Basic Information
1.1. CRIS Number: 2003/005-708.20
1.2. Title: Small Project Fund
1.3. Sector: Cross Border Co-operation
1.4. Location: Poland: Towns and communes constituting the following Euroregions with German partners: Nysa, Sprewa-Nysa-Böbr, Pro Europa Viadrina, Pomerania

2. Objectives
2.1. Wider Objectives:
The Small Project Fund (SPF) supports the key objectives of the Polish-German CBC Programme, namely to help the border regions to overcome specific development problems resulting from their relative isolation in the framework of national economics; the SPF also supports the establishment and development of co-operative networks on both sides of the border and the creation of linkages between these networks and wider European Union networks. The SPF aims:
• to support the further development of the economic potential of the border regions by strengthening existing structures, in particular through the utilisation of the tourism potential;
• to reduce the peripheral character of these areas, thereby improving the quality of life and creating a co-operative network on both sides of the border;
In pursuing these objectives, the SPF provides a flexible approach to funding smaller-scale actions, which are defined on the basis of local/regional needs, and which have a cross-border impact.

2.2. Immediate Objective:
The projects shall support local and regional development across the border through small-scale activities in the fields mentioned in Article 5.1 a) to n) of the Commission Regulation No. 2760/98 of 18 December 1998 as amended by the Regulation No.1596/2002 of 6 September 2002. Special attention will be given to measures with a strong cross-border co-operation character which are planned in close co-operation between the regional and local authorities in the border areas and which include the establishment or development of shared management structures intended to widen and deepen cross-border co-operation between public and para-public agencies as well as non-profit organisations. Across the various fields eligible for support, the SPF will seek to:
• support and increase the number of cross border meetings of various groups of the population, especially of youth;
• support educational activities for institutions and individuals involved in local/regional development, in local government and in organisations of public interest;
• raise the level of public awareness and information on cross-border co-operation affairs and on the process of European integration.
• encourage local involvement in the Phare CBC Programme and to support small-scale actions which may form the basis for larger cross-border co-operation projects;
• build and develop the specialist resources of local and regional institutions involved in regional development, groundwork and implementation of cross-border projects in line with EU practice.

2.3. Priority ‘Accession Partnership’(AP) and National Programme Adaptation for Accession (NPAA)
The SPF plays a key part in the process of preparation of Poland for accession, in particular through the capacity building dimension of local/regional actors. These funds are part of a process of creating “integration-minded” border regions. The project represents thus an important element in the preparation of Poland for the adoption of Structural Funds. In addition, the project supports the social and economic integration between the border regions of both countries.

2.4. Cross Border impact
The Project will contribute to the removal of existing disparities between regions on both sides of the border and thus to the gradual alignment of economic and social development. This is particularly important in view of future integration into the European Union. Full membership will require the approximation of levels of economic activity and living standards in particular in border regions in order to avoid undue problems connected to the removal of borders and the introduction of the principle of free movement.
The SPF emphasises projects with a cross-border impact and encourages the development of linkages between the communities/organisations/institutions on either side of the border. In general, the "people-to-people" character of the individual projects and the general direction of the fund guarantee a high degree of cross-border relevance of the scheme.

3. **Description:**
   3.1. **Background and justification:**
   The SPF was established for the first time within the 1995 CBC budget. The success of the mechanism in addressing identified local needs, popularity with local/regional actors and relatively quick implementation record prompted the inclusion of more funds in the next Phare CBC Programmes and the transfer of this mechanism to other borders. The SPF on the Polish northern, eastern and southern orders was based on experiences gained within the Polish-German SPF. Past experience has demonstrated that the fund approach is an efficient mechanism to address small-scale intervention.

   The fund model closely mirrors the INTERREG approach to programming with indicative allocations identified across broad priority areas for intervention and projects decided later by committees of local/regional actors. This approach is particularly useful in the context of pre-accession and the preparation of local/regional administrations for access to the Structural Funds through providing the latter with a framework that more closely mirrors those of their EU counterparts. Moreover funds are seen as ideal mechanisms for the "maturing" of cross-border cooperation through allowing greater possibilities for the definition and preparation of joint projects.

