GUIDANCE

HOW TO APPLY VIA THE ELECTRONIC MONITORING SYSTEM

INTERREG V–A LATVIA–LITHUANIA PROGRAMME

2014–2020
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## Abbreviations

<table>
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<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>Budget Line</td>
<td>BL</td>
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<tr>
<td>Electronic Monitoring System</td>
<td>eMS</td>
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<tr>
<td>European Regional Development Fund</td>
<td>ERDF</td>
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<tr>
<td>European Union Strategy for the Baltic Sea Region</td>
<td>EUSBSR</td>
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<tr>
<td>Financial Control</td>
<td>FC</td>
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<tr>
<td>Interreg V-A Latvia–Lithuania Programme 2014–2020</td>
<td>Programme</td>
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<tr>
<td>Joint Secretariat</td>
<td>JS</td>
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<tr>
<td>Lead Partner</td>
<td>LP</td>
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<tr>
<td>Managing Authority</td>
<td>MA</td>
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<tr>
<td>Non-governmental organisation</td>
<td>NGO</td>
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<tr>
<td>Value Added Tax</td>
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<td>Work Package</td>
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1. About the eMS

In accordance with Article 122 of Regulation (EU) no 1303/2013, all exchanges of information between the LP and the Programme bodies shall be carried out by means of electronic data exchange systems. Therefore submission of applications, reporting, submission of requests for project changes, as well as any other communication regarding project and Programme implementation shall be done via the eMS.

The eMS is a monitoring system developed by INTERACT with communication portal to support submission, approval, management and administration of projects in the context of Interreg programmes. The system supports collection of all information on submitted and approved projects, their implementation and achievements, changes and closure. Additionally aggregated data on the progress of projects and the Programme level are recorded in the system. All Programme bodies are able to communicate with projects via the system and re-use the data already collected. The eMS is built to support Programme bodies in day-to-day Programme management and should fulfil all legal requirements.

The eMS is a web application, which can be accessed with recent versions of the most common browsers (e.g. Internet Explorer, Firefox, Chrome). The functionality of the system follows the common standards of web applications for entering and submitting data.

2. The eMS management

2.1 Registration

The eMS can be accessed at the following link http://ems.latlit.eu/ or on Programme webpage www.latlit.eu (banner on the main page or from section „Calls for Proposals“).

To get an access to the eMS, applicants must register under the above mentioned link by filling in the registration form (Fig.1).

Fig.1 eMS registration form

The registration form must be filled in English language. The applicant will receive a confirmation letter to the indicated e-mail in the registration form. Only after confirmation, the applicant receives access to the eMS and can submit application. In section “User Account” the applicant can change the password, personal data and configure the mail signature.

Each eMS user is responsible for all activities done with the username and must keep safe the username and password.
In case the password is forgotten, it can be restored by clicking “Forgot Password” (Fig. 2).

Fig. 2 Restoring password

After that the applicant will receive an e-mail with instructions how to proceed further for restoring the password. If the username is forgotten, please contact the JS to get help (contacts of JS employees are available on the Programme webpage www.latlit.eu/contacts).

2.2 Dashboard and project view menu

When logged in the eMS, you will see the main page (Dashboard) with the left side menu, sections “My projects”, “My Mailbox” and “Calendar” (Fig. 3). On the “Calendar” you will see marked opening and closing time of the call for proposals. “My Mailbox” is a tool for communication between the LP/project partners and Programme implementation bodies within the eMS.

Fig. 3 Dashboard

The left side menu of the Dashboard contains the following buttons (Fig. 4):

1) Personal:
   - Dashboard – enter to the Dashboard.
   - Mailbox – section for sending and receiving messages within the eMS.
   - Generated Files - a pop-up window that displays all generated pdf files.
   - User Account – details about user; possibility to change the password, personal data, configure the mail signature, administer the Dashboard.

2) Applications:
   - My Applications – list of prepared and submitted applications.
   - Bookmarked Applications – selected applications for easier and quicker access.
3) **EMS Management:**

- **Calls** – calls for proposals published by the Programme. It is possible there to apply for the call for proposals and to create the application form.

4) **Logout** – exit from the eMS.

**Fig. 4 Left side menu of Dashboard**

Please note that in **the project view (when the application form is open and the first information is saved)** you will see the **left side menu** with the following sections (Fig. 5):

- **Save** – saves data entered in the application form. **Automatic saving is not possible.**
- **Save as Pdf File** – saves the application form as pdf file. In 3-4 minutes after clicking “Save as Pdf File” an application form will appear in section “Generated files”.
- **Generated Files** – displays all generated pdf files.
- **Project History** – overview of actions performed with the application form.
- **Attachments** – section with uploaded attachments.
- **User Management** – it is possible to add/remove users for particular application.
- **Bookmark Project** – it is possible to mark the application for easier and quicker access. After application is bookmarked, it will appear in section “Bookmarked Applications” on the left side menu of the Dashboard.
- **Toogle Tree** – navigation pane for easier access to sections of the application form appears on the right side of the application form.
- **Contacts** – it is possible to send messages to the users assigned to a project.
- **Help** – instructions on filling the application.
- **Exit** – exit from the application to the Dashboard (not the eMS).
2.3 My Mailbox

eMS allows users to exchange messages within the system. It supports standard mailing functions such as sending, forwarding and replying the mails. eMS enables sending messages to multiple recipients as well as sorting and filtering messages based on different criteria (Fig.6)

In section “My Mailbox” applicants will receive automatic messages informing about created pdf files, submitted applications and other messages about application process and further about project implementation.

2.4 User Management

LP can give editing or reading rights for the application in the eMS to project partners participating in the project. This can be done in the project view under section “User Management” by clicking on “Add for Reading” or “Add for Modification” (Fig.7). To do that, the project partner first has to register in the eMS and send to the LP the username. However, in order to avoid mistakes in the application form and misunderstanding between
partners, it is recommended for the LP to fill in the application on behalf of all partnership and assign only reading rights for the project partners.

Fig. 7 Assigning user rights to project partners

3. Application procedure

There are open calls for proposals and direct award procedure launched by the Programme. The eMS will be open for submission of applications during the opening and closing time of the call for proposals and direct award procedure which will be published on the Programme website www.latlit.eu. The application must be prepared and submitted by the applicant functioning as the LP on behalf of the whole partnership.

Please read Part I section 6.1 “Application” and Part II section 6.1 “Application” of the Programme manual to be familiar with requirements on preparation and submission of the application. The application form must be filled in English language.

Applicants applying for the direct award procedure shall read section “Special provisions for direct award procedure” of this guidance.

Once the application has been prepared and submitted to the JS, it will be assessed according to administrative and eligibility criteria and quality assessment criteria. Please read information about assessment criteria in sub-section 6.2.1 “Administrative and eligibility criteria” and 6.2.2 “Quality assessment criteria” of the Programme manual.

An application form that is filled in but not submitted will be considered as draft only and not as received application. Submission of the application is described in chapter “Submitting the application” of this guidance.

Please note that towards the closure of the call there might be limited time resources for quick response to questions and help requests providing assistance in filing in the application, therefore the applicants are advised not to leave preparation and submission of the application for the last days of the call.

In case of any questions about preparation of the application form and work with the eMS, please contact JS (contacts of JS employees are available on the Programme webpage www.latlit.eu/contacts).
4. Filling in the application form

Based on the information provided in the application, the administrative and eligibility criteria assessment as well as quality assessment of the application will be performed by the MA/JS. Therefore, please remember to provide exhaustive information to all required fields in the application form.

Please consider some recommendations for 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;
- check if all mandatory fields marked with * are filled in. The eMS does not provide automatic checking of entered information.;
- 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. Always remember to 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;
- you will be automatically logged out from the eMS if it stays open and unused more than 30 minutes;
- read carefully Programme manual.

The application form consists of several sections which have to be filled in:

- PART A Project Summary
- PART B Partner
- PART C Project Description
  - C.1 Project Relevance
  - C.2 Project Focus
  - C.3 Project Context
  - C.4 Horizontal Principles
- PART D Work Plan
  - D.1 Work Package List
  - D.2 Target Groups
  - D.3 Define Periods
- PART E Project Budget
  - E.1 Partner Budget
  - E.2 Activities Outside
  - E.3 Project Breakdown Budget
- PART F Project Budget Overview
- PART G Attachments

In order to fill in the application form, please select “Add Project” in section “My projects” or enter section “EMS Management/Calls” from the Dashboard (Fig.8). After that you will be forwarded to section “Calls” where you should choose (by clicking button “Apply”) the call for proposals or the direct award procedure for which you would like to apply (Fig.9). If button
“Apply” is not active, it means that the respective call for proposals or the direct award procedure is closed.

!!! Please note that you can fill in the application form only if the call for proposals or the direct award procedure is open.

Fig. 8 Getting access to the application form

Fig. 9 Applying for the call for proposals or the direct award procedure

A project application form will appear (Fig. 10).

Fig. 10 Application form

Please remember to click “Save” button to save the data entered, otherwise data will be lost!
4.1 PART A Project Summary

In this section of the application form the basic information about the project should be given. Afterwards it will be used by the Programme on its webpage and publications about approved projects in the Programme.

