

## National requirements

### ➔ Background Information

Some countries of the Alpine Space Programme set up national requirements as regards the application procedure and ask for additional documents to be submitted within the first or/and the second step of application. These documents are ready for download on the programme website (in the section of the relevant call) and have to be submitted to the relevant ACPs.

### ➔ Guidance

#### Austria

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##### First step

Information on national requirements will be sent via email directly to the project partners after submission of the Expression of Interest

##### Second step

Information on national requirements will be sent via email to directly the project partners after submission of the Application Form.

#### France

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##### First step

No national requirements

##### Second step

- 1) Description of the project in French, with a detailed explanation of objectives and results (4 pages).
- 2) Presentation of the partner organisation and its experience in European project management.

- 3) Description in French of the detailed activities to be carried out by the French partner, as well as a description of the foreseen pilot sites (4 pages).
- 4) Description of the foreseen budget, detailed by cost categories and work packages (the model of table available by the French ACP). To be noticed: The costs of the First Level Control must be taken into consideration in the total budget!

Further information and explanation can be obtained in the document **“Instructions”**, which is available for download (in “national requirements”) on the programme website.

All descriptions have to be submitted electronically to the French ACP, [ekerloch@rhonealpes.fr](mailto:ekerloch@rhonealpes.fr). Please check carefully the submission deadline fixed by the ACP.

## Germany

### First step

No national requirements

### Second step

- 1) Document **“Verpflichtungserklärung”**
  - Confirmation of National Cofunding of each Project Partner / Lead Partner
  - to be submitted to the German ACP by post (check carefully the deadline fixed by the ACP!)
- 2) Document **“Formblatt”**
  - Checklist for further required information, depending on the type of Partner (private / public)
  - to be submitted to the German ACP by post, together with respective additional documents as required (check carefully the submission deadline fixed by the ACP!)

Further information and explanation can be obtained in the document **“Anschreiben”**, which is also available for download on the programme website.

## Italy

### First step

Document **“CV del Partner o Capofila”**:

CV of all Italian Partners mentioned in the EoI shall be submitted to the Italian ACP by e-mail ([spazio\\_alpino@regione.lombardia.it](mailto:spazio_alpino@regione.lombardia.it)) no later than 20.01.2012, at 2 pm. The CV format shall be filled in and signed by the legal responsible.

## Second step

### Document “*CV del Partner o Capofila*”:

- CV of all Italian Partners that joined the project after the 1st step. CV form to be filled in and signed by the legal responsible of each Project Partner / Lead Partner.
- to be submitted by e-mail to the Italian ACP (spazio\_alpino@regione.lombardia.it) no later than **27.04.2012, at 2 pm**.

### Document “*Autodichiarazione Aiuti De Minimis*”

- form to be filled in and signed by the legal responsible of each Project Partner / Lead Partner.
- to be submitted by e-mail to the Italian ACP (spazio\_alpino@regione.lombardia.it) no later than **27.04.2012, at 2 pm**. The original document shall be sent by express mail no later than 27.04.2012.

### Document “*Autocertificazione Forma Giuridica*”:

- form to be filled in and signed by the legal responsible of each Project Partner / Lead Partner.
- to be submitted by e-mail to the Italian ACP (spazio\_alpino@regione.lombardia.it) no later than **27.04.2012, at 2 pm**. The original document shall be sent by express mail no later than 27.04.2012.

### Document “*Autocertificazione responsabile Legale*”:

- form to be filled in and signed by the legal responsible of each Project Partner / Lead Partner.
- to be submitted by e-mail to the Italian ACP (spazio\_alpino@regione.lombardia.it) no later than **27.04.2012, at 2 pm**. The original document shall be sent by express mail no later than 27.04.2012.

All declarations, to be valid, must be accompanied by a valid identity document of the legal responsible, signing the declaration. (In case the signing legal responsible is the same in all declarations, only one copy of the identity document is needed)

Further information and explanation can be obtained in the document “*Istruzioni*”, which is also available for download on the Programme website.

## Liechtenstein

No national requirements

## Slovenia

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### First step

Information on national requirements will be sent via email directly to the project partners after submission of the Expression of Interest.

### Second step

Please note that any Slovenian partner entering a project proposal after the end of the first step will not be contacted by the ACP directly but must contact the ACP via e-mail: [nkt.mop@gov.si](mailto:nkt.mop@gov.si).

At the national website: [www.cilj3.mop.gov.si](http://www.cilj3.mop.gov.si) "Poziv" is made available when the second step is opened. There partners will find detailed instructions of which documents have to be submitted to the national ACP before the call closes:

- 1) All partners have to complete a questionnaire - **"Vprašalnik"**.
- 2) Depending on the type of the partner organisation documentation on legal status has to be provided - **"Dokazila o pravnem statusu prijavitelja"**.
- 3) Depending on the type of the partner organisation documentation on credit rating has to be provided - **"Dokazila o boniteti"**.
- 4) Only for private partners, proof of co-funding of national share from public funds has to be provided - **"Dokazila o sofinanciranju nacionalnega deleža iz javnih virov"**.

## Switzerland

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### First step

No national requirements

### Second step

Information on national requirements will be sent via email to the project partners after the closure of the first step (selection of projects (Eols) to hand in the full application package).