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| **1. Is it planned to have one or more calls for proposals within the Programme ?** |
| The launch of further calls for proposals depends on the amount of funds allocated to the projects within the first call for proposals and the availability of resources left for other calls for proposals.  |
| **2. What currency will be used for project costs settlement – the euro or national currencies?**  |
| According to the Programme requirements, the project budget is prepared in euro as well as the advance and balance payments are also made in euro. Therefore the expenditures borne in a national currency during the implementation of a project will have to be converted into euro during the preparation of reports.  |
| **3. Do the institutions have to possess an exclusive right of land ownership for a land plot where an infrastructural object is planned to be constructed? Or is it possible to have other types of right for it, e.g. a lease agreement?** |
| In case of investment and infrastructure projects, the type of right for the land/real estate disposal for construction is to be declared in Annex A10 "Declaration of the Lead beneficiary/beneficiary on the right for the land/real estate disposal for the construction/supplies purposes". This attachment will be automatically generated by the on-line application tool. It has to be completed, printed out, signed and attached as a scan of the document to the application form. By submitting this attachment, the potential beneficiary declares that he has the right for the disposal of the land/real estate and specifies its type and legal basis (ownership/co-ownership/perpetual usufruct/permanent administration/other right, e.g. lease). Additionally, the potential beneficiary declares that the land/real estate is free of any encumbrances according to relevant national legislation. |
| **4. In which cases is it necessary to submit Annex 9? If a building permission is available, is it still necessary to submit this Annex?**  |
| Annex 9 “Declaration of the Polish/Russian lead beneficiary/beneficiary on the readiness of the building permission or its equivalent necessary for project implementation” must be completed by all beneficiaries of the infrastructure project. In this annex, a beneficiary indicates (by selecting the appropriate option in the declaration) whether the planned action requires a building permission or not. If the activity requires a building permission, then the beneficiary attaches a scan of the building permission (if available) or marks the option that it be submitted at the latest within 3 months after the date of the award notification letter.  |
| **5. Is it possible to prepare technical documentation for an infrastructural object and then to build this infrastructural object within one project?**  |
| It is not possible to prepare technical documentation and then carry out an investment for the same infrastructural object within one project. Within a project implementation period, either preparation of technical documentation or construction of an infrastructural object can be carried out. However, if technical documentation is prepared before the start of the project, then its cost may be included as part of the infrastructure component costs (under the retroactive grant – please consult point 6.2. Eligible costs in *The Programme Manual Part I – Applicant*). This cost can be borne only after 8th December 2016 for Polish beneficiaries and after the signing of the Financing Agreement for Russian beneficiaries. |
| **6. What are the requirements for submitting the Environmental Impact Assessment for a project? Shall Polish and Russian partners prepare separate documents?**  |
| The documentation regarding the Environmental Impact Assessment refers only to the infrastructural projects. Beneficiaries should provide relevant documentation in relation to every infrastructural component. If no environmental documentation is required in accordance with national legislation, a written statement issued by a relevant institution shall be submitted along with the application form.  |
| **7. What are the requirements concerning preparation of technical documentation? Does the documentation, which is included in the preparatory costs and made before the project proposal submission, have to include the EU logo? Should it be paid from a separate account? What kind of financial documents should be collected for reporting these costs (invoices, bank statements, etc.)? Is there any limit for the amount of these costs? Does the cost of technical documentation preparation increase the overall budget of the project?** |
| First of all, we would like to emphasize that the costs of preparation of technical documentation and feasibility studies are not preparatory costs of the project. The preparatory costs concern only preparation of a strong partnership (i.e. travel and subsistence costs of staff employed by the beneficiaries). Whereas, preparation of technical documentation and feasibility studies relate to the infrastructure component, and they may be awarded retroactively. These two issues, i.e. preparatory costs and a retroactive grant – should be clearly separated (please consult point 6.2. Eligible costs in *The Programme Manual Part I – Applicant*).The technical documentation related to the infrastructure component, which will be realized within the project, should be included in budget heading number 6 (infrastructure component). When it comes to the visibility elements (i.e. the EU flag, the logo of the Programme, etc.), they are mandatory for all communication products of the project, purchased equipment, implemented infrastructure, etc. A different situation is when the documentation is made before the project start and without any guarantee that it will obtain a grant. In addition, in case it isn’t supported by the Poland-Russia Programme, the same documentation may be still used when applying for funding for a given investment to other funds.The documentation does not need to be paid from a separate account. It can be paid from the "general" account, and if the project receives a grant, these costs should be transferred to the project account. There is no difference between the eligibility of documentation and other project costs – the expenditure should be reasonable, justified, rational and supported by documents (e.g. invoice, bank transfer, etc.) and made in accordance with public procurement rules.There is no financial limit of the expenditures that can be spent on technical documentation preparation. If the costs of technical documentation are included in the project budget, this will increase the costs of the project respectively. |
| **8. Can preparatory costs be higher or lower than 5,000 euro? May these expenditures be incurred before or after the announcement of the call for proposals?**  |
| Point 6.2.2 (Eligibility of preparatory costs) of *The Programme Manual Part I – Applicant* sets out the requirements concerning preparatory costs. These costs relate to the preparation of a strong partnership before submitting an application form. They are limited to travel and subsistence costs of the staff employed by the beneficiaries and mainly relate to meetings carried out for preparation of the application form. Preparatory costs for regular projects will only be eligible if they are incurred after the publication of the call for proposals.The amount of these costs is 5,000 euro per project (not up to 5,000 euro or around 5,000 euro but exactly 5,000 euro) and takes the form of a lump sum. It means that there is no obligation for submitting any invoices or other financial documents as a proof of the incurred costs. However, we encourage the beneficiaries to confirm the joint preparation of the application forms by collecting photos from the meetings, preparing list of participants and minutes, etc.The lump sum of 5,000 euro means that the real costs incurred by the beneficiaries may be higher or lower than 5,000 euro, but regardless of the costs incurred the amount has to be constant and equal to 5,000 euro.  |
| **9. Can part of the activities be implemented outside the Programme area? For example, if a project plans to carry out a study/analysis outside the Programme area, will this cost be treated eligible?** |
| In special cases, projects may be partially implemented outside the Programme area; however, they have to fulfill several conditions: * the projects are necessary for achieving the Programme's objectives and they benefit the Programme area;
* the total amount allocated under the Programme to activities outside the Programme area does not exceed 10% of the Union contribution at the Programme level;
* activities outside the Programme area cannot be of investment and/or infrastructure character.

Additionally, the activities that will be implemented outside the Programme area can only be carried out on the territory of Poland and Russia.  |