Please do the following:

1) select from a drop-down menu the Programme priority and Programme priority specific objective your project contributes to;

2) insert project acronym. It should be up to 20 characters long, pronounceable and should allow an easy identification of the project. The use of the acronym is necessary for efficient communication and administration, especially when presenting statistics.;

3) insert project title. The title should contain words describing the project’s content. It is recommended that the title would be max 60 characters including spaces.;

4) insert project duration during which the project activities will be implemented. The duration in months is calculated automatically. The earliest date when the project activities can start and the expenditure can incur is the next day after the project is approved by the MC. All project activities are implemented at project own risk until subsidy contract is signed. Please realistically estimate the time that is necessary for implementation of all project activities. Please remember that project duration can be 24 months maximum.

5) insert project summary by giving a short overview of the project (in English, Latvian and Lithuanian language) and describe:

 the common challenge of the Programme area you are jointly tackling in your project;
 the overall objective of the project and the expected change your project will make to the current situation;
 the project main outputs you will produce and who will benefit from them;
 the approach you plan to take and why is cross border approach is needed;
 what is new/original about the project.

Please focus only on the most important aspects of the project. Please note that you are required to provide more detailed information in other sections of the application form. The project summary should be given in the style of a press release and the length of information provided should not be more than 1500 characters in each language. It is advised to fill in this section after the entire application has been filled in.

Please note that the number of the project is assigned by the eMS automatically as soon as minimum information in section “Project Summary” is entered and saved.

After the entire application form is filled in, you will see automatically generated tables “Project Budget Summary” (Fig.11) and “Project Main Outputs” (Fig.12) in section “Project Summary”.
In section “Project Summary” all input fields are mandatory for filling in.

Please remember to click “Save” button to save the data entered, otherwise data will be lost!

4.2 PART B Partner

After section “Project Summary” is filled in the next step is to enter data in section “Partner” about the LP and project partners participating in the project. This section contains basic information about the project partnership. According to Programme requirements project has to involve at least one Lithuanian and one Latvian partner, which is registered or permanently located and actively operating in the Programme area. Detailed information about requirements for the project partnership is in section 5.2 “Partnership” of the Programme manual.

To add information about LP or project partner please enter section “Partner” and choose “New partner” (Fig.13).

The eMS automatically offers the first section to be filled in about the LP, afterwards information about each project partner should be filled in. In the eMS the LP is automatically defined as “Lead Partner 1” or “LP_1”.

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**Fig. 11 Project Budget Summary**

**Fig. 12 Project Main Outputs**
To enter information about the LP and project partners please do the following:

1) In input section “Lead Partner 1/project partner” (Fig.14)
   ➢ select role of the project partner in the project (LP or project partner) from a drop-down list;
   ➢ insert title of the organisation in national language;
   ➢ insert title of the organisation in English;
   ➢ insert title of the department of organisation (if relevant).

   **Fig.14 Section “Project partner”**

2) In input section “Address” provide address of the project partner. Country and regions should be chosen from drop-down lists using NUTS classification system. Please provide also webpage address.

3) In input section “Legal and Financial Information”:
   ➢ select **legal status of the project partner** from a drop-down list:
     - If LP/project partner’s institution is **public authority**, please choose from a drop-down list – regional public authority, national public authority or local public authority;
     - If LP/project partner’s institution is **public equivalent body**, please select from a drop-down list “public equivalent body”;
     - If LP/project partner’s institution is **NGO**, please select from a drop-down list “NGO”;
   ➢ select **Programme co-financing source** from a drop-down list - **ERDF**;
   ➢ specify **co-financing rate** - 85%;
   ➢ select **national co-financing source** from a drop-down list:
     - If the LP/project partner is a public authority or public equivalent body, please select “public”.
     - If the LP/project partner is a NGO, please select “private”.
   ➢ specify whether your organisation is entitled to **recover VAT** based on national legislation for the activities implemented in the project (choose one option - “no/yes/partly”). If option “partly” is selected, please specify how VAT is going to be recovered. Please specify the VAT number of the organisation.
   ➢ if the organisation does not have VAT number, specify the **other national identifying number** and in the next input field specify the **type of identifying number**.
4) In input section “Authorised Representative” specify the contact details of the authorised representative of the organisation (name, last name, e-mail address, telephone) and in input section “Contact Person” provide contact details of the contact person (name, last name, e-mail address, telephone).

5) In input section “Experiences of Partner” please enter information about the organisation’s thematic competences and experiences relevant for the project, describe the role and specific contribution of the partner in the project. In case of project involving LP/project partners from outside eligible Programme area, please describe their specific competencies/knowledge that is not available in the Programme area and indicate how the participation of these partners will benefit the Programme area. In case the legal entity acts as LP/project partner, please describe justify how implementation will be ensured if branch division/office situated in programme’s region is responsible for the implementation of the project (see detailed information in the sub-section 5.2.2 “Partnership requirements” of the Programme manual.

6) In input section “Benefit” please describe the benefit that the organisation gets from participating in the project.

7) In input section “Other International Projects” specify information about the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.

Please remember to click “Save” button to save the data entered, otherwise data will be lost!

4.3 PART C Project Description

This section provides information on project context (relevance and strategy) and cooperation character which will be assessed during quality assessment according to strategic criteria. Detailed information about quality assessment criteria is in sub-section 6.2.2 “Quality assessment criteria” of the Programme manual.

4.3.1 C.1 Project Relevance

Please provide the following information in sub-section „Project Relevance“ (Fig.15):

1) **Territorial Challenge** – describe the common territorial challenges that will be tackled by the project and relevance of your project for the Programme area in terms of common challenges and opportunities addressed.

2) **Project Approach** – describe how the project tackles the identified common challenges and/or opportunities and what is new about the approach the project takes. Furthermore, please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/Programme area/participating countries.

3) **Cooperation Reason** – describe why cross border cooperation is needed to achieve the project objectives and results. Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/Programme area gain in taking a cross border approach.
4) **Cooperation Criteria** – select at least three cooperation criteria that apply to the project (tick the relevant boxes: “Joint development”, “Joint implementation”, “Joint staffing”, “Joint financing”) and describe how the selected cooperation criteria will be implemented.

- **Joint development** – project must be prepared jointly by representatives of all project partners. The project must clearly integrate ideas, expectations, priorities and contributions from all project partners. Partners must share understanding of the project objective and contribute to achievement of its results.

- **Joint implementation** – project activities must be carried out and co-ordinated by all project partners. There must be a balanced division of tasks and responsibilities, links between activities of each partner and regular contacts within the partnership.

- **Joint staffing** – project should not duplicate functions on either side of the border and staff on both sides of the border should work together on the project.

- **Joint financing** – all project partners’ budgets together form the joint budget for the whole project.

4.3.2 C.2 Project Focus

The sub-section “Project Focus” presents the intervention logic of the project which is composed of the following elements (Fig.16):

- **Project overall objective** - describes the strategic and long term change that the project seeks to achieve for the benefit of the target groups. Project overall objective must be in line with the Programme specific objective.

Please remember to click “Save” button to save the data entered, otherwise data will be lost!
- **Project specific objective(s)** - shows direct contribution to the project overall objective. Project can define up to three project specific objectives. It should be possible, at least to some extent, to measure achievement of project specific objectives with project main outputs.

- **Project results** - demonstrate the immediate advantage of carrying out the project telling us about the benefit of using the project main outputs. Project results should demonstrate the change the project is aiming for.

- **Project main outputs** - the outcomes obtained following the implementation of project activities. Each project main output should be captured by a Programme output indicator and should directly contribute to the achievement of the project result.

![Fig.16 Project intervention logic](image)

Information provided in sub-section “Project Focus” will be used for project’s strategic assessment according to criteria “Project’s contribution to Programme’s objectives, results and outputs” and “Methodology/approach, activities and durability”.

!!! Please remember that the project must be in line with chosen Programme priority, its specific objective and has to achieve at least one Programme result indicator and one Programme output indicator of the chosen specific objective. Detailed information about Programme priorities, specific objectives, result indicators and output indicators is in chapter 3 “Programme Priorities” of the Programme Manual.

In order to fill in sub-section “Project Focus”, please do the following:

1) note that input field “Programme Priority Specific Objective” is filled in automatically from section „Project Summary”.

2) choose from a drop-down list the Programme Result Indicator your project will contribute to.
3) specify project results in the input field “Expected Project Results” and describe how they link and contribute to the Programme result indicator.

4) specify project specific objective(s) (maximum three) and provide explanations about how they will be achieved and how they will contribute to the achievement of project overall objective. To remove or add project specific objective, please use buttons “Remove Project Specific Objective” or “Add Project Specific Objective”.

For better understanding how to define project objectives, outputs and results, please consider the following example:

**Table 1. Example of project objectives, outputs and results**

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Specific objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish cooperation among science, students and project partners in order to encourage development of high added value and technology based businesses in Latvia-Lithuania border region.</td>
<td>Improve the resource base for sciences and students working with technologies.</td>
</tr>
<tr>
<td></td>
<td>Foster the cooperation among sciences, students and project partners and stimulate development of new businesses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project results</th>
<th>Project main outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Established cooperation among science, students and project partners in order to encourage development of high added value and technology based businesses in Latvia-Lithuania border region.</td>
<td>2 laboratories equipped and renovated at the University 1 to provide an up-to-dated infrastructure for researches and studies.</td>
</tr>
<tr>
<td></td>
<td>2 laboratories renovated and equipped at the University 2.</td>
</tr>
<tr>
<td></td>
<td>participation in 10 joint trainings to improve specific skills and knowledge.</td>
</tr>
</tbody>
</table>

Further, in the last two input fields of sub-section “Project Focus” please describe:

5) **Durability of project main outputs** (Fig.17) – how the project will ensure that project main outputs and results will have a lasting effect beyond project duration. Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project main outputs and results. If relevant, explain who will be responsible and/or who will be the owner of results and project main outputs.

