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General information on project implementation

Most important documents

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- The **Subsidy Contract (SC)** is an agreement that outlines the most important information, such as the project duration, financial amounts, reporting requirements, and other key conditions. The **Project Application Form (AF)** is attached to the Subsidy Contract as an annex.
- The **Project AF** works like a roadmap: you cannot change your final destination (the main indicators), but you may adjust the route you take to get there.
- The **Programme Manual** serves as a set of instructions. If a specific topic is not regulated by the Programme Manual or by EU rules, national legislation applies. In all other cases, the Programme Manual relevant to your Call takes precedence.



Subsidy contract

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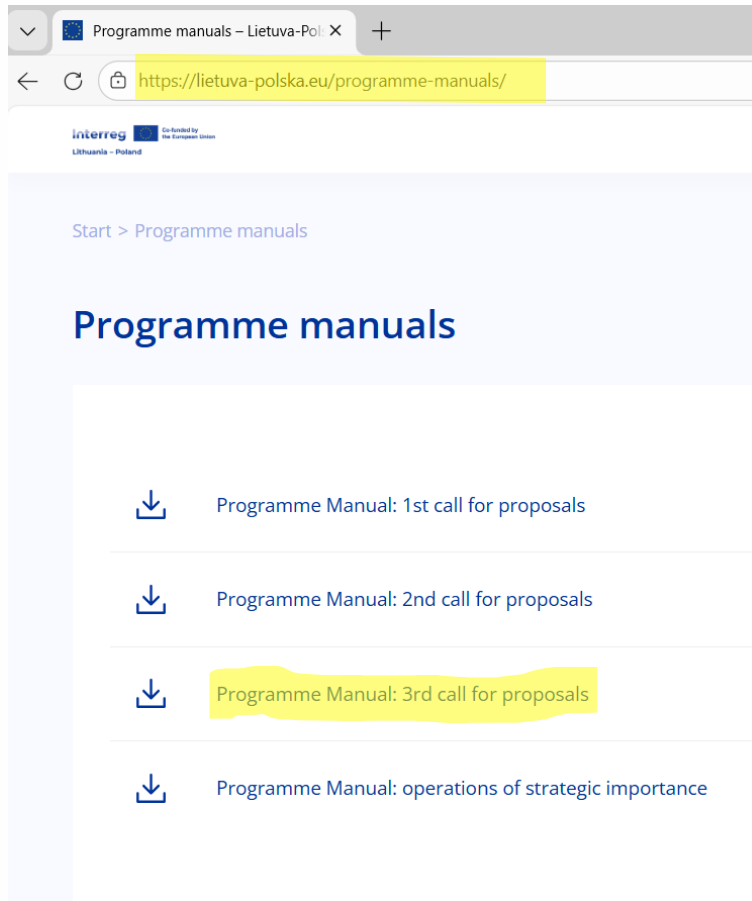
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- Subsidy Contract is signed between the MA and the LP (**Preamble**)
- Total eligible budget and ERDF (**Art. 2, Point 2.1 and 2.2.**)
- Start and end dates (**Art. 3**)
- All exchange of information in JEMS (**Art.4, Point 4.1**)
- Payments are made in portions (**Art.4, Point 4.7**)
- No advance payments (**Art 4, Point 4.9**)



Programme manual



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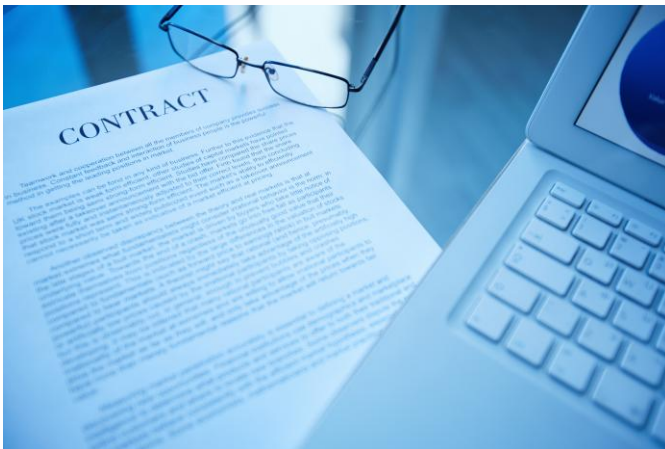
First steps

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- Read the SC and the Programme Manual carefully.
- Analyse project AF and Budget once again.
- Check your JEMS account to ensure you have the necessary access.
- If required, sign the Partnership agreement.
- Discuss and prepare a detailed project plan.
- Organize kick-off meeting with all partners.
- Start project communication activities.
- Start preparing documentation for public procurement procedures.



