INSTRUCTION

FOR ONLINE APPLICATION
THROUGH
INFORMATION SYSTEM
FOR MANAGEMENT AND MONITORING
OF EU FUNDS IN BULGARIA 2020

CONTENTS

Contents

The guidelines aim at facilitating the candidate to complete the Application Form.

The project proposal shall be submitted in Bulgarian through the web-based application form in System.

In addition through the web based application form in the system the candidates shall generate another (additional) application form in English with the same content as the already submitted one in Bulgarian. The generated project proposal in English shall not be submitted through the System but shall be attached to the project proposal in section 12 “Attachments electronically signed documents” in one of the following formats.pdf, .jpg, .PDF. The document should be signed with an electronic signature.

The annexes to the project proposal shall be submitted in Bulgarian and in English in case of a partnership with an entity from Donor States (for the documents applicable for the partner).

In case of contradiction between the versions in Bulgarian and English of this Instruction, the information in Bulgarian is preferably used.

To apply for the procedure, the web-based application form is used in the FOR MANAGEMENT AND MONITORING OF EU FUNDS IN BULGARIA 2020 (the Information System) (http://eumis2020.government.bg/), by generating a new application form in Bulgarian..

Before you begin to fill in the Application Form, please refer to the "E-Application Module User Guide" and the "Guide to working with the system ", which can be found in Bulgarian at https: https://eumis2020.government.bg/en/ef8e602b/Default/Manual

To create a system account, follow the steps in paragraph 3 of the "E-Application" User Guide. You should keep in mind that the candidate profile you will use for application will be used for the entire communication with the Programmer during the evaluation of the project proposal.

The system provides the opportunity to correct, save and complete the form while it is in working mode (draft). Each form can be written locally, a file in a special format that can only be opened by the Information system.

Once you have registered in the system as a user, you should log in with your profile and choose the Open Procedures section. From it you choose the relevant procedure you want to apply for.

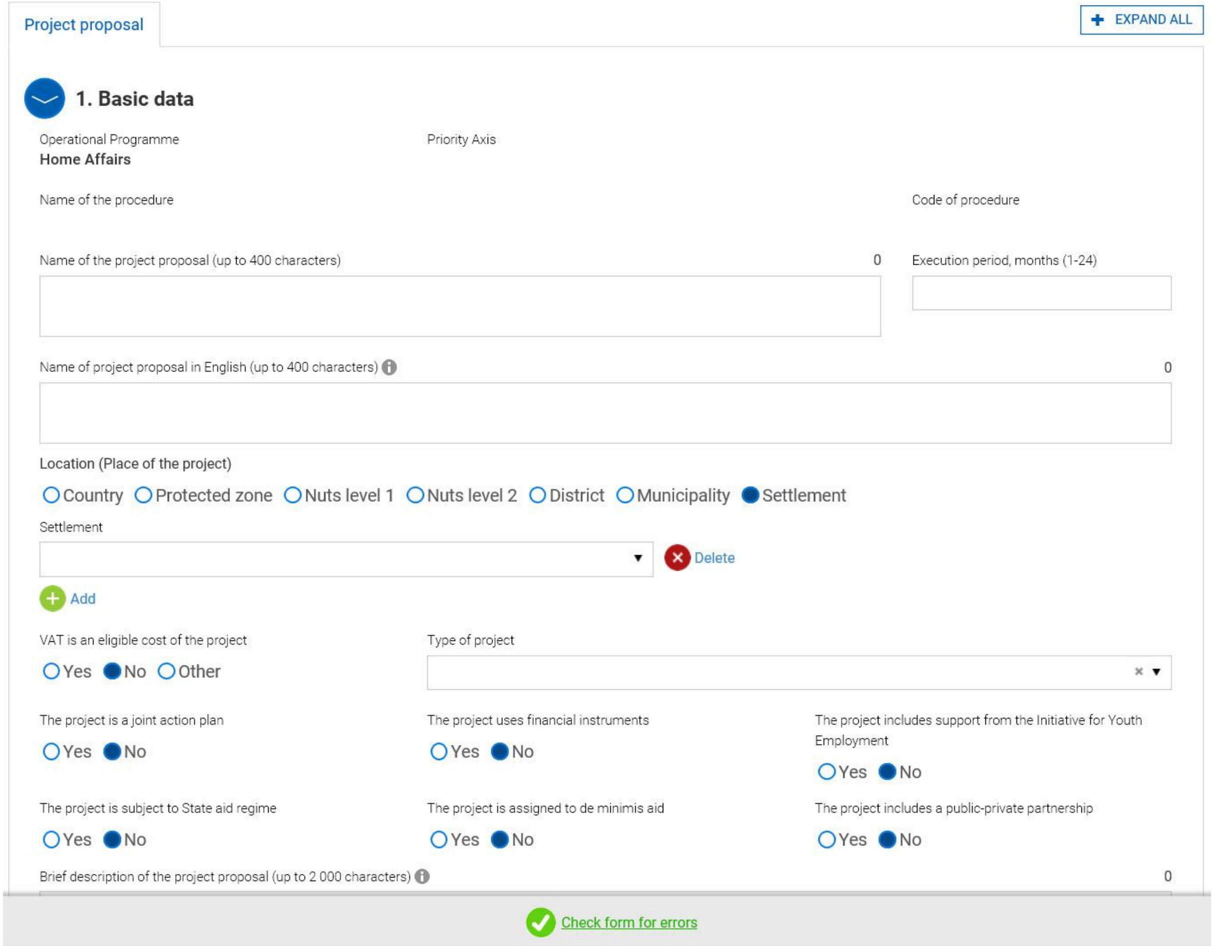
The screen shows the objectives of the procedure, the deadline for submission of project proposals and application documents and information and questions and answers on the procedure, if any.

To load the application form under the procedure, click on the New Project Proposal box, located at the bottom left of the screen. The web-based Application Form is displayed on the screen.

The system does not automatically enroll the form in your account, it is necessary to periodically select the "Save the form in the system" command at the bottom left of the screen.

