



Interreg

Latvija-Lietuva

European Regional Development Fund



EUROPEAN UNION

Preparation and submission of the application via the electronic Monitoring System

- According to Article 122 (3) of Regulation 1303/2013 all exchanges of information between Lead partner/project partners and programme implementation bodies shall be carried out by means of **electronic data exchange systems**.
- Submission of applications, reporting, submission of request for changes and other communication shall be done with the electronic Monitoring System (eMS).
- Access to the eMS: <http://ems.latlit.eu/ems> or from the main page of the programme webpage www.latlit.eu
- Use Guidance How to Apply via the eMS: <http://latlit.eu/calls-for-proposals/>



FILLING IN THE APPLICATION FORM

- Write in a clear and easy language
- Use Word file for pre-filling the application form and then copying the information to the eMS
- Fill in all mandatory fields (marked with *)
- Respect the length of input fields for entering the data
- Remember that the eMS does not provide any warning or request of confirmation before leaving a section of the application form or before logging out
- Save the information by clicking “Save” button on upper left corner, otherwise data will be lost
- Do not leave preparation and submission of the application for the last day
- read carefully Programme manual
- Check the application form before submission because the eMS does not check correctness of entered data



➤ **Project identification:**

- programme priority
- specific objective
- project acronym
- project title
- project number
- project duration (cannot be longer than 24 months!!!)

➤ **Project summary** – short overview of the project in English, Latvian and Lithuanian.

➤ **Project budget summary** – automatically generated from section “Project budget”

➤ **Project main outputs** – automatically generated from work packages



- **Lead Partner/Project partner** - role in the project, titles in English and national language, department (if relevant)
- **Address** - street, postcode, cit, town, district, county, homepage
- **Legal and Financial information:**
 - Legal status (public authority, public equivalent body, NGO),
 - Programme and national co-financing source and rate,
 - VAT number or other identifying number



- Contacts of **Authorised representative** and **Contact person**
- **Experiences of partner** - organisation's thematic competences and experiences, role and specific contribution in the project. Also describe cases if the Lead partner/project partner is outside of the programme area or branches are involved in implementation of activities.
- **Benefit** from participation in the project
- **Experience** in participating in and/or managing **EU other international projects**



➤ Project relevance

- Territorial challenge
- Project approach
- Cooperation reason
- Cooperation criteria – joint development, joint implementation, joint staffing and joint financing (at least three out of four)



➤ Project focus

- Programme priority specific objective – automatically to be filled in
- Programme result indicator and project expected results
- Project overall objective
- Project specific objectives (up to 3)



PART C Project description

How to make a link...

| | |
|---|---|
| <p>Programme priority specific objective To create employment opportunities through entrepreneurship support</p> | <p>Project overall objective To establish business support services for facilitation of entrepreneurship in the cross border region</p> <p>Project specific objective To develop joint business support e-service</p> |
| <p>Programme output indicator Business support services improved/created as a result of the cross border cooperation</p> | <p>Project main output 1 business support e-service developed (E-platform developed for creating business plans)</p> |
| <p>Programme result indicator Newly established businesses per year</p> | <p>Project expected result It is expected that by using new business support e-service 50 new businesses will be established per year</p> |

➤ Project context

- Project's **contribution to national/regional/local strategies and policies, EUSBSR**
- **Synergies** with past or current EU and other projects or initiatives
- **Knowledge** – how the project builds on available knowledge, and how it utilises previous studies, experiences and lessons learnt from the project theme

➤ **Horizontal principles** – sustainable development, equal opportunities and non-discrimination, equality between men and women



Projects with a **direct negative impact on any of horizontal principles** will not be selected for the Programme funding.



- Plan activities in a logical way and in chronological order
- Evaluate realistically the time needed to carry out all the activities
- Plan time generously in the case of data comparison or harmonisation processes because partnerships require a lot of time to agree on the details
- Reporting and communication take time
- Include activities that foster further use of the project main outputs or continuation of the project work



TYPES OF THE WORK PACKAGES

Preparation

if preparation costs are used by the project

Management – mandatory

Implementation – mandatory

Investment

if investments in infrastructure and works are planned in the project under BL “Infrastructure and works”

Communication – mandatory

except small projects with one or two project main outputs (to be planned within WP “Implementation”)

Preparation

if preparation costs are used by the project

- **WP “Preparation”** – title of the WP automatically defined as WP0
- **WP start** – the earliest on 1 January 2014
- **WP end** – one day before the MA decision on awarding the ERDF co-financing (indicative date of payment of preparation costs)
- **WP budget** – automatically from budget section
- **Partners’ involvement**
- **Description of preparation activities** – implementation of activities, who will do what
- **Lump sum** – EUR 1000 (planned in the total budget EUR 1176,47) or/and up to 7% of the planned in the project infrastructure and works object’s costs



