



IRELAND WALES CO-OPERATIONPROGRAMME 2014 – 2020

Wales Ireland Networking (WIN3) Scheme

RULES, ELIGIBILITY CRITERIA AND PROCEDURES

Section A - General Rules

1. Context

The WIN 3 Scheme aims to encourage the formation of partnerships that leads to the submission of an Operation Logic Table (OLT) to the Ireland Wales Programme Technical Group.

The Scheme provides financial assistance to eligible organisations. The assistance available takes the form of a unit cost of €250.00, paid retrospectively against travel and subsistence costs incurred by the applicant organisations travelling overseas to meet or seek potential partners, subject to these rules and eligibility criteria.

The WIN 3 Scheme is complementary to the Ireland Wales Co-operation Programme and not an alternative route to accessing funds for the programme.

2. Procedure

Claims for payment shall be in accordance with the procedure set out in Section C.

3. Applicants

Payments under the WIN 3 Scheme will be made to organisations, not individuals. While the scheme is primarily aimed at voluntary, charity and community-based organisations, public sector organisations are also eligible to apply.

4. Payment Rates

The WIN3 scheme will adopt a unit cost system and payments under the Scheme will be at the unit cost rate of **€250.00** per person for eligible travel and subsistence costs. The WIN 3 Scheme will operate using Euros only.

5. Approval to Travel

A "*WIN Travel Proposal*" form must be completed with the names of all individuals travelling, together with a travel plan. In order to claim under the Scheme, applicants must first receive written approval for their travel proposals from the Managing Authority, prior to their journey.

Section B - Eligibility

1. General

Funding under the WIN 3 Scheme is discretionary. The JTS reserves the right to divert funds according to the needs of the Ireland Wales Co-operation Programme. The Joint Secretariat (JS) reserves the right to amend these Rules over the life of the Scheme, according to the needs of the Ireland Wales Co-operation Programme.

2. Applicants

Only eligible organisations may apply. Preference will be given to voluntary, charity and community-based organisations.

3. Travel Proposal Form

Applicant organisations must submit an Operation Logic Table (OLT) and Travel Plan as part of a completed "*WIN Travel Proposal*" form. Only individuals' central to the aims of the trip will be supported, and all trips must have the basic aim of seeking opportunities to apply for Ireland Wales Co-operation programme funding. For example, an educational establishment may apply for WIN funding but only the individuals deemed engaged in progressing the application would be eligible under WIN. In this instance, travel for primarily educational purposes would be excluded.

4. Eligible Area

The WIN 3 Scheme will only consider claims for expenses incurred within the eligible Ireland Wales Co-operation Programme geographic area as shown in Section D of the Rules and as defined on page 3 of the *Co-operation Programme Citizen's Summary*.

5. Contact Details

The WIN 3 Scheme will be administered centrally by the JS in Carmarthen, Wales. Please forward all queries and applications to:

Joint I Secretariat
Ireland Wales Co-operation Programme
Welsh Government
Government Buildings
Picton Terrace,
Carmarthen.
SA31 3BT

Tel: 01267 225484

e-mail: IrelandWalesCrossBorderProgramme@gov.wales

Website: www.irelandwales.eu

Section C – Procedure

1. Applicant Enquiry

WIN Travel Proposal form and a copy of the Rules is sent to the applicant.

2. WIN Travel Proposal

The applicant submits a completed *WIN Travel Proposal* form to the JS in Carmarthen, Wales.

3. WIN Travel Proposal Validation

The *WIN Travel Proposal* form is validated by the JS.

4. Travel Plan Approval Request

The JS submits a valid application to the Managing Authority for decision.

5. Travel Plan Approval Decision

The Managing Authority makes the decision to approve or reject the travel proposal. For approved applications, the JS issues written approval to travel against the travel plan, Rejected applications are notified by the Operations Officer.

6. Travel

Applicant travels to Ireland/Wales, within the eligible Ireland Wales Co-operation programme geographic area and as approved in the *WIN Travel Proposal* form and letter of conditions.

7. Proof of Travel

The applicant submits proof of travel e.g. Boarding Pass for validation by the JS.

8. Payment Request

The JS submits a valid claim to the Managing Authority for payment, and refers an invalid proof of travel back to the applicant.