1. Basic data

When clicking the "Basic data" button, the following window appears:


Project proposal
EXPAND ALL
1. Basic data
Operational Programme
Home Affairs
Priority Axis
Name of the procedure
Code of procedure
Name of the project proposal (up to 400 characters) 0
Execution period, months (1-24)
Name of project proposal in English (up to 400 characters) 0
Location (Place of the project)
Country / Protected zone / Nuts level 1 / Nuts level 2 / District / Municipality / Settlement
Settlement
Delete
Add
VAT is an eligible cost of the project: Yes / No / Other
Type of project
The project is a joint action plan: Yes / No
The project uses financial instruments: Yes / No
The project includes support from the Initiative for Youth Employment: Yes / No
The project is subject to State aid regime: Yes / No
The project is assigned to de minimis aid: Yes / No
The project includes a public-private partnership: Yes / No
Brief description of the project proposal (up to 2 000 characters) 0
Check form for errors

The candidate should fill in the relevant fields as follows:

- *Name of the project proposal: (in Bulgarian and English) Please note that the box is mandatory and that the English translation is correct and corresponds to the name of the Bulgarian language.*
- Execution period, months : The candidate must perform the activities to achieve the indicated indicators within the deadline specified in the Invitation for project proposals.
- Location (Place of the project) refers to place of implementation of the project, not the headquarters / address of correspondence of the candidate administration. When entering a project site, the default system marks the "Location" field. If you plan to carry out activities / part of activities on the territory of two or more settlements, highlight the "Country" field and select "Bulgaria" from the drop-down menu.

  - If you are planning to carry out activities / part of EU activities, highlight the "Country" field and select "Bulgaria" first from the drop-down menu, and from the drop-down menu "EU territory" that is acceptable under the Invitation for project proposals)

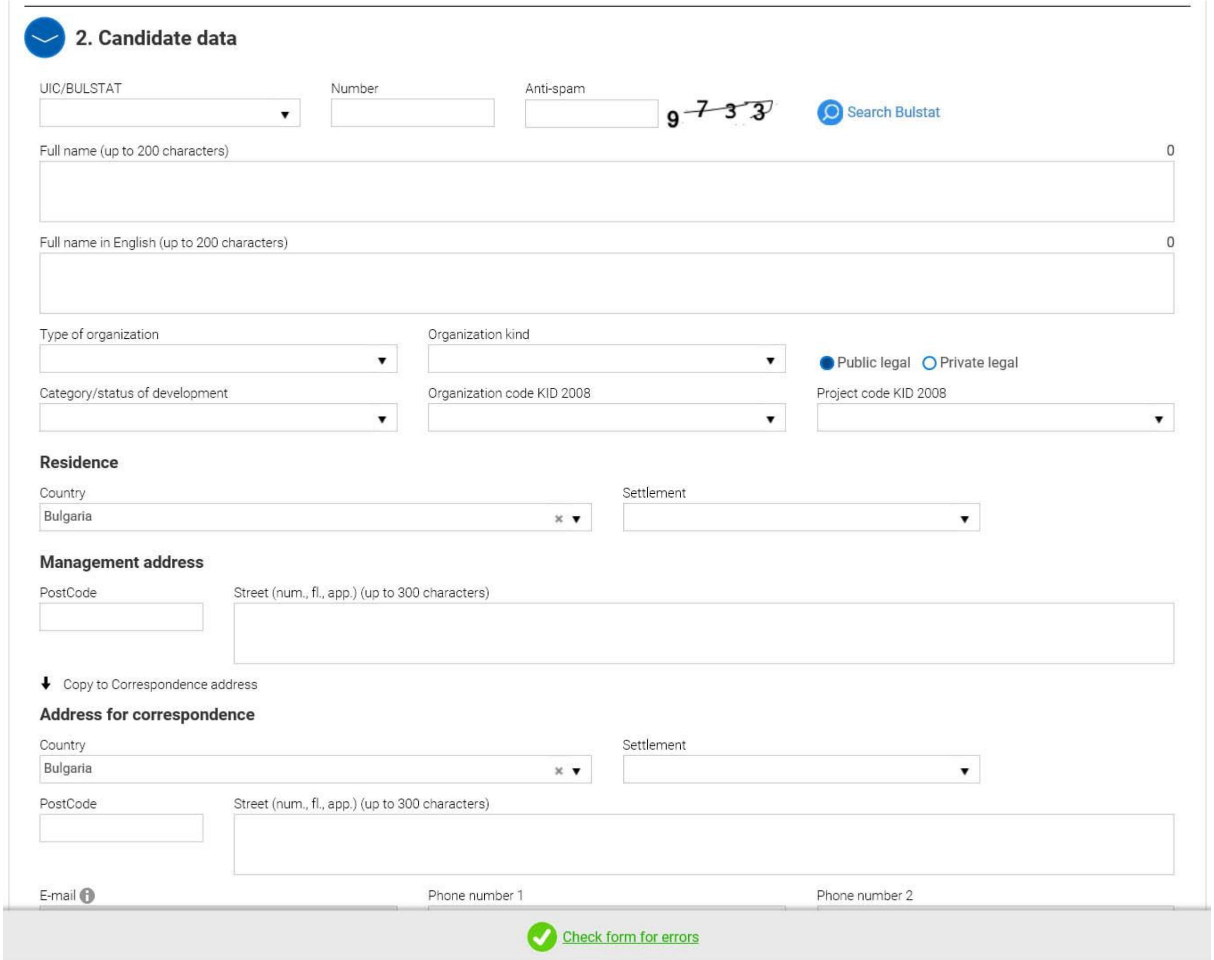
- VAT is an eligible project cost - you should mark YES as, according to the Invitation for project proposals, only the costs of non-refundable VAT determined in accordance with the Instructions of the Minister of Finance should be included in the budget of the project proposal;
- In the "Type of project" box, select the "Other" option. The first three options are not applicable to this procedure.
- The project is a joint action plan - you should mark the "NO" option;
- The project uses financial instruments - you should mark the "NO" option;
- The project includes support from the Initiative for Youth Employment - you should mark the "NO" option;
- The project is subject to state aid regime - you should mark the option "NO";
- The project is assigned to de minimis aid - you should mark the "YES/NO" option;
- The project includes a public-private partnership - you should mark the "NO" option;
- Brief description of the project proposal - make a summary of the project in Bulgarian and English (up to 2000 characters each).
- - Fill in both fields is required! You should describe what basic activities will be implemented under the project in order to achieve the objectives and results.
- Objective (s) of the project proposal - Describe within 3,000 characters the objectives of your project proposal, taking into account the objectives of the procedure described in the Invitation for project proposals. In this field, you should describe the objectives of your project proposal, the project's compliance with the Programme agreement for the financing of the programme “Environment Protection and Climate Change”, Invitation for project proposals, as well as the relation between the project objectives and the foreseeable outcomes and outputs. Please explain how the project goals contribute to solving the identified needs and problems.
- Please note that the "Brief Description of the Project Proposal", "Brief Description of the Project Proposal in English" and "Project Proposal Purpose" and all other fields in the Application Form are text and do not allow introducing tables, photos, screenshots, graphics, and more.