6) **Transferability of project main outputs** (Fig.17) – how the project will ensure that project main outputs and results will be applicable and replicable by other organisations/regions/countries outside of the current partnership. Please describe to what extent it will be possible to transfer the project main outputs and results to other organisations/regions/countries outside of the current partnership.

**Fig.17 Durability and transferability of project main outputs**
4.3.3 C.3 Project Context

Information provided in sub-section “Project Context” will be used for project’s strategic assessment according to criteria “Project’s context (relevance and strategy), and cooperation character”.

To fill in the sub-section “Project Context” please do the following (Fig. 18):

1) specify information in the input field “Project Context” by describing project’s contribution to national/regional/local strategies and policies, the EUSBSR, in particular, those concerning the project or Programme area. Please tick box “EU Strategy for the Baltic Sea Region” and explain how the project contributes to it. If there are any questions about EUSBSR, please visit website www.balticsea-region-strategy.eu or contact JS for help.

2) specify information in the input field “Synergies” by describing the synergies with past or current EU and other projects or initiatives the project makes use of. Please describe what added value the current project would bring to any previously funded projects.

3) specify information in the input field “Knowledge” by answering the question how the project builds on available knowledge, and how it utilises previous studies, experiences and lessons learnt from the project theme.

Fig.18 Project context
4.3.4 C.4 Horizontal Principles

All projects supported by the Programme have to be in line with horizontal principles: sustainable development, equal opportunities and non-discrimination, equality between men and women. Detailed information about horizontal principles is in sub-section 4.1 “Horizontal principles” of the Programme manual.

Please enter the sub-section “Horizontal Principles” and indicate whether the project will have positive, neutral or negative impact on each horizontal principle (Fig.19) and justify the choice in the description area. Projects with a direct negative impact on any of horizontal principles will not be selected for the Programme funding.

Fig.19 Horizontal principles

Horizontal Principles
Please indicate which type of contribution to horizontal principles applies to the project, and justify the choice.

4.4 PART D Work Plan

Section “Work Plan” describes activities which will be implemented by the project in order to deliver the project main outputs necessary for achieving the project objectives. Information presented in this section will be assessed according to strategic criteria “Project’s contribution to Programme’s objectives, results and project main outputs” and “Methodology/approach, activities and durability”.

Please consider some useful tips for the preparation of the work plan:

- 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; 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.

Before preparing the work plan please be familiar with definitions:

Work package – a group of activities defined in the work plan.
Project main outputs – the outcomes obtained following the implementation of project activities. Each project main output should be captured by a Programme output indicator and should directly contribute to the achievement of the project result.

Project activities – specific tasks planned by the project partners in order to reach the deliverables. Each WP (except WP “Preparation”) is divided into activities. Activities have to lead to the development of one or more project main outputs.

Project deliverables can be defined as the physical evidence of what has been produced through an activity or as the physical evidence/support of the project main output that was produced through an activity. Project deliverables are not requested to be specified for WP “Preparation”.

Target group – individuals and/or organisations directly positively affected by the project main outputs. Not necessarily receiving a Programme funding and even not directly involved in the project, the target groups may exploit project main outputs for their own benefit.

Transferability refers to the degree to which the project main outputs can be applicable and replicable by other organisations/regions/countries outside of the project partnership.

4.4.1 D.1 Work Package List

The first sub-section “Work Package List” presents an overview of all defined WPs and timeline for the project implementation (as a Gantt chart)\(^1\) with displayed project main outputs, activities and deliverables (Fig.20).

There are five different types of WPs to be used by the project for activities planning:

1) **Preparation** – to be filled in if preparation costs are used by the project.
2) **Management** – mandatory for all projects.
3) **Implementation** – mandatory for all projects.
4) **Investments** – to be filled in if investments in infrastructure and works are planned in the project under BL “Infrastructure and works”.

\(^1\) Gantt chart illustrates the start and finish dates of the terminal elements and summary elements of a project. Terminal elements and summary elements comprise the work breakdown structure of the project.
5) **Communication – mandatory** for all projects, except small ones with one or two project main outputs and projects applying for direct award procedure. These projects can plan communication activities within WP “Implementation”.

**WP Preparation**

The WP “Preparation” is **mandatory** for projects, which will request preparation costs to be paid by the Programme:

1) lump sum of **EUR 1000 (ERDF co-financing)** for preparation of the application,

2) real costs **up to 7% of the relevant planned in the project infrastructure and works object’s costs** for preparation of technical documentation needed to submit the application.

Preparation costs will be paid to the approved projects that have signed subsidy contract with the MA. Detailed information about eligibility of preparation costs is in sub-section 5.3 “Work plan” and sub-section 9.3.6 “Infrastructure and works” of the Programme manual.

To create the WP “Preparation” please enter section “Work Package List”, click on icon in section “Create Preparation” (Fig.21). WP “Preparation” cannot be more than one per project.

![Fig.21 WP “Preparation” in the Work Package List](image)

Please follow the instructions on filling in the WP “Preparation”:

<table>
<thead>
<tr>
<th>WP Preparation P</th>
<th>WP details</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Title of the WP is pre-defined as “Preparation” and you cannot change it. In the Project budget WP “Preparation” is defined as WP0.</td>
<td></td>
</tr>
<tr>
<td>** Costs for preparation of technical documentation are eligible only if payments for them are made not earlier than between 1 January 2014 and not later than one day before the MA decision on awarding the ERDF co-financing is taken.</td>
<td></td>
</tr>
</tbody>
</table>

**Partner**

Partners’ involvement – please select partners involved in preparation activities (Fig.22).
Summary

Provide description of preparation activities carried out and contribution of each project partner (indicate project partner(s) responsibility for each relevant activity). Preparation costs may include costs for translation and preparation of the application form, travel and accommodation, organisation of the meetings between project partners during preparation of the application and development of technical documentation necessary for submission of the application.

!!! Please note that there are specific rules on planning of the preparation costs in the project budget therefore follow instructions provided in sub-section “Partner Budget” of this guidance.

Please remember to click “Save” button to save the data entered, otherwise data will be lost!

WP Management

WP “Management” is mandatory for all projects and should contain the description of all activities related to the management of project content and finances. Only one WP “Management” per project is envisaged. Detailed information about project management structure and procedures is in sub-section 7.1 “Project start” of the Programme manual.

To enter the WP “Management” please enter section “Work Package List” and click on “magnifying glass” icon in section “Management” (Fig.23).

Fig.23 WP “Management” in the Work Package List
Please follow the instructions on filling in the WP “Management”:

**WP Management M**

**WP details**

<table>
<thead>
<tr>
<th>Project Management</th>
<th>WP Start</th>
<th>WP End</th>
<th>WP Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Automatically filled in from section “Project Summary”.</td>
<td>Automatically filled in from section “Project Summary”.</td>
<td>Automatically filled in from the project budget.</td>
</tr>
</tbody>
</table>

* Title of the WP is pre-defined as “Management M” and you cannot change it. In the “Project Budget Overview” section WP “Management” is defined as WP M.

**Partner**

WP responsible partner – for WP “Management” the responsible partner always will be the LP.

Partners’ involvement – please select all project partners involved (Fig. 24).

**Fig.24 WP “Management” partners involved**

**Description**

Provide explanation how the management on the strategic and operational level will be carried out in the project, specifically:

- Structure, responsibilities, procedures for the day-to-day management and coordination;
- Communication within the partnership;
- Reporting;
- Indication whether project management will be subcontracted;
- Explanation how the equipment for project management purpose will be used and by which project partners (in case project partners plan to purchase equipment for project management purposes).

**Activity A.M.1**

<table>
<thead>
<tr>
<th>Activity A.M.1*</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert title of activity.</td>
<td>Insert description of activity.</td>
<td>MM.YYYY (e.g. October 2016)</td>
<td>MM.YYYY (e.g. May 2017)</td>
</tr>
</tbody>
</table>

* The eMS automatically provides code for the activity, e.g. A.M.1, where “A” – activity, “M” – first letter from WP “Management”, “1” – number in a list of activities. Activities will be displayed on the timeline in section “Work Package List” according to assigned codes.

In the WP “Management” please provide titles of activities, description for each activity, start and end dates. Applicants are free to insert their own titles, yet the typical project management activities are the following:

- 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.

In the description of activities please indicate responsible project partner(s).

Please do not forget to plan participation in the Programme trainings or events (approximately three different trainings or events will take place during project lifetime) for the LP/project partners under the WP “Management”.

More activities can be added by clicking button “Add Activity” and activities can be removed by clicking button “Remove Activity”.

