



## Straits Committee - Small Project Initiative New guidelines for applicants (Version 1.4 – July 2024)

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## 1 About the Straits Committee

### 1.1 What is the Straits Committee?

The Straits Committee brings together Belgian, British, Dutch and French local authorities bordering the Dover Straits and the Channel-North Sea area to pursue good neighbourly relations and create opportunities for mutual benefit for businesses, residents, local stakeholders and communities in the Straits area.

The member authorities of the Straits Committee are:

- UK: Kent County Council.
- The Netherlands: The Provinces of Zeeland and Zuid-Holland (South Holland)
- Belgium: The Provinces of West-Vlaanderen (West Flanders) and Oost-Vlaanderen (East Flanders.)
- France: The Departments of Nord and of Pas-de-Calais.





Each member authority has a designated elected official to represent their authority on the Straits « Executive Committee », which meets up to four times a year.

## 1.2 What are the Straits Committee's priorities for co-operation?

The member authorities have agreed to focus initially on economic development and fluidity of trade; climate change and clean growth; and young people. However, any member authority, and any other stakeholders, can approach the Committee at any time with any issue where they believe the Committee can add value and the Committee will see what it can do to help.

In 2021, the Committee adopted a 10-year vision and strategy to guide their joint working. The Committee's 2030 vision for the area is:

- To be recognised as the place where the UK and continental Europe meet and thrive.
- To have learned from the Covid-19 crisis, working together when future disruptions occur.
- To see vibrant cross-border clusters emerge, nurturing new industries and growth sectors.
- To be delivering on CO2 emission reduction commitments and putting the area on the path to net-zero across all sectors.
- To be an area where the views of young people are seen as pivotal to making the Straits a better place to live and grow up in.

## 1.3 What is the Straits Committee Small Project Initiative?

The Straits Committee has created the Small Project Initiative to boost to local-to-local cross-Channel cooperation. The Small Project Initiative supports organisations in the Straits Committee area to work together in any field where a tangible benefit can be shown. Member authorities each set a budget at the start of their financial year to support organisations in their area. Projects must have at least two partners from two different Straits' areas. There is a single application and assessment process. Assessed applications are presented to members of the Straits Committee for decision at their Executive Committee meetings or by written procedure. Decisions are taken by consensus. Beneficiaries receive funding from the authority where they are located and follow that authority's rules and administrative processes.

## 2 How to develop your project idea and apply for funding

### 2.1 Who can apply?

To be eligible, projects must be submitted by at least two eligible organisations from two different countries within the Straits Committee area. Apart from projects involving a partner in the United Kingdom, however, the Straits Committee expects applications to involve organisations from at least three different Straits' member areas.



An eligible organisation is any organisation or group that is “legally constituted” and which is located in the Straits Committee Area. You cannot apply if you are a private individual or if the grant will only benefit an individual.

An organisation or body based elsewhere in the countries covered by the Straits Committee (France, the UK, Belgium, the Netherlands) may, however, be eligible to apply for funding if the activities in the project are delivered in a Straits member territory or if the beneficiaries for the project are located in the territory covered by the Straits Committee.

Applications may also include partners from inside or outside the Straits Committee area that take part at their own expense. They should be listed in the application as a partner. The application form should explain how their participation is of added value both to the project and to the Straits Committee’s objectives and strategy.

Applicants cannot apply for funding for completed projects. However, ongoing projects may be eligible if you can demonstrate the added value a Straits Committee grant will provide to your project and to the Straits Committee.

## **2.2 What sort of projects will the programme support?**

In general, the programme welcomes applications on any type of cross-border project where a tangible benefit from working together can be demonstrated.

We are particularly interested in fresh and innovative ideas for projects that can help implement the priorities of the Straits Committee’s vision and strategy.

To find out more about our vision for the Straits area, please refer to the Straits Committee’s vision and strategy.

## **2.3 How long can a project last?**

Projects can last up to 2 years. Your application must clearly state the start and end dates for your project.

## **2.4 How much money is available?**

Each member authority sets its own annual budget which it can allocate to various projects. For details on the funding available in any year, please contact the Straits contact points for your area.

## **2.5 Grant sizes, specific grant conditions and rules on expenditure eligibility**

Each member authority sets the maximum grant size in its area, its own rules for concluding the award of these grants, and rules on eligibility of expenditure for organisations in their areas. Please see sections 3.3 and 5 for more details on the specific rules of each funding authority.

Member authorities may award support at 100% of the grant requested. Co-funding from sources other than the Straits Committee funding authorities (i.e., Private foundations, other public funding) is therefore not required. If, however, the delivery of your project depends on



co-funding from other sources, your grant will be conditional on providing evidence that that funding has been secured.

