

Interreg VI-A Lithuania-Poland

Application Form – Guide to the Offline template

For the 1st Call for Proposals

version 1.0 January 2023

Disclaimer:

This is a guide to unofficial template used for preparation of applications intended for the 1st call for proposals within Interreg VI-A Lithuania-Poland Programme.

This is not an official application form!

Applications to the 1st Call can be submitted only through the Joint Electronic Monitoring System (JEMS) when the Call opens. Please consult the Programme website at <https://lietuva-polska.eu/en/interreg/> for the details.

This guide to the offline template is intended to help during the official Application Form submission. Offline template in word document format, where you can fill in the fields is available at the [Programme's website](#). Guidelines and helping comments are indicated in blue. Grey spaces are indicating that applicants have to either chose from drop down or enter information.

While we our best to ensure that all information provided in this template is up to date and consistent with official form in JEMS, please be aware that there might be some small differences in wording or overview tables.

In case of any additional questions, please contact the Joint Secretariat.

Notes:

When box states *Automatically generated* it means that field will be automatically generated in the JEMS Application Form and you don't have to fill it in by hand.

The Application Form is divided into parts titled A, B, C, D, E – they can be filled independently and you will see references to different parts throughout the AF.

At any time during the 1st Call for Proposals the online Application Form can be “returned” to applicant – if you submit your Application by accident, please contact jems@lietuva-polska.eu to unlock it (only when the Call is open!).

PART A - PROJECT IDENTIFICATION

When creating an application, you will be asked to provide basic details about your project. Project acronym is an abbreviation formed from the words or content of the project title. It will be used in project communication and will help to identify the project - It should be kept quite short. The acronym:

- should be pronounceable and easy to remember
- should have a connection to the full title of the project (e.g., first letters of words) or be a word related to the project theme, or both
- may include recognisable words in English
- can include numbers
- should not be a confusing mix of capital and small letters
- should not be a web address

Then, after creating an acronym you will be asked to provide details, starting in Part A. For project duration, enter number of months - the actual start and end dates will be agreed in the contracting phase, if your project is selected for funding. The project reporting periods are six-month periods calculated from the start date of the project until the project end date. Depending on the duration, the last period may be shorter. The preparation time is not included into the project duration period.

Remember that the **last month** of the project will be a **closure period**, when limited activities can be carried out and limited costs can be created. Please refer to the Programme Manual for more information on the closure period.

Name of the lead partner organisation

Automatically generated from part B

Project ID

Automatically generated

Project title

[maximum 250 characters]

Project acronym

[maximum 15 characters]

Programme priority

Select from drop-down

Programme priority specific objective

Select from drop-down of objectives that belong to the selected programme priority (links to Part C)

Project duration

Enter a number (months)

A.2 Project summary

The information written here will be used to produce content for various platforms, such as the newsletters or websites. Make sure that the information provided in the project summary field is coherent, well-structured, catchy, and understandable for an external reader considering all the topics mentioned below:

- 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 main outputs you will produce and those who will benefit from them;
- the approach you plan to take and why a cross-border approach is needed;
- what is new/original about the project.

Enter text [2000 characters]

A.3 Project budget overview - will be automatically generated from part C

A.4 Project outputs and result overview - will be automatically generated from part C

PART B - PROJECT PARTNERS

For each partner you will have to choose a partner role – either Lead Partner or a project partner. In case the field is not applicable, please indicate 'n/a'.

B.1 Project partner 1

B.1.1 Partner identity

Partner role in the project	<i>Choice between Lead Partner and Project partner</i>
Abbreviated name of organisation	<i>Enter text - short name preferably in English.</i>
Name of organisation in original language	<i>Enter text</i>
Name of organisation in English	<i>Enter text</i>
Department /unit / division in English	<i>If applicable</i>

If the partner organisation uses another identification number than VAT number (registration number etc.), provide that number.

Type of partner	<i>Drop-down list</i>
Legal status	<i>Drop-down (public or private)</i>
VAT number (or other identifier)	<i>Enter number or other identifier here.</i>

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?
other identifier number/description

Drop-down list: yes/no/partly

B.1.2 Partner main address

Country

Drop-down list

Street

Postal code

Homepage

Region (Nuts 2)

Drop-down list

House number

City

B.1.4 Legal representative

The legal representative is the person authorised to sign documents on behalf of the institution.

