ANNEX 4

GUIDELINES ON FILLING IN THE APPLICATION FORM

of the

Interreg V-A Lithuania-Poland cooperation Programme

INTRODUCTION

These guidelines are only a recommendatory document with information what data should be filled in each field of the application form. Please get acquainted with the Programme Manual before filling in the application. In case of any doubts about filling in the application, one should turn to the Joint Secretariat (hereinafter – JS) or to the corresponding Regional Contact Point in Poland.

Please note that the digital application form can be downloaded from the Programme website www.lietuva-polska.eu. Instructions how to work with the digital application form shall be also available on the website.

It is necessary to prepare the application for receiving funding from the European Regional Development Fund (hereinafter – ERDF) accurately. All fields should be filled in (if it is not specified otherwise) and the data supplied in them should be precise and thorough.

All fields of the Application Form should be filled in English except some parts which have to be filled in national languages.

EXPLANATION OF POINTS IN THE APPLICATION FORM

Title of the project: (max. 100 characters)

Project acronym (optional):

Title of the project / Projekto pavadinimas / Tytuł projektu - the name of the project should be entered here – it should be short, easily understandable (not more than 100 characters with spaces) and clearly describing the project. One should pay attention to the fact that the project title should not repeat titles of other projects of the applicant or other entities already used under the Programme or other programmes and should not be the same as the Programme priority or the title of specific objective.

Acronym of project title (optional) / Projekto pavadinimo akronimas (pasirinktinai) / Akronim tytułu projektu (opcjonalnie) – the acronym of the project title could be entered here so that it should be easier to identify the project in the subsequent text of the application. It could consist of letters or one or a few words and should be easily spelled and remembered.

Project title in national languages / Projekto pavadinimas nacionalinėmis kalbomis / Tytuł projektu w językach narodowych

Lietuviškai:	
Po polsku:	

The title of the project translated into national language should be entered. Please note that is shall be used in the Subsidy Contract and for publicity of the Programme.

Project summaries / Projekto santraukos / Streszczenie projektu

English:	
Lietuviškai:	
Po polsku:	

The main information about the project should be presented in English and in both national languages, including main aims, events, beneficiaries involved, expected outputs and results and the planned project budget. No additional documents are required.

Description should not exceed the limit of 1.500 characters with spaces and the content in all languages should be the same.

Part I. BASIC INFORMATION / PAGRINDINĖ INFORMACIJA / INFORMACJE PODSTAWOWE

I. BASIC INFORMATION

I.1. Value of the project / Projekto vertė / Wartość projektu

	Total	%
Total eligible project		100,00

budget		
Total ERDF support		85,00
Total Beneficiaries contribution		15,00

The part reflecting total value of the project shall be filled in automatically when part VI. “Project budget” is filled in.

I.2. Project beneficiaries / Projekto paramos gavėjai / Beneficjenci projektu

In this part contact information about all project beneficiaries shall be filled in.

Lead beneficiary institution	*English:*	
	Lietuviškai:	
	Po polsku:	

Country:	*drop list*	County / Voivodeship:	*drop list*	Municipality / District and Commune:	*drop list*
Legal form:					

Detailed information	Enterprise code			
	Address			
	Postal code		City	
	Tel. No.		Fax No.	
	Web address			
VAT	Entitled for VAT	□ Yes □ No	VAT payer No.	
Organization Procurement Status (*applicable only for Lithuanian beneficiary*)				
Person authorized to sign the documents	Name		Surname	
	Position in lead beneficiary institution			
Contact person	Name		Surname	
	Position in lead beneficiary institution			
	Address			
	Postal code		City / Country	
	Tel. No.		Mobil. Tel. No.	
	Fax. No.			
	e-mail			

Lead beneficiary is the institution selected by all project beneficiaries, responsible for submitting the application for funding to the JS and singing the Subsidy Contract with the Managing Authority (hereinafter – MA), thus undertaking the full financial and legal responsibility for the project. The lead beneficiary is therefore financially liable to the MA for the total amount of Programme funds allocated to the project. Only the lead beneficiary submits payment requests encompassing the whole project on the basis of the Subsidy

Contract. In practice, the lead beneficiary will receive funds from the Certifying Authority and distribute them to other project beneficiaries.

All the requested data about the lead beneficiary should be indicated:

- **Lead beneficiary institution / Pagrindinio paramos gavėjo institucija / Instytucja beneficjenta wiodącego** – official name of the lead beneficiary in three Programme languages (English, Lithuanian and Polish) should be indicated;

- Country / Šalis / Kraj – Country of the lead beneficiary institution should be chosen from the drop list;

- County / Voivodeship / Apskritis / Vaivadija / Okręg / Województwo – County or Voivodeship of the lead beneficiary institution should be chosen from the drop list;

- **Municipality/District and Commune / Savivaldybė/ Pavietas ir valsčius / Rejon / Powiat i Gmina** – Municipality or District and Commune of the lead beneficiary institution should be chosen from the drop list;

- Legal form / Teisinis statusas / Forma prawna – Legal form of the lead beneficiary institution should be indicated. Translation of the adequate definition should be used;

Detailed information / Detali informacija / Informacje szczegółowe – detailed information should be given:

Enterprise code / Įmonės kodas / NIP;
Address (street, No., postal code, city) / Adresas (gatvė, Nr. pašto indeksas, miestas) / Adres (ulica, numer, kod pocztowy, miasto);
Tel. No. / Tel. Nr. / Numer telefonu;
Fax No. / Fakso Nr. / Numer faksu;
Web address / Internetinės svetainės adresas / Strona internetowa;

- VAT / PVM / VAT – The applicant is entitled to VAT recovery / Pareiškėjas turi teisę susigrąžinti PVM / Wnioskodawca jest zarejestrowany jako płatnik podatku VAT – option ‘Yes’ or ‘No’ should be chosen and VAT payer number should be indicated.

Enterprise code in case of Polish beneficiary should be filled in with 10-digit NIP code, and in case of Lithuanian beneficiary 9-digit code should be given. Please note that in case incorrect amount of digits is indicated an error message will occur, which will disappear only when the correct code is given. In case of Polish beneficiaries both fields “Enterprise code” and “VAT payer No” should be filled in with NIP code.

