



Tips for successful projects

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2nd March 2016





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 (esp. ITMT) 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 (also at national level) 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

- 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)





2014-2020 FLC system

- Decentralised system
- Claim to be verified by an independent auditor
<https://secure3.gov.mt/accountancyboard/Registers/RegisteredAuditors.aspx>;
<https://secure3.gov.mt/accountancyboard/Registers/RegisteredAuditFirmsPrincipals.aspx>
- No need for claim to be submitted to the FPD for verification purposes
- However, a copy of certificate is required upon verification for monitoring purposes





Reference Documents

- The Cooperation Programme
- the terms of reference of the respective call for proposals
- the programme manual
- the Application Form and respective annexes
- notices issued on FPD website





<https://www.youtube.com/watch?v=Djsc1arYsmI>

Thank you
for your attention

