

**CRITERIA FOR FUNDING DIRECT PROJECTS BY
THE AUTONOMOUS PROVINCE OF BOLZANO FOR DEVELOPMENT COOPERATION
AND THE CULTURE OF PEACE AND SOLIDARITY**

Provincial law no. 5 of 19 March 1991

1. Field of application

Article 2, paragraph 1 of the Provincial law no. 5 of 19 March 1991 entitled “Promotion of cooperation activities and the culture of peace and solidarity” provides for support of direct interventions. Projects are approved by the provincial government. The support may be provided in the form of funding, the provision of services and/or supply of goods and aims at the implementation of projects and programmes which help to achieve the objectives laid down in Article 1 of the aforementioned law.

Direct intervention falls into two categories:

1. development cooperation projects and programmes aiming to safeguard linguistic and cultural minorities;
2. development information and education projects and programmes.

These criteria do not govern emergency projects as laid down in Article 3 of provincial law no. 5 of 19 March 1991.

By resolution of the provincial government, direct interventions may be supported in the following cases:

- a) projects and programmes implemented by the Autonomous Province of Bolzano in collaboration with other provincial, national or European public partners;
- b) projects and programmes implemented by the Autonomous Province of Bolzano in collaboration with international organisations or national or international non-governmental organisations (NGOs);
- c) projects and programmes implemented by the Autonomous Province of Bolzano in collaboration with national or local institutions in the beneficiary country and/or with organisations, groups or single persons in the beneficiary country who contribute to the development of the relative territories;
- d) projects and programmes which require the networking and coordination of more than one partner;
- e) multi-year programmes;
- f) integrated programmes which contribute to the development of a particular field of intervention and/or a particular group of beneficiaries or which promote sustainable, long-lasting partnerships;
- g) projects and programmes for which preparation and implementation require specific technical competencies which are available to activity sectors of the provincial administration.

2. Direct intervention in the field of development cooperation and the safeguard of linguistic and cultural minorities

2.1 Fields of intervention

Within the field of direct projects, projects and programmes are supported which aim to improve the living conditions of the beneficiary population and which therefore promote economic, social, health and cultural development of the country or area the project.

2.2 In particular support is given to projects and programmes which:

- a) promote the development of human resources through basic education, training and consulting activities;
- b) promote the development of healthcare and social services;
- c) promote income producing activities (support to micro-businesses, farming cooperatives, etc.) and therefore increase the beneficiaries' self-help skills;
- d) strengthen democratic structures and the growth of civil society, also through making the beneficiary group an active participant in the planning and implementation of projects with a view to partnerships;
- e) consider the qualifying aspects of development identified internationally, including: protection of childhood and adolescence, women and development, social communication and information, participatory development, strengthening of institutional skills, "good governance", support for business skills;
- f) promote environmental protection and recovery;
- g) aim to protect linguistic and cultural minorities as well as human rights;
- h) provide for socio-economic actions aiming to assist the return and re-integration of emigrants and refugees to their home country.

2.3 Areas of intervention

2.3.1 The areas of intervention are established by the annual development cooperation programme of the Autonomous Province of Bolzano and/or the resolutions of the provincial government which integrate the aforementioned programme.

2.3.2 The countries selected by the Italian Ministry of Foreign Affairs, the European Union and the international agencies of the UN for human development programmes according to the decentralised cooperation approach are also part of the areas of intervention should the Autonomous Province of Bolzano decide to subscribe to such programmes.

2.3.3 The areas of intervention for projects and programmes for the safeguard of linguistic and cultural minorities are those areas of residence of ethnic, linguistic or cultural minorities which require particular protection or support. Such areas of intervention are not subject to geographical limitations.

2.3.4 Projects and programmes for the safeguard of linguistic and cultural minorities shall aim for the economic, social and cultural development of the whole area in which the minority resides.

2.3.5 As far as compatible, projects and programmes for the safeguard of linguistic and cultural minorities are subject to the same criteria laid down for direct development projects and programmes.

2.4 Production and identification of projects and programmes

The project and programme proposals may be drawn up by the competent provincial department and/or by one or more project partners and the relative application is not bound by any term. Projects and programmes are assessed by the competent provincial department and submitted to the provincial government for approval. For the assessment and/or implementation of projects and programmes, the provincial administration may establish specific groups of experts. Direct interventions approved by the provincial government shall be submitted annually to the Technical Committee for development cooperation, as part of the annual cooperation programme of the Autonomous Province of Bolzano.