- Organisation Procurement Status (*applicable only for Lithuanian beneficiary*) / Organizacijos viešųjų pirkimų statusas (taikomas tik paramos gavėjams iš Lietuvos) / Status organizacji przy wykonywaniu zamówień publicznych – for the Lithuanian beneficiaries information should be given if the organization is the Purchasing organization according to the Lithuanian public procurement law

- Person authorised to sign the documents / Asmuo įgaliotas pasirašyti dokumentus / Osoba upoważniona do podpisywania dokumentów – name, surname and position of the person authorized to sign documents (such as application form, Subsidy Contract and similar) in the lead beneficiary institution should be given:

- Contact person / Asmuo kontaktams / Osoba kontaktowa – all the requested information of the contact person in lead beneficiary institution should be given:

Name, surname / Vardas, pavardė / Imię, nazwisko;
Position in lead beneficiary institution / Pareigos pagrindinio paramos gavėjo institucijoje / Stanowisko w instytucji beneficjenta wiodącego;
Address / Adresas / Adres - street, No., postal code, city and country should be indicated;
Tel. No. / Tel. Nr. / Numer telefonu;
Mobil. Tel. No. / Mobiliojo telefono numeris / Numer telefonu komórkowego;
Fax. No. / Fakso Nr. / Numer faksu;
e-mail / el. paštas / e-mail;

Beneficiaries (other) are institutions and organisations eligible under the Programme, participating in the implementation of the project, carrying out activities, and if requesting Programme funding – bear financial responsibility to the lead beneficiary. The projects can be implemented by at least two and not more than 8 project partners representing the Programme area in both participating countries.

General information about all project beneficiaries should be given below the data of the lead beneficiary:
- **Beneficiary 2 (…) institution / Paramos gavėjo Nr. 2 (…) institucija / Instytucja beneficjenta 2 –** official name of the relevant beneficiary in three Programme languages (English, Lithuanian and Polish) should be indicated;

- Country / Šalis / Kraj – Country of the relevant beneficiary institution should be chosen from the drop list;

- County/Voivodeship / Apskritis/Vaivadija / Okręg/Województwo – County or Voivodeship of the relevant beneficiary institution should be chosen from the drop list;

- **Municipality/District and Commune / Savivaldybė/ Pavietas ir valsčius / Rejon /Powiat i Gmina** – Municipality or District and Commune of the relevant beneficiary institution should be chosen from the drop list;

- Legal form / Teisinis statusas / Forma prawna – Legal form of the relevant beneficiary institution should be indicated. Translation of the adequate definition should be used;

Detailed information about all project beneficiaries has to be submitted in Part VII *Project Beneficiaries* and all project beneficiaries have to sign the declarations of the beneficiaries.

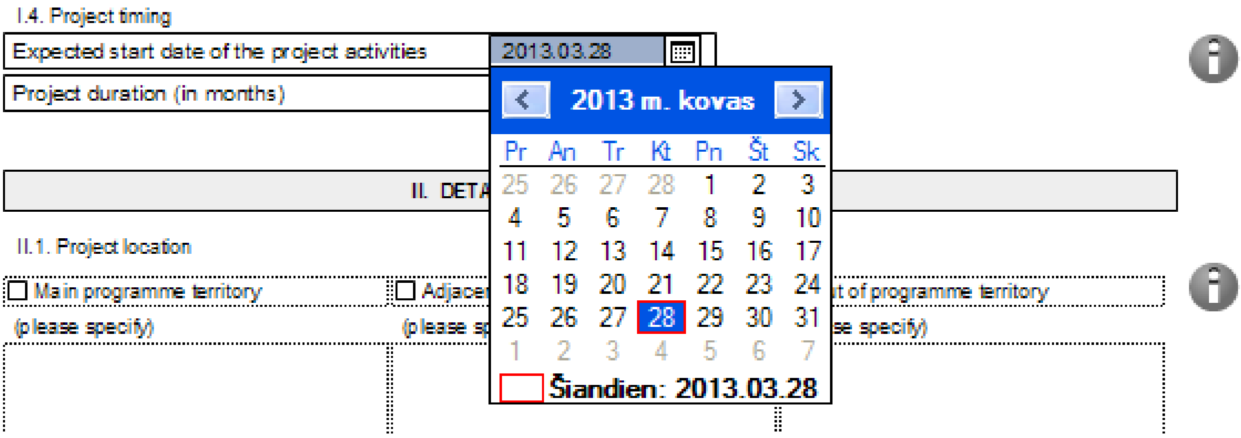
As a general rule only institutions from the Programme area can participate in the project as beneficiaries. In duly justified, exceptional cases, institutions from the outside of the eligible Programme area may be accepted provided that it would be difficult to achieve the objectives of the given operation without participation from this particular institution and only when it is necessary for proper implementation of the project activities (in case of Poland beneficiaries only from Warminsko-Mazurskie and Podlaskie Voivodeships, in case of Lithuania – from the entire country can participate). Before including the institution from the outside territory, beneficiaries are recommended to consult Programme bodies via JS on First Level Control (hereinafter - FLC) arrangements for them.

Please be aware that the numbering of the beneficiaries must be the same in all places of the application form and in all other project-related documents.

I.3. Programme priority and specific objective / Programos prioritetas ir konkretus tikslas / Priorytet Programu i cel tematyczny

The applicant has to indicate the priority and specific objective of the Programme to which the applicant assigns the project. The application may be assigned to one specific objective only. The relevant priority and specific objective should be chosen from the drop-lists. In case the call of proposals is targeted not to all priorities or specific objectives, only relevant priority and specific objective can be chosen.

I.4 Project timing / Projekto laikas / Okres realizacji



Expected start date of the project activities / Planuojama projekto pradžios data / Planowana data rozpoczęcia projektu, i.e. exact date when the applicant expects to start activities of the project should be chosen using the calendar.

