

Projects Selection criteria

1 – How to submit an application

The main way to access programme financing is by participating in calls for projects which are regularly issued during the course of the programme. The dates for issuing and receiving applications and the format of each call for projects will be stated on the programme website and in the media. The call for projects takes place in two phases:

- A phase when calls are made for expressions of interest. At this early stage, initiatives that respond to the programme issues can be identified. This expression of interest will be made based on a simplified form, and projects will be selected by the programme selection committee;
- A phase when the JS and RPCs assist with the formalization of the application for the pre-projects. The final documents are examined by the JS.

In parallel, it is possible to submit full applications throughout the programming period. Applications received through this procedure are to be analyzed by the Joint Secretariat. Then, they are to be presented to the selection committee that will take a decision on the programming of the application.

In order to ensure clear articulation between these two application procedures, full applications received throughout the programming period will be analyzed by the Selection Committee together with full applications that have been preselected in the frame of a call for project, once their analysis by the JS completed.

2 – Who should be contacted

- The Joint Secretariat:

The JS of the INTERREG Caraïbes programme is a body that assists the Management Authority (region of Guadeloupe) and the Monitoring and Selection Committees to perform their functions by providing operational management of the programme.

Among other duties, it must also inform and sensitize project holders, assist them in conceptualizing projects, examine projects applying for European grants once they have been submitted, to ensure that they are acceptable and coherent, and to analyze them for approval in the selection committee. The JS also assists project holders whose projects have been validated throughout the execution phase (expense claims, audits, etc.) and during the completion phase.

It is therefore advisable to contact the JS from the time the project is designed, to refine the idea and submit a project in accordance with European demands.

- Regional Points of Contact:

The Regional Points of Contact are a link between the programme authorities and the different eligible territories. Their job is to organize and provide information to project holders. Like the JS, they help project holders to prepare their application documents. Project holders are therefore advised to approach them for assistance with structuring their project and putting together application packages.

The Regional Points of Contact in eligible community territories are located in the French collectivities of Martinique, Guyane, Saint-Martin. In the eligible non-community territories, they are located in regionally-based international organizations - ACS, OECS, CARICOM /CARIFORUM, OCTA.

3 – Documents to be included in the application package

The final application package to be submitted to the JS in response to the call for projects published must contain the following:

- A duly completed application form;
- The budget annex to the application form;
- A logical framework presenting the proposed project;
- A commitment letter from the project leader;
- Commitment letters from the different community and non-community partners;

The different supporting documents requested to accompany the application: Kbis, the applicant's and all partners' statutes, the applicant's most recent annual report, most recent accounts (management account and balance sheet of the applicant's last completed exercise).

4- What is the extra-communautary expenditure eligible to the programme ?

Extra-communautary partners may not receive an ERDF grant from the INTERREG Caraïbes managing authority. Thus, expenditure incurred by extra-communautary partners is not eligible in the frame of this programme, whether it is spent on communautary or extra-communautary territory.

However, communautary partners of an INTERREG Caraïbes project may incur expenditure on extra-communautary territory. Then, this expenditure is eligible in the frame of the programme provided the national and communautary rules on expenditures eligibility are complied with and by a maximum of 30% of the ERDF envelop granted to the programme.

In parallel, it is possible for some non-European project holders to apply for an EDF subsidy to the INTERREG Caraïbes authorities for cofinancing of their activities. Indeed, the INTERREG

Caraïbes Managing Authority benefits from an EDF envelop delegated from the European Commission.

Project holders eligible to an EDF subsidy through the INTERREG Caraïbes programme shall be based in a territory that is both a CARIFORUM member and signatory to the Cotonou agreement. Thus, eligible territories are : Antigua and Barbuda; Bahamas; Barbade; Belize; Dominique; Dominican Republic ; Grenada, Guyana, Haïti, Jamaïca, Sainte-Lucia, Saint-Kitts and Nevis, Saint-Vincent et les Grenadines; Suriname; Trinidad and Tobago.

The application for an EDF subsidy is eligible provided that: it supports activities of an INTERREG Caraïbes project ; the project lead partner is based in a European territory ; the application is formalized in accordance with the programme models and submitted through the programme's procedures. Thus, a non-European partner of an INTERREG Caraïbes project may apply for an EDF grant through the EDF annex of the INTERREG Caraïbes application form.

I – Strategic assessment

Sections	Note
1. Relevance	
1.1 The proposal responds to one/several challenge(s) of the cooperation area.	2
1.2 The overall objective of the proposal is in line with a specific objective of the operational programme.	2
1.3 The proposal contributes to a wider strategy, at the European, national and regional level.	1
1.4 The proposal takes available knowledge into consideration and is in line with existing practices	1
1.5 The proposal contributes to the following European horizontal principles: non-discrimination and equality of opportunities, gender equality, sustainable development?	1
2. Added-value of the project	
2.1 Expected results cannot be achieved without cooperation and/or cooperation has a significant added-value.	2
2.2 The proposal brings innovative solutions that go beyond current practices in the relevant sector or territories.	2
2.3 The project fulfils at least two of the 4 following cooperation criteria: joint development (compulsory), joint implementation (compulsory), joint staffing and joint financing.	1
3. Results/sustainability of the project	
3.1 The proposal's main outcomes are consistent with the programme's activity indicators.	1
3.2 The proposal's main results are consistent with the programme's outcome indicators.	1
3.3 The identification of target groups is relevant.	1
3.4 The target groups' needs are clearly defined and the proposal responds to these needs in a relevant way.	2
3.5 Expected results are realistic (quantification, time and budget dedicated)	1
3.6 The proposal likely to have multiplier effects (particularly the possibility of reproducing and expanding the action).	2
3.7 Are the results expected from the proposed action sustainable ? - financially (how will activities be funded at the end of the grant ?) - institutionally (will there be bodies to facilitate activities at the end of the action?) - politically (if necessary) (what will be the structural impact of the action – for example will it result in better laws, codes of conduct, methods, etc.?)	2
4 - Partnership	
4.1 The selected project leader and partners involved in the project are relevant	2
4.2 The partners are complementary	1
4.3 The partners have an expertise in the project area	1
4.4 The project leader and the partners are experienced in project management	1
4.5 The partners commitment and participation to the project activities is appropriate	2

Only the projects that fulfil the strategic assessment criteria will be subjected to the operational assessment.

II- Operational assessment:

Sections	Note
1. Project management	
1.1 Is the action concept generally coherent? (does it take into account external factors and does the problem analysis anticipate the assessment?)	1
1.2 The lead partner demonstrates the ability to manage projects partly-financed by EU funds, or other international projects?	2
1.3 Proposed management structures (COTECH/COFIL) are adjusted to the size and the needs of the project, and enable partners' participation in decision-making.	1
1.4 Project managing procedures are clear and relevant. Project managing implies regular contact between partners and ensures good dissemination of information and good facilitation	1
1.5 The distribution of tasks among partners is relevant. The schedule for activities is clear, realistic and well-sequenced.	1
1.6 The part of the operation implemented outside of the European part of the cooperation area benefits to the latter	1
2. Budget	
2.1 The budget is appropriate to expected activities and results.	2
2.2 The budget corresponds to the partners' commitment.	1
2.3 The budget is clear and realistic	1
2.4 The budget abides by the provisions on the rules of competition.	2
3. Communication	
3.1 The proposed communication activities and communication media enable the project's visibility.	1
3.2 The proposed communication activities and communication media enable the dissemination of the project's results.	1
3.3 A communication referent is identified for the project	1
3.4 The project provides for innovative communication actions	2