Pre-financing can be considered by some authorities if requested in the application. Please see section 5 for the authorities offering pre-financing. If you receive pre-financing and then decide not to proceed with your project, this pre-financing must be refunded immediately.

All grants are one-off funding. There is no ongoing support implied or provided through awarding any organisation a grant.

The payment of the grant at the end of your project (or payment of the balance where pre-financing has already been paid) is directly linked to the submission of evidence showing that the actions and outputs described in the project application have been achieved.

Any items purchased or gained through the Straits Committee Small Project Initiative Scheme must remain within the organisation stated and for the purpose stated, for a minimum of two years. If these items are not being used, or if they are transferred to another party without the prior consent from your Authority, the items themselves or the value of the grant may be reclaimed by the Authority.

## 2.6 How to apply

Applicants must complete a single application form together. This includes a joint budget, showing clearly how much funding is requested by each partner and from which Straits Committee funding authority this will come from. Detailed information on how to complete the application and budget forms is in the annexes of this document.

The application should be written in the official language of each local authority you are applying to. For example, if funding is requested from Kent, Pas-de-Calais and Oost-Vlaanderen authorities, you should provide versions in English, French and Dutch. It is not necessary to provide certified translations.

Please send your completed application forms in a single email that is copied to all Straits authorities you are applying to. You will find the address in the annexes.

## 2.7 Support available for applicants.

Each Straits member authority has designated officers to act as contact points for the Small Project Initiative. They can advise you on how to build your project and complete an application. They can also help you if you need support to find cross-border partners.

You will find the list of contact points at the end of this document.

Potential applicants are encouraged to discuss their ideas with the contact points and submit a **project idea form** before applying. This form allows you to briefly explain your project idea,



when you would like to deliver your project, which organisations / areas you would like to work with, and if you need help finding partners.

After receiving your project idea form, the contact points will select a **lead officer** to support you to build your project idea. If you have requested help finding partners, the lead officer will ask the Straits contact points to provide recommendations for organisations you may contact. The lead officer will aim to provide a list of organisations within two weeks for you to contact.

### 3 How we will assess your project

#### 3.1 What are the assessment criteria?

The Straits Executive Committee will assess your project based on how well it matches the following criteria:

- **Fit with the Straits Committee's objectives, vision and strategy:** Your project must contribute to meeting the Straits Committee's objectives, vision and strategy, including promoting and strengthening good-neighbourly relations.
- **Objectives and outputs:** Your project must have clear objectives and outputs. Please see section 6.3 for more details on what we are looking for.
- **Partnership relevance, skills and resources:** The partnership should be relevant for the project and have the skills, abilities and resources to carry out the project.
- **Communication:** How will you publicise and raise awareness of your project to a wider audience, including the acknowledgement of support from the Straits Committee?
- **Budget and value for money:** Your project budget should be realistic for the activities you intend to carry out and your funding request to the Straits Committee should offer value for money. If your project depends on receiving funding from other sources, you should provide evidence that that funding has been secured.
- **Cross-border relevance:** Your application should show that all partners will be involved in the implementation of the project and you should explain how and why working in a cross-border partnership is beneficial for your organisation, the project, the areas involved, the local population, and / or the target audience.

#### 3.2 How does the assessment process work?

The contact points of the authorities concerned will check the eligibility of your project and if there are sufficient funds available to consider supporting it. We will let you know if your project has been assessed as eligible and if sufficient funds are available.

If your project is eligible, the contact points will carry out a technical appraisal. During this process, the contact points may ask for any relevant additional information to be able to complete the technical appraisal and give you a deadline for revising your application.



Once the technical appraisal of your project is complete, it will be presented to the Straits Committee for a decision either during a Straits Executive Committee meeting or by written procedure.

### **3.3 What happens if your project is approved?**

We will inform you by e-mail once the Straits Committee has taken its decision to support your project. If the Committee has set any conditions to their offer of financial support, these will be included in the email notification of decision.

As each funding authority has its separate processes to formalize the approval of the grant and the mutual obligations between the funding authority and the applicant, the funding authorities will contact each project partner individually regarding the next steps to complete the grant award process. Please refer to section 5 for the process in each authority.

Project approval is only official once all necessary confirmations have been obtained. To be able to confirm the award of funding to your project:

- Most Straits member authorities require a formal decision to be taken by the executive body of their authority or by whole council.
- Some Straits authorities require you to sign a contract or a grant agreement.
- Some Straits authorities require both above steps.

Projects that start activity and thus incur costs before the official confirmation of approval of the award of funding by all funding authorities do so at their own risk.

### **3.4 What happens if your project is not approved?**

We will inform you by e-mail once the Straits Committee has taken its decision.