<u>IMPORTANT !!!</u>

<u>The description of the needs for each target group and the contribution of the project to their satisfaction are also not described in this section, but in section 11 "Additional information needed for the evaluation of the project proposal" field "Conformity of the project proposal to the specific needs and problems of the target group"</u>

2. Candidate data

When you open section 2 "Applicant Details" in the Application Form, the following window appears:

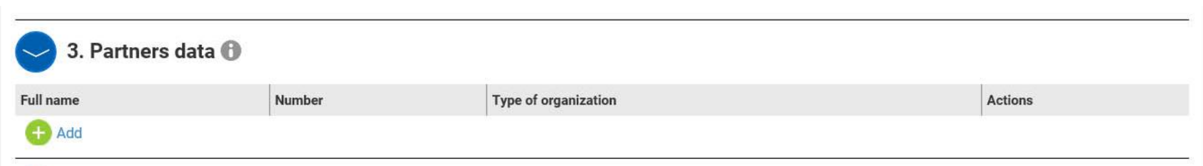


A connection with the Commercial Register and the Bulstat Register is included in the system, and the it automatically extracts the data for the candidate when entering the UIC or Bulstat.

- BULSTAT / UIC - select the appropriate option from the drop-down menu;
- Number - In the field, write the corresponding number;
- Anti-spam - enter the code on the right side of the box;
- Click on the "Search by Bulstat" button. In this way, you will be contacted with the Bulstat Register / Commercial Register, from which the available data for your organization will automatically be released. Please note that the system allows you to make adjustments to these data if they are outdated or incomplete. This field needs to contain information about the organization's name, seat and management address.
- Full name - enter the name of the applicant;
- Full name in English - translate the candidate’s name into English;
- Type of organization - select er" from the drop-down menu.

- Organization kind - depending of the choice of organization type, you can from the drop-down menu the kind of organization..
- Public law / private-law organization - select the correct option ;
- Category/status of development - Select "Not applicable" from the drop-down menu.
- Organization code KID 2008- select from the drop-down menu.
- Project code KID 2008 - select from the drop-down menu;
- In the Residence (Country and Settlement) section - if necessary, update the data that is extracted from the Bulstat Register / Commercial Register;
- In the section Management address- if necessary, update the data, which are extracted from Register Bulstat / Commercial Register;
- If the management address matches the correspondence address, press the "Copy to Address for Correspondence" arrow and the system will automatically transfer the data. If the addresses do not match, fill in the details of the candidate's correspondence address.
- E-mail: The e-mail field in the correspondence address is automatically filled in by the e-mail system of the account through which the application form is loaded / opened. If the same form is loaded / opened through different accounts, each time the system opens, the system will automatically change the e-mail, which means that the system will fill in and save the e-mail of the account through which the project proposal is submitted. The e-mail from which the project proposal is submitted is the one where the correspondence will be held with the applicant at the evaluation stage of the project proposals.
- Phone number 1 - please fill in;
- Phone number 2 - please fill in;
- Fax number - please fill in, if applicable;
- Name of the person representing the organization - Enter the full names of the person (s) representing the organization;
- Contact person - Provide the name of the designated contact person for the project;
- Tel of Contact person - please fill in, it is desirable to specify a mobile phone;
- email of Contact person - please fill in;
- Additional description - the field is optional, it may contain up to 2,000 characters within it, indicating any other relevant information pertaining to the applicant.

3. Partners data



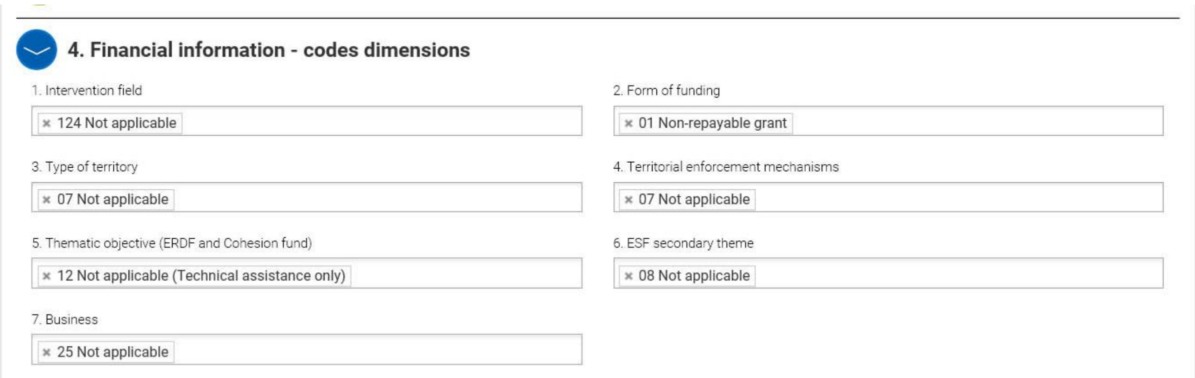
This section is to be filled in if the project envisages partnership.

IMPORTANT !!!

If you click the "Add" button and do not fill out partner information, the system will get an error, as partner details will be recognized by the system as mandatory and you will not be able to complete the form.

To complete the section, use the instructions for filling in Section 2 "Candidate Data"

4. Financial information - sources of funding



The codes for the specific procedure are set by the Program Operator when registering the procedure in the system.

5. Budget (in lev)

5. Budget (in lev)

Description of specific expenditure	Dimension codes	Grand		Self		Value / Amount	
I. STAFF COSTS		%	0.00	%	0.00	0.00	
1. Remunerations (gross amount, incl. employer's social security charges) (finance source: NFM , aid mode: Inapplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00	%
Add							
2. Travel costs (finance source: NFM , aid mode: Inapplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00	%
Add							
II. TANGIBLE ASSETS COSTS		%	0.00	%	0.00	0.00	
3. Costs for purchase of equipment, facilities and furniture (finance source: NFM , aid mode: Inapplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00	%
Add							
4. Costs of purchase of land and real estate (finance source: NFM , aid mode: Inapplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00	%
Add							
III. INTANGIBLE ASSETS COSTS		%	0.00	%	0.00	0.00	
5. Software, patents, licenses, etc (finance source: NFM , aid mode: Inapplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00	%
Add							
IV. SERVICE COSTS		%	0.00	%	0.00	0.00	
6. Cost of renting movable and immovable property (finance source: NFM , aid mode: Inapplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00	%
Add							
7. Other services costs (finance source: NFM , aid mode: Inapplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00	%
Add							
8. Other direct costs (finance source: NFM , aid mode: Inapplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00	%
Add							
V. OFFICE SUPPLIES COSTS		%	0.00	%	0.00	0.00	
9. Consumables and supplies (finance source: NFM , aid mode: Inapplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00	%
Add							
VI. CONSTRUCTION WORKS COSTS		%	0.00	%	0.00	0.00	

Check form for errors

When filling in section 5. "Budget", please follow the eligibility guidelines for expenditure described in the Invitation for project proposals as well as the GUIDELINES FOR BUDGET DEVELOPMENT.