First name

Last name

B.1.5 Contact person

The day-to-day communication between the project and the programme will be taken through the lead partner's contact person. Contact persons of the other project partners will be responsible for the internal communication within the project partnership.

First name

Last name

E-mail address

Telephone

(format: 0049 (0) 123456789)

B.1.6 Partner motivation and contribution

Please describe thematic competences and experiences of your institution that are relevant for the project. Avoid providing general information about the partner organisation. Do not include all fields of expertise and interest, the history of organisation, description of the size of the organisation, annual turnover etc. **Please indicate just the relevant and concrete know-how** which will be used to implement project activities.

Which are the partner's thematic competences and experiences relevant for the project?

Enter text here [max 2000 characters]

Describe the main role (main activities and responsibilities) of the organisation in the project. Focus on why the partner organisation is optimal to fulfil the specific role and implement the specific tasks in the project.

What is the role (contribution and main activities) of your organisation in the project?

Enter text here [max 2000 characters]

Describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects. Instead of providing a long list of projects the organisation has participated in, mention the **most relevant experience** of the partner organisation from the relevant field: thematic experience, experience in management of and participation in international projects.

If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

Enter text here [max 2000 characters]

B.2 Project partner 2, 3 ...

→ **All sections from B.1 repeated.**

B.1.7 Partner budget

In the budget part you will fill in the budget of your project partners for different cost categories. The Programme is using Simplified Cost Options (SCOs), namely flat rates and lump sums, so parts of the budget will be automatically calculated accordingly. Please refer to the [Programme Manual](#) for more information on the SCOs.

Please note that in the budget and funding amount calculations the sums are rounded down to two decimals.

Tick the boxes on 'Partner Budget Options', which will be used in your project.

Please note that for most cost categories you might need **to scroll right** to be able to see and fill in all fields in JEMS.

For categories External expertise and services, Equipment, Infrastructure and works you will have to indicate the reporting period when the payment is planned!

Staff costs flat rate

Automatically generated [if selected]

Office and administrative costs

Automatically generated [if selected]

Travel and accommodation flat rate

Automatically generated [if selected]

External expertise and services

Describe the service you plan to purchase from an external service provider. Please note that project partners cannot function as external experts in the project they are participating in. Further comments can be added in comments field, if necessary. If cost of service relates to investment, please indicate it here. In Unit type column Describe the unit you are planning to purchase (for example web page design, feasibility study, training service)

Description	Comments	Unit type	No. of units	Price per unit	Total
[255 characters]	[250 characters]	[100 characters]	[Enter number]	[Enter number]	Automatically generated
...

Equipment

Similar to previous category.

Description	Comments	Unit type	No. of units	Price per unit	Total
[255 characters]	[250 characters]	[100 characters]	[Enter number]	[Enter number]	Automatically generated
...

Infrastructure and works (if applicable)

Description	Comments	Unit type	No. of units	Price per unit	Total
[255 characters]	[250 characters]	[100 characters]	[Enter number]	[Enter number]	Automatically generated
...

B.1.8 Co-financing

Please choose the co-financing source from the drop-down list.

Co-financing source

Drop-down list [ERDF]

Define the source(s) of the partner’s own financial contribution. Indicate the source of the contribution (which organisation has granted the contributing funding to the partner organisation). Indicate whether the contribution is public or private and insert the total

sum of the contribution. In case you receive contributions from several sources, click 'Add new contribution origin' and repeat the process.

Origin of partner contribution:

Legal status of contribution

Drop-down [public or private]

Amount

Insert amount generated automatically in Co-financing source table

PART C - PROJECT DESCRIPTION

This section provides information about the project content on a strategic level. Here project has to explain why the project is needed, how it links to the programme and to other strategies and why it should be implemented in cross-border cooperation. All these are extremely important factors when prioritising projects that will be selected for funding. Please consider each question carefully and provide all relevant information in the input fields. Make sure the description is understandable, very concrete, and focused. References (to scientific articles etc.) are not needed. For more details please consult [Programme Manual](#).