## **4 Implementing your project**

### **4.1 How we monitor your project**

Your funding authority will monitor the use of the grant awarded to you. Your Straits Committee grant must be used for the project described in your application. It cannot be used for any other purpose or project.

For the duration of your project, you will be assigned a lead officer to assist you with queries on the progress of your project. This will be your main point of contact for monitoring progress, questions or any issues that may impact the project etc.

### **4.2 Communicating about your project and acknowledging support received from the Straits Committee**

It is a requirement of the Straits Committee Small Project Initiative that grant beneficiaries give recognition in any publicity to your funding authority and the Straits Committee (logos of local authorities and Straits Committee).



In external communication and material produced for external use, the logos of the Straits Committee and the member authorities co-funding the project should appear together with the text, “The [insert project name] project is supported by the Straits Committee, co funded by [insert names of the co-funding authorities]”

For example:

“The Bridging the North Sea project is supported by the Straits Committee, co-funded by Provincie-Oost-Vlaanderen, Provincie West-Vlaanderen, Département du Nord, Département du Pas-de-Calais, Provincie Zeeland, Provincie Zuid-Holland, and Kent County Council.”



During your project, you must undertake at least one publicity activity for your project. You will liaise with your lead officer to ensure the correct use of logos, branding and messaging is achieved.

### 4.3 Collecting evidence of achievement

To avoid time-consuming research at the end of your project, we advise you, while you are implementing your project, to make sure you generate and keep all necessary evidence that can show you delivered the actions foreseen in your application form.

This should include financial evidence (e.g. time sheets & payroll screenshots; invoices and proof of payment) if required by your funding authority.

### 4.4 Changes to your project

Any variations to your project e.g. actions, timescales, delivery of outputs, suppliers etc. need to be agreed with your funding authority in writing. Variations to your project must not occur until you have received written confirmation from your funding authority.

Any request to extend the agreed life of the project must be justified and submitted to your funding authority at least three months from the original end date of your project.

### 4.5 Final report

You and your project partners must jointly submit a short final project report at the end of your project. This must be written in the language of each funding authority and submitted in a single email to all funding authorities within 10 weeks from the end date of your project.

This report will describe the activities carried out, the outputs delivered, how you communicated on your project, any changes that were made, and any longer lasting outcomes from the activity undertaken.



The report should be accompanied by the material evidence you have collected showing that the anticipated activities and outputs listed in your application have been delivered.

Some funding authorities require evidence of expenditure. Please see section 5 for more information.

The project partners should send their draft completed report to the Straits Committee's Lead Officer who will confirm if the content and supporting evidence meets requirements as set out in this guideline or if any further information is required.

Each project partner should then send to their funding authority a signed copy of the completed final report. It should be signed by the head of their organisation or a person with delegated authority to sign. Reception of the approved signed final report starts the project closure and payment of grant process.

#### **4.6 Project closure and payment of final grant**

Each member authority has its own processes for project closure and final payment of your grant. Please see section 5 and speak to your funding authority's contact points for more details on their closure procedures.

Funding authorities only begin the individual project closure process and payment of your final grant after your final project report has been approved.

#### **4.7 Document retention.**

Please see section 5 and speak to your funding authority's contact points for more details on document retention requirements.



## 5 Specific rules for each funding authority.

### 5.1 Rules for the Department of Pas-de-Calais and Department of Nord

#### **Economic Projects: Respect for the division of powers laid down by law (Loi NOTRe)**

Since Law No. 2015-991 of 7 August 2015 on the New Territorial Organization of the Republic (Loi NOTRe) which redefines the allocation of powers of local authorities, the Departments of Nord and Pas-de-Calais can no longer intervene in economic development. They are no longer able to define an aid scheme or the conditions for its implementation. The region alone is responsible for defining and granting aid for the creation or extension of economic activity. Articles 2 and 3 of the Loi NOTRe thus make the region the central player in the economic development of its territory.

Regarding territorial solidarity, the Departments of Nord and Pas-de-Calais still have a strong capacity for intervention. They may grant investment aid to municipalities or intercommunalities for a project in favour of market services and rural development (Article 94 of the Loi NOTRe).

Finally, four cumulative conditions must be met:

- Private initiative must be failing.
- The project must correspond to an investment operation.
- The company concerned is a company providing market services necessary for the needs of the population in rural areas.
- The aid must not appear as aid to the company. Otherwise, it would be invalid.

#### **Exclusions for Churches or Faith groups (1905 Law):**

Cultural and religion associations registered in France under 1905 Law cannot apply for public grants, as stated by French Law.

#### **Political parties or trade unions:**

Political parties or trade unions are not eligible to apply. Political activities cannot be funded.

#### **Specific rules for business and companies:**

Businesses and companies which are proposing activities which could lead to commercial gain cannot apply for a grant.