Important!!!

The budget is filled in BGN!

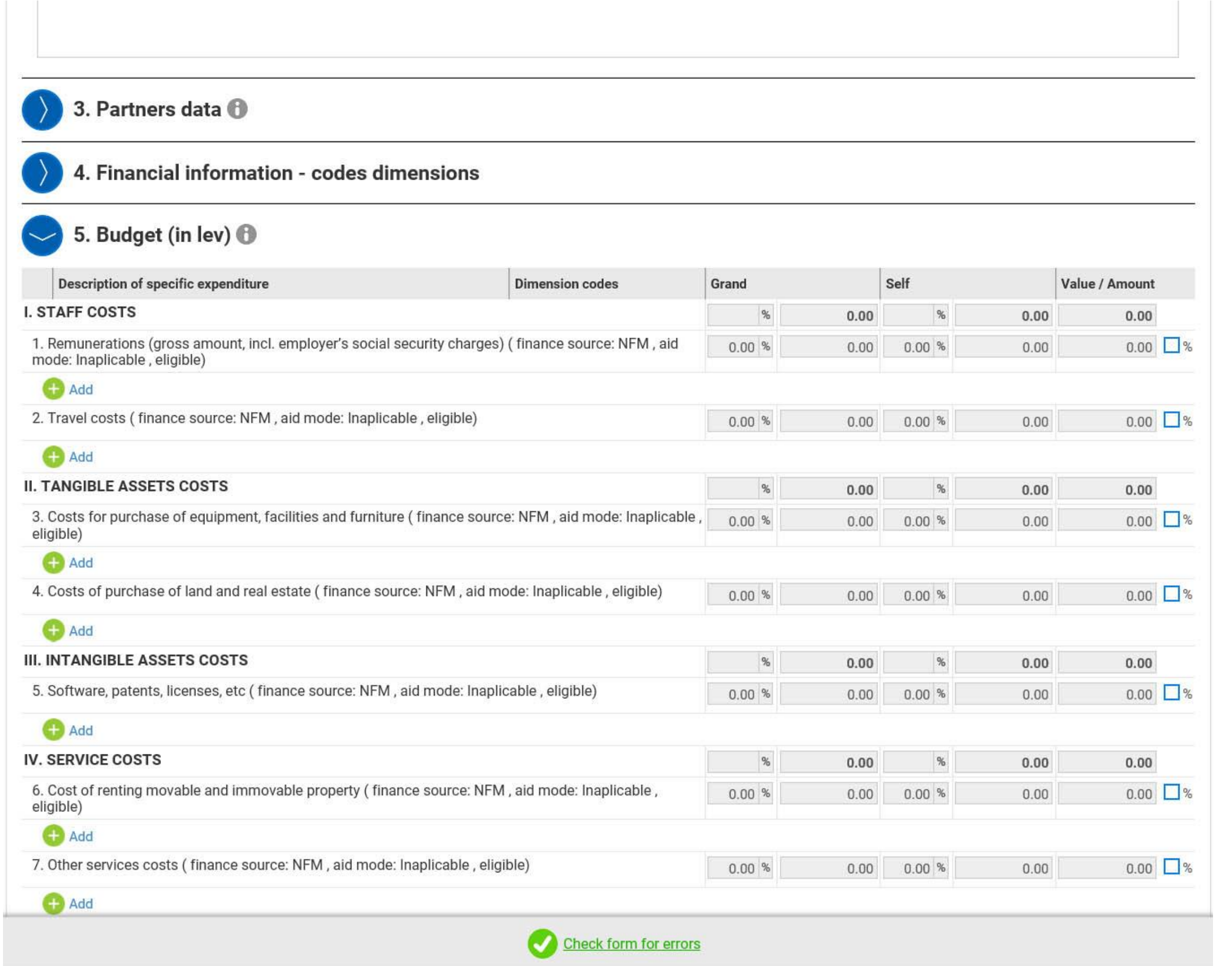
The budget is divided into six levels and is numbered with Roman numerals: I, II, III, IV, V and VI. They are divided into subgroups according to the eligible costs. These costs are numbered with Arabic numbers.

In the budget, the applicant includes costs necessary to implement the project proposal (Level 3). The costs the candidate introduces are numbered, for example, 1.1, 1.2, 4, 7. and so on.

By selecting the "Add" button, you can add costs such as the type of costs and how many additional rows need to be added depending on the specifics of the project proposal.

Initially, the percentages in the fields of the grant and co-financing (self) as well as the total value of fields 1.1, 1.2 and 1.3 are inactive.

At the end of each budget line there is a blue square that opens the option to enter / change the aid intensity of the corresponding spending at the respective level, as well as a change in the value / cost amount



3. Partners data

4. Financial information - codes dimensions

5. Budget (in lev)

Description of specific expenditure	Dimension codes	Grand		Self		Value / Amount
I. STAFF COSTS		%	0.00	%	0.00	0.00
1. Remunerations (gross amount, incl. employer's social security charges) (finance source: NFM , aid mode: Inaplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00 %
Add						
2. Travel costs (finance source: NFM , aid mode: Inaplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00 %
Add						
II. TANGIBLE ASSETS COSTS		%	0.00	%	0.00	0.00
3. Costs for purchase of equipment, facilities and furniture (finance source: NFM , aid mode: Inaplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00 %
Add						
4. Costs of purchase of land and real estate (finance source: NFM , aid mode: Inaplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00 %
Add						
III. INTANGIBLE ASSETS COSTS		%	0.00	%	0.00	0.00
5. Software, patents, licenses, etc (finance source: NFM , aid mode: Inaplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00 %
Add						
IV. SERVICE COSTS		%	0.00	%	0.00	0.00
6. Cost of renting movable and immovable property (finance source: NFM , aid mode: Inaplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00 %
Add						
7. Other services costs (finance source: NFM , aid mode: Inaplicable , eligible)		0.00 %	0.00	0.00 %	0.00	0.00 %
Add						

Check form for errors

Note that the budget columns are split into grant and co – financing (self) . The grant column should be 100% and the co – financing (self) column 0%, unless the Candidate wishes to provide its own funding. Under this procedure there are no requirements to provide own funding and only the grant column should be filled in.

