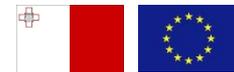


Making your project happen

Common mistakes identified in previous calls

Celia Mintoff
Territorial Cooperation Unit
26 November 2018

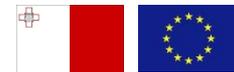


Before submitting / joining a project

- Get to know the Programme
- Check entity's eligibility according to programme
- Be aware of maximum budgetary allocation and co-financing rates
- Be aware of role and responsibilities of the LP and the partners
- Assess your institutional capacities: How much time and what resources (e.g. financial, staff) can be mobilized for the project?

Before submitting / joining a project

- Assess your general skills: What skills are going to prove essential (technical, financial...)? Are these available internally?
- Lead partner – reliability and commitment towards the success of the project
- Partnership – importance of knowing who the partners are
- Get to know your partners' roles and understand their decision making processes and timetables



Before submitting / joining a project

- Be flexible with your initial idea – all partners must own the project and share the goal from the beginning
- Make sure partnerships are balanced
- Allow for time to develop a sound consolidated idea and a strong partnership
- Obtain the necessary approvals at your end
- Activities: ensure relevance to Maltese context

Before submitting / joining a project

- Project design must be robust prior to submission of application
- Project proposal must provide strong background and justification for need of the project
- The budgetary calculations must be based on a sound assessment
- Respect requirements regarding the geographical coverage

Before submitting / joining a project

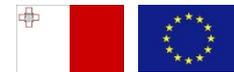
- Ensure contribution towards the Programme's goals
- Make sure that the proposal fits under the Programme
- Complete application form before deadline
- All documentation has to be provided within the stipulated timeframes

Avoiding the most common mistakes

- Incomplete information
- Amended documentation
- Missing annexes
- Lack of appropriate signatures
- Lack of stamps

Avoiding the most common mistakes

- Application form not validated correctly on Synergie CTE
- LP ineligible, e.g. located outside of the MED EU area; private organization; from IPA country
- Incoherence between AF and partner declaration regarding recoverable VAT
- Preparation costs exceed €30,000



Avoiding the most common mistakes

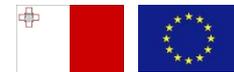
- Inconsistencies between name and signatures
- No translation of certain sections in the official languages of the Programme
- National co-financing element does not correspond to the information in the Application Form: do not round up figures.
- Uploading all the documents on the system: do not leave it to the last minute!

Preparing for implementation

- Keep in mind disbursement targets; start preparing in advance
- Environmental issues and permits – should be obtained prior to submitting / upon submission of project proposal
- Tender dossiers – should be drafted at the earliest

Actual project implementation

- Make contact with the FPD at the beginning of the project
- Prepare your Partnership Agreement at an early stage
- Ensure project management systems are in place at the start of the project including financial, monitoring and reporting systems



Actual project implementation

- Have frequent communication with the other partners
- Keep project records and include copies of all significant e-mails
- Maintain accurate and complete project reports throughout the whole lifetime of the project
- Set up a proper audit trail
- Respect timeframes set on a Programme level (e.g. submission of claims)



Thank you
for your attention