#### **Specific rules for Schools or Academies (Pas-de-Calais only):**

Please note that only State schools or academies can apply for a grant from Pas-de-Calais. This restriction does not apply to Nord.

**Contract:**

The financial support from Conseil Départemental du Pas-de-Calais or Conseil Départemental du Nord, and their mutual obligations with the applicant will be formalised with a contract (« convention »), signed by the two parties.

**Budget:**

The budget form must clearly indicate other funding sources used for the project, whether they are requested or already acquired.

**Other:**

Under certain conditions, we accept the purchase of items which will be sold to raise funds. Please contact your project officer for more information.



## 5.2 Specific rules for applicants to Kent County Council.

### How much can you apply for?

In the UK financial year 2024-2025, KCC encourages bids up to a grant value of £6,000. For subsequent financial years, we will advertise grant rates on [www.kent.gov.uk](http://www.kent.gov.uk).

### Who can apply?

The following may not apply to Kent County Council:

- Party political groups or political activities. This includes any Parish Council (or group of), District Councils, or the Kent County Council where any grant would challenge or oppose the democratic functions of that Local Government. Or where such grants would be deemed to risk the reputational standing of Kent County Council.
- Church or faith groups who are using the grant to promote religious activity.
- Schools and academies cannot apply for funds towards capital building costs, statutory teaching materials, or curriculum delivery.
- Voluntary and community organisations who have a turnover of over £100K if seeking replacement funding for a project previously funded by KCC.
- Projects seeking to replace any other funding currently received from KCC, or received from KCC in the past, including through a service level agreement.
- Projects that are not consistent with the objectives of the Straits Committee, its vision and strategy, or with Kent County Council's strategy, "[Framing Kent's Future](#)".

### Subsidy control

The appraisal process will check if the support meets the definition of a subsidy in the UK [Subsidy Control Act](#). (Please see UK government [subsidy control guidance](#) for more details.)

Where support meets all four criteria set out in the Act for being a subsidy, we will require the applicant to sign a declaration that the funding will not bring them over the thresholds stipulated for "Minimal Financial Assistance" by the UK Subsidy Act 2022.

### What cannot be funded?

- Any costs incurred in putting together your application.
- Day to day running costs – e.g. utility bills, rent.
- Contingency costs.
- Fundraising activities for your organisations or for others
- items that mainly benefit a small number of individuals e.g. training/trips.



- Loans.
- Membership or registration costs.
- Political or religious activities.
- Activities which would risk the reputational standing of Kent County Council.
- Purchase of alcohol
- VAT that you can recover.
- Used vehicles or the maintenance of used vehicles.
- Per diem rates
- Expenses that are not project related or cannot be proved to relate to project delivery.
- Expenses that are not supported by itemised receipts submitted with the claim.
- Expenses not identified in your project budget, except where a request for change has been submitted and approved prior to incurring the expenditure.

#### **Eligible expenditure: principles to follow.**

Always choose the best value option that meets your project requirements appropriately.

For travel to other Straits Committee areas, claims should respect the following principles:

- **Travel expenses:** Make use of public transport wherever possible, search for the cheapest price available and book standard travel seats unless there is justification for alternative arrangements, e.g., a reasonable adjustment for a disabled employee.
- **Accommodation:** if your trip requires an overnight stay, choose the most cost-effective option. 3-star accommodation or its financial equivalent in the Straits Committee area visited would be considered as reasonable.
- **Subsistence costs:**
  - Meals (including non-alcoholic drinks with a meal) may only be claimed if they are not included in your accommodation or event you are attending. KCC reserve the right to cap costs at KCC allowance rates.
  - Other non-alcoholic drinks may only be reimbursed up to the HMRC guidance rates for employees travelling outside the UK.

#### **Grant agreement**

If your project is approved, you will be sent a grant agreement that sets out the terms and conditions of the grant, what you will need to do to help us monitor the progress of your project. You must complete and return a copy of your grant agreement. By completing the grant agreement, you are agreeing to abide by the terms and conditions and the monitoring requirements. These include safeguarding policies where you work with children and or vulnerable adults and equality and diversity. For advice:



- [www.gov.uk/government/publications/ofsted-safeguarding-policy](http://www.gov.uk/government/publications/ofsted-safeguarding-policy)
- <https://www.kent.gov.uk/about-the-council/strategies-and-policies/corporate-policies>

### Payment of the grant

KCC aims to pay your grant in a single block sum no more than 28 days after acceptance of your final project report and supporting financial evidence. Your grant will be paid directly to your organisation's bank account by BACS transfer only.

if KCC has agreed to pay a percentage of your grant as pre-financing, we will pay this after receiving your signed Grant Agreement and after confirmation from other Straits Committee authorities that all partners in your project have concluded the administrative processes for approval of their funding award. This prefinancing will not exceed 50% of the value of the grant.