2.5 Implementation and funding of projects and programmes

2.5.1 For the direct implementation of projects and programmes the Autonomous Province of Bolzano may appoint a partner and/or implement the activities directly.

2.5.2 The obligations of the Province and the project partner are governed by an agreement, which defines the activities of the project/programme to be implemented by the partner, the amount paid by the Province, the methods of payment and accounting and all other important issues.

2.5.3 If the funding takes the form of direct payment of project/programme costs by the Province, the Provincial government appoints a coordinator, responsible for project activities and the management of the project/programme funds, in agreement with the competent provincial department and the local partner.

2.5.4 In the event of the purchase of goods and services, it must be considered that in the development cooperation sector, local purchasing is a recommended procedure, above all in the case in which this leads to an increase in local demands for labour, activation of the local markets and an increase in the quality of life of the local community.

2.5.5 Direct project and programme funding is established by special resolution of the Provincial government, which also sets the amount of any contribution in kind, through funding and/or the provision of quantifiable goods and/or services. The form and size of the contribution in kind must be specified in the project/programme. The Province may participate in broader projects or multi-year programmes; in these cases, Provincial funding within the overall costs is determined on a case-by-case basis.

2.5.6 In the event of establishing a contribution in kind and this is provided in the form of a service, the service must be quantified with reference to the number of persons involved and the calculated daily/hourly rates. In the case of local staff, the methods for calculating the relative costs must be specified; the costs must be in line with the parameters used in the beneficiary country. In the case of staff sent on location to provide special skills which are not available in the area of intervention, the methods for calculating the relative costs must be specified. In the event of the contribution in kind being provided through the supply of goods, the principle of recognising the value of use during the reference period is applied, specifying the method used to calculate the value, which shall not in any case exceed the current value on the local market.

2.6 Intervention costs

2.6.1 The financial budget of the project/programme must only include the costs necessary for the implementation of the interventions and for which appropriate support documents can be provided.

2.6.2 The following costs are not permitted:

- a) costs for the construction, furnishing and management of religious and ecclesiastical buildings dedicated exclusively to spiritual and pastoral activities; exceptions may be made for places of worship which represent places of cultural identification and which must be protected as monuments;
- b) transport costs for clothing and food;
- c) similarly, funding will not be provided for luxury goods, hi-tech systems for which maintenance cannot be guaranteed, teachers' salaries, unless these are within a single project the funding and continuity of which are guaranteed also after the end of the project by institutions in the beneficiary country;
- d) initiatives which directly or indirectly benefit an individual rather than a community are not admitted for funding.

2.7 Implementation

2.7.1 Funding methods

- a) The funding granted for direct intervention is paid in one or more instalments, in compliance with the agreement signed with the project partner. The first instalment may be paid against a bill of costs, which includes a declaration of the start of project activities as well as a list of costs to be borne by the first instalment. Maximum payments are established in compliance with the provisions of Italian provincial law, L.P. no. 5 of 19 March 1991.
- b) In the event of project costs being borne directly, the Autonomous Province of Bolzano can proceed by opening a dedicated project/programme current account in the beneficiary country. Current account operations may be done exclusively by persons specifically appointed by the Province.
- c) The remaining amounts may be paid in one or more instalments. In any case, at the end of the project/programme a report and final accounts must be presented. The accounts must list the various cost entries analytically, and appropriate support documents must be presented limited to the amount of funding granted by the Province, including a translation into German, Italian, English, French or Spanish, if the documents are not already drawn up in these languages.
- d) Invoices and/or expenses documentation must be addressed to the project partner or the persons appointed to implement the project. Invoices and receipts must indicate the date of issue, and contain a description of and the address of the party issuing the document, the price and quantity/measurement of the goods/services, as well as the wording "Project of the Autonomous Province of Bolzano- agreement no. .../year".
- e) The accounts concerning the funding granted by the Province must be supported by original expenses documents produced by the project/programme partner. In exceptional cases in which the beneficiary country legislation requires the conservation of invoices in the country, documentation produced in copy shall be valid only where authenticated by a notary and accompanied by a self-executed affidavit which certifies both the reason why it was not possible to produce the original documentation and the conformity of the presented documents. In the event of invoices not being produced due to force majeure, without contributory negligence, the applicant shall provide a self-executed affidavit which describes the allocation of funds, accompanied by a

second authenticated statement made by the local partner which certifies that the funds were used for the implementation of project activities.