   The inclusion of the SPF into the programme is a logical step forward in the overall context of Poland’s future accession to the EU, and in the specific context of the development of cross-border cooperation and evolution of the Phare CBC Programme in the pre-accession context.

   The following minimum and maximum amounts apply to the grants for the individual projects, which may be financed under the programme:
   - minimum amount: 3 000 EUR
   - maximum amount: 50 000 EUR

   The minimum co-financing contribution by the recipient is 25% of the total project cost.

   Up to max. 5% of the Phare CBC allocation for the SPF may be used for covering administrative costs of the Secretariat.

   Only non-infrastructure projects are allowed to be financed within the small project fund.

3.2. **Linked activities:**
   The Small Project Fund will be established under the 2002 CBC programme for the eighth time within the Phare Cross Border Co-operation Programme for the Polish-German border region. Relevant Phare assistance projects under previous programmes in this region are:

   1. **The SPF within the Polish-German CBC Programme 1995-2002**
      Within the Phare CBC Programme Poland-Germany 1995 the SPF was established to support Polish-German cross-border co-operation. Similar Funds were created in the next Phare CBC programmes 1996-99. The SPF has been decentralised and managed by Euroregions on the Polish-German border. All the Euroregions include partners from Germany while one of them includes also partners from the Czech Republic (Nysa Euroregion). So far, over 17 MEUR have been earmarked for the SPF. Over 2200 small projects have been successfully finished and settled (next 400 projects are currently under implementation). The SPF has been functioning in accordance with the General Guidelines for SPF (EC, December 1996) and Specific SPF Guidelines for Poland on the basis of the "grant system".

   2. **The SPF within the Polish-German-Czech CBC Programme 1995-1996**
      Basing on the experiences gained within the Polish-German SPF, a similar Fund was established under the trilateral Polish-German-Czech CBC Programme 1995. It was continued also in the next edition of the programme. Over 200,000 EUR have been earmarked for this purpose. In all, over 10 projects have been finished and successfully settled.

3.3. **Results:**
   - the support and increase in numbers of cross border meetings of various groups of the population, especially of youth;
   - the raising of the level of public awareness and information on cross-border co-operation affairs and on the process of European integration;
• encourage local involvement in the Phare CBC Programme and to support small-scale actions;
• build and develop the specialist resources of local and regional institutions involved in regional development in line with EU practice;
• stimulation and support to the creation of permanent structures among the local and regional organisations in the border region;
• development and enhancing co-operation between the communities on either side of the border with a view to joint improvement of economic development, living conditions and on-going contact.

3.4. Activities:
The SPF will be implemented in accordance with the Grant System described in the Practical Guide for the Phare, ISPA and SAPARD Programmes. Therefore the concrete types of activities covered by the project will be determined through the project selection process. However, the experience from the previous years shows that majority of the individual projects will be correspond with the following types of activities:
• carrying out of cultural exchanges, youth and sport meetings;
• training courses, exchange visits;
• language courses, conferences and seminars;
• elaboration of planning and development studies, feasibility studies, project preparation documents;
• marketing initiatives for the region, tourist information material printed;
• organisation of exhibitions.

4. Institutional Framework
The project will be managed in accordance with the Practical Guide for the Phare, ISPA and SAPARD Programmes (Grant System) and under the overall supervision of the National Fund (NF). However the procurement of goods and services within the individual projects will be done according to the Polish Procurement Law.

