

Interreg



Co-funded by
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Northern Periphery and Arctic



Interreg Northern Periphery and Arctic 2021-2027

Supporting documents



Supporting documents

- Cooperation Programme document
- Programme Manual
- Offline application guidance
- JEMS instructions
- Lead partner statement (Mandatory)
- Project partner statement (Mandatory)

Cooperation Programme Document

- Outlines the strategy, rationale, priorities, and budget of the programme for the next seven years.
- Result of experts' analysis, consultations with representatives of the countries and regions, as well as public consultations.
- Needs to be approved by the European Commission



Extract from the
COOPERATION
PROGRAMME DOCUMENT
Interreg Northern Periphery and Arctic Programme

Summary
On 9th February 2022 the Cooperation Programme (CP) document was submitted to the European Commission. Pending approval, this document contains an extract of the submitted CP, focusing on the joint programme strategy and priorities, i.e. chapters 1 and 2.

Draft
12 April 2022



Programme Manual

- Main guidance document for applicants
- Includes rules, such as eligibility of partners, expenditure rules, selection criteria
- Chapters:
 - Introduction to the Interreg NPA
 - How to develop a project
 - How to apply
 - Where to find guidance



PROGRAMME MANUAL

Interreg Northern Periphery and Arctic Programme

Summary
This manual is targeted at applicants and project managers. It contains the essential information needed for developing and implementing an NPA project.

Version 1
Last updated: 22 April 2022



Offline application guidance

- A detailed guidance to develop the content of a project application.
- Can be used as a draft among partners.
- Budget tables not included.



MAIN PROJECT APPLICATION FORM Offline sample and guidance

This Interreg NPA Application Form sample and guidance is intended for assisting applicants in preparing their project application in view of submission via the dedicated online platform.

In this template, applicants will find practical information about the data and format expected to be submitted in an application. All fields in the Application Form are to be filled in prior submission of the form. In certain cases, it will not be possible to save and change section until all fields have been completed.

It is recommended to make (frequent) use of the “**Pre-submission**” check function available in [Jems](#) to check which fields are left empty or generate errors. The system will notify the users in case of missing data or errors, but it will not notify in case of fields partially completed; therefore **the Lead Partner is responsible to check that the Application form is complete, correctly filled in and consistent in all its parts before it is submitted.**

Once the Application Form is submitted, it is no longer possible to edit it.

This Application Form template is to be used in combination with the [Programme Manual](#) and [Jems instructions](#).

NOTE: Project applications to the Interreg NPA 2021-2027 programme can only be submitted via the electronic monitoring system, [Jems](#), available at this link: jems.interreg-npa.eu



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JEMS instructions

- Step-by-step instructions about how to submit an application in Jems.
- With screenshots and tips.
- Use it side-by-side with Jems.



Lead Partner statement (Mandatory)

Lead partner statement - Project application

Project Number (see Jems)	
Project Acronym	
Project Name	
Lead Partner Organisation Name	

By signing the application form the lead partner on behalf of all partners confirms that:

- the project respects the EU requirements for joint development, joint implementation, joint staffing and joint financing;
- the project, neither in whole nor in part, has or will receive any other additional EU funds (except for the funds indicated in this application form) for the activities indicated in the application form during the duration of the project;
- the project has not been fully implemented before the submission of this application;
- the project partners listed in the application form are committed to take part in the project's activities and financing;
- the project is in line with the relevant EU and national/regional legislation and policies of the regions and countries involved;
- the lead partner and the project partners will act according to the provisions of the relevant EU regulations, the specific provisions of the programme and national rules, especially regarding structural funds, public procurement, state aid, equal opportunities and non-discrimination and sustainable development, and has no harmful impact on the environment;
- the information in the application form is accurate and true to the best knowledge of the lead partner.
- All natural persons participating in the project and project activities have been informed about how personal data is handled by the Interreg NPA programme, as described on the programme website: [Privacy \(interreg-npa.eu\)](https://interreg-npa.eu/privacy)

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In the event of approval of the above-mentioned project applying to the Interreg Northern Periphery and Arctic programme the lead partner:

- commits itself to the project and the activities laid down in the application form, and intends to provide own contribution and external cash contribution to the project's budget, as displayed in the partner budget in the project application.
- guarantees that no external contribution will be received that exceeds the total partner contribution as listed in the partner budget.¹
- is responsible for covering the loss of match funding in case of unfulfilled payments from a financial contributor listed in the application
- is aware of the Programme rules on reimbursement and confirms the availability of own resources for pre-financing the activities and understands what will be its role in the project;
- declares that it is not under a bankruptcy proceeding, bears full legal capacity and is financially reliable, and that its foundation and activities are in line with the respective national legislation;
- confirms that no expenditure related to the above-mentioned project has been, is or will be funded, in part or in whole, by any other EU funded programme;
- commits itself in complying with the relevant public procurement rules (internal, national, European and programme specific rules if existing) and in making the results available to the public.
- certifies that the information in the application form is accurate and true to the best knowledge of the project partner.

Date	25 April 2022
Signature	
Full Name	
Position and email	

Instructions

Please complete this template and sign it in blue ink. Then scan and upload it together with the attachments to the project application.

¹ If this would be the case during project implementation, the exceeding funding will be considered as income, thereby reducing the NPA co-financing to the partner organization. Such cases must be notified to the Joint Secretariat and a formal change to the project application should be made

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Project Partner statement (Mandatory)



Project partner statement - Project application

Project Number (see Jems)	
Project Acronym	
Project Name	
Partner Organisation Name	

In the event of approval of the above-mentioned project applying to the Interreg Northern Periphery and Arctic programme the project partner:

1. commits itself to the project and the activities laid down in the application form and intends to provide own contribution and external cash contribution to the project's budget, as displayed in the partner budget in the project application.
2. guarantees that no external contribution will be received that exceeds the total partner contribution as listed in the partner budget.¹
3. is responsible for covering the loss of match funding in case of unfulfilled payments from a financial contributor listed in the application
4. is aware of the Programme rules on reimbursement and confirms the availability of own resources for pre-financing the activities and understands what will its role be in the project;
5. declares that it is not under a bankruptcy proceeding, bears full legal capacity and is financially reliable, and that its foundation and activities are in line with the respective national legislation.
6. confirms that no expenditure related to the above-mentioned project has been, is or will be funded, in part or in whole, by any other EU funded programme.
7. commits itself in complying with the relevant public procurement rules (internal, national, European and programme specific rules if existing) and in making the results available to the public.
8. certifies that the information in the application form is accurate and true to the best knowledge of the project partner.

Date	25 April 2022
Signature	
Full Name	
Position and email	

¹ If this would be the case during project implementation, the exceeding funding will be considered as income, thereby reducing the NPA co-financing to the partner organization. Such cases must be notified to the Joint Secretariat and a formal change to the project application should be made