### Evidence of expenditure

You must provide financial evidence to support a claim for payment. (e.g. copies of bank statements, VAT invoices, receipts, exchange rates applied, etc.). For example:

- **Staff time:** you must accurately record who worked on the project; the date and number of hours worked per day on the project; the hourly rate; and a brief description of the work completed. You should also provide payroll evidence to support the calculation of the hourly rate and be able to show that staff have been paid for the time worked on the project.
- **Expenditure by credit / debit card in Euros:** in addition to any invoices / receipts, you should provide a copy of a bank statement (with personal information blanked out) that shows the exchange rate used by the card issuer to convert to sterling.
- **Expenditure in Euros in cash:** if you have purchased currency, the receipt for the currency purchase, which shows the exchange rate, should be provided as evidence alongside any invoices / receipts for the item claimed. If this is not available, you should use the monthly exchange rate on the [Europa](#) website.

If you are unable to attach this evidence to your final report, you must submit this within 28 days of submitting the final report.

Carefully choosing the costs you seek funding for will reduce the administration burden.

### Document retention.

You must keep records, monitoring information, invoices, bills and receipts which show how the Grant was used for a period of 6 years after the end of the project.



### 5.3 Specific rules for the Province of Oost-Vlaanderen

Please consult the Straits contact points at the Province of East Flanders for details on their funding arrangements and specific rules.



#### **5.4 Specific rules for the Province of West-Vlaanderen**

The Province of West Flanders will give priority to projects that are not eligible for funding through other grant schemes.

Please consult the Straits contact points at the Province of West Flanders for more details on their funding arrangements and specific rules.



## 5.5 Specific rules for the Province of Zeeland.

### Grant decision process

For Zeeland, the assessment of your project proceeds in two steps. The first step is the assessment concerning the content of your project by the Straits Committee. This is followed by the legal and financial assessment by the Province of Zeeland.

On the assessment of your project in the Straits Committee Executive meeting, you will be informed by your regional contact point by email. Next your application will be assessed by the council of the Province of Zeeland. If your project is approved, you will receive the decision including the agreements on results and justifying evidence.

### Digital general grant application form

To apply for a grant to the Province of Zeeland, you must complete and submit digitally the general grant application form. You can only submit the grant application digitally via the website of the Province of Zeeland. This requires logging in with reliability level 3 (eH3). You can find instructions on eRecognition on the website of the Province of Zeeland.

When completing the general grant digital application form, the joint Straits project application form can serve as the requested project plan. So you can refer to the Straits Committee Application Form in the general application grant form, please include this as an annex with your application.

### Budget

You may also refer to the joint Straits Budget Form for the budget of the grant application.

In the balanced budget, clearly indicate whether and what other sources of funding will be used for the project, both requested or already obtained funding.

### Lead partner

If several parties from Zeeland participate in your project, one of these parties will act officially as Lead partner for the joint partners from Zeeland. This does not apply to partners in the project from regions other than Zeeland.

### Time of decision

The Provincial council decides on your application for funding within eight weeks after receiving the complete application via the website. Prior to this decision, you can start your project at your own risk.



## **Pre financing of the grant**

For grants awarded up to 10,000 euros, the Province of Zeeland will pre-finance 100% of the grant. Assessments are done on a random basis. You will either receive a request to provide the achieved evidence or a notification that the grant will be determined ex officio.

For grants above 10,000 euros (up to 50,000 euros), the Province of Zeeland pre-finances up to a maximum of 75% of the grant amount. In this case, each grant is assessed afterwards. For this assessment we ask you to submit an application for assessment containing the evidence showing that the actions and outputs described in the project application have been achieved.

For all projects that receive grants, a short final report is requested separately by the Straits Committee and completed jointly by all partners (see pp. 9-10).

## **Declaration of de minimis aid**

Part of the grant application is the completion of the de-minimis declaration for preventing inadmissible state aid according to the European Union.

## **Publishing requirements for the Province of Zeeland logo**

In external communications and materials produced for external use, the Province of Zeeland requires including its logo. On the website of the Province of Zeeland you can find more information on the use of the logo such as the type of logo and use of colour (house style guide Provincie Zeeland).

If you do not (or not fully) comply with the correct use of the logos, the amount of the grant for your project can be reduced. We recommend that you contact your regional contact point if you have questions on this.



## 5.6 Specific rules for the Province of Zuid-Holland

Before applying for funding under the Straits Committee with the province of Zuid-Holland, it is advised that you contact the Straits Committee officer to support you during the application process.

### Contract

For partners applying for project funding under the Straits Committee with the province of Zuid-Holland, the province of Zuid-Holland and the applicant will agree on the contract form. This does not necessarily mean a Grant Funding Agreement. The form can differentiate per partner per project, meeting the needs of the project.