6. Financial information - sources of funding (in lev)

6. Financial information - sources of funding (in lev)

Name	Amount
Requested funding (Grant)	0.00
- Including cross-financing	0.00
Co-financing by the beneficiary / partners (Budget funds)	0.00
incl. funding:	
- EIB	0.00
- EBRD	0.00
- Sat.	0.00
- Other MFIs	0.00
- Other	0.00
Co-financing by the beneficiary / partners (agents that are not financed enterprises)	0.00
incl. funding:	
- EIB	0.00
- EBRD	0.00
- Sat.	0.00
- Other MFIs	0.00
- Other	0.00
Total financing	0.00
Total eligible costs	0.00
Total eligible costs (public funding)	0.00

Check form for errors

In item 6 Financial information - sources of funding (in lev) of the Form, in the field "Requested funding" (Grant), the system automatically transfers the total amount of "Grant" from item 5 Budget. From item 5 Budget - "Co-financing" field (if applicable) the system automatically transfers the total amount of the project's own contribution in item 6 Financial information - sources of funding (in lev).

In the " Total cost of the project proposal " field of item 6 Financial information - sources of funding (in lev), the system automatically transfers the total amount of the budget from item 5 Budget.

The candidate should fill in only one of the following two fields in the table (depending on whether the beneficiary is a budget enterprise):

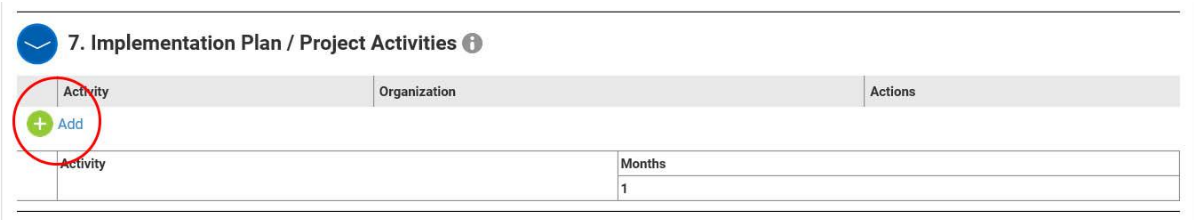
• Co-financing by Beneficiary / Partners (funds from budget enterprises) - If no own contribution is foreseen, 0 will be filled in the field;

• Co-financing by the beneficiary / partners (non-budgetary funds) - If no own contribution is foreseen, 0 will be filled in the box.

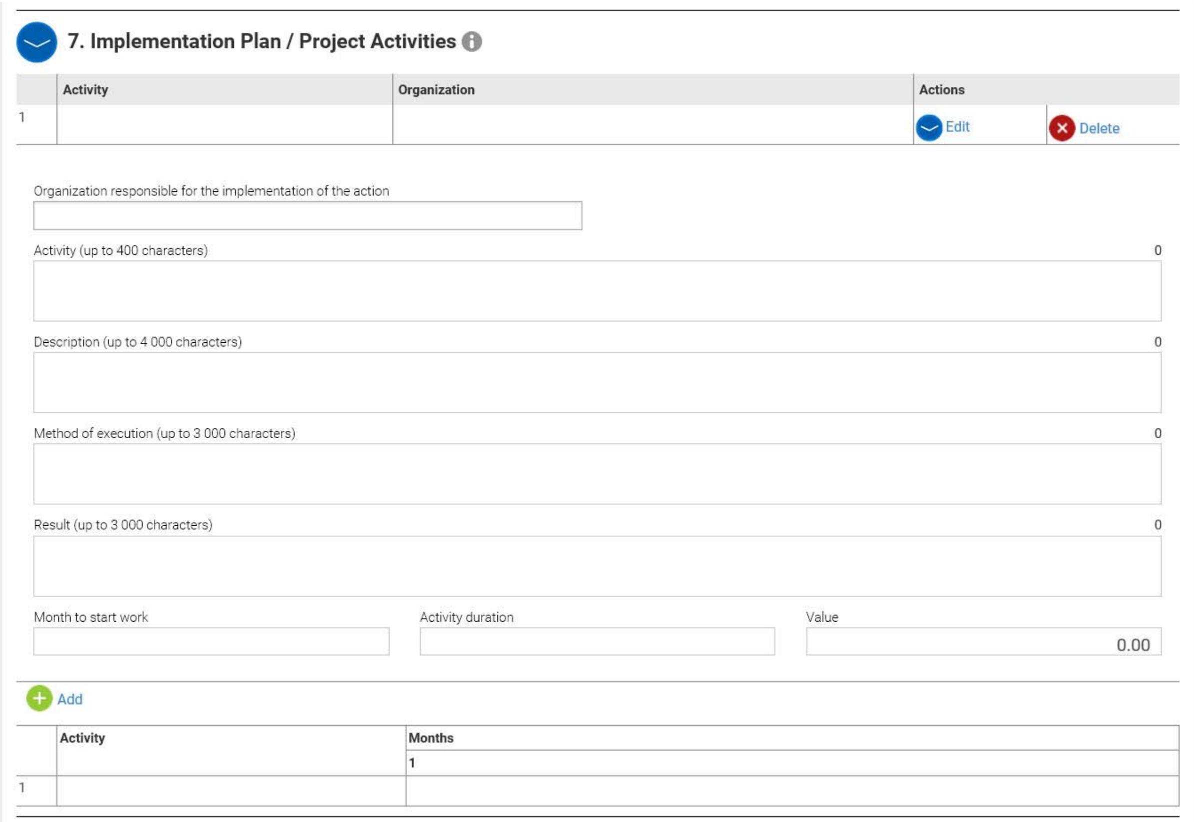
The remaining fields in section 6. Financial information - sources of funding (in lev) are not to be filled in!

7. Implementation Plan / Project Activities

To add a project activity, click the "Add" button.



In the field "Organization responsible for the implementation of the action", the candidate is automatically displayed as the responsible person for the implementation of the activity. In the case that the project is a partner, select the candidate or partner from the drop down menu, depending on who will be responsible for the implementation of the activity.



Project activities should be the key processes needed for the achievement of the project goals. The project management activities arising directly from project contract should be described as a separate project activity in the application form. You should keep in mind that conducting a procedure for selecting a contractor, selecting a contractor, delivering the equipment purchased under the project, etc. should not be separate activities but should be part of the Method of execution in which the main projects activities are carried out.