Management – mandatory

- **WP “Management”** – title of the WP automatically defined as WP M
- **WP start/WP end** – automatically filled in from project duration
- **WP budget** – automatically filled in from budget section
- **Partners’ involvement** – all partners must be involved. Responsible - LP
- **Description** – how the **management on the strategic and operational level will be carried out:**
 - Structure, responsibilities, procedures for the day-to-day management and co-ordination;
 - Communication within the partnership;
 - Reporting;
 - Indication whether project management will be subcontracted;
 - justification of equipment for project management, if relevant



Management – mandatory

➤ **Activities- tasks leading to achieving of deliverables.** Typical project management activities:

- Establishment of project management bodies and procedures for project implementation;
- Organisation of project kick-off meeting;
- Project monitoring;
- Project reporting;
- Organisation of project meetings;
- Ensuring coordination and communication within the partnership;
- Project closure.

➤ **Deliverables (at least one for each activity) - results of activities contributing to achievement of project main outputs**

Indicate responsible partner(s) for each activity and deliverable.



Implementation – mandatory

- WP “Implementation” describes core “thematic” activities carried out within the project. Can be up to two WPs “Implementation”
- **WP “Implementation”** – title of the WP automatically defined as WP T1
- **WP start/WP end** – automatic from activities
- **WP budget** - automatically filled in from budget section
- **Partners’ involvement**
- **Summary implementation** – summary description and objectives of the WP, involvement of partners




PART D WORK PLAN

How to make a link ...

| <i>Programme priority</i> | Support to labour mobility and employment |
|---------------------------------------|---|
| Programme priority specific objective | 2.1 To create employment opportunities through entrepreneurship support |
| Programme output indicator | Business support services improved/created as a result of the cross border cooperation |
| Project main output | 1 joint business support e-service developed (E-platform for developing the business plans) |
| Activity 1 | Preparation of specification for e-platform |
| Deliverable 1 | Specification of e-platform |
| Activity 2 | Purchase of equipment for development of e-platform |
| Deliverable 2 | Equipment purchased (server, computer,..) |
| Activity 3 | Development of e-platform |
| Deliverable 3 | E-platform developed (in 3 languages) |

Implementation – mandatory

- Each project main output  Programme output indicator
- ! Programme output indicator and project main output need to have the same measurement unit to be able to aggregate them
- Target groups – who will use project main outputs
- Durability and transferability of project main outputs – how outputs will be used after project end and who else can use them outside of the project
- Project activities
- Deliverables (at least one for each activity)



PART D WORK PLAN WP “Investment”


Investment

- WP “Investment” shall be filled in if investments in infrastructure and works are planned in the project under BL “Infrastructure and works”. Can be up to two WPs “Investment”
- ! Investments in equipment should be described in WP “Implementation” and to be linked to a deliverable.
- **WP “Investment”** – title of the WP automatically assigned (WP I1)
- **WP start/WP end** – automatic from activities
- **WP budget** - automatically filled in from budget section
- **Partners’ involvement**
- **Summary investment** – summary description of the investment activities and objectives of the WP, involvement of partners
- **Justification** – need for investment, cross-border relevance, benefits
- **Location of investment** – according to NUTS and addresses for each investment



PART D WORK PLAN WP “Investment”

Investment

- **Risk associated with the investment** (if relevant)
- **Investment documentation** – specify all relevant technical documentation
- **Ownership** – describe ownership of the site or usage rights, ownership of the investment at the end of project, maintenance after project end
- **Each project main output**  **Programme output indicator.** If project main output within WP “Investment” does not directly contribute to the Programme output indicator, choose the same Programme output indicator that was chosen within WP “Implementation” and describe how planned investment will help to achieve project main outputs chosen within WP “Implementation”.
- **Target groups**
- **Durability and transferability of project main outputs**
- **Project activities**
- **Deliverables** (at least one for each activity)



Communication – mandatory

except small projects with one or two project main outputs (to be planned within WP “Implementation”)

Communication objectives, planned communication activities and deliverables used in order to disseminate and promote achieved project main outputs and results to project target groups, relevant stakeholders and general public.

- **WP “Communication”** – title of the WP automatically defined as WP C
- **WP start/WP end** – automatic from activities
- **WP budget** – automatically filled in from budget section
- **Partners’ involvement**
- **Summary** – description of the communication activities and objectives of the WP, involvement of partners.

Communication



Communication – mandatory

except small projects with one or two project main outputs (to be planned within WP “Implementation”)

➤ **Communication objectives:**

- Raise awareness
- Increase knowledge
- Influence attitude
- Change behaviour



➤ **Approach/tactics** – how the target groups will be reached

➤ **Pre-defined communication activities:**

- Start-up activities
- Publication(s)
- Public event(s)
- Digital activities,
- Promotional materials

➤ **Deliverables** (at least one for each activity)



- Overview of the target groups selected within WPs “Implementation” and “Investment”
 - Description of each target group and quantification
- !** The target value should only reflect an active involvement of target groups, e.g. interviews, workshops, participation in trainings, etc.