When planning project implementation project beneficiaries have to evaluate the time needed for implementation of project activities. It should be noted that the time spent on the preparation of the project prior to submitting of application for funding is not regarded as project implementation period. **The earliest date on which the activities can commence and the expenditure can be incurred – is the start date of the project after approval of the Joint Monitoring Committee**. **The earliest date on which project could be started, is the first day of the month following the JMC decision** (i.e. JMC approved the project on 15 July, so earliest day for the project to start would be 1 August). In case project activities are planned to be started later, first day of relevant month should be set as project start date (i.e. activities are planned to be started in March, than 1 March should be indicated as a start date).

However, if the project is approved under conditions, the activities could be started on the risk of the applicant, as the Subsidy Contract will not be signed until all the conditions set in the decision of JMC are fulfilled. Please bear in mind that project assessment and selection process takes several months starting from the deadline for submitting the application. Start date of the project should be planned accordingly.

Project duration (in months) / Projekto trukmė (mėnesiais) / Czas trwania projektu (w miesiącach) should be indicated. The maximum implementation period allowed for the relevant call of proposals should be respected, detailed information can be found in Programme Manual part 3.2.1.

Part II. DETAILED PROJECT DESCRIPTION / DETALUS PROJEKTO APRAŠYMAS / SZCZEGÓŁOWY OPIS PROJEKTU

II. DETAILED PROJECT DESCRIPTION

II.1. Project location

Programme territory		Out of Programme territory
Lithuania: □ Alytus county □ Marijampolė county □ Kaunas county □ Tauragė county □ Vilnius (except for City of Vilnius) county	Poland: □ Ełcki subregion □ Suwalski subregion □ Białostocki subregion	____________

II.1. Project location / Projekto vieta / Lokalizacja projektu

The location of project activities should be specified by checking the relevant boxes. In case some activities are planned out of Programme territory, exact location should be indicated and justification for the need should be demonstrated in part II.2 of the AF.

II.2. Justification of the project / Projekto pagrindimas / Uzasadnienie projektu

II.2. Justification of the project

Not more than 5.000 characters with spaces - actual number

Existing problem(s) or issue(s) the project will address should be described. The background to the problem(s)/ issue(s) should be described. Relevance of project partnership to solving the described problems should be justified. The target group(s) the project will address (the group(s) which will benefit from the results of the project) should be identified. Description should not exceed the limit of 5.000 characters with spaces.

II.3. Objectives of the project / Projekto tikslai / Cele projektu

II.3. Objectives of the project

Not more than 3.000 characters with spaces - actual number

The overall objective and immediate objective(s) of the project should be described. Description cannot exceed 3.000 characters with spaces.

While formulating the overall objective the questions such as: “Why is this project necessary? What is the anticipated long-term impact after achieving the project results?” should be answered. The overall objective has to be clear and realistic. It also has to be possible to choose measurable indicators for the objective easily.

The immediate objective(s) to be achieved due to implementation of the project activities during the project implementation period should be indicated. The activities should be related to the described problems and result from the needs of the identified target group(s) which will be satisfied by the project implementation. The immediate objective(s) should relate to the anticipated project results which will be used by the final beneficiaries.

II.4. Activities of the project / Projekto veiklos / Działania projektu

II.4. Activities of the project

Not more than 5.000 characters with spaces - actual number

The detailed description of the activities (within the limit of 5.000 characters with spaces) of the project should be provided, clearly indicating the role of each project beneficiary. Project activities should be numbered and should be in line with activities indicated in Part IV Action plan. **Numbering of the same activity should be the same in all places of the AF.**

The beneficiaries have to develop and agree to in order to structure their project activities, which shall be development of general description of the project in to details, more information can be found in the Programme Manual part 3.2.2. „Project activities“.

Please note that one project may contain maximum 8 activities and there are three specified activities which are obligatory for all projects to contain:

- **Project management activity** which contains internal communication between beneficiaries, organization of their meetings, division of tasks, etc.
- **Information and publicity activity** which contains public events, preparation and issuance of promotional materials, publications, as well as placing signs and boards at

the site of investment, marking the purchased equipment and other informational and promotional items.

- **Closure activity -** this activity is foreseen to be started exactly 3 months before the end date of the project and is designated for closure of the project and preparation of the final report by the beneficiaries. During this activity **only the costs** for project management (such like salaries, office and administrative costs, as well as FLC expenditure of Lithuanian beneficiaries) may be incurred. The beneficiaries should understand that all the project reporting may not be finalised even in the closure period, but that it is the responsibility of the beneficiary's organisations to ensure that sufficient resources exist for finalising the project.

II.5. Cross-border impact / Poveikis abipus sienos / Wpływ transgraniczny projektu

II.5. Cross-border impact

Not more than 3.000 characters with spaces - actual number

The cross-border impact of the project should be understood as the meaning of the project to the Programme area. It should be described how the outputs and results will influence both sides of the border, how will they benefit from social and economic development of areas on both sides of the border. Please note that limit of 2.000 characters with spaces should be observed.

II.6. Ways of cooperation

	Relevant for the project	Justification
Joint development	Yes	*Not more than 2000 characters with spaces*
Joint implementation	Yes	*Not more than 2000 characters with spaces*
Joint staffing	*drop list* Yes / No	*Not more than 2000 characters with spaces*
Joint financing	*drop list* Yes / No	*Not more than 2000 characters with spaces*

Taking into account the nature of the Programme, beneficiaries have to bring cross-border cooperation in the applying projects. In order to have this effect, 3 or 4 ways of cooperation have to be ensured in the projects. Two of them are obligatory: **joint development and joint implementation**. Justification on how these ways of cooperation are planned to be implemented should be provided only. It should not exceed the limit of 2.000 characters with spaces for each way of cooperation.

One or two more ways should be introduced by the projects: **joint staffing** and/or **joint financing**. The relevant option should be selected from the list and justification in case the way of cooperation is relevant should be filled in, but not exceeding the limit of 2.000 characters with spaces.

More information regarding ways of cooperation can be found in Programme Manual part 1.4.1.

Additional documents, if any, can be submitted together with the application form in order to prove the ways of cooperation. Please note that only the description provided by the applicant in the Application Form (together with the annexes) will be taken into account during the project assessment.

