

APPLICATION AND SELECTION

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Interreg



Co-funded by
the European Union

Latvia – Lithuania

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APPLICATION REQUIREMENTS

*Programme Manual Section 5.1





MANDATORY CONSULTATION

N.B! Before submitting application, LP must consult with the JS to ensure the project idea aligns with the Programme requirements

A communication between the applicant and the JS is considered a valid mandatory consultation if the following conditions are met:

- A representative of the LP's organization participates in the virtual or face-to-face meetings with JS;
- The Project Idea Form is discussed at the meeting with JS, covering topics on the compliance of project idea (e.g., eligibility of PPs, project objectives, expected outputs and results, cross-border cooperation principles, eligibility of planned activities, planned budget, etc.).

RULES FOR MANDATORY CONSULTATION

- ☐ Appointments must be booked in advance by emailing to latlit@varam.gov.lv.
- ☐ The Project Idea Form (template available at www.latlit.eu) must be completed and submitted to the JS by the deadline agreed upon with the JS, but no later than two days before the scheduled consultation.
- ☐ There is no limit to the number of participants; however, **attendance by representative(s) of the LP is mandatory.**
- ☐ Projects that do not undergo this mandatory individual consultation **will be deemed ineligible at the eligibility assessment stage.**
- ☐ Organization of mandatory consultations **is closed one week before the call for proposals deadline – on 12 January 2026.**

DOCUMENTS FOR APPLICATION

Project Application Form*

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



*Programme Manual Section 5.1



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 authorization 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 (2023, 2024) 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 2023, and ✓ LP cumulative revenue of the last two financial years (2023, 2024) 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 (2023 and 2024):

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 2024:
 - 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.

*Programme Manual Section 5.1



DOCUMENTS FOR APPLICATION

Technical documentation for infrastructure and equipment*

- 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.
- Documents for **environmental activities** (such as grass cutting, brush removal, etc.) that are planned as services under CC4.

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

**Programme Manual Section 5.1*



Submission of applications



from **17 September 2025** to **19 January 2026 at 17:00**
(no applications can be submitted after this deadline)

Application and all documents must be submitted via



<https://jems.latlit.eu>

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.