The financial support from the province of Zuid-Holland, and the mutual obligations between the applicant and the Province will be formalized and signed by the two parties after the approval of the project by the Straits Committee. It is however strongly advised that you discuss the contract form with the Straits Committee officer of Zuid-Holland before submitting the application to ensure both parties are content with the arrangement beforehand.

### Reporting of progress and payment

Other than mentioned in section 4, the province of Zuid-Holland retains the possibility to diverge from the payment based on results and evidence. Within the formalization of the financial support, an agreement on the form of reporting, terms and conditions and justification of costs/activities will be signed by both parties.

### Budget

The budget must clearly indicate other funding sources used for the project, whether they are requested or already acquired.

In general, pre-financing requests will not be considered. If, however, a case arises where the province of Zuid-Holland deems such a request well justified, it will only be possible if agreed in advance of the submission of the project to the Straits Committee.

### Procedure after submitting your application.

The decision on your application taken during the Straits Executive Committee meeting will be communicated to you by means of an [official letter] [e-mail] from the responsible Straits officer of the province of Zuid-Holland.



## Annexes



## Annex 1: Addresses for sending your application.

Oost-Vlaanderen (Be):	<a href="mailto:europa@oost-vlaanderen.be">europa@oost-vlaanderen.be</a>
West-Vlaanderen (Be):	<a href="mailto:jessica.monteyne@west-vlaanderen.be">jessica.monteyne@west-vlaanderen.be</a>
Nord (Fr):	<a href="mailto:helene.dinh@lenord.fr">helene.dinh@lenord.fr</a>
Pas-de-Calais (Fr):	<a href="mailto:ovalle.cijanes.mary.sol@pasdecalais.fr">ovalle.cijanes.mary.sol@pasdecalais.fr</a> ; <a href="mailto:denoeu.marianne@pasdecalais.fr">denoeu.marianne@pasdecalais.fr</a>
Zeeland (NL):	<a href="mailto:lp.corbin-goudzwaard@zeeland.nl">lp.corbin-goudzwaard@zeeland.nl</a>
Zuid-Holland (NL):	<a href="mailto:sj.van.dijk@pzh.nl">sj.van.dijk@pzh.nl</a>
Kent (UK):	<a href="mailto:International.affairs@kent.gov.uk">International.affairs@kent.gov.uk</a>



## **Annex 2: How to complete the application forms and final report.**

### **1 The project application form.**

#### **Section 1- Your Project in summary Project Overview**

In a few words (max 20 lines) provide a clear, concise, and simple summary of the project. This should cover what the project aims to do (objectives), why you want to undertake it (rationale), the results you expect (outputs) and how you plan to achieve them (main activities). If your application is successful, this summary will also be used to communicate your project to third parties.

If your Straits project is not a standalone project but part of a bigger project, please provide more details about this in your overview. This should help us understand the design of your Straits project and which other organisations are involved in the bigger project.

#### **Section 2 - Applicant information**

**“Who will sign the grant for your organisation”:** if you are required to sign a “grant agreement” or “convention” with a Straits authority, you should enter here the name of the person who is authorised to sign the “grant agreement” or “convention” on behalf of your organisation.

If you are not required to sign an agreement or “convention” with your funding authority, please note here the name of the person who has the authority to agree to your organisation taking part in this project.

#### **Section 3 – your project in detail**

Please think very carefully about how you complete this section of your application form. The activities, outputs and evidence you enter in this section will be used at the end of your project to evaluate if your project has delivered the activities and outputs it promised. If you fail to deliver these, your grant may not be paid in full.

#### **Planned actions to reach the objective (s) – up to 5 actions.**

Please describe in detail the activities you will carry out to achieve your project objectives and when they will take place. You can organise these activities into a maximum of five separate headings called actions. An action can consist of a single activity or several activities grouped together. For example, if you plan to organise several beach clean-ups, you should list them as one action: “Organising beach clean-ups.”. Actions should result in outputs which are tangible measurable results, for example, an event (e.g. beach clean-up; visit programme); or written / visual material such as a document (brochure, report, study), film or website.

Please keep in mind that the payment of your grant at the end of your project will be based on if you have achieved the actions and outputs described in your application.

## Overview of expected outputs and evidence of delivery per action

Please list and quantify here the outputs you expect to achieve for each action. You should also indicate what evidence you will provide to show that the activity has taken place and the outputs delivered. There can be more than one expected output or piece of evidence of activity.

To get a clear picture of what is meant by tangible evidence, you will find examples below.