The Contracting Authority will be Implementing Authority for the Phare CBC Programme within the Ministry of Internal Affairs and Administration. The intermediary Contracting Authorities will be the associations of the Polish communes which form the Polish side of the Euroregions Nysa, Sprewa-Nysa-Bóbr, Pro Europa Viadrina, Pomerania. The Euroregions will play the role of the Secretariats. The Secretariats represent the executive SPF bodies in the region. They ensure the everyday implementation and operation of the SPF. The Secretariats will in particular ensure sound and professional financial management of the fund in line with Phare requirements. Other responsibilities of the Secretariats include:
- Organisation of the calls for proposals;
- Provision of support for the Evaluation Committees’ meetings;
- Supporting applicants with information concerning the Fund;
- Monitoring of the implementation of individual projects;
- Reporting to the IA CBC Phare.

Global amount available within the project is 2.0 M€. The amount will be divided equally among the four eligible Euroregions, i.e. 4 x 0.5 M€. 5% of the funds will be allocated to the Secretariats to cover the costs of managing the SPF.

The NF will transfer funds to the IA in accordance with the Financing Agreement signed between the NF and the IA.
The IA will be headed by a Programme Authorising Officer (PAO) nominated by the responsible Minister and appointed by the National Authorising Officer in accordance with the FA. The PAO will be responsible for all the operations carried out by the IA.

5. Detailed Budget

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Phare CBC</th>
<th>Poland</th>
<th>Other Sources</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Investment</td>
<td>Institution Building</td>
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<tr>
<td>Small-scale projects</td>
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<td>2.0</td>
<td>2.0</td>
<td>0.67*</td>
</tr>
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</table>

*) co-financing on the Polish side will be ensured by the beneficiaries and their national partners

The provisional division of SPF funds is as follows:
• Euroregion Pomerania – 500 000 EURO
• Euroregion Pro Europa Viadrina - 500 000 EURO
6. **Implementation Arrangements**

Implementing Agency:
- Phare CBC Implementing Authority
- Ministry of Internal Affairs and Administration
- 00-522 Warsaw, 2/4 Wspólna Street, Poland
- Phone: +4822 6618739
- Telefax: +4822 6284722
- E-mail: Phare@wwpwp.it.pl
- www.wwpwp.it.pl
- PAO:
  - Mr. Pawel Dakowski
  - Under – secretary of State
  - Ministry of Internal Affairs and Administration
  - 02-591 Warsaw, 5 Batorego Street, Poland

6.1. The intermediary Contracting Authorities will be the associations of the Polish communes which form the Polish side of the euroregions.

6.2. Non standard aspects:
- The Practical Guide for the Phare, ISPA and SAPARD will be followed.

However the projects selected will be implemented in accordance with the National Polish law on public procurement (Public Procurement Law, 10 June 1994, as amended) subject to the following conditions:

a) Ordinance Regulation of the Council of Ministers of December 28, 1994 on applying national preferences in conducting public procurements will not be applied.

b) All materials and resources to be used in the performance of the programme shall have their origin in the European Union countries or countries eligible for financial support from the Phare Programme and/or Cyprus, Malta, Turkey.

c) The evaluation committee report and the contract documents must be prepared only in Polish.

d) The European Commission and the Contracting Authority reserve the right to participate in all meetings of tender selection committees as voting members.

The European Commission, the European Union’s Court of Auditors and the Contracting Authority reserve the right to check, at any time, the conformity of the Phare Programme funds’ commitment and disbursement with the rules of the EU assistance to Poland.

6.3 Contracts: 38-633 grants for an amount of 1.9M€ (2.0 – 5% for the management costs).

7. **Implementation Schedule**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Start tendering</td>
<td>II/2004</td>
</tr>
<tr>
<td>Start project activity</td>
<td>II/2004</td>
</tr>
<tr>
<td>Completion of projects</td>
<td>IV/2006</td>
</tr>
</tbody>
</table>

8. **Equal Opportunity**

During the implementation of the project, equal opportunities will be ensured for both women and men. The only criteria applied in the recruitment and evaluation of the staff will be the qualifications and professional experience they possess.

