

## **Implementation Guidelines for Projects Financially Supported by the AAA**

### 1. General requirements for all project applications

- Projects financed by the AAA must involve the minimum of three regular members of the AAA from three different countries.
  - All members must have the opportunity to be part of a AAA-project.
  - The number of involved regular members of the network should be a qualitative indicator which means that the role of each partner should be described in the application. The more regular members are involved as active partners in the project, the greater its chances of approval by the Steering Committee.
  - The expectable added value of the project for the entire AAA must be clearly described in the application form and is subject to evaluation after the project is completed.
  - The number of expectable active partners/participants/multiplicators in the project itself respectively the number of people which can be reached by the project (participants, multiplicators, visitors etc.) is essential.
  - In every publication of the project financed by the AAA it should be mentioned and visible (at least by displaying the AAA-logo) that the project is subsidized by the AAA.
  - For preparation costs in order to submit a project within an appropriate EU-program: If the relevant EU-program offers the possibility to include the preparation costs within the financial declaration of the EU-project, the project-holder has to return the preparation subsidy given by the AAA (in order to avoid duplicate funding).
2. For any application the form which is issued by the Steering Committee has to be used. The applicants have to ensure that the application forms are filled in in English language and that they are sent to the appropriate TCP respectively to the General Secretariat. The decision of granting a subsidy is made by the Steering Committee.
  3. The head of the General Secretariat as chairperson of the Steering Committee shall notify the applicant of the decision of the body.
  4. The recipient who is granted a subsidy from the joint project budget has to submit a statement to the General Secretariat specifying the use of funds on the basis of invoice documents. This settlement is checked by the General Secretariat.
  5. The payment of the subsidies by the General Secretariat can be made only after completion of the project and upon presentation of the original invoices.
  6. If the subsidy granted is not claimed after expiration of the project period indicated in the application for funding, the General Secretariat shall submit a proposal to lift or extend the commitment to the Steering Committee after prior information of the applicant.
  7. All applications remaining in the competition according to Point 4.3.3. have to be forwarded to the General Secretariat by the TCPs no later than two weeks before the meeting of the Steering Committee, so that these applications find their way into the meeting documents. The submission deadline is announced on the website of the Alps-Adriatic Alliance ([www.alps-adriatic-alliance.org](http://www.alps-adriatic-alliance.org)). Untimely or incomplete applications shall be excluded.