

APPLICATION AND SELECTION

09.05.2024.

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Interreg



Co-funded by
the European Union

Latvia – Lithuania

1 Application requirements

2 Assessment of applications

APPLICATION REQUIREMENTS

*Programme Manual Section 5.1



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<https://www.pexels.com/photo/spiral-notebooks-272980/>

DOCUMENTS FOR APPLICATION

Project Application*

- Filled in and submitted in JEMS (<https://jems.latlit.eu>)
- All relevant fields must be filled in English



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DOCUMENTS FOR APPLICATION

- **Project Confirmation Letter ***
 - One per project, signed by Lead Partner (LP)
- **Lead Partner and Project Partner statements ***
 - Separate for each LP and PP
 - The templates are available on www.latlit.eu
 - The documents are in English, and their templates cannot be changed.
 - Must be signed by the authorized person with **electronic signature**.
 - [Submit authorisation if signed not by head of LP/PP!](#)

Documents must be attached to the application in the section "Attachments" in JEMS.

*Programme Manual Section 5.1

Limitations when the Lead Partner is NGO

total project ERDF
≤200 000 EUR

- ✓ LP cumulative revenue of the last two financial years (2021, 2022) or from the date of its establishment (if established later) must be at least 25% of the intended ERDF co-financing of the LP's budget.

total project ERDF
>200 000 EUR

- ✓ LP organization must be established not later than in 2021, and
- ✓ LP cumulative revenue of the last two financial years (2021, 2022) must be at least 50% of the intended ERDF co-financing of the total project budget.

DOCUMENTS FOR APPLICATION

Financial documents for NGO that is Lead Partner*

- Documents showing revenue during the last two financial years (2021 and 2022).

Exception:

Latvian NGOs and Lithuanian *asociacija, viešoji įstaiga, and labdaros ir paramos fondas*

- The documents will be checked in Lursoft and the Register of Legal Entities.
- For NGOs established later than 2022:
 - Set of financial reports from the date of establishment.
 - Signed balance sheets, income and expenditure accounts.

Documents must be attached to the application in the section "Attachments" in JEMS.

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Documents for social service providers*

- For Lithuanian organisations applying under Programme Priority 3 for **improving or developing of social services**:
 - Document certifying the inclusion of LP or PP to the list of social service providers.
 - If cannot be provided, a clear reference where such information can be found must be provided in Application Form section “Project Partners”.

Documents must be attached to the application in the section “Attachments” in JEMS

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DOCUMENTS FOR APPLICATION

Support letters*

- Support letters from institutions responsible for the specific topics to justify need of the project output/activity.

Documents must be attached to the application in the section “Attachments” in JEMS

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DOCUMENTS FOR APPLICATION

Technical documentation for infrastructure and equipment*

! CHANGES IN ASSESSMENT OF TECHNICAL DOCUMENTS

- Documents for **infrastructure works** that are planned under CC6 and require full set of technical documentation according to national legislation.
- Documents for **simplified infrastructure works** that are planned under CC6 and do not require full set of technical documentation according to national legislation.
- Documents for **installation of outdoor equipment** that do not require technical documentation according to national laws and regulations. **NEW!**

Documents must be attached to the application in the section "Attachments" in JEMS

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Photo by Pixabay:
<https://www.pexels.com/photo/clear-glass-with-red-sand-grainer-39396/>

Submission of applications



from **2 April** to **21 June 2024 at 17:00**
(no applications can be submitted after this deadline)

Application and all documents must be submitted via

 **Jems** <https://jems.latlit.eu>
Joint electronic monitoring system

NEW!