C.1 Project overall objective

Programme specific objective you have selected in part A.1 will be visible here.

Additionally, you should indicated Project overall objective. Your objective should:

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable – indicate the change you are aiming for.

Programme specific objective

Automatically inserted once it is selected in section A.1.

Project overall objective

Enter text [max 500 characters]

C.2 Project relevance and context

C.2.1 What are the common territorial challenge(s) that will be tackled by the project?

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed. Avoid a general description of challenges in the field the project is working in, and avoid especially providing a list of all challenges in the field or naming challenges which will not be tackled within the project. The defined cross-border

challenges and opportunities will be the basis for setting the project objectives, and therefore a clear linkage between challenges and project objectives should be ensured.

Enter text [max 5000 characters]

C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?

Describe the approach the project will take in addressing the common cross-border challenges and/or joint assets, e.g., describe main project activities to achieve project results. Please describe the cross-border elements in your project approach. Explain how activities will be organised in the project (e.g., how they will be structured, what will be their sequence, what specific methods will be applied, etc.).

Please describe new or innovative solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

Enter text [max 5000 characters]

C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve the project's objectives and result?

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. Explain why your project is necessary for the involved regions/countries in terms of common challenges. Explain also why working on the Lithuania-Poland Programme scale is optimal for achieving the project results.

Enter text [max 5000 characters]

C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project. For example, if you choose the category education, you need to explain which specific schools or groups of schools and in which territory. Do not just categorically choose most or all the target groups but focus on and choose only the most relevant ones. In case you do not find a relevant target group from the list, use 'Other' and describe it in the 'Specification' field. A list of the target groups with explanations is on the last page of this document.

Target group

Specification

Select from drop-down	[max 2000 characters]
Select from drop-down	[max 2000 characters]
...	...

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute. Please note that EUSBSR Strategy is obligatory to choose.

Strategy

Contribution

EUSBSR	[max 2000 characters]
Select from drop-down	[max 2000 characters]
...	...

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

Describe if the project has any synergies or complementarities with other past or current projects and/or activities. Explain if and how the project will use/further develop/complement results of other projects. Describe what kind of added value will be created in this project. Focus only on the projects or initiatives that are relevant for the topic of your project. Please confirm that duplication of previous activities will not take place.

Project or initiative

Synergies

Enter title	Enter text [max 2000 characters]
Enter title	Enter text [max 2000 characters]

C.2.7 How does the project build on available knowledge?

Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on.

Enter text [max 5000 characters]

C.3 Project partnership

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. Describe what is the contribution of each partner to the project, their main role, tasks, activities.

Enter text here [max 5000 characters]

C.4 Project work plan

To prepare a good and coherent work plan, the project intervention logic must be carefully considered. The project partners should identify project challenge, define project specific objectives and the foreseen outputs when structuring activities into work packages and making an activity plan for each work package. Only those activities which are directly relevant and necessary to achieve project objectives and results should be included in the work plan.

Outputs and their contribution to the output indicator(s) are an important factor and must be considered when deciding how to divide the project into Work packages. Every Work package must have a unique contribution to the output indicator(s) and the division of project tasks into Work packages must be planned accordingly. There should not be overlapping contribution to the same output indicator from different work packages. The contribution towards an output indicator cannot be zero. In many cases, following this logic means that you are likely to have less Work packages and more activities inside them.

For more details please consult the [Programme Manual](#).

Please note that **project management** activities will be described separately in section C.7, and they must not be included into the work packages.

C.4.1 Work package 1

- **Objectives**

Work package title

[max 100 characters]

Work package number

Automatically generated

Your project objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

Project specific objective

[max 250 characters]

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Communication objective and target audience

[max 500 characters]

- **Investments**

A work package can include investments, and there can be several investments in one work package. The investments must be relevant and necessary for achieving the project results and have a clear cross-border nature and added value.

Investment number

Automatically generated

Investment title

Automatically generated

Delivery period

Drop-down list [period when final product is delivered]

Justification

Please explain why this investment is needed. Clearly describe the cross-border relevance of the investment.