II.7. Project output and result indicators / Projekto produktų ir rezultatų indikatoriai / Wskaźniki produktu i rezultatu projektu

ID	Result Indicators	Contribution	Description
1.1.R.1.	Number of tourists accommodated in the CP territory	*drop list* Positive / Neutral / Negative	
2.1.R.1.	Share of newly established business entities in relation to the total number of registered business entities	*drop list* Positive / Neutral / Negative	
2.2.R.1.	Registered unemployment rate	*drop list* Positive / Neutral / Negative	
3.1.R.1.	People at risk of poverty or social exclusion	*drop list* Positive / Neutral / Negative	
3.1.R.2.	Population perceiving an unmet need for health care	*drop list* Positive / Neutral / Negative	
4.1.R.1.	Share of institutions benefiting from cross-border cooperation	*drop list* Positive / Neutral / Negative	

ID	Output Indicators	Value	Description	Division between beneficiaries
1.1.O.1.	Number of heritage sites developed or adapted			
1.1.O.2.	Number of joint tourism routes developed			
1.1.O.3.	No of natural and cultural heritage objects and related products promoted			
2.1.O.1.	Number of new or upgraded joint (or promoting cooperation) services for business			
2.1.O.2.	Number of persons having participated in joint trainings and events			
2.2.O.1.	Number of participants in joint local employment initiatives and joint training (common)			
2.2.O.2.	Number of participants in cross-border mobility initiatives (common)			

3.1.O.1.	Number of participants in projects promoting gender equality, equal opportunities and social inclusion across borders (common)			
3.1.O.2.	Number of NGOs involved in cross-border cooperation for combating poverty and social exclusion			
3.1.O.3.	Number of new or upgraded health care services and prevention programmes			
4.1.O.1.	Number of institutions involved in the cross border cooperation			
4.1.O.2.	Number of persons having participated in joint trainings or exchange of staff			

No	Other Indicators	Value	Description	Division between beneficiaries

Visibility outputs	No of outputs	No of copies (if applicable)	Description	Division between beneficiaries
Press articles and press releases				
TV and radio broadcasting				
Leaflets, brochures and flyers				
Gadgets				
Newsletters				
Websites				
Stands, billboards, memory plates				

The full list of the Programme result and output indicators is presented in the tables of the application form. This part should be filled in after the beneficiaries choose the Programme priority and specific objective of the project (part II.6 of the AF). First list of result indicators, then list of output indicators and finally visibility outputs should be described.

For the Programme result indicators beneficiaries have to select from the drop list if the planned contribution of the project to the result indicators is positive, neutral or negative and to describe how the successfully implemented project would contribute to the achievement of Programme results under the selected Priority.

Table 1: Programme priorities, specific objectives and their result indicators:

Priority	Specific objective	Result indicators
5. **Preserving and protecting the environment and promoting resource efficiency**	5.1. To increase the sustainable use of natural and cultural heritage for tourism in cross-border area	Number of tourists accommodated
6. **Promoting sustainable and quality employment and supporting labour mobility**	6.1. To promote business creation, development and cooperation through improved business support services	Share of newly established business entities in relation to the total number of registered business entities
	6.2. To decrease unemployment through coordinated cross-border employment initiatives	Registered unemployment rate
7. **Promoting social inclusion, combating poverty and any discrimination**	7.1. To enhance the access to social and health care services for cross-border inhabitants thus combating social exclusion and poverty	People at risk of poverty or social exclusion Population perceiving an unmet need for health care
8. **Enhancing the institutional capacity of public authorities and stakeholders and an efficient public administration**	8.1. To increase cross-border cooperation of the institutions in order to develop more integrated and better quality public governance and public services in the CP area	Share of institutions benefiting from cross-border cooperation

Projects are expected to deliver viable products and services (outputs), whose impact should contribute to Programme results. For this purpose beneficiaries have to choose the most appropriate Priority and the most appropriate Specific Objective corresponding to the given Priority (please refer to paragraph 1.2 of the Programme Manual), to which a project can contribute best.

At least one of the given output indicators relevant for the selected Specific Objective must be used. Other relevant to the project output indicators may be added at the bottom part of the table. The values of the corresponding output indicators should be indicated. The listed indicators should be described in the description section (e.g. “Number of heritage sites developed or adapted” the short description of the sites has to be enclosed and it should match the description in other parts of the application form). The division of the outputs between project beneficiaries must be indicated in the last column of the table.

Visibility outputs should be described in the last table. As “No of outputs” is meant the different products and “No of copies” – how many copies of that product is planned to be produced (e.g. 1 leaflet in 10.000 copies). Description of the visibility outputs and division between project partners must be described in the last columns of the table.

II.8. Horizontal principles / Horizontalieji principai / Zasady horyzontalne

	Type of contribution	Description of contribution
Sustainable development	*drop list* Positive / Neutral / Negative	*Not more than 2000 characters with spaces*

Equal opportunities and non-discrimination	*drop list* Positive / Neutral / Negative	*Not more than 2000 characters with spaces*
Equality between men and women	*drop list* Positive / Neutral / Negative	*Not more than 2000 characters with spaces*

Horizontal principle is a rule that must be integrated throughout the Programme in all the projects funded by the Programme. Every project approved by the Programme is required to contribute to the improvement of the horizontal principles, type of contribution should be selected from the drop list between positive, neutral and negative and the justification why this type of contribution was selected should be provided in the description part. Please note that limit of 2.000 characters with spaces should be observed in description of each principle.

Compliance of the submitted application with the horizontal principles will be assessed during the quality assessment and will be taken into consideration by the JMC in selecting projects to be financed under the Programme. Please note that JMC, as a body responsible for the selection of applications for funding, shall use common sense and select only those operations which do not cause any harmful effects, the project activities should demonstrante at least the neutral impact on horizontal principles.

Sustainable development is in general understood as achieving a balance between the economic, social and environmental areas. More information can be found in the paragraph 1.6.1 of the Programme Manual.

The principle of **equal opportunities** implies that it is important that all groups in the society have equal access to the opportunities and benefits of the Programme. Safeguarding equal opportunities is especially important with regard to the most vulnerable groups, therefore, appropriate steps must be taken to prevent any discrimination on the basis of sex, race, ethnic origin, religion or beliefs, disability, age or sexual orientation. More information can be found in the paragraph 1.6.2 of the Programme Manual.