For each activity, the following fields are required:

- Activity - this box indicates the name of the activity to be carried out under the project;
- Description - In this field, describe in detail what the relevant activity involves and how it contributes to the objectives of the project. Activities should be appropriate, practical and tailored to the outcomes and expected outputs.
- Method of execution - this field specifies how the activity is planned to be carried out, including its milestones, methods and means of implementation. The box

also indicates whether an external assignment is required for all or part of the activity. The description in this box gives information to the evaluation team as to whether the intended way of implementing the actions is appropriate and in accordance with the principle of sound financial management.

Important!!!

- Preparation of procurement documentation, conducting a contractor selection procedure, selecting a contractor, delivering the equipment purchased under the project, etc. represent stages of the implementation of certain activities and are described in the " Method of execution " field of the respective activity.
- Result - this field describes the expected performance of the activity. The results should be clearly defined, derive directly from the implementation of the activities and lead to the target values of the project indicator (s)..
- Month to start work - this field indicates in which month the project is envisaged to start. The description in this field gives the assessment team information on the logical consistency in the implementation of the activities and on how the implementation of the activities is distributed over time (ie there is no significant accumulation of activities in a separate period) and whether the Candidate has adequately taken into account the time required for public procurement under the PPA.
- Activity duration - this field indicates the number of months. The description in this field gives the assessment team information on whether the implementation period for each activity is realistic.

• The "Value" field - this field indicates the total cost needed to complete the specific activity.

Important!!!

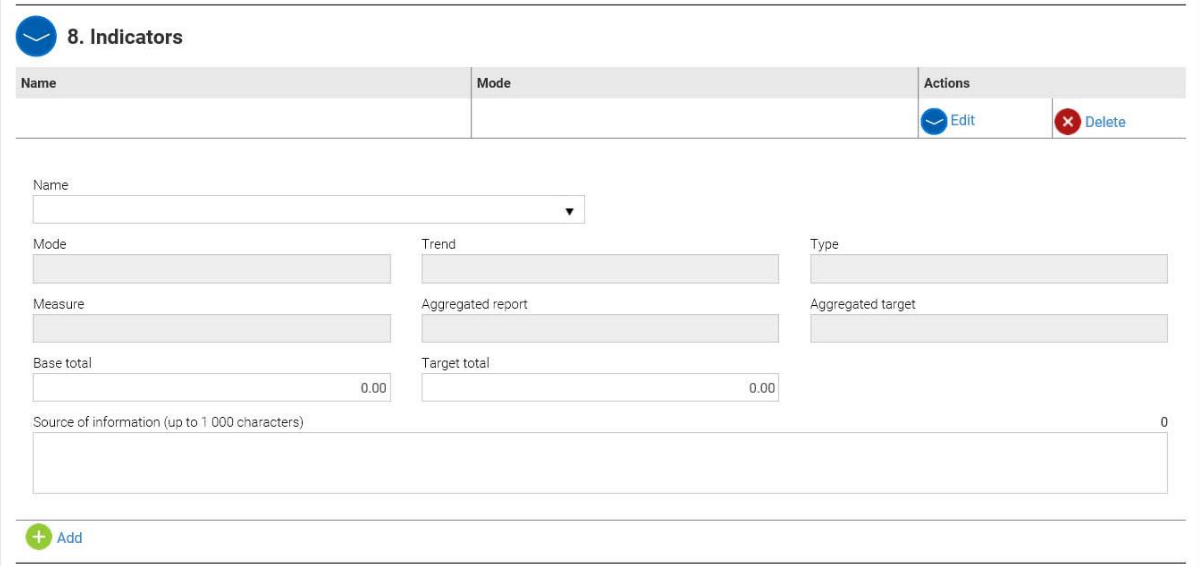
You should submit Annex A – a detailed budget justification to the Application Form, which contains a detailed description of the Activity Expenditure. The financial justification should demonstrate the consistency of the planned costs with the actual market prices, with the ratio of expected costs to planned outcomes being optimal. The amount of all the expenses necessary to carry out the activity concerned must correspond to the amount indicated in the "Value" field for the activity under item 7 "Implementation plan / Project activities" of the Application Form.

The total sum of the values of all activities described in the Implementation Plan should be equal to the difference between the total value of the project under item 5 of the Budget and the cost of expenditure under Section VI. Indirect costs.

To add further activities, repeat the steps again.

8. Indicators

When you click the "Indicators" button, then the "Add" button displays the following window:



From the drop-down menu of the Name field, you should select the indicators applicable to your project from the list of predefined by the Program Operator in the Invitation.

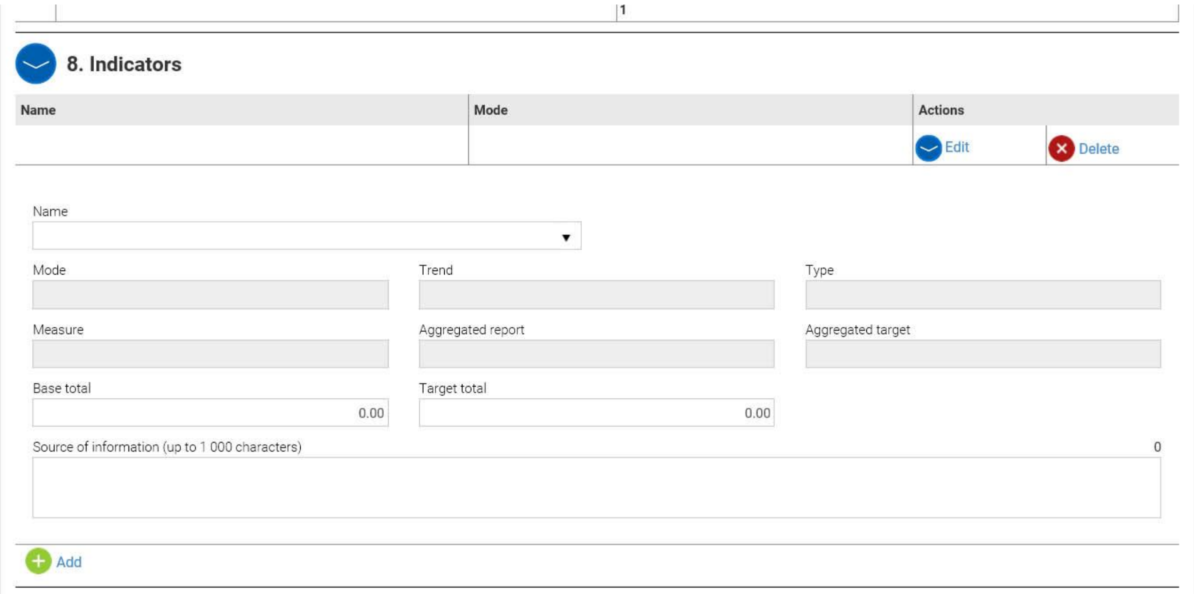
The project proposal cannot be submitted without the selection of all indicators.