Enter text here [max 2000 characters]

Please clearly describe the cross-border/transnational relevance of the investment.

Enter text here [max 2000 characters]

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

Enter text here [max 2000 characters]

In the case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated, and how the experience coming from it will be used for the benefit of the programme area.

Enter text here [max 2000 characters]

Investment documentation

Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. If these are already available, attach them to this application form, otherwise indicate when you expect them to be available.

Enter text here [max 2000 characters]

For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the relevant programme body/ies.

Enter text here [max 2000 characters]

Ownership

Who owns the site where the investment is located?

Enter text here [max 500 characters]

Who will retain ownership of the investment at the end of the project?

Enter text here [max 500 characters]

Who will take care of the maintenance of the investment? How will this be done?

Enter text here [max 2000 characters]

- **Activities**

Activities are different sets of actions or tasks which must be implemented to achieve project outputs or results. A project will be divided into several sets of tasks which must be completed to reach the deliverables. When defining the activity plan, make a structure for activities, deliverables, and outputs, ensuring their clear interlinkage. Plan

communication measures closely considering the specific features of project target groups and the effect you want to achieve. Plan also the communication activities towards the wider public and stakeholders. An activity can have several different deliverables which relate to the different tasks included in that activity.

The general idea is that activities would be grouped into project-specific logical entities, and not to be defined on too specific level. Limiting the number of activities will make implementation and reporting easier.

When planning the project and its activities, make sure that the budget is coherent with the work plan and activities. The work plan and the budget must be planned side by side so that a corresponding resource for the activities is in place. Activity number is automatically generated

Ac Nr.	Activity title	Activity description	Start period	End period
A 1.1	<i>Enter text</i> <i>[max 200 characters]</i>	<i>Enter text</i> <i>[max 1000 characters]</i>	<i>Select the period</i> <i>from drop-down</i>	<i>Select the period</i> <i>from drop-down</i>
A 1...	<i>Enter text</i>	<i>Enter text</i>	<i>Select the period</i> <i>from drop-down</i>	<i>Select the period</i> <i>from drop-down</i>

Deliverables

A deliverable is a tangible or intangible object produced as a result of the activity that is intended to be delivered to a target group or a stakeholder. A deliverable could be a report, a document, a server upgrade, or any other building block of the project results.

Running number	Deliverable title	Description	Delivery period
D.1.1.1	<i>Enter text</i> <i>[max 200 characters]</i>	<i>Enter text</i> <i>[max 1000 characters]</i>	<i>Select the period from drop-down</i> <i>[when final product is delivered]</i>
D.1.1.2	<i>Enter text</i>	<i>Enter text</i>	<i>Select the period from drop-down</i> <i>[when final product is delivered]</i>

- **Outputs**

List the output(s) that will be delivered during the implementation of the work package. An output is the main achievement of a set of project activities.

Please note that all Work packages must have a unique contribution to the output indicator(s) of the Programme Objective, so plan the Work package structure accordingly.

Output Nr.	Output title	Programme output indicator	Measurement unit	Output target value	Delivery period	Output description
OI 1.1	<i>Enter text</i> <i>[max 200 characters]</i>	<i>Choose from the drop-down list</i>	<i>Automatic</i>	<i>Enter the number</i>	<i>Drop-down</i>	<i>Enter text</i> <i>[max 500 characters]</i>

OI 1.2	Enter text	Choose from the drop-down list	Automatic	Enter the number	Drop-down	Enter text
OI 1.3	Enter text	Choose from the drop-down list	Automatic	Enter the number	Drop-down	Enter text

C.5 Project results

Define **one** project main result. Choose the result indicator your result will contribute to. The measurement unit will be automatically added once the indicator is chosen.

Define a target value for the contribution and indicate in which period the result will be delivered. Provide a description of the results. Explain their contribution to the programme result indicator and explain also how the target value was calculated.

The project result is a change compared to the initial situation deriving from the use of project outputs by target groups and stakeholders (it could be formulated as a statement describing improvement of a current state or condition). It should directly contribute to the achievement of programme result indicator.