Lead partner (LP) responsibilities:

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- bearing the overall financial and legal responsibility for the project,
- ensuring communication with Programme bodies (MA/JS, etc.),
- preparing the Partnership Agreement (if applicable),
- ensuring overall project management and establishing a reliable project monitoring system,
- requesting necessary project changes,
- ensuring that the expenditure and activities of the project partners (PPs) have been verified by the appropriate controllers, and preparing each Project Report based on the Partners' Reports provided by the PPs,
- transferring relevant portions of ERDF co-financing to the PPs.



Partners (PPs) responsibilities:

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- providing the LP with all the information and documents for coordinating and regularly monitoring of the project,
- informing the LP on the problems, or necessary changes,
- implementation of the project in line with the work plan, the time schedule, and the approved budget,
- ensuring the sound financial management of Programme funds received,
- ensuring separate accounting system or specific accounting code,
- timely preparation of Partner Reports, submission to the controller,
- efficient participation in JS/MA/EC checks at sites,
- ensuring proper visibility of the project.



Eligibility of expenditures (1)

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The expenditure is consider eligible if:



is needed to implement the project



was incurred and paid during the project implementation period indicated in the subsidy contract (the rule does not apply to preparatory costs and costs of LT controllers - part II.4.1. of the Program Manual)



does not fall into the ineligible cost category (part II.4.4. of the Program Manual)



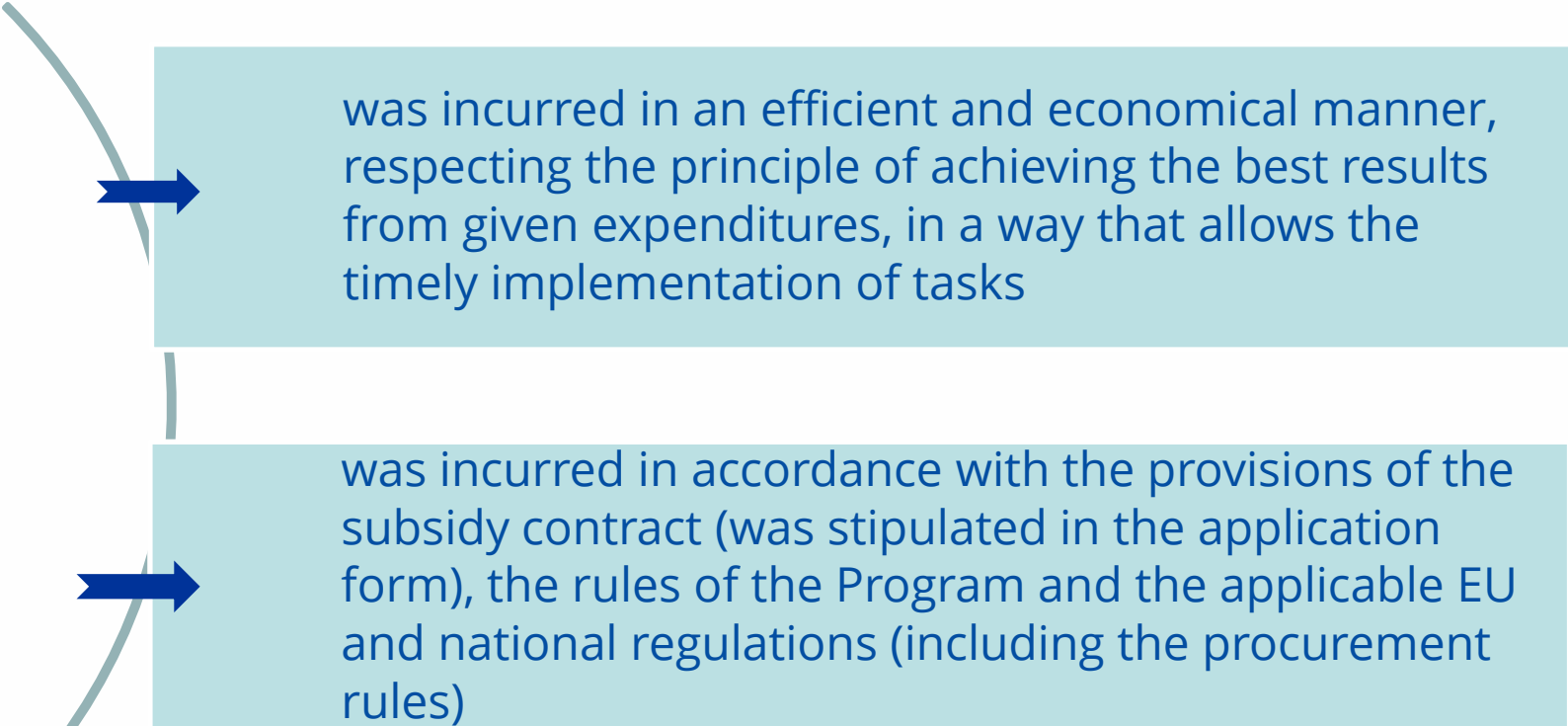
Eligibility of expenditures (2)

