

The procedure for the submission of the project proposals under the 1st Calls for proposals for ordinary projects

We remind Applicants that to be valid, the submission of the project proposals under IPA Adriatic CBC Programme 1st Calls for ordinary projects must respect the requirements described below.

First of all, the Application Form sections are filled in English. All the worksheets of the Application Form do not have any red warned messages or red cells.

After printing the whole Application Form, Lead Applicant's Legal representative or its delegate must sign in original the "Lead Applicant Confirmation".

Gathered together all the document from the partners, finally the interested Lead Applicant send a unique envelope containing the one printed Application Form, the Letters of Intent and the *de minimis* Declaration of all Beneficiaries and of the Lead Beneficiary, delegations (where required), a CDs Rom (or DVDs, USB pen-drive, or any electronic device) which contains saved the filled Application Form in excel extension (not in pdf or other extension), renamed "*IPA Adriatic CBC_AF_<acronym>*".

The envelope marked as following:

"IPA Adriatic Cross-border Cooperation Programme - 1st Call for Proposal

Project application for Priority XX – Measure XX

Lead Applicant: (denomination and address)

Acronym of the project proposal: Acronym

Do not open",

will be sent to the following address: **IPA Adriatic Cross-border Cooperation Programme Joint Technical Secretariat Via Leonardo Da Vinci, n. 6 – Palazzo Silone I-67100, L'Aquila ITALY.**

by one of the following modalities:

registered mail (any mail recorded in a register whose location can be tracked): in this case the post office stamp proves that the application has been sent within the deadline, by **29/10/2009, 06.00 p.m. Italian local time**;

express courier services: in this case, the envelop must arrive to the JTS premises within the deadline, **by 29/10/2009, 06.00 p.m. Italian local time**. The date of delivery will be noted by the JTS and communicated afterword to the Lead Applicant by e-mail.

In case the project proposals are sent by registered mail, JTS suggests (does not oblige) to send an email to info@adriaticoipa.com to inform the JTS that the envelope has been sent by registered mail within the deadline in order to lie in wait for all sent envelopes.

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