Equality between men and women is targeted at ensuring equal opportunities and equal treatment for men and women and combating any form of discrimination on the grounds of gender. More information can be found in the paragraph 1.6.3 of the Programme Manual.

II.9. Information regarding contribution to EU / national / regional strategies, including European Union Strategy for the Baltic Sea Region (EUSBSR) / Atitikimas ES / nacionalinėms / regioninėms strategijoms, įskaitant Europos Sąjungos Baltijos jūros regiono strategiją / Wkład w realizację unijnych/narodowych/regionalnych strategii, oraz strategii UE dla regionu Morza Bałtyckiego

Project shall contribute to EUSBSR	*drop list* Yes / No	*drop list* Priority area
Description, not more than 2000 characters with spaces		

The information if the project plan to contribute to the EU Strategy for the Baltic Sea Region and if yes, to which policy area, should be filled in. More information can be found in the paragraph 1.7 of the Programme Manual. Afterwards the description should be provided together with the information about compliance with other strategic documents.

Depending on the project location and content the compliance with development strategy documents of a given country(ies)/ region(s), including sectoral policies strategic documents, should be described. The relevant national/ regional development strategy(ies) or plan(s) should be indicated and the compliance of the project with them should be justified referring to relevant parts, points etc. of these documents.

It is possible to relate the planned activities with the development strategy by various aspects and at various levels; e.g. the social and economic meaning of the project, the impact of the project on regional development or its part (e.g. increase of regional competitiveness, improvement of investment attractiveness of the region, impact on human resources, contribution to cultural heritage etc.).

Please note that limit of 2.000 characters with spaces should be observed in the description.

II.10. Information and publicity measures / Informavimo ir viešinimo priemonės / Działania informacyjne i promocyjne

II.8. Information and publicity measures

Not more than 3.000 characters with spaces - actual number

The communication and information (communication) strategy of the project should be described here in order to provide an explanation on how the project beneficiaries are planning to implement the information campaign about the project so that the project and its results would be disseminated and promoted widely. The rules of the Commission Regulations on information and publicity measures to be carried out by the member states concerning assistance from structural funds should be referred to. Description should not be longer than 3.000 characters with spaces.

The target group(s) to be addressed with information and publicity activities and the measures with the help of which the activities will be carried out should be indicated. Please consider the examples of such publicity measures: websites, publications, brochures, presentations, exhibitions, information stands – boards, announcements/information in the media, etc.

The information and publicity measures should be marked appropriately, indicating the EU's contribution to the project.

II.11. Sustainability (durability) of project results / Projekto rezultatų tęstinumas / Trwałość rezultatów projektu

II.9. Sustainability (durabiltity) of project results

Not more than 3.000 characters with spaces - actual number

It should be described how the sustainability (durability) of the project outputs and results will be ensured. The following questions should be answered: “Who will own the produced outputs? How, when and by whom will the outputs and results be used? How will they be maintained after the project has been finalised? Who will be responsible for the maintenance, continuation or development of the activities initiated by the project implementation (institutional sustainability)? How will it be carried out including future funding possibilities (financial sustainability)? The question of how the project impact will be sustained after the end of the project should be answered (e.g. who and how will maintain the established cooperation tools, be responsible for carrying out investments intended). The limit of 3.000 characters with spaces should be observed.

II.12. Management of the project / Projekto valdymas / Zarządzanie projektem

II.10. Management of the project

Not more than 3.000 characters with spaces - actual number

Detailed information about planned project management activity, including co-ordination and management structures of the project should be described (within the limit of 3.000 characters with spaces). The structure, responsibilities and procedures for the management and co-ordination of the project should be outlined. If needed, the illustrated management structures in the form of an organisational chart or flow-chart can be attached to the application. The description should include a brief explanation on the arrangements in place for the financial management of the project, including arrangements for reporting and monitoring. It is recommended to describe the experience of the staff that will work with the project implementation, as well as the amount of the budget foreseen for the salaries of the project staff.

II.13. Experience of beneficiaries in the field of the project / Paramos gavėjų patirtis projekto srityje / Doświadczenie beneficientów w dziedzinie objętej projektem

II.11. Experience of partners in the field of the project

Not more than 3.000 characters with spaces - actual number

The experience of the beneficiaries in the field of project implementation should be described. The description should provide necessary information showing that the applicant has the necessary skills and experience to implement the project. Please note that this information should be in line with the data provided in application form part X. “Experience of beneficiaries in the EU co-financed or other international projects". The limit of 3.000 characters with spaces should be observed.

III. PROJECT COSTS

III.1. Value of the project/ Projekto vertė / Wartość projektu

	Total	% of total project costs
Total cost of the project		100,00
Total costs out of programme territory		
Total ERDF support		85,00
Total beneficiaries contribution		15,00
Total costs for categories „Equipment expenditure“ and „Infrastructure and works“		

This part of the application form shall be filled in automatically when part VI. "Project budget" is filled in.

III.2. Project costs by beneficiaries / Projekto išlaidos pagal paramos gavėjus / Koszty projektu w podziale na beneficientów

	Total eligible costs			ERDF support	Beneficiaries contribution		
	Total	Main programme territory	Out of programme territory		Total	Public	Private
Lead beneficiary							
Beneficiary 2							
Beneficiary 3							
Beneficiary 4							
Beneficiary 5							
Beneficiary 6							
Beneficiary 7							
Beneficiary 8							
Total							

Part of the table shall be filled in automatically when part VI. "Project budget" is filled in, only the division between main and out of Programme territory of the total eligible project costs and division between public and private contribution of each beneficiary must be filled in additionally.

III.3. Project revenues

drop list No / Yes, soft activities shall generate revenue / Yes, infrastructure shall generate revenue

Not more than 3000 characters with spaces

First the relevant option should be selected if the project is planning to generate revenue and if yes, from which type of activities. Afterwards detailed description about planned revenues, calculations in respect to the limits should be provided. Detailed information about revenues of the projects is provided in the Programme Manual part 3.5.2.