<table>
<thead>
<tr>
<th>Deliverable D.M.1.1*</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert title of deliverable.</td>
<td>Insert description of deliverable.</td>
<td>Quantify deliverable to be achieved.</td>
<td>MM.YYYY (e.g. May 2017)</td>
</tr>
</tbody>
</table>

* The eMS automatically provides code for the deliverable, e.g. D.M.1.1, where “D” – deliverable, “M” – first letter from WP “Management”, “1” – number of the activity to which the deliverable is linked to, “1” – number in a list of deliverables. Deliverables will be displayed on the timeline in section “Work Package List” according to assigned codes.

Each project management activity must be broken down into one or more deliverables which are tangible, specific and measurable (e.g. minutes of meetings, progress reports, internal control reports, etc.). Each activity must have at least one deliverable. Deliverables should be planned for the corresponding activity and will have to be reported in the progress reports. Please insert title for each deliverable, provide its description, target value and delivery month. In the input field “Description of deliverable” please provide explanation on each project partner’s responsibilities for achieving of each particular deliverable.

To create “Deliverable”, please click “Add Deliverable” (Fig.25):

![Fig.25 WP “Management” adding deliverable](image)

More deliverables can be added by clicking button “Add Deliverable” and deliverables can be removed by clicking button “Remove Deliverable”.

**Example of activities and deliverables within WP “Management”**

<table>
<thead>
<tr>
<th>Activity A.M.1</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment of project management bodies and procedures for project implementation.</td>
<td>Project management will be organized in 2 levels: Project Steering Group (PSG) and Project Management Group</td>
<td>October 2016</td>
<td>November 2016</td>
</tr>
</tbody>
</table>
(PMG). Project coordination and management system will be set up in signed Partnership agreement. Responsible LP.

<table>
<thead>
<tr>
<th>Deliverable D.M.1.1</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed Partnership agreement.</td>
<td>Partnership agreement will be signed during the project kick-off meeting. The LP will be responsible for preparation and signing the Partnership agreement.</td>
<td>1</td>
<td>November 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity A.M.2</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation of project kick-off meeting</td>
<td>In November 2016 the project kick-off meeting will be organised, during which project management bodies, project coordination and management and monitoring system will be established. Responsible – LP.</td>
<td>November 2016</td>
<td>November 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable D.M.2.1</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes of the project kick-off meeting prepared.</td>
<td>Kick-off meeting organised. The LP will be responsible for organisation of the kick-off meeting.</td>
<td>1</td>
<td>November 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable D.M.2.2</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>External expert hired for presentation of principles of the project management.</td>
<td>Project partner 2 will be responsible for hiring an external expert for presentation of the project management principles. Responsible – LP.</td>
<td>1</td>
<td>November 2016</td>
</tr>
</tbody>
</table>

Please note that there are no project main outputs to be planned within the WP “Management”. Project main outputs have to be provided for the implementation and investment WPs.
WP Implementation

WP “Implementation” is mandatory for all projects as it describes the core “thematic” activities carried out within the project and the related project main outputs. Information on project activities and deliverables leading to achievement of project main outputs has to be included. If there is a need to split different thematic activities, projects may have more than one WP “Implementation”. However, it is not recommended to have more than two WPs “Implementation” in the project. Each WP “Implementation” title should reflect the strategic cross-border focus and the intended results of the WP rather than planned activities.

Example: The project has defined two specific objectives: 1) Elaboration of e-service for development of creative businesses; 2) Commercialization of creativity (training courses, exhibitions, workshops etc.). In order to divide activities thematically, two WPs “Implementation” will be set for this project - WP T1 „E-services for creative businesses”, WP T2 „Commercialisation of creativity”.

Small projects (having one or two project main outputs) may choose to have only one WP “Implementation” and to include communication activities in it as well.

To create the WP “Implementation”, please enter section “Work Package List” and click on icon in section “New Implementation”. To add additional WP “Implementation”, please click on “New Implementation” (Fig.27).
Please follow the instructions on filling in the WP “Implementation”:

**WP Implementation T1**

**WP details**

<table>
<thead>
<tr>
<th>WP title</th>
<th>WP Start</th>
<th>WP End</th>
<th>WP Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please insert title of the WP which would present topic of the WP.</td>
<td>Automatically filled in from specified dates of activities.</td>
<td>Automatically filled in from specified dates of activities.</td>
<td>Automatically filled in from the project budget.</td>
</tr>
</tbody>
</table>

* The eMS automatically assigns short title of the WP as “T1” and you cannot change it. In the “Project Budget Overview” section WP “Implementation” is defined as WP T1.

**Partner**

WP responsible partner – please choose responsible partner for implementation of the WP.

Partners' involvement – please select partners involved.

![Fig.28 WP “Implementation” partners involved](image)

**Summary Implementation**

Provide a summary description and objectives of the WP including an explanation on how project partners will be involved in activities carried out and contribution of each partner.

If purchase of equipment is planned in the project, please provide justification of need for equipment to achieve project objectives and results, describe clearly the cross border relevance of the investments in equipment, provide information on ownership of the equipment and maintenance after the project end.

Describe who is benefiting (e.g. partners, regions, end-users etc.) from investment in equipment and in what way.

After general information is presented, it is time to describe project main outputs that will be achieved based on the activities carried out in the WP “Implementation”. For each project main output a Programme output indicator should be chosen from a drop-down list. **Please remember that the Programme and project output indicators need to have the same measurement unit to be able to aggregate them.**

**Project Main Outputs**

<table>
<thead>
<tr>
<th>Output O.T1.1*</th>
<th>Output description</th>
<th>Date</th>
<th>Quantity</th>
<th>Programme Output Indicator**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert title of output</td>
<td>Insert description of project main output</td>
<td>MM.YYYY (e.g. October 2016)</td>
<td>Quantify output</td>
<td>Choose from a drop-down list relevant Programme output indicator</td>
</tr>
</tbody>
</table>
* The eMS automatically provides code for the each project main output, e.g. O.T1.1, where “O” – output, “T1” – short title of the WP “Implementation”, “1” – number of the output in a list of project main outputs.

* For the Programme priority specific objectives 2.1, 2.2, and 3.1 more than one output indicator can be selected by clicking button “Add Output Indicator”. Outputs can be removed by clicking “Remove Output Indicator”.

---

**Fig.29 WP “Implementation” project main outputs**

---

**Example of project main outputs within WP “Implementation”**

<table>
<thead>
<tr>
<th>Output O.T1.1</th>
<th>Output description</th>
<th>Date</th>
<th>Quantity</th>
<th>Programme Output Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-services for development of creative businesses.</td>
<td>Elaborated e-services for the development of creative businesses (CB) is the first step for further development of CB grounded on this concept. It will serve as tool for development of creative businesses (including training materials, best examples, methodologies)</td>
<td>October 2017</td>
<td>1</td>
<td>Business support services improved/created as a result of the cross border cooperation</td>
</tr>
</tbody>
</table>

**Target Groups**
Please select from a drop-down list of pre-defined target groups who will use the project main outputs delivered in the WP “Implementation”. In the next input field please describe how you will involve target groups (and other stakeholders) in the development of the project main outputs (Fig.30).

**Fig.30 WP “Implementation” target groups**

---

**Durability and transferability of project main outputs**

Within the next two input fields please describe the following (for each project main output) by answering the following questions:

1) How will the project main output be further used once the project has ended? Please describe concrete measures (including e.g. institutional structures, financial sources etc.) taken during and after project implementation to ensure the durability of the project main outputs. If relevant, please explain who will be responsible and/or the owner of the project main output.

2) How will the project ensure that the project main outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership? Please describe to what extent it will be possible to transfer the project main outputs to other organisations/regions/countries outside of the current partnership.

**Fig.31 WP “Implementation” durability and transferability of project main outputs**

---

The next step is to plan activities (representing specific tasks) which would lead to the development of one or more project main outputs.

<table>
<thead>
<tr>
<th>Activity A.T1.1*</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert title of activity.</td>
<td>Insert description of activity.</td>
<td>MM.YYYY (e.g. October 2016)</td>
<td>MM.YYYY (e.g. May 2017)</td>
</tr>
</tbody>
</table>

* The eMS automatically provides code for the activity, e.g. A.M.1, where “A” – activity, “T1” – short title of the WP “Implementation”, “1” – number in a list of activities. Activities will be
In the WP “Implementation” please provide titles of activities, description for each activity, start and end dates.

The WP shall be broken down in activities that include number of tasks envisaged to be implemented within the project. Similar tasks should be grouped together and such group shall represent one activity. There should be at least one activity and one deliverable in the WP. Please see examples of activities and deliverables filled in below.

In the description of activity please specify responsible project partner(s).

More activities can be added by clicking button “Add Activity” and activities can be removed by clicking button “Remove Activity”.

<table>
<thead>
<tr>
<th>Deliverable D.T1.1.1*</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert title of deliverable.</td>
<td>Insert description of deliverable.</td>
<td>Quantify deliverables to be achieved.</td>
<td>MM.YYYY (e.g. May 2017)</td>
</tr>
</tbody>
</table>

* The eMS automatically provides code for the deliverable, e.g. D.T1.1.1, where “D” – deliverable, “T1” – short title of the WP “Implementation”, “1” – number of activity to which the deliverable is linked to, “1” – number of deliverable in a list of deliverables. Deliverables will be displayed on the timeline in section “Work Package List” according to assigned codes.

