Making your project happen

Common mistakes identified in previous calls

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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