The data you need to complete for each of the selected indicators is:

1. Base total - each indicator should be determined at the time of submitting the application.

2. Target total - You should set the value that will be achieved.

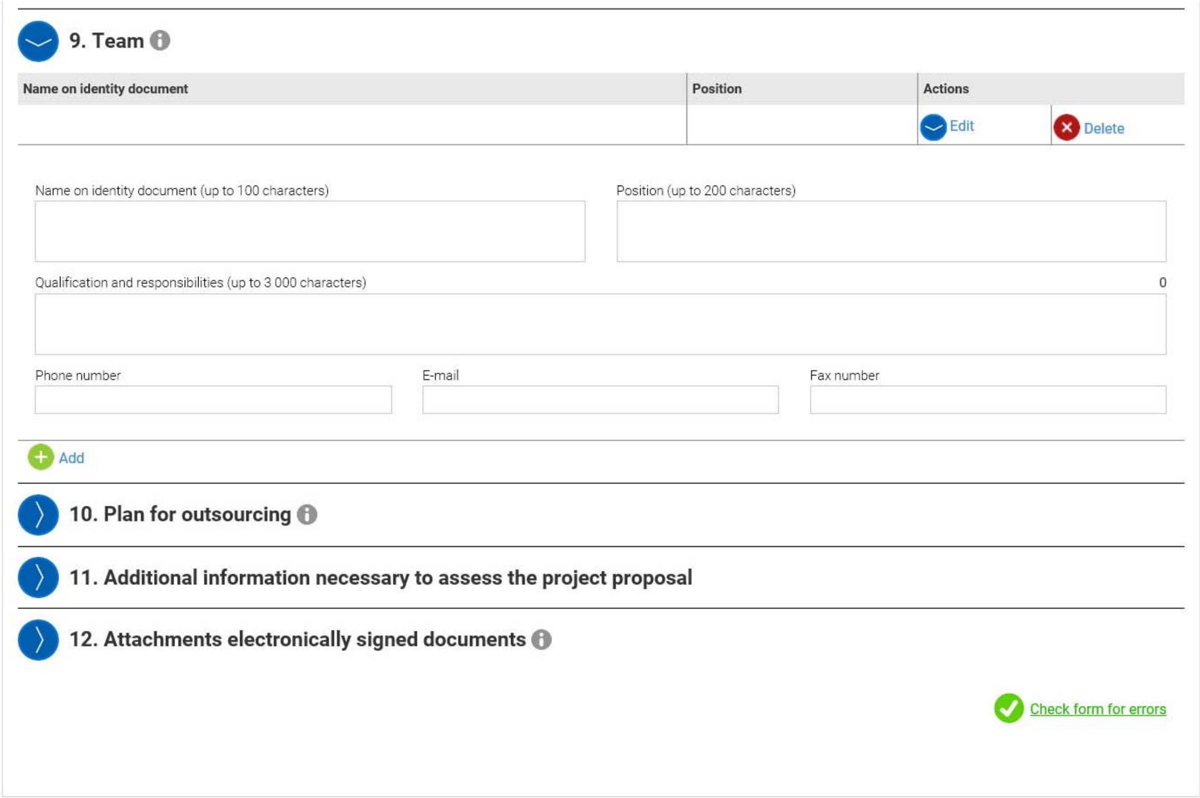
3. Source of information - You should specify the source of information on the basis of which the verification of achievement of the indicators, such as technical reports and documents proving the achievement of the relevant indicator value, will be carried out.



To add further indicators, repeat the steps again.

9. Team

By clicking on the "Team" button, then the "Add" button displays the following window:



With the "Add" button, one or more members of the Management and Implementation Team can be added depending on the specificity of each project.

The window describes the qualifications and responsibilities of the project manager and other team members (coordinators, accountants, etc.), if applicable, respectively in the "Project position" and "Qualifications and responsibilities" fields that are required.

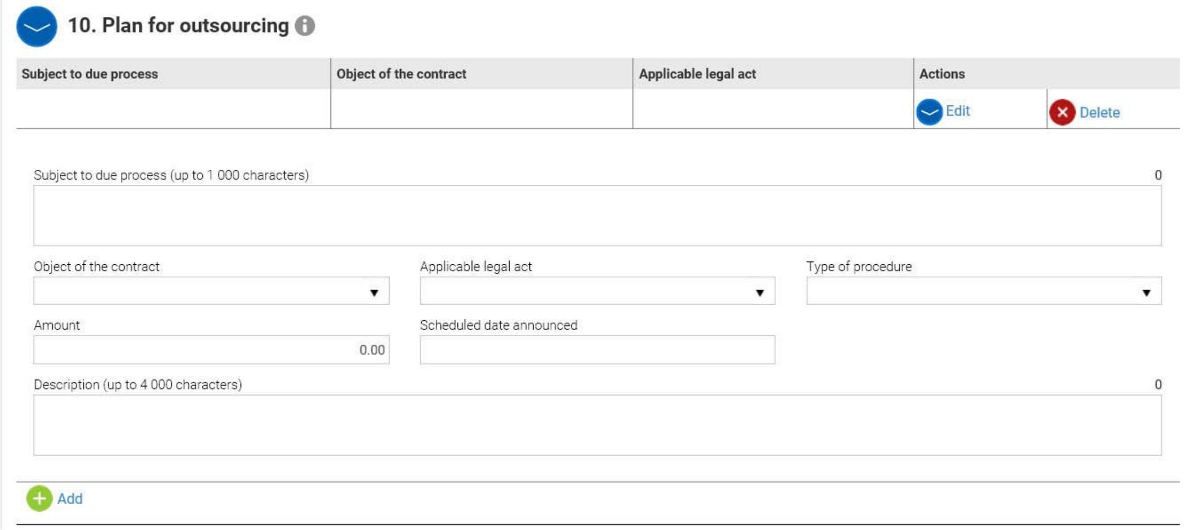
Completing the "Name by Identity Card", "Phone Number", "E-mail" and "Fax Number" fields is optional if the specific team members are not yet assigned.

10. Plan for outsourcing

Using the "Add" button, you can add procedures to the Plan for outsourcing. You should describe all the procedures that will be required to implement the project.

In the outsourcing plan, the candidate should indicate all the procedures envisaged to be held.

In the "Description" field, provide information about the nature and quantity of the deliveries, respectively the nature and volume of services or construction. In this field the candidate should also specify in the execution of which activity of the project proposal the procurement is envisaged, as well as the planned month and year of conclusion of the contract.