Each project activity must be broken down into one or more deliverables which are tangible, specific and measurable (e.g. reports, assessment results, purchased equipment, published research, etc.) and contribute to the achievement of project main outputs. Each activity must have at least one deliverable. Deliverables should be planned for the corresponding activity and will have to be reported in the progress reports. Please insert title for each deliverable, provide its description, target value and delivery month. In the input field “Description of deliverable” please provide explanation on partner who will be responsible for particular deliverable as well as description of equipment items and specifications (if purchase of equipment is planned in the project and linked to deliverable).

More deliverables can be added by clicking button “Add Deliverable” and deliverables can be removed by clicking button “Remove Deliverable”.

Example of activities and deliverables within WP “Implementation”

<table>
<thead>
<tr>
<th>Activity A.T1.1</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of specification of e-services for development of creative businesses</td>
<td>Specification for e-services for development of creative businesses will be prepared. Responsible- LP, PP2</td>
<td>January 2017</td>
<td>January 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable D.T1.1.1</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specification of e-services.</td>
<td>Specification of e-services in Latvian/Lithuanian/English</td>
<td>1</td>
<td>January 2017</td>
</tr>
<tr>
<td>Activity A.T1.2</td>
<td>Activity Description</td>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>Organisation of working meetings for preparation of e-services.</td>
<td>March 2017</td>
<td>May 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable D.T1.2.1</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minutes from 3 working meetings in Siauliai, Daugavpils, Klaipeda.</td>
<td>1</td>
<td>May 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity A.T1.3</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Purchase of equipment for preparation of e-services.</td>
<td>January 2017</td>
<td>February 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable D.T1.3.1</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Equipment (server, computers, monitors, video and audio equipment) for the LP purchased which will be used for preparation of e-services. Responsible-LP</td>
<td>1</td>
<td>February 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity A.T1.4</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preparation of e-services for development of creative businesses.</td>
<td>January 2017</td>
<td>April 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable D.T1.4.1</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E-services prepared and available on LP/PP2 webpages.</td>
<td>1</td>
<td>April 2017</td>
</tr>
</tbody>
</table>

Please remember to click “Save” button to save the data entered, otherwise data will be lost!

**WP Investment**

WP “Investment” has to be filled in if investments in infrastructure and works are planned in the project under BL “Infrastructure and works”.

!!! Investments in equipment should be described in WP “Implementation” and to be linked to a deliverable.
To create the WP “Investment”, please enter section “Work Package List” and click on icon in section “New Investment”. Project may have not more than two WPs for investments.

To add additional WP “Investment”, please click on “New Investment” (Fig.32).

**Fig.32 WP “Investment” in the Work Package List**

**Work Package List**

<table>
<thead>
<tr>
<th>WP Investment I1*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WP details</td>
<td></td>
</tr>
<tr>
<td>WP title</td>
<td>WP Start</td>
</tr>
<tr>
<td>Please insert title of the WP which would present the topic of the WP.</td>
<td>Automatically filled in from specified dates of activities.</td>
</tr>
</tbody>
</table>

* The eMS automatically assigns short title of the WP as “I1” and you cannot change it. In the “Project Budget Overview” section WP “Investment” is defined as WP I1.

**Partner**

WP responsible partner – please choose responsible partner for implementation of the WP.

Partners’ involvement – please select partners involved.

**Fig.33 WP “Investment” partners involved**

**Summary Investment**

Provide a summary description of the investment activities and objectives of the WP including an explanation on how project partners will be involved in investment activities carried out and contribution of each project partner. Investment description including technical specification and quantification.

**Justification**

In this input field please describe (for each investment):

- the need for investment to achieve project objectives and results;
- the cross-border relevance of the investment;
- who is benefiting (e.g. partners, regions, end-users etc.) from this investment and in what way.
**Location of Investment**

Please specify location of the investment by selecting from a drop-down list of NUTS regions. If investments are planned more than in one location, please specify addresses for each investment in a separate field (below the NUTS regions).

![Fig.34 WP “Investment” location of investment](image)

**Risks associated with the investment (if relevant)**

Please specify any risks that might occur with the investments (weather conditions, etc.), if relevant.

**Investment documentation**

Please list all relevant technical documentation needed for the investment according to the respective national legislation and attach it to this application form via eMS or submit to the JS according to Part I section 6.1 “Application” and Part II section 6.1 “Application” of the Programme manual.

**Ownership**

Please describe the ownership for each investment by answering the following questions:
- Who owns the site where the investment is located?
- Who will retain ownership of the investment at the end of the project?
- Who will take care of maintenance of the investment? How will this be done?

In this section ownership and/or usage rights or lease rights for lease period covering planned project duration and according to requirements set in section 7.4. “Closure and durability of the project results” subsection “Durability and ownership of project results” of the Programme manual shall be described.

After general information about the investment activities is presented, it is time to describe project main outputs that will be achieved based on the activities carried out in the WP “Investment”. For each project main output a Programme output indicator should be chosen from a drop-down list. Please remember that the Programme and project output indicators need to have the same measurement unit to be able to aggregate them.

**Project Main Outputs**

<table>
<thead>
<tr>
<th>Output O.I1.1*</th>
<th>Output description</th>
<th>Date</th>
<th>Quantity</th>
<th>Programme Output Indicator**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert title of project main output</td>
<td>Insert description of output</td>
<td>MM.YYYY (e.g. October 2016)</td>
<td>Quantify project main</td>
<td>Choose from a drop-down list relevant Programme</td>
</tr>
</tbody>
</table>
* The eMS automatically provides code for each project main output, e.g. O.11.1, where “O” – output, “11” – short title of the WP “Investment”, “1” – number of the output in a list of project main outputs.

** For the Programme priority specific objectives 2.1, 2.2, and 3.1 more than one Programme output indicator can be selected by clicking button “Add Output Indicator” and outputs can be removed by clicking button “Remove Output Indicator” (Fig.35).

**Fig.35 WP “Investment” project main outputs

<table>
<thead>
<tr>
<th>Project Main Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Output O.11.1</strong></td>
</tr>
<tr>
<td>Project main output title *</td>
</tr>
<tr>
<td>Describe your project main output *</td>
</tr>
<tr>
<td>Sustainable tourism increase in expected number of visits to supported sites of output.</td>
</tr>
<tr>
<td>Delivery date *</td>
</tr>
<tr>
<td>Project main output quantity *</td>
</tr>
<tr>
<td>1.00 Number</td>
</tr>
<tr>
<td>Add Programme output indicator</td>
</tr>
<tr>
<td>Add project main output</td>
</tr>
</tbody>
</table>

Target Groups

Please select from a drop-down list of pre-defined target groups who will use the project main outputs delivered in the WP “Investment”. In the next input field please describe how you will involve target groups (and other stakeholders) in the development of the project main outputs (Fig.36).

**Fig.36 WP “Investment” target groups

<table>
<thead>
<tr>
<th>Target Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who will use the main outputs delivered in this work package?</td>
</tr>
<tr>
<td>Who will use the main outputs delivered in this work package?</td>
</tr>
<tr>
<td>Regional public authority</td>
</tr>
<tr>
<td>National public authority</td>
</tr>
<tr>
<td>Infrastructure and public service provider</td>
</tr>
<tr>
<td>Interest groups including NGOs</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

Durability and transferability of project main outputs

Within the next two input fields please describe the following (for each main output) by answering the following questions:

1) How will the project main output be further used once the project has ended? Please describe concrete measures (including e.g. institutional structures, financial sources etc.) taken during and after project implementation to ensure the durability of the project main outputs. If relevant, please explain who will be responsible and/or the owner of the project main output.

2) How will the project ensure that the project main outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership? Please describe to what extent it will be possible to transfer the project main outputs to other organisations/regions/countries outside of the current partnership.
The next step is to plan activities (representing specific tasks) which would lead to the development of one or more project main outputs.

<table>
<thead>
<tr>
<th>Activity A.I1.1*</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert title of activity.</td>
<td>Insert description of activity.</td>
<td>MM.YYYY (e.g. October 2016)</td>
<td>MM.YYYY (e.g. May 2017)</td>
</tr>
</tbody>
</table>

* The eMS automatically provides code for the activity, e.g. A.I1.1, where “A” – activity, “I1” – short title of the WP “Investment”, “1” – number in a list of activities. Activities will be displayed on the timeline in section “Work Package List” according to assigned codes.

In the WP “Investment” please provide titles of activities, description for each activity, start and end dates.

The WP shall be broken down in activities that include number of tasks envisaged to be implemented within the project to reach the deliverables. Similar tasks should be grouped together and such group shall represent one activity. There should be at least one activity and one deliverable in the WP.

In the description of activity please specify responsible project partner(s).

Please see examples of activities and deliverables filled in below.

More activities can be added by clicking button “Add Activity” and activities can be removed by clicking button “Remove Activity”.

<table>
<thead>
<tr>
<th>Deliverable D.I1.1.1*</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert title of deliverable.</td>
<td>Insert description of deliverable.</td>
<td>Quantify deliverables to be achieved.</td>
<td>MM.YYYY (e.g. May 2017)</td>
</tr>
</tbody>
</table>

* The eMS automatically provides code for the deliverable, e.g. D.I1.1.1, where “D” – deliverable, “I1” – short title of the WP “Investment”, “1” – number of activity to which the deliverable is linked to, “1” – number of deliverable in a list of deliverables. Deliverables will be displayed on the timeline in section “Work Package List” according to assigned codes.

