

Interreg
Lietuva-Polska



Europejski Fundusz Rozwoju Regionalnego

FILLING IN APPLICATION FORM

Trainings for potential beneficiaries

Suwałki

26 June 2019

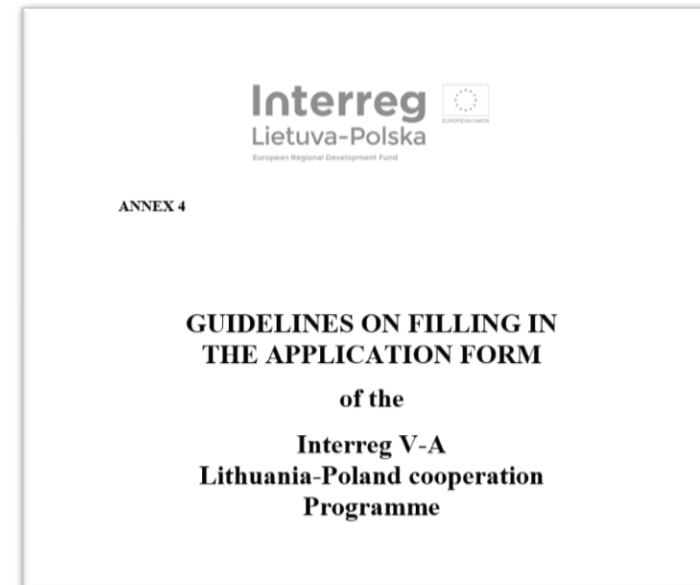
The 4th Call for Proposals is open for regular projects of 3 Priorities of the Programme

- launched on 10 June 2019
- **the deadline** for the project submission
30 September 2019, at 16:00 (Lithuanian time)



Application procedure is described in:

- notice of the call for proposals
- Programme Manual:
 - Part 3.6.1 Preparing an application
 - Part 3.6.2 Filling in an application form
 - Part 3.6.3 Submitting an application
 - Annex 4 Guidelines on filling in the Application form



Application Form (1)

The project Application Form is digital
All the information which is typed will be saved automatically

APPLICATION FORM TO BE DOWNLOADED
FROM THE WEBSITE

WWW.LIETUVA-POLSKA.EU

The screenshot shows the website's navigation menu with the following items: PROGRAM, DOKUMENTY, **APLIKOWANIE 1**, WDRAŻANIE, PROJEKTY, 2007-2013, and KONTAKTY. The 'APLIKOWANIE 1' menu is open, showing sub-items: MATERIAŁY ZE SZKOLEŃ, PROPOZYCJE WSPÓLPRACY, and **2 NABORY WNIOSKÓW**. The 'NABORY WNIOSKÓW' sub-menu is open, showing: **CZWARTY NABÓR 3**, TRZECI NABÓR, DRUGI NABÓR, and PIERWSZY NABÓR. The 'CZWARTY NABÓR' section is expanded, displaying the following text:

Czwarty, otwarty nabór wniosków w ramach Programu współpracy Interreg V-A Litwa-Polska wspierającego projekty dwustronne, zostaje otwarty 10 czerwca 2019 r. Ostateczny termin składania wniosków upływa 30 września 2019 r. o godz. 16:00 czasu litewskiego (GMT + 02:00). Wnioski muszą fizycznie dotrzeć do Wspólnego Sekretariatu Technicznego, na adres Konstitucijos av. 7, LT-09308, Wilno, Litwa, łącznie z wersją elektroniczną, **najpóźniej w wyżej wymienionym terminie.**

Ogólnym celem Programu jest wspieranie inteligentnego, zrównoważonego i sprzyjającego włączeniu społecznemu wzrostu gospodarczego w obszarze przygranicznym poprzez współpracę transgraniczną. Program ma przyczynić się do wzrostu

