



Tips for successful projects

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29th April 2015





Before submitting / joining a project

- Get to know the Interreg Europe Programme
- Check entity's eligibility according to programme
- Be aware of maximum budgetary allocation and co-financing rates
- Assess your institutional capacities; be aware of role and responsibilities of the LP and the partners
- Assess the need for resources: How much time and what resources (e.g. financial, staff) can be mobilised 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
- Allow for time to develop a sound consolidated idea and a strong partnership
- Obtain the necessary approvals at your end
- Activities – relevance to Maltese context





Before submitting / joining a project

- Project design must be robust prior to submission of EU application
- Project proposal must provide strong background and justification for need of the project
- The budget calculations must be based on a sound assessment





Before submitting / joining a project

- Ensure contribution towards the Programme's goals
- Proposal fits under the Programme
- Complete application form
- All documentation (also at national level) has been provided within the stipulated timeframes





Preparing for implementation

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)



Reference Documents

- the terms of reference of the first call for proposals, the programme manual, the Application Form, the model letter of support and the model partner declaration.
- Notices issued on FPD website.





Good luck and
thank you
for your attention