Each project activity must be broken down into one or more deliverables which are tangible, specific and measurable (e.g. prepared procurement documents, finished facade works, etc.) and contribute to the achievement of project main outputs. Each activity must have at least one deliverable. Deliverables should be planned for the corresponding activity and will have to be reported in the progress reports. Please insert title for each deliverable.
provide its **description**, **target value** and **delivery month**. In the input field “**Description of deliverable**” please provide explanation on partner who will be responsible for particular deliverable.

More deliverables can be added by clicking button “Add Deliverable” and deliverables can be removed by clicking button “Remove Deliverable”.

### Example of activities and deliverables within WP “Investment”

<table>
<thead>
<tr>
<th>Activity A.I1.1</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of nature cognitive trail near Ciecere river (400m)</td>
<td>Development of nature cognitive trail (with lighting system) near Ciecere river (400 m) will attract visitors from both countries and will be a good place for activities in nature, providing nature education possibilities for kids as well for adults. Responsible – PP3.</td>
<td>May 2017</td>
<td>July 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable D.I1.1.1</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tendering procedure for development of nature cognitive</td>
<td>Preparation of documentation for tendering procedure. Responsible – PP3.</td>
<td>1</td>
<td>May 2017</td>
</tr>
<tr>
<td>Developed nature cognitive trail near Ciecere river (400m)</td>
<td>Signed acceptance act on development works of nature cognitive trail near Ciecere river (400m). Responsible – PP3.</td>
<td>1</td>
<td>July 2017</td>
</tr>
</tbody>
</table>

**WP Communication**

This WP is **mandatory** for all projects, except for small projects with one or two project main outputs and projects applying for direct award procedure. These projects can include communication activities in the WP “Implementation”.

Communication activities are an important and integral part of the project implementation, thus requiring good planning and sufficient resources. In this WP projects should set communication objectives and describe planned communication activities (e.g. websites, publications, exhibitions, seminars, etc.) and deliverables that will be used in **order to disseminate and promote achieved project main outputs and results to project target groups, relevant stakeholders and general public**. All projects funded by the Programme must make their outputs freely available to general public.
Projects are expected to produce effective and durable communication tools that present added value for the target group.

Example: If a map with tourist routes is produced within the project as the project main output, it has to be planned and described within the WP “Implementation” and the relevant Programme output indicator has to be specified. But if the project main result is constructed bicycle route and project partners produce map for promotion of this route and attraction of tourists, then produced map shall be planned within WP “Communication” as activity “Publication(s)”.

To create the WP “Communication”, please enter section “Work Package List” and click on icon in section “Create Communication” (Fig.38). WP “Communication” cannot be more than one per project.

**Fig.38 WP “Communication” in the Work Package List**

<table>
<thead>
<tr>
<th>WP Communication C*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WP details</strong></td>
</tr>
<tr>
<td>Communication</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

* Title of the WP is pre-defined as “Communication C” and you cannot change it. In the “Project Budget Overview” section WP “Communication” is defined as WP C.

**Partner**

WP responsible partner – please choose responsible partner for implementation of the WP. Partners’ involvement – please select partners involved.

**Fig.39 WP “Communication” partners involved**

**Summary**

Please provide a description of the communication activities and objectives of the WP including an explanation on how project partners will be involved in communication activities carried out and contribution of each partner.

**Project specific objectives**

<table>
<thead>
<tr>
<th>Communication</th>
<th>Approach/Tactics</th>
</tr>
</thead>
</table>
Please select from a drop-down list up to two communication objectives for each project specific objective:
- Raise awareness;
- Increase knowledge;
- Influence attitude;
- Change behaviour.

Please describe how you plan to reach your target groups. Which communication approach/tactics do you plan use in order to achieve communication objectives and reach your target groups and targeted audiences? Please aim to identify the best ways how to get messages across to them. Does the project want to cooperate closely with the audiences and target groups or build up public pressure in order to change attitudes or behaviour? Should the audience hear or rather feel the project messages?

In order to choose proper communication objectives for each project specific objective, please analyse the following:
- Identify project’s key audiences and target groups per each project specific objective;
- What kind of change the project wants to achieve in these audiences: does it want to raise awareness (the state or condition of being aware of a subject), increase knowledge (the theoretical or practical understanding of a subject), influence attitude (the way to respond, positively or negatively, towards a certain subject) and/or change behaviour (the way to act) towards project specific objective?

Further, please specify project communication activities and deliverables.

<table>
<thead>
<tr>
<th>Activity A.C.1*</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MM.YYYY (e.g. October 2016)</td>
<td>MM.YYYY (e.g. May 2017)</td>
</tr>
</tbody>
</table>

* The eMS automatically provides code for the activity, e.g. A.C.1, where “A” – activity, “C” – first letter from WP “Communication”, “1” – number in a list of activities. Activities will be displayed on the timeline in section “Work Package List” according to assigned codes.

In the WP “Communication” please select communication activities from drop-down list, description for each activity, start and end dates.

Please note that in order to facilitate the choice of communication activities for the projects, there are predefined groups of basic activities to be chosen by the projects and from which the project can design their own specific communication activities.

From the drop-down list please select the activity:
- **Start-up activities** include the preparation of a communication plan at the project kick-off phase. As regards basic communication tools including the project website (if applicable) as well as office materials (event materials, etc.), they will have to be
implemented according to information and communication requirements of the Programme.

- **Publication(s)** include any kind of print and digital product, such as leaflets, brochures, books and studies, which carry information about the project and its main outputs.
- **Public event(s)** include any kind of conference, campaign, road show or other larger scale event activity, which communicate the project and its main outputs to wider audiences/the public.
- **Digital activities** including social media may include any kind of social media and multimedia activity (e.g. videos, animations, posts on programme social media, newsletters, etc.)
- **Promotional materials** should be limited to mainly office and event materials. Please note that promotional materials should be clearly linked to awareness-raising of the project overall objective.

In the **description of activity** please specify responsible project partner(s).

More activities can be added by clicking button “Add Activity” and activities can be removed by clicking button “Remove Activity”.

<table>
<thead>
<tr>
<th>Deliverable D.C.1.1</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert title of deliverable.</td>
<td>Insert description of deliverable.</td>
<td>Quantify deliverables to be achieved.</td>
<td>MM.YYYY (e.g. May 2017)</td>
</tr>
</tbody>
</table>

Each project activity must be broken down into one or more deliverables which are tangible, specific and measurable and contribute to the achievement of project main outputs. Each activity must have at least one deliverable. Deliverables should be planned for the corresponding activity and will have to be reported in the progress reports. Please insert **title for each deliverable**, provide its **description**, **target value** and **delivery month**. In the input field “**Description of deliverable**” please provide explanation on each project partner’s responsibilities for achieving of each particular deliverable.

More deliverables can be added by clicking button “Add Deliverable” and deliverables can be removed by clicking button “Remove Deliverable”.

**Example of activities and deliverables within WP “Communication”**

<table>
<thead>
<tr>
<th>Activity A.C.1</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publications</td>
<td>Brochures about project results – 1000 units</td>
<td>May 2017</td>
<td>July 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable D.C.1.1</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brochures about project results prepared</td>
<td>1000 brochures about project results prepared</td>
<td>1000</td>
<td>July 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity A.C.2</th>
<th>Activity Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotional materials</td>
<td>Preparation of promotional materials</td>
<td>May 2017</td>
<td>July 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverable D.C.2.1</th>
<th>Deliverable Description</th>
<th>Target Value</th>
<th>Delivery Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Produced promotional materials</td>
<td>Bags (100), caps (20) and umbrellas (100) with project’s logo</td>
<td>July 2017</td>
<td>July 2017</td>
</tr>
</tbody>
</table>
4.4.2 D.2 Target Groups

This section provides overview of the target groups selected within WPs “Implementation” and “Investment” (Fig. 40). Please provide description of each target group and quantify it. The target value should only reflect an active involvement of target groups, e.g. interviews, workshops, participation in trainings, etc.

![Fig.40 Target Groups]

### Target Groups

<table>
<thead>
<tr>
<th>Target groups</th>
<th>Please specify the target groups</th>
<th>Please indicate the size of the target group you will reach</th>
</tr>
</thead>
<tbody>
<tr>
<td>infrastructure and (public) service provider</td>
<td>![Character Limit: 5000]</td>
<td>![Character Limit: 0]</td>
</tr>
<tr>
<td>education/training centre and school</td>
<td>![Character Limit: 5000]</td>
<td>![Character Limit: 0]</td>
</tr>
<tr>
<td>enterprise, excluding SME</td>
<td>![Character Limit: 5000]</td>
<td>![Character Limit: 0]</td>
</tr>
<tr>
<td>EDIG, EGTC</td>
<td>![Character Limit: 5000]</td>
<td>![Character Limit: 0]</td>
</tr>
</tbody>
</table>

4.4.3 D.3 Define Periods

In order to have a possibility to fill in the budget for LP/project partner, please enter the section “Define Periods” to set reporting periods for the project (Fig. 41). You may **choose to have 3 or 6 months reporting periods**. Please note that reporting periods have to be specified manually by choosing dates on the calendar. To add or remove reporting periods, please click buttons “Remove” or “Add”. **The reporting date must be also entered manually by adding three months to the end of respective reporting period.**

!!! Please be aware that the eMS does not check the correctness of entered data!
4.5 PART E PROJECT BUDGET

4.5.1 E.1 Partner Budget

In this section applicants must plan budget for implementation of project activities. Information presented in this section of the application form will be assessed during quality assessment according to operational assessment criteria “Budget”. Detailed information about quality assessment criteria is in sub-section 6.2.2 “Quality assessment criteria” of the Programme manual. Before preparing the project budget, it is strongly advised to read section 5.4 “Budget plan”, chapter 9 “Project budget” and chapter 10 “Financial framework” of the Programme manual.