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Part IV. ACTION PLAN / VEIKLŲ PLANAS / PLAN DZIAŁANIA

Activity		Beneficiaries involved	Outputs	Duration																	
				Year 1												Year 2			Year 3		
				1	2	3	4	5	6	7	8	9	10	11	12	13	…	24	25	…	30
1.																					
2.																					
3.																					
4.																					
5.																					
6.																					
7.																					
8.																					

The project activities **(Activity / Veikla / Działanie)**, as described in II.4 should be indicated, listing beneficiaries involved **(Beneficiaries involved / Dalyvaujantys paramos gavėjai / Zaangażowani beneficienci)** (Numbering of beneficiaries should be the same in all places of the application form and in all other project documents). Output column **(Outputs / Produktai / Produkty)** should clearly indicate the physical outputs of the activity, and should match the indicators part from the point II.7. The expected duration of the activities in months **(Duration of the project / Projekto trukmė / Okres realizacji projektu**) should be presented by checking the relevant project cells.

Month 1 in the action plan is considered to be the month of the project start date (not a calendar month).

Part V. PAYMENT PLAN / MOKĖJIMŲ PLANAS / HARMONOGRAM WYDATKOWANIA

V. PAYMENT PLAN				
Forecasted payments	2013	2014	2015	2016

The project payment plan shall be indicated, listing the total amount of project expenditure annually. Years will be filled in automatically basing on the project start date filled in the point I.4. Please take into account that failure to implement the project in accordance with the payment plan may result in the reduction of the assistance granted.

Part VI. PROJECT BUDGET / PROJEKTO BIUDŽETAS / BUDŻET PROJEKTU

Category of expenditure	*Total eligible costs in EUR*	*Project beneficiary*
Total project costs	Total for project	
1. Staff costs	total for category 1	
<description of each beneficiary costs>		LB
		B2
		B3
		B4
		B5
		B6
		B7
		B8
2. Office and administrative expenditure	total for category 2	
	calculation for each beneficiary: Amount from staff costs multiplied by 15%	LB
		B2
		B3
		B4
		B5
		B6
		B7
		B8
3. Travel and accommodation costs	total for category 3	
		LB
		B2
		B3
		B4
		B5
		B6
		B7
		B8
4. External expertise and services costs	total for category 4	
		LB
		B2
		B3
		B4
		B5
		B6
		B7
		B8
5. Equipment expenditure	total for category 5	
		LB

		B2
		B3
		B4
		B5
		B6
		B7
		B8
6. Infrastructure and works	total for category 6	
		LB
		B2
		B3
		B4
		B5
		B6
		B7
		B8
7. Preparation costs	lump sum	Lead beneficiary

The project budget (eligible costs only) should be broken down by costs categories and by beneficiaries. 7 budget categories are available:

1. **Staff costs / Išlaidos darbuotojams / Koszty personelu**
2. **Office and administrative expenditure / Biuro ir administracinės išlaidos / Wydatki biurowe i administracyjne**
3. **Travel and accommodation costs /Kelionės ir apgyvendinimo išlaidos / Koszty podróży i zakwaterowania**
4. **External expertise and services costs / Išorės ekspertų ir paslaugų išlaidos / Koszty ekspertów zewnętrznych i koszty usług zewnętrznych**
5. **Equipment expenditure / Įrangos išlaidos / Wydatki na wyposażenie**
6. **Infrastructure and works / Išlaidos infrastruktūrai ir darbams / Infrastruktura i roboty budowlane**
7. **Preparation costs / Pasirengimo išlaidos / Koszty przygotowawcze**

Each budget line should correspond to only one project beneficiary. Name of the project beneficiary is filled in automatically basing on the data in the part I.2. Costs can appear only in the lines where name of the beneficiary is indicated. Total costs per beneficiary per budget category should be calculated from the Annex 1 of the application form “Detailed project budget”. Total project budget is summed up automatically.

Please note that in order to facilitate implementation and management of the projects some simplifications are introduced in the Programme:

3. a flat rate for No 2. *Office and administrative expenditure* budget category: it is counted as 15 % of the eligible No 1. *Staff cost* budget category and appears automatically for each beneficiary. Please be reminded to check that the same amounts would be indicated in the detailed project budget attached as annex 1 to the application form;
4. the lump sum of preparation costs: it can be selected zero or fixed 2.000,00 EUR for preparation costs for the whole project in the budget category No 7. *Preparation costs*. Please note that the costs are assigned to the lead beneficiary,

the division of these costs between all project beneficiaries should be foreseen in the partnership agreement.

More information regarding project costs and planning the budget of the project is provided in the Programme Manual part 3.4. and Annex 2 of the Programme Manual "Fact sheets on eligibility of expenditure".

Part VII. PROJECT BENEFICIARIES / PROJEKTO PARAMOS GAVĖJAI / BENEFICJENCI PROJEKTU

Information has to be filled in for each project beneficiary except the lead beneficiary. Part of the information is automatically filled in basing on part I.2. Required information is analogical to information regarding the lead beneficiary from part I.2 of the application form.

Part VIII. DECLARATION OF THE LEAD BENEFICIARY / PAGRINDINIO PARAMOS GAVĖJO DEKLARACIJA / DEKLARACJA BENEFICJENTA WIODĄCEGO

All necessary information in the upper part of the declaration is filled in automatically. In the point 17 it should be chosen from the drop list whether the lead beneficiary institution is entitled or not entitled to the recovery of VAT.

Declaration should be printed, stamped and signed by person authorized to sign documents in the lead beneficiary institution. No additional documents are required. The statement is a legally binding document in the project assessment and selection process.

Part IX. DECLARATION OF THE BENEFICIARY / PARAMOS GAVĖJO DEKLARACIJA / DEKLARACJA BENEFICJENTA

All necessary information in the upper part of the declaration is filled in automatically. In the point 14 it should be chosen from the drop list whether the beneficiary institution is entitled or not entitled to the recovery of VAT.

Declarations for each of the beneficiaries participating in the project must be stamped and signed by person authorized to represent relevant beneficiary institution (authorisation from the beneficiary organisation that the person has the right to sign if the declaration is signed not by the head of the organisation should be submitted as an annex). It is possible to review all the declarations by pushing one of the buttons: "Next beneficiary" or "Previous beneficiary". No additional documents are required. The statement is a legally binding document in the project assessment and selection process.

