constitutes the item related to establishing a transnational cooperation. Therefore the cost of establishing a partnership does not constitute a lump sum.

3. The Intermediate Body consents to considering expenditure incurred by the transnational partner within the framework of a given project eligible, in so far as it is beneficial to the project and the expenditure is necessary for achievement of the project objective.

4. Transnational partner's indirect costs are ineligible.
5. Evaluation of eligibility of the transnational partner's expenditure is subject to the terms and procedures laid down in Chapter 8 and to the general expenditure eligibility conditions referred to in point 3 of Section 6.2, with the exception of Item (k) of *Guidelines on eligibility of expenditure*.
6. Funds for financing the costs of the tasks implemented by the transnational partner in the project are provided to the transnational partner by the beneficiary (leader) as reimbursement of the costs incurred by the partner.
7. The currencies of financial settlements between the beneficiary (leader) and the transnational partner are PLN or EUR. The transnational cooperation agreement should set out how to convert expenditure incurred by the partner in a currency other than the euro into PLN or EUR.
8. Settlements between the transnational partner and the beneficiary (leader) take place on the basis of a list of documents confirming incurred expenditure, drawn up by a given partner.

The list of documents confirming incurred expenditure should be drawn up in the language of the transnational cooperation agreement.

Partner settlement does not consist in presentation of a VAT invoice as the partner does not deliver services commissioned by the beneficiary (leader), the partner participates in the implementation of the project.

9. Expenditure which the beneficiary (leader) reimbursed to the transnational partner is detailed in the request for payment in aggregate as one item for one transnational partner. If reimbursed expenditure concerns different tasks in the framework of the project, it must be stated under all the items in relation to a given transnational partner in which it occurs.
10. The transnational cooperation agreement may provide for the obligation of the transnational partner to attach accounting documents to the list the partner submits. In such case the beneficiary does not translate accounting documents attached to the list for the needs of settlement with the institution organising the call for proposals, but the transnational partner is required to describe documents in such a way that the description confirms the expenditure is related to the project and it has been financed within the framework of the project.
11. The institution organising the call for proposals reserves the right to request the beneficiary (leader) to provide a list of documents confirming incurred expenditure and accounting documents referred to in point 10.
12. If some or all tasks for the implementation of which the transnational partner is responsible are financed under the project, the partner must incur expenditure for these tasks in accordance with the *Guidelines on eligibility of expenditure within the framework of the European Regional Development Fund, the European Social Fund, and the Cohesion Fund for 2014-2020*.
13. The above condition also applies to VAT eligibility. The transnational partner submits a declaration on VAT eligibility whose content complies with the Annex 3 to the agreement for funding of the project, in Polish. Expenditure which the partner submits to the beneficiary (leader) for reimbursement may contain VAT only if the transnational partner has no right to reclaim VAT.

In addition, the transnational partner submits a declaration that the expenditure the partner incurred was not / will not be reimbursed from other sources.

14. In the case of transactions in foreign currencies, the beneficiary should, in the framework of his activities, apply conversion rates in accordance with applicable national legislation on income tax, VAT, and accounting rules.

However, for the needs of settling expenditure in requests for payment the following rules apply:

- 1) In the case of non-cash payments made in foreign currencies, currency conversion is subject to procedures concerning conversion of the value of cash payments made in foreign currencies to PLN, written down and binding the beneficiary, provided that the procedures do not take into account negative exchange rate differences (this applies in particular to settlement of cash payments during business trips abroad); in the absence of the procedures in question, the conversion rate should be the currency sale rate as at the date of payment applied to transactions by the beneficiary's bank (documented by a confirmation issued by the bank or by a bank statement);
- 2) In the case of cash payments in foreign currencies, the transaction value should be converted to PLN according to the exchange rate at which the currency was purchased (documented by a proof of purchase of the currency). If the beneficiary attaches a printout from accounting records to the request for payment, the conversion rate shall be the exchange rate as at the date of recognition of the cash payment in the accounting ledgers, which complies with the accounting policy set out by the beneficiary;
- 3) If the beneficiary is unable to document the actual exchange rate at which a given payment transaction has been converted, for example if a transaction is made in a foreign currency outside Poland at a bank which does not have exchange rate tables for currencies converted into PLN, the conversion rate should be the currency sale rate published by the National Bank of Poland (NBP) as at the date of the payment transaction.

If the beneficiary is unable to convert any currency to PLN at the foreign currency selling rate published by the NBP because the NBP does not publish such tables, for example for the Hungarian forint, the average NBP exchange rate as at the date of the payment transaction should be applied.

4. SUBMITTING THE APPLICATION FOR CO-FINANCING

4.1 Date and procedure for submission of the application for co-financing

1. Applications within this call for proposals are accepted From 4 to 12 Mai 2017.
2. Submitted application forms shall be based on the template reproduced in Annex 7 to these Rules of the Call for Proposals.
3. Additional attachments to the application, i.e. other than those required by the Rules of the Call for Proposals, will not be taken into account during evaluation.
4. Subject to point 6, the project promoter fills in the application using the SOWA application, in accordance with the *Instruction for filling in the application for project co-*

financing under the OP KED 2014–2020, version 1.4 of 12 January 2017, available on: www.sowa.efs.gov.pl.

The project promoter must to have an active user account. Specific information about signing up and system operation are included in the *Instruction* mentioned above.

5. Applications are submitted in an **electronic document form** using the SOWA application.

An application submitted in such form is deemed to have been effectively submitted. Attachments should be attached to the electronic version of the document in SOWA.

6. If, due to technical reasons attributable to the system administrator, it is not be possible to submit an application using the SOWA, the application is submitted to the institution organising the call for proposals on paper, using the binding form, in a single copy signed by the person(s) authorised to submit this application in accordance with the representation rules of an entity (original copy) and in an electronic version, i.e. on CD or DVD.
7. Each project promoter is entitled to apply for the institution organising the call for proposals to withdraw the application for co-financing submitted by this promoter from the selection procedure of projects to be co-financed. In order to withdraw an application, it is necessary to provide the institution organising the call for proposals with a written request to withdraw the application, signed by the person(s) authorised to represent the project promoter, indicated in point 2.7 of the application. Such withdrawal is effective in every moment of the selection procedure of projects to be co-financed.

NOTE: If the project applicant receives funding for a project that is identical with the project submitted in the framework of this call for proposals, the project applicant is obliged to immediately inform the Intermediate Body and withdraw the application for co-financing from the selection procedure.

8. Those project promoters whose applications were chosen for co-funding, will be requested to submit documents necessary to conclude an agreement for funding of the project based on the time frame and the rules determined by the institution organising the call for proposals.
9. Within 10 days from the completion of the call for proposals the institution organising the call for proposals will publish information on the planned timetable of the evaluation of applications on its website.