10. Plan for outsourcing

Subject to due process	Object of the contract	Applicable legal act	Actions	
			Edit	Delete

Subject to due process (up to 1 000 characters) 0

Object of the contract

Applicable legal act

Type of procedure

Amount 0.00

Scheduled date announced

Description (up to 4 000 characters) 0

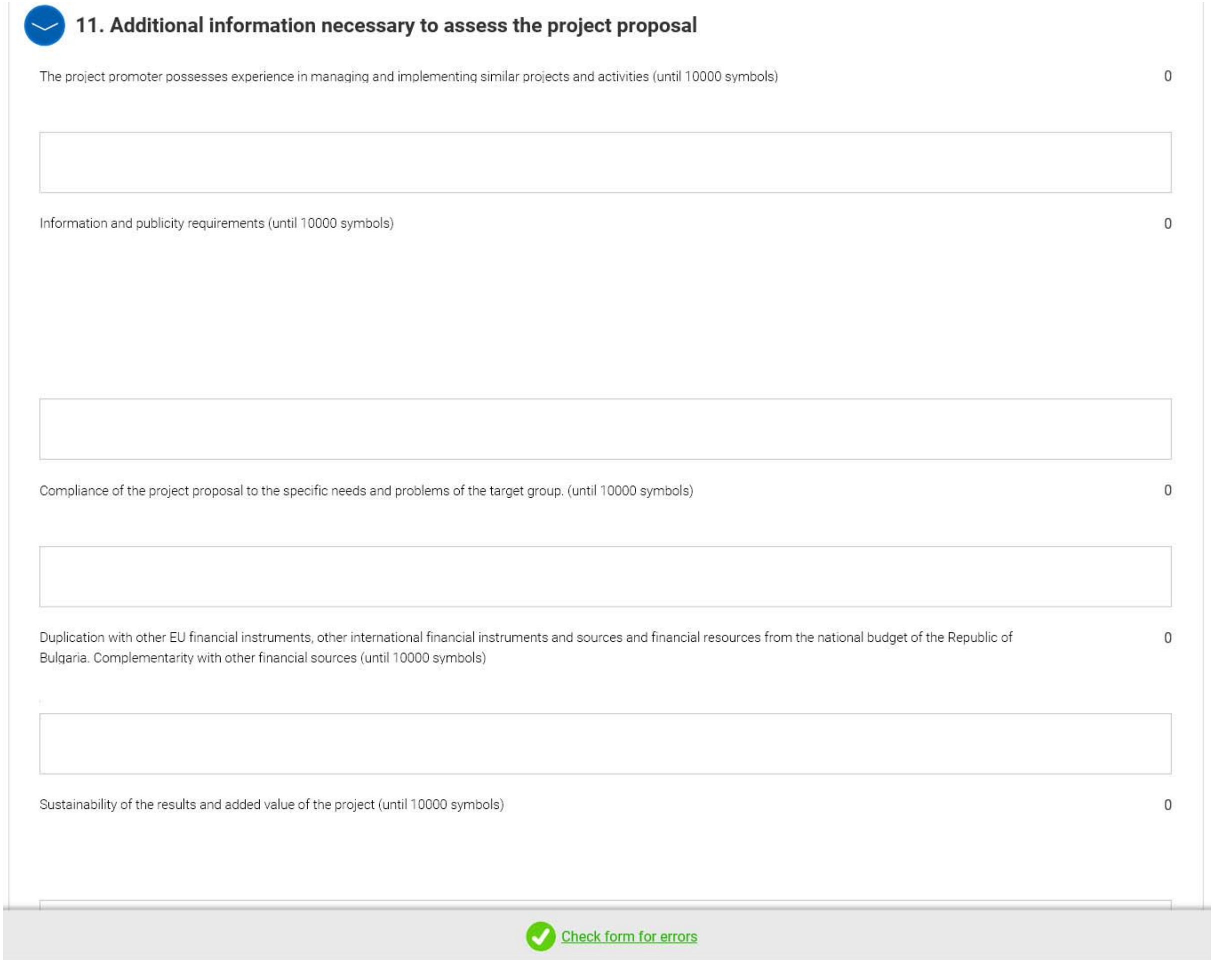
Add

Important !!!

In the "Description" field, you should describe for each contract you envisage to announce in the implementation of the project activities which activities and budget lines it is in compliance with.

11. Additional information necessary to assess the project proposal

The information in these fields must be filled in.
Each section of this section describes what you need to fill in and the maximum length of the text.
Important!!!
All fields in the Application Form are text and cannot bring tables, photos, screenshots, graphics, and more.



11. Additional information necessary to assess the project proposal

The project promoter possesses experience in managing and implementing similar projects and activities (until 10000 symbols) 0

Information and publicity requirements (until 10000 symbols) 0

Compliance of the project proposal to the specific needs and problems of the target group. (until 10000 symbols) 0

Duplication with other EU financial instruments, other international financial instruments and sources and financial resources from the national budget of the Republic of Bulgaria. Complementarity with other financial sources (until 10000 symbols) 0

Sustainability of the results and added value of the project (until 10000 symbols) 0

Check form for errors

12. Attachments electronically signed documents

In this section, you should attach the documents as required by the Invitation, some of which should be signed with an electronic signature. The requirement for an electronic signature of each individual document is automatically visualized by the system in column 4 "Signature".

With the "Add" button in the drop-down menu, you select all the documents that apply to the project proposal. For example, if the project does not envisage partners, a "Partnership Declaration" shall not be applicable to the project proposal.

Once you have completed all the fields on the Application Form, you can check for errors by using the "Check form for error" button that appears in the lower middle of the screen.

The system will check the form and visualize the errors made when filling in the form.

You have to go back to all the fields on the form in which the system has identified an error and removed it. Each field with errors and the corresponding section of the form is coloured in a "red frame".

Please note that if you do not clear the errors, the system will not allow you to submit your project proposal!
In addition to the identified mistakes, the system also displays warnings in case you have not complied with the limitations set in the Invitation (eg, the percentages of the individual

sections of the Budget). If you do not comply with the warnings, the system will allow submission of your project proposal, but this will affect the project evaluation.

Once you have verified the error form, you must attach all the annexes to the form.

Some of the annexes are elaborated by the Programme operator and the templates are part of the Invitation for project proposals and are published in the system:

TO SUBMIT YOUR PROJECT PROPOSAL, FOLLOW THE STEPS DESCRIBED IN T. 5.4 BY THE "E-APPLICATION" MODULE USER'S GUIDE.