Part X. EXPERIENCE OF BENEFICIARIES IN THE EU CO-FINANCED OR OTHER INTERNATIONAL PROJECTS / PARAMOS GAVĖJŲ PATIRTIS ES BENDRAI FINANSUOJAMUOSE AR KITUOSE TARPTAUTINIUOSE PROJEKTUOSE / DOŚWIADCZENIE BENEFICJENTÓW W REALIZACJI PROJEKTÓW FINANSOWANYCH ZE ŚRODKÓW UE

EXPERIENCE IN THE EU FUNDED PROJECTS

Programme	Project No / Name	Relevant beneficiary	Responsibilities in the project

PROJECT LINKS TO OTHER PROJECTS FINANCED FROM EU OR OTHER PUBLIC SOURCES

Programme	Project No / Name	Relevant beneficiary	Short description of the project

The experience of each beneficiary in managing / participating in previously or currently implemented EU funded projects or in delivering similar types of activities / projects should be indicated. The title of each programme and project should be provided as well as short description of the role the beneficiary had in each project should be stated. The information may concern projects / activities financed with EU pre-accession funds (PHARE, ISPA, SAPARD), EU structural funds and Cohesion fund and other, including national funds or Partner’s own funds, especially those implemented during the last five years.

If the submitted project is logically, topically and closely linked to other projects funded from the EU funds, these linked projects should be indicated in the second table. The linked project may have been implemented by the project beneficiary(-ies) or other entity(-ies). The short description of the activities of the linked project, its value and duration should be provided in the column “Short description of project”.

If the project is part of the larger activity or its implementation depends on other projects implementation or is a separate stage of an already started project (activity continuation), these projects are the linked projects and should be described in this point.

Part XI. ACTION PLAN IN NATIONAL LANGUAGES / VEIKSMŲ PLANAS ABIEJOMIS NACIONALINĖMIS KALBOMIS / PLAN DZIAŁANIA W JĘZYKACH NARODOWYCH

The project activities, as described in point II.4 and part IV should be indicated in Lithuanian and Polish languages, indicating beneficiaries involved in each activity and planned outputs (please note that the numbering of the beneficiaries should be the same in all places of the application form and in all other project documents). The expected duration of the project activities in months should be presented by marking the relevant cells. Output column should clearly indicate the physical outputs of the activity. Month 1 in the action plan is considered to be the month of the project start date (not calendar month). **Please note that action plan in all three languages should match.** No additional documents are required.

Part XII. ANNEXES / PRIEDAI / ZAŁĄCZNIKI

No	Content of annex	Attached	Comments
1.	Detailed project budget.	□ Yes	
2	Copy of the certificate of registration of each beneficiary organization giving evidence that the organizations are registered as legal entities (for the Polish beneficiaries such document has to be issued by the National Court Register (Krajowy Rejestr Sądowy) not earlier than 3 months before the submission of the AF). *Not applicable to local and regional authorities.*	*drop list* □ Yes / No	*To be indicated:* *No of the annex(es) /* *in case attached to some approved AF – No of project and No of annex*
3	Copy of the actual complete statutes or articles of association of each beneficiary justifying that the status of the organization is non-profit making *(not applicable to local and regional authorities).*	*drop list*	
4.	Signed Partnership Agreement with required annexes.	*drop list*	
5.	Authorization from the lead beneficiary organization that the person has the right to sign the Application Form (if the Application Form shall be signed not by the Head of the organization).	*drop list*	
6.	Copies of the balance sheets for the last 3 years of lead beneficiary (according to national legislation; *not applicable to national, local and regional authorities and their organisational units*).	*drop list*	
7.	Confirmation from the State Tax Inspection about payment of taxes (applied to Lithuanian beneficiaries and has to be submitted upon additional request of Joint Secretariat).	*drop list*	
8.	Confirmation from the Social Security office about payment of social security contributions (applied to Lithuanian beneficiaries that have to submit balance sheets).	*drop list*	
9.	Confirmation from the Register of the Legal Entities (of all beneficiaries) issued not earlier than 3 months before the submission of the Application Form that the beneficiary is operational, not bankrupt or under the legal proceedings *(not applicable, to national local and regional authorities).*	*drop list*	
10.	Copy of the decision on the environmental arrangements of the agreement for realisation of the project (for Polish beneficiaries).	*drop list*	

11.	Declaration of a body responsible for the monitoring of the Natura 2000 net areas: - for Polish beneficiaries standard form to be used; - for Lithuanian beneficiaries – standard form indicated in the annex to the AF filling guidelines should be filled in.	*drop list*	
12.	Environmental impact assessment (according to national legislation).	*drop list*	
13.	Copy of the documents confirming the right for land / real estate disposal (beneficiaries from Lithuania should submit extract from State Enterprise Centre of Registers (*liet. Valstybės įmonė Registrų centras*).	*drop list*	
14.	Copy of an official decision on land or building using conditions (according to the national legislation: in case of Lithuanian beneficiaries the same document from the Centre of Registers contains necessary information).	*drop list*	
15.	One copy of technical design project. If available and contains all signatures – can be e-version. The second set of technical documentation should be only presented on the request of the Programme Authorities.	*drop list*	
16.	Copy of the decision on the construction permit / Copy of the proof of submission the notification on the construction (in case the decision on the construction permit is not required).	*drop list*	
17.	Approval of the technical project (in case of Lithuanian beneficiaries – order of the customer, approving technical design project and its general and economic indicators).	*drop list*	
18.	Expertise of the technical project (if applicable).	*drop list*	
19.	Extract from Cadastral measurements file (*liet. Kadastrinių matavimų byla*) of the land / real estate (schemes of places where investments (works) are planned).	*drop list*	
20.	Copy of documentation related to proceeding in the field of the cross-border impact on the environment (for Polish beneficiaries, if applicable).	*drop list*	
21.	Other necessary documents required by Lithuanian or Polish legislation (*please list below*).	*drop list*	
21	Other (*please list below*).	*drop list*	

The list of annexes should be filled in, it should be selected from the drop list whether given annex is attached or not, except for the annex 1 – detailed project budget must be submitted in any case, therefore there is no option to choose. Additional annexes may be added to the list. Please note that annexes should be numbered and attached in the same order that it is indicated in the checklist. If the annex is included for each beneficiary, it has to be numbered using letters after numbers, for example 3.a, 3.b, etc.

