

## Fact Sheet 8: Preparation costs

Version	Valid from	Valid to	Main changes
Version 1	16.11.2021	-	n/a

### CORE MESSAGE

A lump sum of €40,000 in expenditure is available to cover all project preparation costs. Projects apply for this payment as part of submitting the Full Application.

### Background

A lump sum payment for preparation costs is granted to each project approved in the North Sea Programme, if this is requested during the application process. The payment covers travel and staff costs related to planning, meetings, application writing, etc.

### When can I claim preparation costs

The North Sea Programme uses a two-step application process for regular projects (see Fact Sheet 18 – Application assessment process). Project applicants must submit an expression of interest, and, if the Monitoring Committee decides that the idea fits well in the programme, the applicants are asked to prepare a full application. Projects that submit a full application at one of the two Monitoring Committee meetings following approval of their Expression of Interest will receive the preparation costs payment, if the project is approved by the Monitoring Committee.

Preparation costs cover the entire preparation period, including time spent preparing the expression of interest.

### How do I claim preparation costs?

If the lump-sum budget of €40.000 in expenditure has been included in the budget section of the approved application form and the lead partner has checked the box next to the statement 'Our partnership would like to be reimbursed for preparation costs,' the expenditure can be claimed as part of the first project finance report submitted to the programme. There is no documentation needed to verify the preparation costs.

## When are preparation costs paid and how much is available?

Approved projects will receive the payment as part of their first regular project payment. Requests for alternative arrangements must be agreed with the Joint Secretariat.

Preparation costs of €40,000 in expenditures are funded at the rate specific to the location of the lead partner, i.e. 60%<sup>1</sup> in Denmark, Flanders, France, Germany, Netherlands, and Sweden and 50%<sup>2</sup> in Norway. The payment will be made to the lead partner and can be distributed amongst the partners according to the agreement made by the partnership.

Control for these costs is carried out by the Joint Secretariat (JS) under the responsibility of the Managing Authority (MA). This control consists of an assessment of whether the full application has been submitted and subsequently approved by the programme's Monitoring Committee. Preparation costs are the only type of costs controlled by the Joint Secretariat.

## References

- Common Provisional Regulation No. 1060/2021 Article 53(1(c))

---

<sup>1</sup> The reimbursement by mean of ERDF funding will be 24.000€.

<sup>2</sup> The reimbursement by mean of Norwegian funding will be 20.000€