Actions	Outputs	Target values (number you will produce)	How to prove it? (Evidence of delivery)
Example 1: Realisation of cross-border tourism products.	Tourism guide (webpage)  Tourism guide (Printed copies)	1  100	Evidence could include: <ul style="list-style-type: none"> <li>- Copy of the guide</li> <li>- Photos of distribution of the guide</li> <li>- Number of visits to the webpage</li> <li>- Number of borrowed communication materials.</li> <li>- Individual feedback forms submitted by those participating/benefitting from the project</li> </ul>
Example 2: Set up a cross-border excursion (to discover heritage, to exchange on the protection of biodiversity...)	Exchange programme	1	Evidence could include: <ul style="list-style-type: none"> <li>- Photos of the excursions</li> <li>- Copy of the communication documents promoting the event</li> <li>- List of participants in each event</li> <li>- Social media activity.</li> <li>- Individual feedback forms submitted by those participating/benefitting from the project</li> </ul>
Example 3: Establish exchanges between schools.	Exchange visits	2	Evidence could include: <ul style="list-style-type: none"> <li>- Lists of participants</li> <li>- Film or other material realized.</li> <li>- Photos of the exchanges.</li> <li>- Individual feedback forms submitted by those participating/benefitting from the project</li> </ul>
Example 4: Organisations of cross-border meetings for young people to inform them about the existing mobility			Evidence could include: <ul style="list-style-type: none"> <li>- Example of the posters, invitation in the press</li> <li>- Photos of the meetings</li> <li>- Lists of speakers</li> <li>- Lists of registered participants.</li> </ul>

opportunities within the area.			- Individual feedback forms submitted by those participating/benefitting from the project
Example 5: Organisation of matchmaking events for SMEs, universities, and public organisations.			Evidence could include: - Lists of participants and speakers - Photos of the event - Invitations sent to the attendees. - Press release of the event. - Individual feedback forms submitted by those participating/benefitting from the project
Example 6: Organisation of a cross-border event (festival, market...) programme.			Evidence could include: - Promotional material - Photos of the organised activities - Individual feedback forms submitted by those participating/benefitting from the project
Example 7: Organisation of cross-border training activity.			Evidence could include: - Documents for the promotion of training - Certificate of attending the training for each participant - Course material. - Individual feedback forms submitted by those participating/benefitting from the project

## Milestones

Please list when you expect the key actions to take place. This will be used to help monitor progress of your project.

## Explain why cross-border co-operation is relevant for your project.

The Straits Committee is looking for tangible benefits from working together. Make sure you explain the benefits for this project of working with organisations in other countries of the Straits Committee.

Some of the ways a cross-border project may deliver tangible benefits could be :

- Helping deliver the aspirations set out in the Straits Committee's Vision and Strategy
- Creating new partnerships that could result in continued cooperation.
- Bringing people together in ways that build trust and better understanding.
- Offering a new opportunity or a better service to people in the area by creating something together or testing something jointly.



- Learning something from each other that can help improve what you do at home or provide new insights.
- Addressing a challenge faced jointly by developing a shared understanding of the problem or carrying out joint actions.
- Developing economies of scale by sharing the use of something or making something in our cross-border area more efficient

### **Your organisations' relevant expertise / experience**

You should briefly state the skills and experience you and your partners have to be able to carry out the project competently and successfully.

### **Explain how you will communicate your project to your target audience and how will you evidence the support received from the Straits Committee?**

At least one form of public communication activity relating to the project must be organised. We are interested in how you can try and reach a wider audience where possible. Think about local/regional TV, newspaper stories, social media etc.

Tell us also how you will acknowledge the support given by the Straits Committee, such as through your own internal and external communication channels.

## **2 How to fill in the budget form**

The budget form contains 3 sheets: costs, resources, and total budget.

### **Sheet 1: Costs (To be completed by all partners)**

To properly evaluate the grant application, a cost estimate must be drawn up per action, broken down per partner, and divided into the following categories:

- **Internal costs:** Internal costs are incurred by the partners within their own organisations. Examples of internal costs could be personnel costs, using in-house services (e.g. internal catering; service; printing services etc.)]
- **External costs:** External costs are for goods or services where you pay of third parties, i.e., those of non-project partners for which an invoice is received. Examples of external costs are hiring external expertise (such as the costs of a consultant, interpretation), costs for catering, costs for printing, purchase of material, travel and accommodation.

### **Sheet 2: Resources**

If your request to the Straits Committee does not cover 100% of your costs, this section tells us how you will match fund the project. Please provide a breakdown of your match funding that shows which organisations are contributing, and the value of each contribution. For each source of funding, please also confirm if it has been secured or requested.

Not all Straits authorities require you to complete this section. (Please see section 5 to know if your authority requires you to complete it.) However, if your project requires funding from



other sources as well as the Straits Committee, completing this section will help us better understand how your project has been constructed and what the Straits grant will contribute.