Fig.42 Budget planning steps

Please consider some useful tips for the preparation of the project budget:

- 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.
- realistic approach to the inevitable delays at project start.
- guess based budgets are dangerous.
In order to fill in project budget, before you have to fill in section “Partner” (minimum project partner organisation data should be entered) and section “Define Periods” of the application form.

Each project partner has an opportunity to fill in its personal budget in the eMS by its own. In order to do this, the LP shall assign modification rights for each project partner (see instructions in section 2.4 “User Management”). However, project partnership shall decide whether each project partner fills in personal budget or the LP will fill in budgets for each project partner on behalf of all partnership.

You can get access to project partner’s budget form in two ways (Fig.43):

1) Enter section “Partner Budget” and click on the title of LP/project partner in the list of project partners;
2) Enter section “Partner Budget” and click on button “Define Budget” for the relevant project partner in the list of project partners.

On the top of section with LP/project partner’s budget you must choose use of flat rates – tick the box “Budget flat rates” (Fig.44):

![Fig.43 Access to project partner’s budget](image)

After that you will see that the eMS will inform you that sub-budget lines for BLs for which the flat rates are applied will be hidden (Fig.45).

![Fig.45 Message about flat rates](image)

Then, you will see that the flat rate for BL “Office and Administration” costs is automatically selected with rate 15% (Fig.46). **Please do not change the rate because it is defined for all projects.**
Fig.46 Setting flat rates

If you would like to choose flat rate for staff costs, please tick box “Flat rate staff” and enter rate 15%, which is set for all projects and cannot be changed. Detailed information about planning staff costs please find below.

There are three tables in section with project budget:

1) expenditure categories per WPs (Fig.47):

Fig.47 Expenditure categories per WPs

<table>
<thead>
<tr>
<th>Budgetline</th>
<th>Sub-budgetline</th>
<th>Preparation</th>
<th>Research Management</th>
<th>Research activities</th>
<th>Equipment</th>
<th>Communication</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs</td>
<td>Staff costs / Staff costs</td>
<td>€ 60.00</td>
<td>€ 61.20</td>
<td>€ 1,703.05</td>
<td>€ 2,020.65</td>
<td>€ 58.50</td>
<td>€ 4,790.05</td>
</tr>
<tr>
<td></td>
<td>Office and administrative</td>
<td>€ 60.00</td>
<td>€ 61.20</td>
<td>€ 1,703.05</td>
<td>€ 2,020.65</td>
<td>€ 58.50</td>
<td>€ 4,790.05</td>
</tr>
<tr>
<td></td>
<td>Total and accommodation</td>
<td>€ 60.00</td>
<td>€ 61.20</td>
<td>€ 1,703.05</td>
<td>€ 2,020.65</td>
<td>€ 58.50</td>
<td>€ 4,790.05</td>
</tr>
<tr>
<td></td>
<td>Expenditure categories per WPs</td>
<td>€ 60.00</td>
<td>€ 61.20</td>
<td>€ 1,703.05</td>
<td>€ 2,020.65</td>
<td>€ 58.50</td>
<td>€ 4,790.05</td>
</tr>
<tr>
<td></td>
<td>Expenditure categories per reporting periods</td>
<td>€ 60.00</td>
<td>€ 61.20</td>
<td>€ 1,703.05</td>
<td>€ 2,020.65</td>
<td>€ 58.50</td>
<td>€ 4,790.05</td>
</tr>
</tbody>
</table>

2) expenditure categories per reporting periods (Fig.48):

<table>
<thead>
<tr>
<th>Budgetline</th>
<th>Sub-budgetline</th>
<th>Preparation</th>
<th>Research Management</th>
<th>Research activities</th>
<th>Equipment</th>
<th>Communication</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs</td>
<td>Staff costs / Staff costs</td>
<td>€ 60.00</td>
<td>€ 61.20</td>
<td>€ 1,703.05</td>
<td>€ 2,020.65</td>
<td>€ 58.50</td>
<td>€ 4,790.05</td>
</tr>
<tr>
<td></td>
<td>Office and administrative</td>
<td>€ 60.00</td>
<td>€ 61.20</td>
<td>€ 1,703.05</td>
<td>€ 2,020.65</td>
<td>€ 58.50</td>
<td>€ 4,790.05</td>
</tr>
<tr>
<td></td>
<td>Total and accommodation</td>
<td>€ 60.00</td>
<td>€ 61.20</td>
<td>€ 1,703.05</td>
<td>€ 2,020.65</td>
<td>€ 58.50</td>
<td>€ 4,790.05</td>
</tr>
<tr>
<td></td>
<td>Expenditure categories per WPs</td>
<td>€ 60.00</td>
<td>€ 61.20</td>
<td>€ 1,703.05</td>
<td>€ 2,020.65</td>
<td>€ 58.50</td>
<td>€ 4,790.05</td>
</tr>
<tr>
<td></td>
<td>Expenditure categories per reporting periods</td>
<td>€ 60.00</td>
<td>€ 61.20</td>
<td>€ 1,703.05</td>
<td>€ 2,020.65</td>
<td>€ 58.50</td>
<td>€ 4,790.05</td>
</tr>
</tbody>
</table>
Applicants have possibility to enter data in any of these tables and information will be displayed in all tables accordingly. However it is recommended to enter data to the first table.

Creating and managing sub-budget lines

To create sub-budget line under particular BL please click icon , then in a pop-up window provide description of the sub-budget line (Fig.50), e.g. for BL “External expertise and services" description might be “Organisation of seminar”; for BL “Travel and Accommodation" description might be “Travelling costs for 2 working meetings".
Then click icon 🔄 under the WP under which costs shall be planned and you will see another pop-up window in which detailed information on costs has to be entered (Fig. 51).

**Fig. 51 Entering costs within the sub-budget line**

Please specify the following data:

1) In input field “period” select the period in which costs are planned;
2) In input field “unit type” – indicate unit type for particular costs (e.g. “costs” for travel and accommodation costs, “piece” for equipment, “service” for studies and trainings, “contract” for external expertise);
3) In input field “unit” enter number of units;
4) In input field “amount per unit” enter costs per unit;
5) field “total” will be calculated automatically.

If you need to remove or edit sub-budget lines, please use icon 🔄 or icon 🔄 for removing data.

Please remember to click “Save” button to save the data entered, otherwise data will be lost!

**BL “Staff costs”**

Staff costs can be planned and reported either by:

- real costs method, when real expenditure is reported and justified with the supporting documents; or
- flat rate method (15% of total eligible direct costs of project partner), when project partner does not need to document that expenditure has been incurred and paid.

It is possible to choose staff costs reporting method for each project partner or project partnership can choose to have one method for project.

!!! Staff costs reporting method cannot be changed during project implementation.

**Flat rate**

If you choose to apply the flat rate method, please tick the box “Flat rate staff” and enter rate 15%, which is set for all projects and cannot be changed. If flat rate method is applied, sub-budget lines cannot be created under BL “Staff costs”, since staff costs are automatically calculated.

!!! If during budget preparation you change method for planning and reporting staff costs, please press button “Recalculate Budget”(Fig. 52).
Real costs
By clicking icon please create sub-budget line under BL “Staff costs” for each staff member (e.g. project coordinator, financial manager) and provide short description for each sub-budget line (task of the worker in the project, information on salary level and estimated workload (full or part time work)) (Fig.53).

Fig.53 Creating sub-budget line under BL “Staff costs”

To enter the costs for each project staff member, please click on icon and pop-up window will appear (Fig.54).

Fig.54 Costs for sub-budget line under BL “Staff costs”

Please enter the following data:
1) choose the period in which costs will happen,
2) select unit type:
   ➢ staff type (full-time, part-time with a fixed percentage, part-time with a flexible number of hours, hourly basis),
   ➢ unit type (period, month, hour),
3) enter amount per unit,
4) total costs will be calculated automatically.
Repeat the process for each period (if relevant) and move on to define other sub-budget lines for all staff members under BL “Staff costs”.

Please remember to click “Save” button to save the data entered, otherwise data will be lost!

**BL “Office and Administration”**

It is not possible to enter costs under BL “Office and Administration” because the flat rate in amount of 15% of BL “Staff costs” is automatically applied.

**BL “Travel and Accommodation”**

By clicking icon please create sub-budget line under BL “Travel and Accommodation”, press icon to enter detailed information on costs in a pop-up window: choose the period, enter unit type, amount per unit and total costs will be calculated automatically.

<table>
<thead>
<tr>
<th>Table 2. Example of travel and accommodation costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>Period 1</td>
</tr>
</tbody>
</table>

**Fig.55 Entering costs under BL “Travel and Accommodation”**

Repeat the process for each period, if relevant, and move on to define other sub-budget lines for BL “Travel and Accommodation”.