Assessment of applications

*Programme Manual Section 5.2



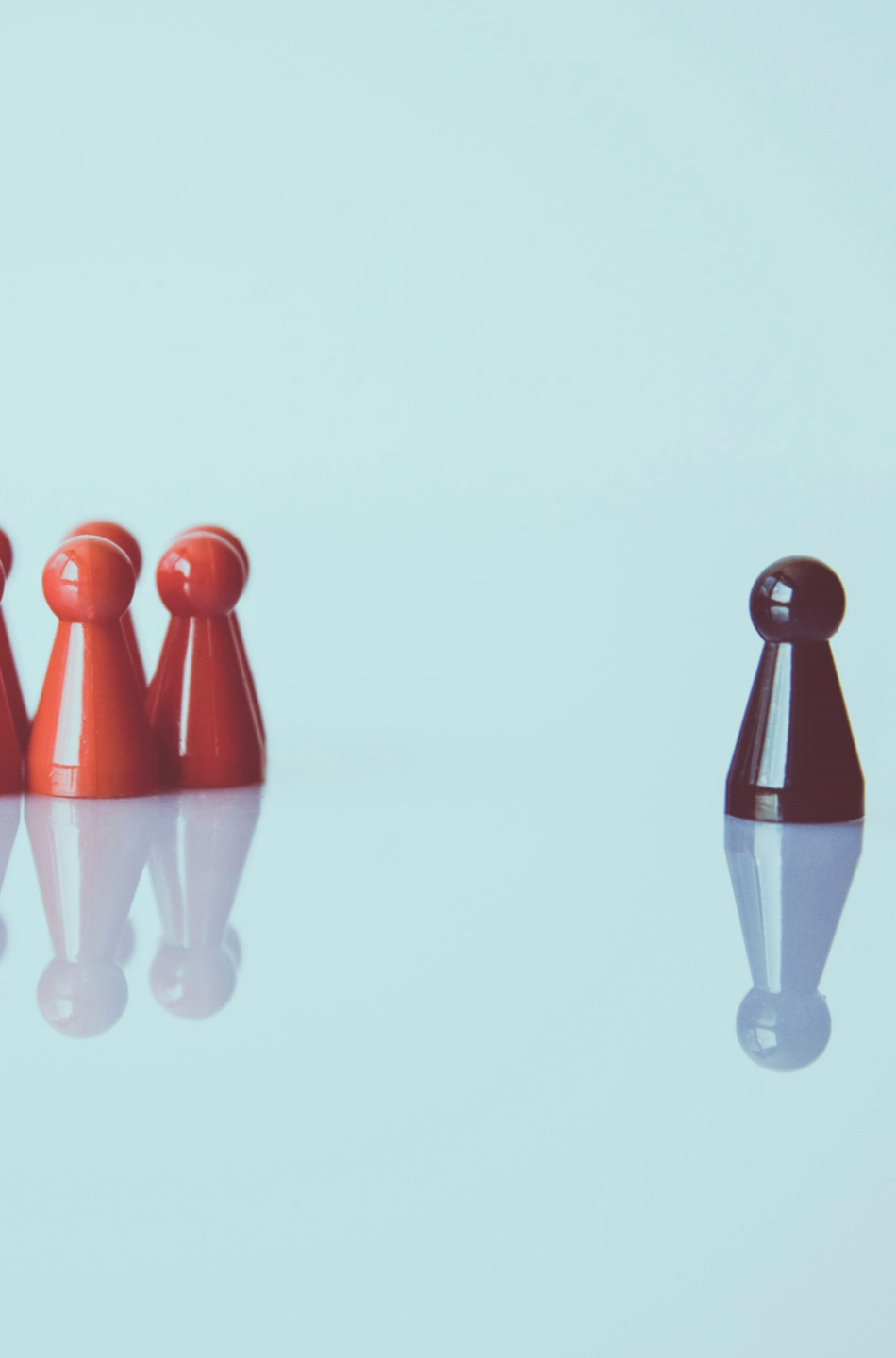
Two steps approach

2

Quality
assessment

1

Eligibility
assessment



ELIGIBILITY ASSESSMENT*

- ✓ LP/PP statements submitted.
- ✓ Application Form is correctly filled in JEMS.
- ✓ Project Confirmation Letter submitted.
- ✓ Documents for NGO that is LP submitted.
- ✓ Minimum partnership requirement fulfilled.
- ✓ Budgetary requirements are observed.
- ✓ Project duration is within set limits.
- ✓ The pre-submission mandatory consultation has taken place.

ELIGIBILITY ASSESSMENT PASSED



*Programme Manual sub-section 5.2.1



ELIGIBILITY ASSESSMENT*

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, 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.

*Programme Manual sub-section 5.2.1



QUALITY ASSESSMENT*

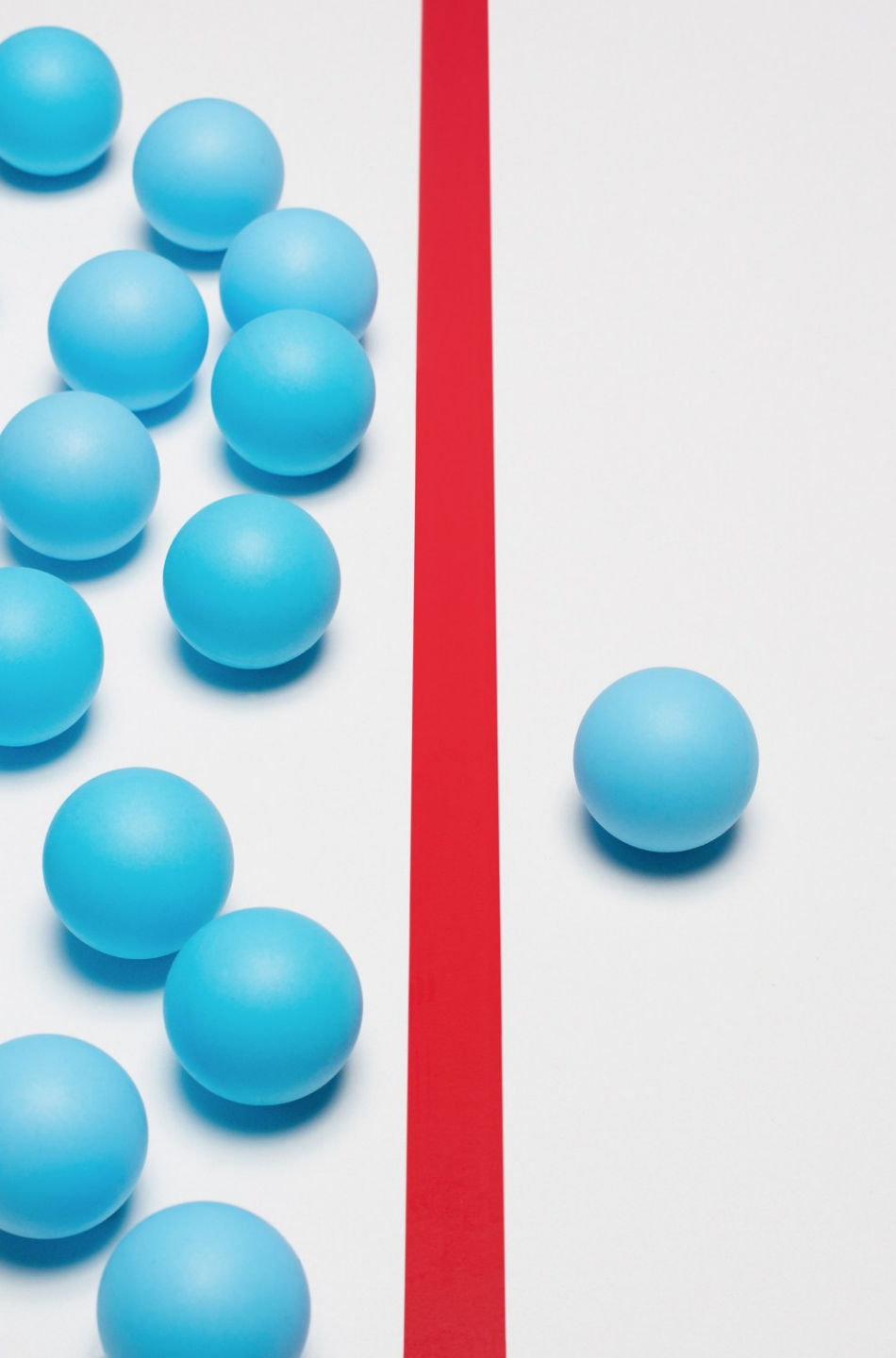
STRATEGIC CRITERIA 60%

- 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).**  20-21 May 2026
- 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.

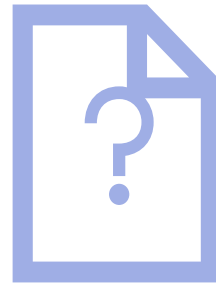
*Programme Manual sub-section 5.2.2.

Timeline for applicants



**Application
submission**

19 January 2026 at 17:00



**Requests for
missing documents**

January-February 2026
(the most intensive)



**Monitoring
Committee decision**

20-21 May 2026



**Submit in 10 working days
after receipt of request**



THANK YOU! PALDIES! AČIŪ!

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