The results should be in proportion to the resources available for project partners and to the factors that they can influence with their work. Nonetheless, it should be something that lasts in the long run and thus will provide benefits also after project is finished.

Result Nr.	Programme result indicator	Measurement unit	target value	Delivery period (OPTIONAL)	Result description
RI 1	Choose from the drop-down list	Automatic	Enter the number	Drop-down	Enter text [max 500 characters]
RI 2	Choose from the drop-down list	Automatic	Enter the number	Drop-down	Enter text

C.6 Time plan

This is an overview table that is automatically generated from section C.4 “work plan”.

C.7 Project management

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly. Please note that project management activities must not be included into the work packages of the work plan, but they must be described here.

C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

Enter text [max 5000 characters]

C.7.2 Which measures will you take to ensure quality in your project?

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

Enter text [max 5000 characters]

C.7.3 What will be the general approach you will follow to communicate about your project?

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transfer your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here.

Enter text [max 5000 characters]

C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?

Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

Optional - Enter text [max 5000 characters]

C.7.5 Cooperation criteria - Please select all cooperation criteria that apply to your project and describe how you will fulfil them. Please note that you have to choose Joint Staffing and/or Joint Financing

Cooperation criteria

Description

Joint Development

Obligatory - Enter text [max 100 characters]

Joint Implementation	<input type="checkbox"/>	Obligatory - Enter text [max 100 characters]
Joint Staffing	<input type="checkbox"/>	Optional - Enter text [max 100 characters]
Joint Financing	<input type="checkbox"/>	Optional - Enter text [max 100 characters]

C.7.6 Horizontal principles - Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

The project must self-assess the extent and the way it will contribute to the horizontal principles of the programme, namely sustainable development, equal opportunities and non-discrimination, and gender equality. Check the Programme Manual for more information on the horizontal principles.

You must define the impact of the project on each of these principles by choosing 'neutral', 'negative effects' or 'positive effects'. Projects cannot have a negative effect on any of the principles. If there are some specific measures planned to make a positive contribution, then 'positive impact' must be chosen, and an explanation provided.

Please note that paying attention to the issues in general, or following the existing rules and regulations is considered '**neutral**', and a positive impact would be realised only by developing and implementing things beyond the current standard procedures.

Horizontal principles	Type of contribution	Description of the contribution
Sustainable development	Select: neutral, positive effects or negative effects	Enter text [max 2000 characters]
Equal opportunities and non-discrimination	Select: neutral, positive effects or negative effects	Enter text [max 2000 characters]
Equality between men and women	Select: neutral, positive effects or negative effects	Enter text [max 2000 characters]

C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

C.8.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions.

Drop down list [Preparation costs]	Drop-down list	Yes	2.250,00 [Automatically generated]	Enter Number	Enter Number			
------------------------------------	----------------	-----	------------------------------------	--------------	--------------	--	--	--

APPLICATION ANNEXES

Upload necessary files – please note that you have to attach all necessary files before submitting your application!

CHECK & SUBMIT

Before you can submit your application form, the presubmission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.

Target groups and examples

Nr	Main categories	Examples	Measurement unit
1	Local public authority	municipality, etc.	[number of organisations]
2	Regional public authority	regional council, etc.	[number of organisations]
3	National public authority	ministry, etc.	[number of organisations]
4	Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.	[number of organisations]
5	Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.	[number of organisations]
6	Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.	[number of organisations]
7	Higher education and research organisations	university faculty, college, research institution, RTD facility, research cluster, etc.	[number of organisations]
8	Education/training centre and school	primary, secondary, pre-school, vocational training, etc.	[number of organisations]
9	Enterprise, except SME		[number of enterprises]
10	SME	micro, small, medium	[number of SME]
11	Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.	[number of organisations]
12	EGTC (European Grouping of Territorial Cooperation)	The EGTC is a European legal instrument designed to facilitate and promote cross-border, transnational and interregional cooperation.	[number of organisations]

Lithuania – Poland

13	International organisation, EEIG	under national law, under international law (UN, HELCOM etc.)	[number of organisations]
14	General public		[number of people]
15	Hospitals and medical centres		[number of organisations]
16	Other		