3 MONTHS REPORTING 6 MONTHS

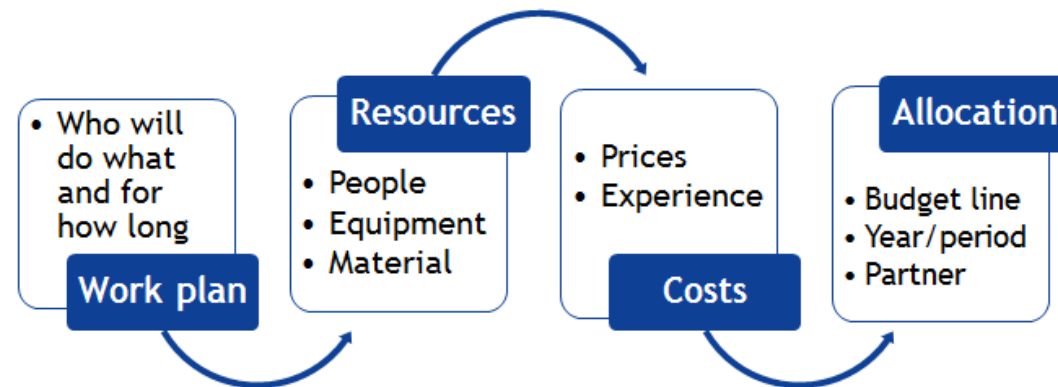
Reporting periods have to be specified **manually** by choosing dates on the calendar

Reporting date = end or reporting period + 3 months → must be specified **manually**

! The eMS does not check the correctness of entered data!



- Be realistic; check real costs
- Project budget should reflect project partners' involvement in the activities planned
- Be aware that budgeting takes time therefore start early enough
- Guess based budgets are dangerous



- Project budget must be planned for the LP and each project partner. Define project national co-financing amount in section “Define Contribution”
- Choose for budget planning one out of three options:
 - Expenditure categories per work packages
 - Expenditure categories per reporting periods
 - Reporting periods per work packages
- Project budget must be planned under budget lines:
 - BL “Staff costs”
 - BL “Office and administration”
 - BL “Travel and accommodation”
 - BL “External expertise and services”
 - BL “Equipment”
 - BL “Infrastructure and works”
 - BL “Net revenue”



- Specify **activities** to be carried out **outside the Programme area**
- Describe how these activities will benefit the Programme area
- Enter **indicative total budget and ERDF co-financing** of activities to be carried out outside of the Programme area



- Section “Project Budget Overview” displays the total project budget in various dimensions:
 - per project partner/per budget lines
 - per budget lines
 - per project partner/per periods
 - per periods
 - per project partners in WPs
 - per WPs
 - per WPs and budget lines
 - per WPs and periods
- Section “Project Breakdown Budget” gives opportunity to filter project costs by periods, project partners, budget lines, amounts, work packages, etc.

Together with the prepared application form, the LP must submit:

- **Confirmation letter** prepared in English and signed by the LP must be submitted **in paper or electronically signed by electronic signature** to the JS by the LP within period of time from the opening till the closing time of the call (post stamp or e-signature time stamp).

The following **annexes must be uploaded in the eMS**:

- **Partner declarations** uploaded for each project partner (standard form for LP and project partners is available on the Programme website www.latlit.eu);
- ! Information in the partner declarations must correspond to the information presented for each project partner in the application form (e.g. budget, title of the organisation in national language and in English, etc.).
- If LP or project partners are NGOs or public equivalent bodies, **copies** (certified by LP or project partner) of **statutes, establishment agreement or resolution on establishment**;

- If LP is NGO:
- for the **Lithuanian** LP - **copies** (certified by LP) of **balance sheet and activity report** (balansas, veiklos rezultatų ataskaita);
 - for the **Latvian** LP - **copies** (certified by LP) of **balance sheet, income and expenditure account** (bilance, ieņēmumu un izdevumu pārskats)

that shows total turnover during the last two financial years (2014 and 2015) or in case NGO was established later - then from the date of establishment,

- **List of state aid relevant activities**, if applicable (standard form is available on the Programme website www.latlit.eu)
- **Simplified calculations of net revenue or calculation of the discounted net revenue**, if applicable

The following annexes can be uploaded in the eMS or submitted in paper:

- If the project includes (re)construction works for which in accordance with national legislation **full set of technical documentation** is requested:
 - ownership documents or lease of land or premises agreements
 - technical documentation which is evidence that if the project is approved, the tender procedure for (re)construction works can be started immediately.

- If the project includes (re)construction works, yet according to national legislation technical documentation is not necessary:
 - ownership documents or lease of land or premises agreements
 - defect acts, if relevant,
 - explanatory note,
 - cost estimations of the planned (re)construction works in line with national legislation and in national language

Detailed information in section 6.1 of the Programme manual

Thank you for your attention!!!

Any questions?