Please do not forget to plan travel and accommodation costs for participation in the Programme trainings or events (approximately three different trainings or events will take place during project lifetime) under the WP “Management”.

Please be aware that **project preparation costs** shall be planned under BL “Travel and Accommodation” for the project partner(s) who are using preparation costs. Project preparation costs are fixed by the Programme as a lump sum of EUR 1000 (ERDF co-financing) per project and will be paid to all projects that have signed subsidy contract.

The LP and project partners can decide whether to plan preparation costs only in the LP’s project budget or for each project partner who has preparation costs.

In the total project budget lump sum must be planned as 1000 ERDF co-financing plus national co-financing 15% (EUR 176,47), in total not exceeding EUR 1176,47 under BL “Travel and Accommodation”.
Table 3. Example of distribution of preparation costs between project partners

<table>
<thead>
<tr>
<th>Partner</th>
<th>Preparation costs</th>
<th>Total costs (planned in the project budget)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ERDF</td>
<td>National co-financing</td>
</tr>
<tr>
<td>LP</td>
<td>750,00</td>
<td>132,35</td>
</tr>
<tr>
<td>PP2</td>
<td>250,00</td>
<td>44,12</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>1000</strong></td>
<td><strong>176,47</strong></td>
</tr>
</tbody>
</table>

In order to plan lump sum for preparation costs in the project budget, please create sub-budget line “Preparation costs” under BL “Travel and Accommodation”, choose the period 0, enter unit type, amount per unit, total costs will be calculated automatically.

Table 4. Example of preparation costs (lump sum) for the LP

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Type</th>
<th>Unit</th>
<th>Amount per Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 0</strong></td>
<td><strong>Preparation costs</strong></td>
<td>1</td>
<td>882,35</td>
<td>882,35</td>
</tr>
</tbody>
</table>

**BL “External Expertise and Services”**

By clicking icon please create sub-budget line under BL “External expertise and services” with description of the sub-budget line, then press icon to enter detailed information on costs in a pop-up window: choose the period, enter unit type, amount per unit, total costs will be calculated automatically.

Note that a separate sub-budget line should be created for all external expertise or service cost items (that could be separated) exceeding EUR 5000 (total).

Table 5. Example of costs under sub-budget line “Preparation of e-services for development of creative businesses” under BL “External expertise and services”

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Type</th>
<th>Unit</th>
<th>Amount per Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 1</strong></td>
<td><strong>service</strong></td>
<td>1</td>
<td>15000,00</td>
<td>15000,00</td>
</tr>
</tbody>
</table>

Fig.56 Example of costs under BL “External expertise and services”

Repeat the process for each period if relevant and move on to define other sub-budget lines for BL “External expertise and services”.

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Please note that FC costs for Lithuanian project partners shall be planned under BL “External expertise and services”.

**BL “Equipment”**

By clicking icon please create sub-budget line for each piece (or set) of equipment planned under BL “Equipment” with description of the sub-budget line, then press icon to enter detailed information on costs in a pop-up window: choose the **period**, enter **unit type, amount per unit, total costs** will be calculated automatically.

Description of equipment items and specifications must be provided within the WP “Management” as description of deliverable.

Please note that small pieces of equipment (e.g. gardening instruments), which are similar by type and usage shall be grouped together if their total costs are up EUR 1000.

**Table 6. Example of costs under sub-budget line “Purchase of video equipment” under BL “Equipment”**

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Type</th>
<th>Unit</th>
<th>Amount per Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>piece</td>
<td>1</td>
<td>6000,00</td>
<td>15000,00</td>
</tr>
</tbody>
</table>

**Fig.57 Example of costs under BL “Equipment”**

<table>
<thead>
<tr>
<th>Budget line</th>
<th>Sub-budget line</th>
<th>Wp-P - Preparation</th>
<th>Wp-M - Management</th>
<th>Wp-Y - ddm</th>
<th>Wp-Y -</th>
<th>Wp-C - Communication</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs</td>
<td>Staff costs / Staff costs</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 1800,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 1800,00</td>
</tr>
<tr>
<td></td>
<td>Sums</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
</tr>
<tr>
<td>Office and administration</td>
<td>Office and administration</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 270,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 270,00</td>
</tr>
<tr>
<td>Transport and accommodation</td>
<td>Sums</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
</tr>
<tr>
<td>External expertise and services</td>
<td>Development of e-services for development of creative businesses</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 6000,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 6000,00</td>
</tr>
<tr>
<td>Equipment</td>
<td>Sums</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
</tr>
<tr>
<td>Infrastructures and works</td>
<td>Purchase of video equipment</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 6000,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 6000,00</td>
</tr>
<tr>
<td></td>
<td>Sums</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
</tr>
<tr>
<td>Non-Project</td>
<td>Sums</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 14000,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 14000,00</td>
</tr>
<tr>
<td>Sum</td>
<td></td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
</tr>
</tbody>
</table>

Repeat the process for each period if relevant and move on to define other sub-budget lines for BL “Equipment”.

Please remember to click “Save” button to save the data entered, otherwise data will be lost!

**BL “Infrastructure and Works”**

By clicking icon please create sub-budget line under BL “Infrastructure and works” with description of the sub-budget line, then press icon to enter detailed information on costs in a pop-up window: choose the **period**, enter **unit type, amount per unit and total costs** will be calculated automatically.

**Table 7. Example of costs under BL “Infrastructure and works”**

<table>
<thead>
<tr>
<th>Period</th>
<th>Unit Type</th>
<th>Unit</th>
<th>Amount per Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>works</td>
<td>1</td>
<td>15000,00</td>
<td>15000,00</td>
</tr>
</tbody>
</table>
Repeat the process for each period if relevant and move on to define other sub-budget lines for BL “Infrastructure and works”.

Please be aware that preparation costs of technical documentation should be planned under BL “Infrastructure and works” covered as real costs up to 7% of the relevant planned in the project infrastructure and works object’s costs. Costs for preparation of technical documentation are eligible only if payments for them are made not earlier than between 1 January 2014 and not later than one day before the MA decision on awarding the ERDF co-financing is taken.

In order to plan preparation costs for technical documentation in the project budget, please create sub-budget line “Technical documentation (preparation costs)”, indicate unit type, amount per unit and total costs will be calculated automatically.

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### BL “Net Revenue”

In case that the project is expected to generate revenue, the expected net revenues must be included in the BL “Net Revenue”. Single aggregated amount is to be included for the entire WP and period.

Please carefully read information about revenue generation in section 10.3 “Project revenue” of the Programme manual.

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### Project Breakdown Budget

In this section you will have opportunity to filter project costs by periods, project partners, budget lines, etc (Fig.59).
Defining partner’s contribution

Please enter section “Partner Budget” and click on button “Define Budget” for the relevant project partner in the list of project partners.

In section “Define Contribution” based on entered budget in section “Project Budget” you will see breakdown of project budget by ERDF co-financing (85%), national co-financing (15%) and total eligible budget.

In input field “National co-financing source” please specify amount of national co-financing automatically calculated by the eMS above. If you have any questions on filling in this section, please contact the JS.
4.5.2 E.2 Activities Outside

In sub-section “Activities Outside” please list activities to be carried out outside the Programme area and describe how these activities will benefit the Programme area (Fig.62). Please also enter indicative total budget and ERDF co-financing of activities to be carried out outside of the Programme area and to be spent outside the Programme area.

![Fig.62 Activities outside](image)

4.6 PART F Project Budget Overview

The overall project budget entered at partner level can be seen in section „Project Budget Overview“.

There are different tables generated automatically which show project budget from in different dimensions:

- Project budget summary
- Project budget overview per project partner/per budget lines
- Project budget overview per project partner/ per period
- Project budget overview in periods
- Project budget overview per project partners in WPs
- Project budget overview in WPs
- Project budget overview in WPs and budget lines
- Project budget overview per budget lines
- Project budget overview in WPs and periods
- Project budget overview per periods

4.7 PART G Attachments

In this section applicants must upload annexes according to Part I section 6.1 and Part II section 6.1 of the Programme manual.

To upload annexes please click “Upload”. After documents are uploaded, you will see them in section “Uploaded File List”.

5. Special provisions for direct award procedure

Applicants of the direct award procedure should follow requirements set in this guidance with some exceptions for filling in the application form:

- It is not required to fill in sub-sections C.1 “Project relevance”, C.3 “Project context”, C.4 “Horizontal principles”;
- It is not required to fill in input field “Durability and transferability of project main outputs” within WP “Implementation”;
It is not required to fill in WP “Communication”. Communication activities have to be planned within WP “Implementation”.

6. Submitting the application

When the application form is filled in, please generate it as pdf file (click on left side menu “Save as Pdf File”, then open “Generated files”), print out the application form and carefully check whether all mandatory fields are filled, correct information is presented and required annexes are uploaded. Please remember that the eMS does not check correctness of entered information as well as whether all fields are filled in.

After you have checked the application, it has to be submitted to the JS. To submit the application form firstly click on the button “Prepare to Submit”.

Fig.63 Prepare to Submit

After that, on the left side menu click button “Submit Checked Project”.

Fig.64 Submit Checked Project

After submission of application you will get a message in section “My Mailbox” with confirmation that the application has been submitted.