### Sheet 3: Total project budget

This sheet gives a general overview of your project's budget. It is completed automatically, using the information you entered in the previous two sheets.

If you indicated the resources for your project on the resources sheet, make sure that the two green cells (total resources and total costs) are equal.

### For further questions or help to complete the application & the budget form

Please contact the Lead Officer assigned to your project or the contact points from your funding authority. You will find the contact list at the end of this document.

## 3 How to complete the final report.

Project partners should fill in the project final report template jointly. The report should include:

- A detailed description of what has been achieved and how the project was developed, implemented, and brought to a successful conclusion. It will include activities and actions undertaken and outputs delivered. It should also include how the project has benefitted the wider area and any longer-term outcomes that will result from the project, and any future benefits it has generated for the partners involved and the region.
- You should provide evidence for all the activities/actions undertaken and the outputs delivered. This evidence should be the same identified in your application. Material evidence should be attached to the final report as an appendix.
- In addition, an explanation must be given on the communication activity undertaken to publicise your project. Press articles or other communication material (social media) related to your project should be attached as an appendix.

Where appropriate to complete a section, partners may also write separate contributions.

The report should be translated and submitted to each local authority involved, into each language of the project.

The project partners should send their draft completed report to the Straits Committee's Lead Officer who will confirm if the content and supporting evidence meets requirements as set out in this guideline or if any further information is required.

Each project partner should then send to their funding authority a signed copy of the completed final report. It should be signed by the head of their organisation or a person with delegated authority to sign. Reception of the approved signed final report starts the project closure and payment of grant process.

### Annex 3: List of Straits Committee contact points.

Member authority	Contact Person(s)	Telephone number	Email
Province of Zuid-Holland (The Netherlands)	Mr Stephan Van Dijk	+31 (0)6 31 92 31 08	<a href="mailto:sj.van.dijk@pzh.nl">sj.van.dijk@pzh.nl</a>
Province of Zeeland (The Netherlands)	Ms Leonie Corbin-Goudzwaard	+31 (0)6 25 72 66 86	<a href="mailto:lp.corbin-goudzwaard@zeeland.nl">lp.corbin-goudzwaard@zeeland.nl</a>
Province of Zeeland (The Netherlands)	Ms Wieteke Wolterbeek	+31 (0)6 21 12 48 91	<a href="mailto:w.wolterbeek@zeeland.nl">w.wolterbeek@zeeland.nl</a>
Province of Oost-Vlaanderen (Belgium)	Mr Julio Delva	+32 (0)9 267 87 22	<a href="mailto:julio.delva@oost-vlaanderen.be">julio.delva@oost-vlaanderen.be</a>
Province of Oost-Vlaanderen (Belgium)	Ms Tanja Vanhove	+32 (0)485 30 09 26	<a href="mailto:tanja.vanhove@oost-vlaanderen.be">tanja.vanhove@oost-vlaanderen.be</a>
Province of West-Vlaanderen (Belgium)	Ms Jessica Monteyne	+32 (0)497 05 18 06	<a href="mailto:jessica.monteyne@west-vlaanderen.be">jessica.monteyne@west-vlaanderen.be</a>
Province of West-Vlaanderen (Belgium)	Mr Andreas Schollier	+ 32 470 49 91 78	<a href="mailto:andreas.schollier@west-vlaanderen.be">andreas.schollier@west-vlaanderen.be</a>
Province of West-Vlaanderen (Belgium)	Ms Elien Declercq	+ 32 472 24 63 30	<a href="mailto:elien.declercq@west-vlaanderen.be">elien.declercq@west-vlaanderen.be</a>
Nord Département (France)	Ms Hélène Dinh	+33 (0)3 59 73 56 98	<a href="mailto:helene.dinh@lenord.fr">helene.dinh@lenord.fr</a>
Pas-de-Calais Département (France)	Ms Marianne Denoeu	+33 (0)3 21 21 91 73	<a href="mailto:denoeu.marianne@pasdecalais.fr">denoeu.marianne@pasdecalais.fr</a>



Pas-de-Calais Département (France)	Ms Mary Sol Ovalle	+33 (0)3 21 21 91 78	<a href="mailto:ovalle.cijanes.mary.sol@pasdecalais.fr">ovalle.cijanes.mary.sol@pasdecalais.fr</a>
Kent County Council (United Kingdom)	Ms Myriam Caron	+44 (0)3000 417042	<a href="mailto:myriam.caron@kent.gov.uk">myriam.caron@kent.gov.uk</a>
Kent County Council (United Kingdom)	Mr Dafydd Pugh	+44 (0)3000 417157	<a href="mailto:dafydd.pugh@kent.gov.uk">dafydd.pugh@kent.gov.uk</a>