

# ELIGIBILITY OF PARTNERSHIP, LEAD BENEFICIARIES AND BENEFICIARIES

One of the institution in every project shall play the role of the **lead beneficiary** who, as a rule, shall act as the direct contact between the project and the management bodies of the Programme. Other organizations implementing the project are **beneficiaries**.

**LEAD BENEFICIARY** represents the partnership and shall:

- acknowledge to the principles of good partnership practice and obligations imposed on this institution by signing the Declaration by the lead beneficiary which constitutes part of the Concept note and Full Application Form;
- submit the Concept notes and Full Application Form to the JTS;
- sign a grant contract with the MA;
- lay down the partnership arrangements with the beneficiaries in the partnership agreement;
- create a well working consortium ensuring the proper and sound implementation of the project;
- receive the grant from the MA for the implementation of the project;
- ensure that beneficiaries receive their parts of the grant as quickly as possible and in full in accordance with the arrangements of the partnership agreement. Lead beneficiary shall not deduct or withheld any amount and shall not levy any specific charge with equivalent effect that would reduce parts of the grant for the beneficiaries;
- assume responsibility for ensuring implementation of the entire project;
- ensure that the expenditures presented by the beneficiaries have been incurred for the purpose of implementing the project and correspond to activities set in the contract and agreed between all beneficiaries;
- verify that the expenditure presented by the beneficiaries has been examined pursuant art. 32(1) of IR.

**PROJECT BENEFICIARY** has the following obligations and tasks to fulfil:

- Signing the separate Partnership statement to the Concept note/Full Application Form confirming their responsibilities within the project;
- Ensuring the implementation of the part of the project under its responsibility, according to the project plan and to the partnership agreement signed with the lead beneficiary;
- Cooperation with the lead beneficiary in the implementation of the project, reporting and monitoring;
- Delivering project outputs planned in the application and agreed in the partnership agreement;
- Ensuring durability of main outputs;
- Assuming responsibility of any irregularity in the expenditure which it has declared;
- Repaying the lead beneficiary any amounts unduly paid in accordance with the partnership agreement signed between the lead beneficiary and the respective project beneficiary;
- Carrying out information and communication measures for the public about the project activities according to the visibility rules laid down by the Programme and the relevant regulations;

- Keeping available all documents related to the project for five years from the date of payment of the balance for the project. In particular it shall keep reports, supporting documents, as well as accounts, accounting documents and any other document relating to the financing of the project;
- Facilitation of the audit trail by all relevant European Community authorities, Managing Authority, Audit Authority, national authorities and control contact points;
- Signing a partnership agreement.

## PARTNERSHIP AGREEMENT

Lead beneficiary and beneficiaries shall draft and sign the **partnership agreement**. This document shall stipulate the rights and duties of every beneficiary (define the functions and tasks in the project implementation, mutual obligations and responsibilities) and shall be drafted in line with *The partnership agreement template*. Partnership agreement shall comprise provisions that, inter alia, guarantee the sound financial management of the funds allocated to the project including the arrangements for recovery of funds unduly paid. It shall be drafted in English and signed by all project beneficiaries.

One partnership agreement for the implementation of the respective project should be submitted by the lead beneficiary to the JTS not later than **60 days after conclusion of the grant contract**.

## PARTNERSHIP COMPOSITION

Poland-Ukraine

Poland-Belarus

Poland-Belarus-Ukraine

There may be more than one beneficiary in the project from any of the above countries.

## COOPERATION CRITERIA

Joint project preparation (obligatory)

Joint project implementation (obligatory)

Joint project staff (optional)

Joint project financing (optional)