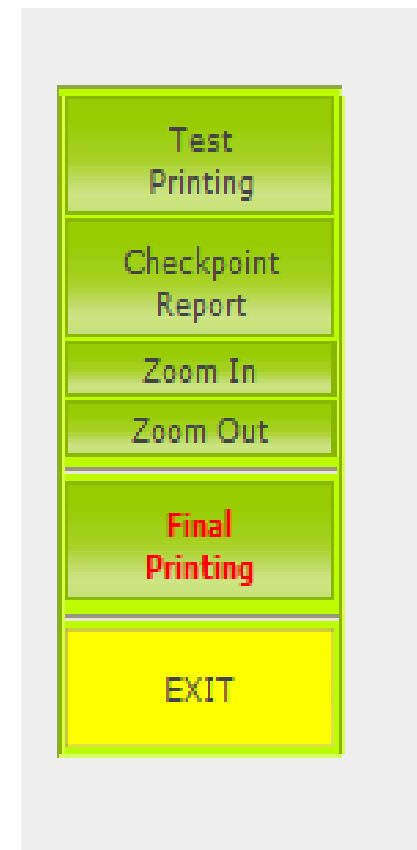
03	04	05	06	07	08	09
10	11	12	13	14	15	16

Application form (2)

- Application form should be filled in **in English** but there are some parts to be filled in in national languages:
 - ✓ project title
 - ✓ project summaries
 - ✓ all project beneficiaries
- Annexes (e.g. documents issued by national or local administrations; technical documentation, etc.) can be submitted in national languages.

Application form (3)

- Fill in the Application form according to the guidelines (Annex 4 to the Programme Manual);
- During filling in the Application form use function “Test printing” as many times as needed;
- Some mistakes **and inconsistencies** may be detected by “Checkpoint report” function – please do not forget to use it!
- After the AF is fully filled in and ready for submission print it using “**Final printing**” button – **the Application form will be locked, and no further changes will be possible!**
- Save on CD/USB flash memory;
- Deliver the whole completed application to the JTS.



Application form (4)

IMPORTANT! Both digital and paper versions of the application form **must be identical** i.e. **contain the same application's random number!**



Application Form (5)

Application Form (AF) should be delivered in an envelope or parcel and should consist of:

one (1) original

one (1) CD/USB flash memory

Application Form (6)

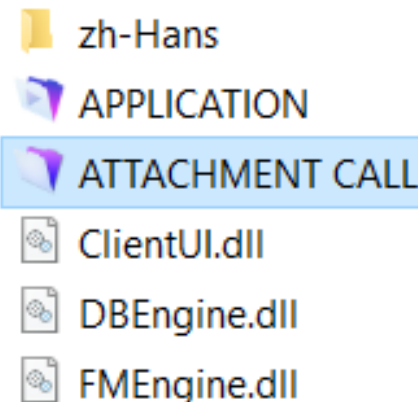
1. one (1) original

- in bound or fastened permanently (impossible to take out any page without destroying the binding);
- numbered, total number of pages must be indicated in the last page (includes annexes; documents with multiple pages may be bound separately from the original of the AF);
- signed by duly authorized person representing the lead beneficiary organization (signatures on each page of the AF and Annex No. 1)
- dated and stamped with the institution stamp in the appropriate places.

Application Form (7)

2. one (1) CD/USB flash memory

- electronic version of the application (file ATTACHMENT CALL 4);
- electronic version of the detailed project budget (.xls file, annex 1 to the AF);
- if large documents are annexed, they can be attached in the e-version only (must contain all the necessary signatures).



Supporting documents to be provided together with application as annexes must be seen as an integral part of application;

If the application is too big in size, bigger annexes could be delivered separately, not bound together with the AF or only in the e-version.

Application form (8)



Part 3.7.2 Programme Manual, Table 19 *QUALITY ASSESSMENT CRITERIA* indicates which parts of the filled in application form shall be coherent – it will be checked during the quality assessment of the project.

When preparing an application, the lead beneficiary shall ensure that the project follows the information and publicity requirements described in the part 4.6. of the Programme Manual.



THANK YOU FOR YOUR ATTENTION

DON'T MISS
THE DEADLINE!

**30 September 2019, at 16:00
(Lithuanian time)**