2.7.2 Accounts control: Auditing

If the projects or programmes are implemented by agencies or organisations of the United Nations, the aforementioned accounting documents may be replaced by relative audits. Where the Department so deems necessary, it may in any case ask to review the relative cost documentation. This is also valid for extraordinary interventions pursuant to Article 3 of Italian LP no. 5/1991.

2.7.3 Signing, modification and rescission of the agreement

- a) In the event of one or more project partners playing a determining role in the planning and implementation of an intervention, an agreement is drawn up. The projects and programmes must be implemented in compliance with the provisions of such agreement.
- b) The final accounts must comply with the cost budget: variations in cost entries within 15% of the budgeted amounts and within the granted funding do not require authorisation by the competent department.
- c) Any requests for modifications to the project or programme or an extension to the implementation terms laid down in the agreement. Modifications to the objectives, beneficiaries or granted amount are not permitted. Requests for variations must be presented to the Province by the project/programme partner, prior to implementation, by letter addressed to the competent provincial department, in compliance with the instructions laid down in the guidelines for final reporting and accounting.
- d) Any amounts not accounted for shall be returned in the event of the agreement being rescinded for reasons of force majeure.
- e) The breach by the partner of the clauses laid down in the agreement or the occurrence of causes deemed to hinder the completion of the intervention may lead to the repayment of all amounts paid by the Province and the right of the provincial authority to claim for financial damages due to the behaviour which led to the breach of the agreement.
- f) After two years from the allocation of funds, if such funds have not been paid due to causes attributable to the partner (e.g.. inactivity, delays, impossibility to implement the project), the funds shall be revoked. For serious, motivated reasons, at the request of the body or single beneficiary, the competent authority may at the request of the beneficiary grant an extension of a further year, after which time such benefit will be revoked.

3. Direct development information and education initiatives

Within the field of development policies and development cooperation, development information and education activities aim to promote the resources within our civil society. The main objective of this activity is to intensify exchanges between public and private institutions, trade associations, the media, the economic and scientific community, training institutions and many individual citizens on matters relating to development issues. Communication with partners in developing countries plays a central role.

3.1 Sectors of intervention

3.1.1 As part of an integrated approach, the following issues may be tackled:

- a) reduction of poverty/social disadvantage,

- b) peace/human safety,
- c) environment and sustainable development, d) the meeting of cultures,
- e) human rights and the rights of minorities.

3.1.2 In practice, initiatives which in terms of contents satisfy one or more of the following needs may be funded:

- a) Offer visibility to global relations and structural imbalances between the “North” and “South”, also within the developing and transition countries, highlighting common interests;
- b) Improve the understanding of globalisation processes in Europe and in developing and transition countries;
- c) Support peace as a global value, highlighting the interconnections between poverty, violence and migration;
- d) Show the relationship between environmental degradation and poverty and indicate strategies for sustainable development;
- e) Dedicate special attention to exchanges with populations in developing and transition countries and generally promote the meeting of different cultures;
- f) Contribute to the elimination of prejudice and racism towards foreigners and other cultures;
- g) Promote the development of a positive image of developing and transition countries among public opinion,
- h) Highlight different forms of commercial exchange, in particular fair trade;
- i) Contribute to equality between men and women;
- j) Contribute to improving the ability to conceive and implement development projects by organisations/single applicants;

and those which from a methodological point of view satisfy one or more of the following requirements:

- k) Have a strong impact on public opinion;
- l) Promote development policy activities with new groups of beneficiaries, above all among decision makers in the field of politics and economics and among the media;
- m) Ensure synergic effects through the promotion and creation of ties between projects and the collaboration with other fields of activity (human rights, culture, social, environment).

3.2 Preparation and assessment of initiatives

As far as the preparation and assessment of development information and education initiatives are concerned, refer to point 2.4 of these criteria.

3.3. Funding and implementation of the initiatives of the Autonomous Province of Bolzano

As far as the implementation and funding of development information and education initiatives are concerned, the Provincial government may appoint a project partner to implement the activities and/or implement the activities in its own name and on its own behalf. Where applicable, the provisions laid down in points 2.5 and 2.7 apply.

3.4 Costs of the initiatives

Financial budgets for development information and education initiatives shall include exclusively the costs required to implement the initiatives for which appropriate supporting documentation can be provided.