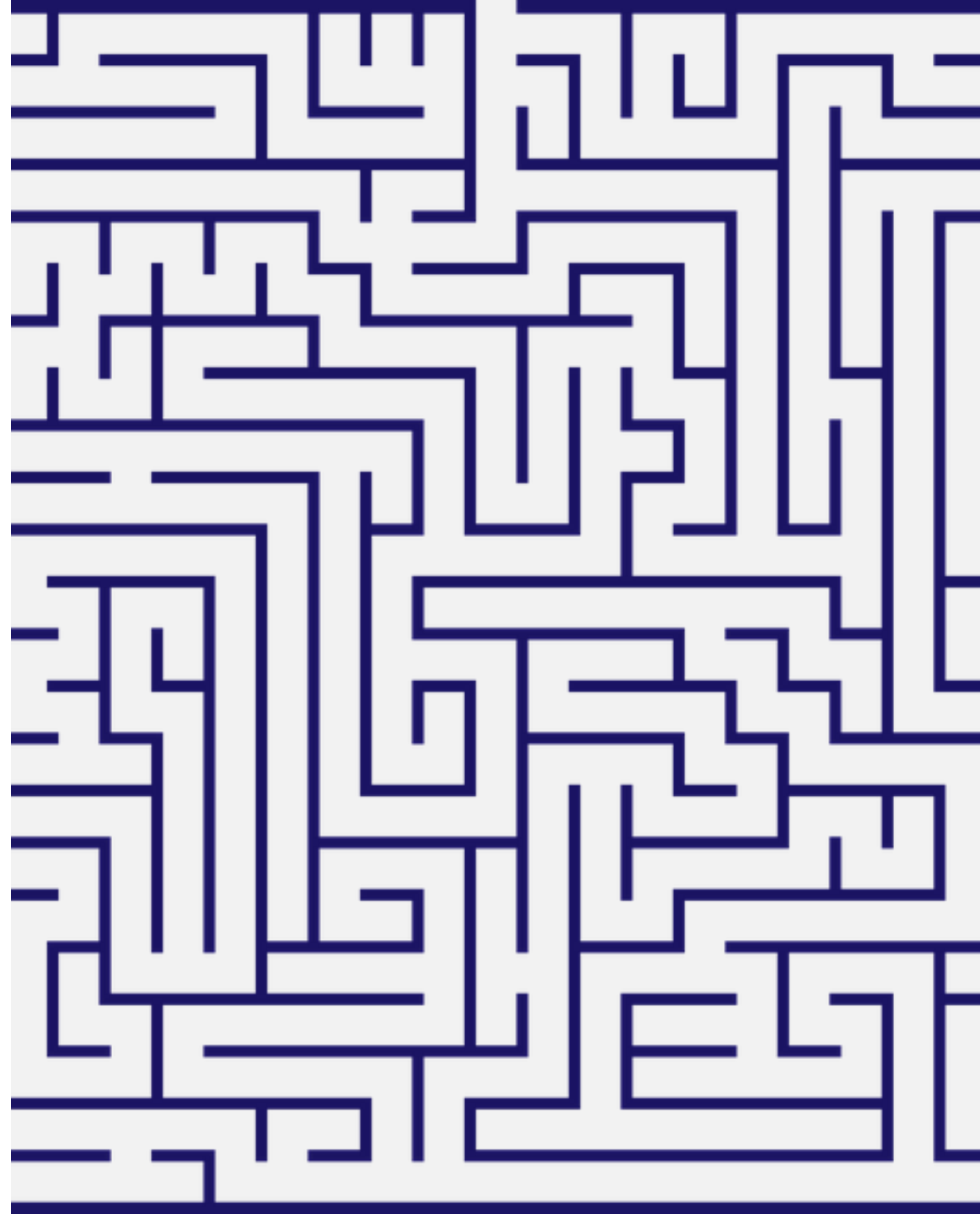


If any documents (except the Application Form) cannot be submitted electronically but only in paper format, the Lead Partner must contact the Managing Authority via official Programme e-mail

latlit@varam.gov.lv

- provide a clear explanation of why electronic submission is not possible and request permission to submit the documents in paper form, as an exception to the rules.

QUIZ



Assessment of applications

*Programme Manual Section 5.2



Photo by Legio Seven:
<https://www.pexels.com/photo/shepherd-dog-with-flock-of-sheep-5384726/>

Assessment of applications

Two steps approach



1 Eligibility assessment



**2 Quality
assessment**

ELIGIBILITY ASSESSMENT*

1. Application Form is correctly filled in JEMS.
2. Project Confirmation Letter submitted.
3. LP/PP statements submitted.
4. Documents for NGO that is LP submitted.
5. Documents for infrastructure works that are under CC6 and require full set of technical documentation submitted.
6. Documents for simplified infrastructure works under CC6 do not require full set of technical documentation submitted.
7. Minimum partnership requirement fulfilled.
8. Budgetary requirements are observed.
9. Project duration is within set limits.

ELIGIBILITY ASSESSMENT PASSED



*Programme Manual sub-section 5.2.1

Missing documents



If documents are missing, the **Lead Partner** will be requested to submit documents within 10 working days to latlit@varam.gov.lv

- Project Confirmation Letter **NEW!**, LP/PP Statement.
- Statutes, establishment documents, information on the shares of stakeholders or other equivalent documents necessary for establishing the status of the applicant.
- For NGO that is LP missing or incorrect financial documents.
- Any missing or incorrect documentation stated under relation to the investments in infrastructure with planned corresponding costs under CC6.

Project mistakes from 1st call



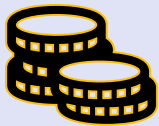
9

- Full package of technical documentation was not submitted



2

- LP Confirmation letter was not submitted



2

- Financial requirements for NGO that is LP were violated



1

- LP Confirmation letter was not submitted
- PPs had budgets with 0 EUR



1

- Full package of technical documentation was not submitted
- LP/PP Statements were not submitted



1

- LP Confirmation letter was not submitted
- Full package of technical documentation was not submitted
- Criterion for maximum project duration was violated



QUALITY ASSESSMENT*

STRATEGIC CRITERIA 60%

- Project context and contribution to the Programme (maximum weight 40%).
- Cooperation character (maximum weight 10%).
- Partnership relevance and cooperation Intensity (maximum weight 10%).

OPERATIONAL CRITERIA 40%

- Methodology and work plan (maximum weight 20%).
- Budget (maximum weight 20%).


*Programme Manual sub-section 5.2.2.

SELECTION AND APPROVAL*

PROJECT SELECTION

- Projects receiving total scoring **at least 66%** are recommended for approval.
- Projects receiving total scoring **less than 66%** are recommended for rejection.

PROJECT APPROVAL

- **Projects are approved by the Monitoring Committee (MC).**  11-12 December 2024
- MC may approve projects under conditions that must be fulfilled within deadline indicated in the MA decision.
- If project is rejected by the MC – MA decision includes justification, why the application was not selected for funding.

*Programme Manual sub-section 5.2.2.

Timeline for applicants



**Application
submission**

21 June 2024 at 17:00



**Requests for
missing documents**

July-August 2024
(the most intensive)



**Monitoring
Committee decision**

11-12 December 2024



Submit in 10 working days
after receipt of request



THANK YOU!
PALDIES!
AČIŪ!

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