9. **Environment : Non investment project**

10. **Rates of return : Non investment project**

11. **Investment criteria : Non investment project**

12. **Conditionality and sequencing**
### LOGFRAME PLANNING MATRIX FOR PROJECT (CBC in Poland)

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Title</th>
<th>Small Project Fund</th>
<th>Date of Drafting</th>
<th>Planning Period</th>
<th>Total Budget of Project</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td>2.67 MEUR (Phare 2.0 M€)</td>
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</tbody>
</table>

#### General Objectives
- to support the further development of the economic potential of the border regions by strengthening existing structures; to reduce the peripheral character of these areas, thereby improving the quality of life and creating a co-operative network on both sides of the border; to contribute to the development and strengthening of an effective implementation structure for the programme.

#### Specific Objectives
- Support development in particular in the field of small-scale activities across the border

#### Result
- the support and increase in numbers of cross border meetings of various groups of the population, especially of youth; the raising of the level of public awareness and information on cross-border co-operation affairs and on the process of European integration; encourage local involvement in the Phare CBC Programme and to support small-scale actions; build and develop the specialist resources of local and regional institutions involved in regional development in line with EU practice; stimulation and support to the creation of permanent structures among the local and regional organisations in the border region; develop and enhance co-operation between the communities on either side of the border with a view to joint improvement of economic development, living conditions and on-going contact

#### Indicators of Achievement
- Increased amount of joint social, economic and cultural organisations, better opinion on inhabitants living on the other part of the border (indicator of approval); increased command of the neighbours’ language

#### Sources of Information
- data of the border and customs services reports and statistics from Euroregions, statistical offices, opinion polls

#### Assumptions and Risks
- continued commitment of the Government towards the priorities of the programme and regional development; inclusion of Euroregions in the new system of financial flow within Phare; functioning co-operation between all relevant partners in the Euroregions; sustained interest of the Euroregion’s population in development and co-operation.

#### Indicators of Achievement
- Increased number of participants of the implemented projects (engaged people) from both sides of the border

#### Sources of Information
- Euroregional and IA CBC reports; Project completion reports; Monitoring and assessment reports; Programme evaluation.

#### Assumptions and Risks
- Availability of qualified experts and contractors; well functioning co-operation and co-ordination between IA CBC, Steering Committee, Secretariat, beneficiaries and other parties;

#### Indicators of Achievement
- Increased number of meetings of social, economic and cultural organisations with their partners from the other side of the border

#### Sources of Information
- IA CBC reports; Project completion reports; Reports of Secretariats Monitoring and assessment reports; Summary SPF reports of Euroregions

#### Assumptions and Risks
- Availability of qualified experts; well functioning co-operation and co-ordination between IA CBC, Steering Committee, Secretariat and local governments; continued commitment of project counterpart.
Activities
Carrying out of cultural exchanges, youth and sport meetings; training courses, exchange visits; language courses, conferences and seminars, elaboration of planning and development studies, feasibility studies, project preparation documents; marketing initiatives for the region, tourist information material printed; organisation of exhibitions;

Inputs: Co-financing funds from Phare (2.0 MEUR) and from the Polish side (0.67 MEUR); qualified technical expertise.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Inputs</th>
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<td>Carrying out of cultural exchanges, youth and sport meetings; training</td>
<td>Co-financing funds from Phare (2.0 MEUR) and from the Polish side (0.67</td>
</tr>
<tr>
<td>courses, exchange visits; language courses, conferences and seminars,</td>
<td>MEUR); qualified technical expertise.</td>
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<tr>
<td>elaboration of planning and development studies, feasibility studies,</td>
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<td>project preparation documents; marketing initiatives for the region,</td>
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<td>tourist information material printed; organisation of exhibitions;</td>
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Annex 2-3: Implementation, contracting and disbursement schedules

<table>
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<tr>
<th>Date of Drafting</th>
<th>Planning Period</th>
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<th>Implementation schedule</th>
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<th>I</th>
<th>II</th>
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| Contracting schedule    | 0.1 | 1.9 |
| Disbursement schedule   | 2.0 | 2.0 |