Please note that the Programme shall apply the principle that the documents, when possible, would be submitted only once by the same institution: in the future in case the same annexes as were attached to the approved project shall be relevant for the new applications, indication of the project number and annex number shall be satisfactory and there will be no need to attach the paper versions of the documents once again – electronic copies shall be accepted.

Number of annexes depends on the type of the project and national requirements of specific documentation. More information can be found in the paragraph 3.6.3 of the Programme Manual.

The standard form for Lithuanian beneficiaries regarding Annex 11 „Declaration of a body responsible for the monitoring of the Natura 2000 net areas“ can be found in Annex 1 to this document.

INFORMACIJA APIE PROJEKTUI TAIKOMUS APLINKOSAUGINIUS REIKALAVIMUS[12]

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Paramos gavėjo pavadinimas

__________ ______

data vieta

1. Šiame priede paramos gavėjas iš Lietuvos pateikia informaciją apie dalinai iš Interreg V-A Lietuva – Lenkija bendradarbiavimo programos (toliau tekste – programos) finansuojamo projekto (toliau – projektas) *„įrašyti projekto pavadinimą“* poveikio aplinkai vertinimą (toliau – PAV) ir jo poveikį „Natura 2000“ teritorijoms.

2. Pareiškėjas žemiau esančioje lentelėje Nr. 1 pateikia informaciją, ar projektui taikomos PAV ir (arba) „Natura 2000“ teritorijų reikšmingumo nustatymo procedūros.

Lentelė Nr. 1. Informacija apie projekto PAV ir jo poveikį „Natura 2000“ teritorijoms

Klausimas	Paaiškinimai	Taip/Ne	Jei taip, reikalingi pateikti dokumentai
2.1. Ar projekte planuojama ūkinė veikla įrašyta į PAV įstatymo 1 priedą?	PAV įstatymo 1 priede pateikiamas planuojamos ūkinės veiklos, kurios poveikis aplinkai privalo būti vertinamas, rūšių sąrašas.	□ Taip □ Ne	1. Atsakingos institucijos sprendimas dėl planuojamos ūkinės veiklos galimybių. 2. PAV ataskaita.
2.2 Ar projekte planuojama ūkinė veikla įrašyta į PAV įstatymo 2 priedą?	PAV įstatymo 2 priede pateikiamas planuojamos ūkinės veiklos, kuriai turi būti atliekama atranka dėl PAV, rūšių sąrašas.	□ Taip □ Ne	1.Atsakingos institucijos atrankos išvada, ar privalomas PAV. 2.Atsakingos institucijos sprendimas dėl planuojamos ūkinės veiklos galimybių ir PAV ataskaita *(jei atrankos dėl PAV išvadoje nustatyta, kad PAV privalomas).*
2.3 Ar projektui atranką dėl PAV atlikti reikalinga dėl kitų priežasčių?	Šis punktas žymimas, kai projekte planuojama ūkinė veikla neįrašyta į PAV įstatymo 1 ir 2 prieduose nurodytus sąrašus, tačiau, vadovaujantis PAV įstatymo 3 straipsnio 3 dalimi, atranką dėl PAV atlikti reikalinga dėl kitų priežasčių. *Pavyzdžiui, PAV proceso dalyviai (visuomenė, valstybės, savivaldybių ir kitos institucijos) pareikalavo ir atsakinga institucija, atsižvelgdama į planuojamos ūkinės veiklos mastą, pobūdį ar vietos ypatumus,*	□ Taip □ Ne	1. Atsakingos institucijos atrankos išvada, ar privalomas PAV. 2. Atsakingos institucijos sprendimas dėl planuojamos ūkinės veiklos galimybių ir PAV ataskaita *(jei atrankos dėl PAV išvadoje nustatyta, kad PAV privalomas).* 3. Kita PAV atlikimo dokumentacija.

[12] Pildomas priedas yra neatskiriama paraiškos dalis ir paramos gavėjas (-ai) yra susipažinęs (-ę) su šiame priede teikiama informacija ir patvirtina, kad teikiama informacija yra teisinga. Priedą pildo tik Lietuvos paramos gavėjas (-ai).

	nusprendė, kad atranka dėl PAV reikalinga.		
2.4 Ar projekto planuojama ūkinė veikla yra susijusi su „Natura 2000” teritorijomis?	Šis punktas žymimas, kai projektas bus įgyvendinamas „Natura 2000“ teritorijoje arba šalia jos. *Projektams, kurių veiklos gali turėti įtakos „Natura 2000” teritorijoms, privaloma atlikti reikšmingumo nustatymo procedūras ir, jei taikoma, pateikti už „Natura 2000“ teritorijų stebėseną atsakingos institucijos deklaraciją. Vadovaujantis PAV įstatymo 3 straipsnio 2 dalies 3 papunkčiu, PAV turi būti atliekamas, jeigu projekto planuojamos ūkinės veiklos įgyvendinimas gali daryti poveikį „Natura 2000“ teritorijoms ir atsakinga institucija nustato, kad šis poveikis gali būti reikšmingas.*	□ Taip □ Ne	1. Už „Natura 2000“ teritorijų stebėseną atsakingos institucijos deklaracija *(jei taikoma)*. 2. Atsakingos institucijos atrankos išvada, ar privalomas PAV *(jei taikoma atrankos procedūra)*. 3. Atsakingos institucijos sprendimas dėl planuojamos ūkinės veiklos galimybių ir PAV ataskaita *(jei PAV privalomas)*.

Pasirašydamas (-a) šią deklaraciją, aš patvirtinu, kad pateikta informacija yra teisinga.

____________________	________________	____________________
(Paramos gavėjo ar jo įgalioto atstovo pareigų pavadinimas	(Parašas)	(Vardas ir pavardė)