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was incurred in an efficient and economical manner, respecting the principle of achieving the best results from given expenditures, in a way that allows the timely implementation of tasks

was incurred in accordance with the provisions of the subsidy contract (was stipulated in the application form), the rules of the Program and the applicable EU and national regulations (including the procurement rules)



Annex No. 5 to the Program Manual
special procurement rules for Polish project
partners



Controllers

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In Lithuania – DECENTRALISED

- Costs should be foreseen in the partners' budget
- Perform procurement and sign a contract with a Controller
- Get approval from Ministry of Interior.

For more information:

<https://www.esbendradarbiavimas.lt/kontroles-sistema/>

In Poland – CENTRALISED

- No costs foreseen in the partners' budget
- Contact details on the Programme website

For more information:

<https://lietuva-polska.eu/contacts-2/firstlevelcontrol/>



National co-financing for LT partners

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Rules for the use of funds from the state budget of the Republic of Lithuania allocated for co-financing INTERREG programs for 2021-2027, approved by Order No. 1V-119 of the Minister of the Interior of 10 March 2023.

Lithuanian partners participating in projects as public legal entities have the opportunity to apply for co-financing funds. **This must be done within 12 months from the start of the project.** No more than 50 percent of the minimum necessary co-financing costs for INTERREG programme projects will be reimbursed.



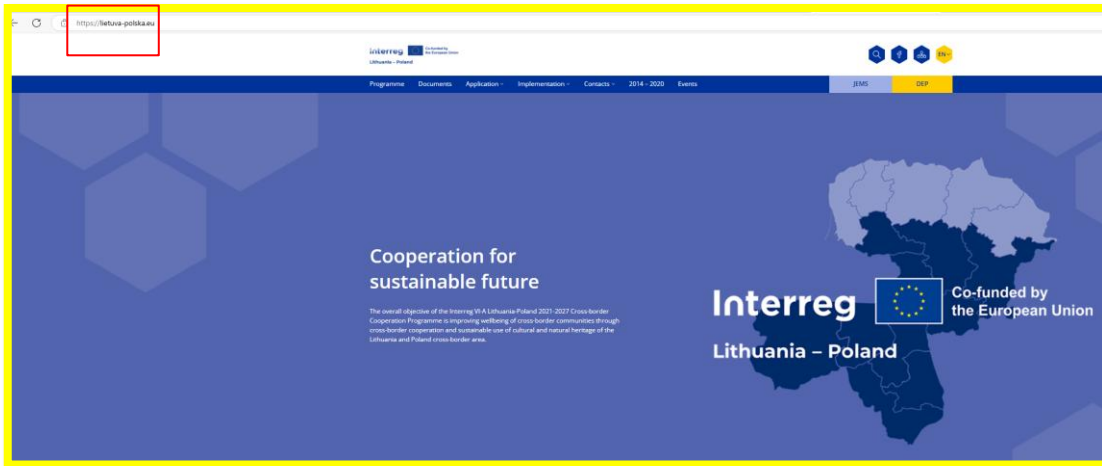
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<https://lietuva-polska.eu/>



JS project manager,
financial manager and
communication manager

Advice for successful implementation

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- Start as soon as possible, especially to **establish management structures**, as well share responsibilities.
- Implement **in line** with the Application Form.
- **Plan, revise, adjust**. Repeat as many times as needed.
- Follow **reporting schedule**.
- Remember about **proper communication**.
- Do not hesitate to consult JS managers, but **at first read** the Programme manual.

