



National requirements, Tips for successful projects

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Malta's participation in European Territorial Cooperation Programmes 2014-2020

- Interreg Italy-Malta Programme
- INTERREG MED Programme
- INTERREG EUROPE Programme
- ENI CBC MED Programme
- Interact III Programme





FPD's role in the Programmes

- National Contact Point
- Represents Malta in the Monitoring Committees, Selection Committees, Task Force meetings, any other meetings
- Puts forward Malta's position with regard to issues pertaining to the Programme
- National Approbation body





Project remit within the mandate of the beneficiary

Applicants must be publicly mandated to carry out the task of the project; copy of the final Application form

A declaration by the Ministry, under whose portfolio the applicant falls, is required, explaining how the proposed project fits within the entity's remit. This should be endorsed by the Permanent Secretary of the respective Ministry

In the case of private entities, a declaration must be provided by the entity's legal representative e.g. CEO or equivalent





VAT declaration

An entity may be able to claim VAT under the project in full or partially, depending on its status

Applicants might be requested to liaise with the VAT Department regarding their respective VAT status.





Confirmation of legal status

Bodies governed by public law are to provide their statute / legal framework

Private non-profit bodies have to provide their legal framework as well as their registration as Voluntary Organisations

Private profit-making entities should provide their Memorandum of Association (and Articles, if applicable), or equivalent, and the Certificate of Registration with the Registrar of Companies, in the case of limited liability companies





Proof of financing

Beneficiaries must ensure that they have the financial capacity to implement their project in its entirety (100%), irrespective of any advance payments

In this regard, all applicants, with the exception of public entities might be asked to provide a set of audited accounts for the last three (3) financial years

If these are not available for Financial Year 2015, the Management Accounts 2015 of the entity are to be provided





Tips for successful projects





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
- Activities: ensure relevance to cross-border area
- Obtain the necessary approvals at your end

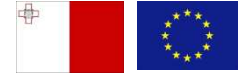




Before submitting / joining a project

- 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 as 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

- Inconsistencies between name and signatures
- National co-financing element does not correspond to the information in the Application Form: do not round up figures
- Missing the boat - 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

- Attend bilateral meeting with the FPD upon selection 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)





Reference Documents

- The Cooperation Programme
- The terms of reference of the respective call for proposals
- Manuals / Application Form and respective annexes
- Notices issued on the Programme website as well as FPD website





Contact persons

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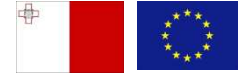
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<http://eufunds.gov.mt/en/Pages/Home.aspx>





Thank you
for your attention
and good luck!