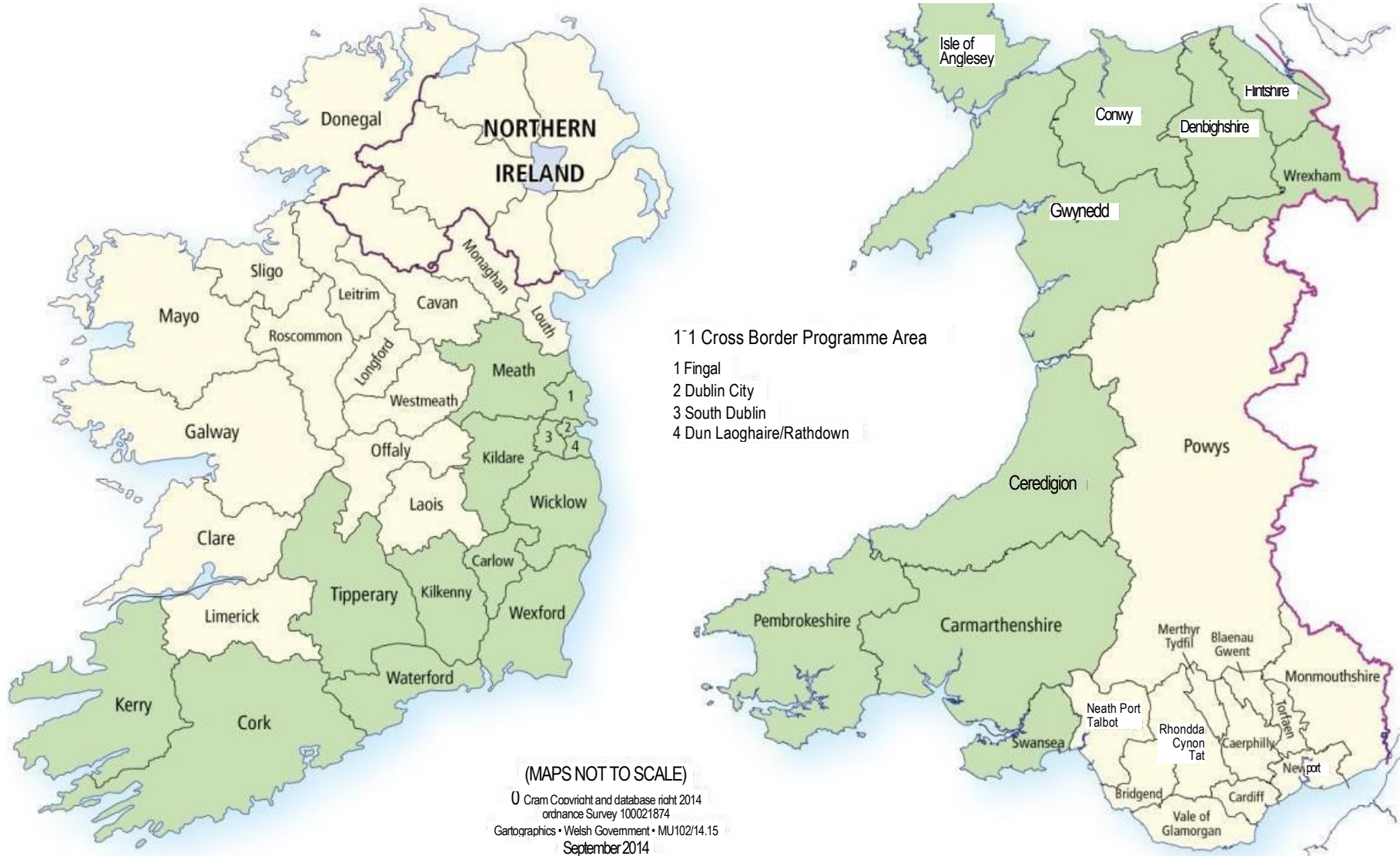
9.. Payment Decision

The Managing Authority makes the decision to approve or reject the travel claim. The Managing Authority submits approved claims to Finance Department for payment. Rejected claims are referred back to the applicant by the Development Officer.

10. Payment

The Finance Department issues a single payment in Euros to the applicant organisation.

IRELAND/WALES CROSS BORDER PROGRAMME (2014-2020)



In Ireland, the eligible programme area covers the counties of:

Carlow,
Cork,
Dublin City,
Dun Laoghaire/Rathdown,
Fingal,
Kerry,
Kildare,
Kilkenny,
Meath,
South Dublin,
Tipperary,
Waterford,
Wexford
Wicklow.

In Wales, the eligible programme area covers:

Carmarthenshire,
Ceredigion,
Conwy,
Denbighshire,
Gwynedd,
Flintshire,
Isle of Anglesey,
Pembrokeshire,
Swansea
Wrexham.