

USEFUL TIPS AND WISE THOUGHTS FOR THE APPLICANTS



Interreg
Estonia-Latvia

European Regional Development Fund



EUROPEAN UNION

Do not loose inspiration
in your daily routine!



Aiga Petkēvica
project "Riverways"

A photograph of two women standing in a lush green field under a blue sky. The woman on the left wears a pink cat mask and a floral scarf. The woman on the right wears a blue cat mask and a red scarf. A white speech bubble with a black outline is centered over the image, containing the word 'PARTNERSHIP' in purple, handwritten-style capital letters.

PARTNERSHIP

1 Study the field and identify the best and the most proper partners. They should be actual holders of the problem and have the best expertise for the project implementation



2. Know and trust your partner, but do not hesitate involving yourself (information exchange, asking, reminding etc.)

3. Practice good team work:

- Team has a one common goal

T E A M

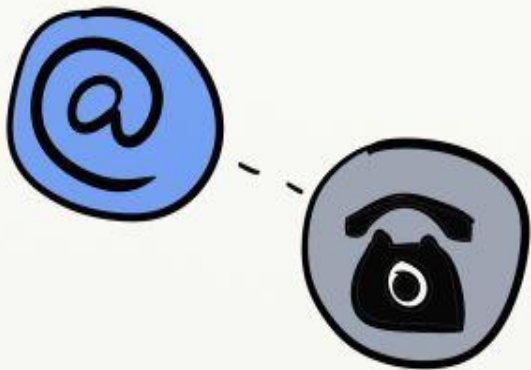
① Team is built based on partners' individual strengths and competences, but common agreements are followed

② Responsibilities are divided





① There is no such thing as too much communication. Frequent communication also helps to improve your English

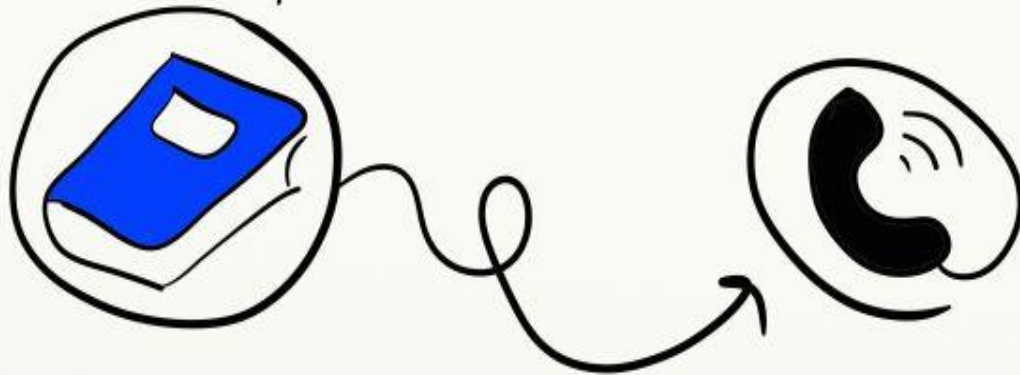


PROJECT IDEA DEVELOPMENT



PREPARATION OF APPLICATION

1. Study the programme manual
and ask for the consultations
of the Joint Secretariat



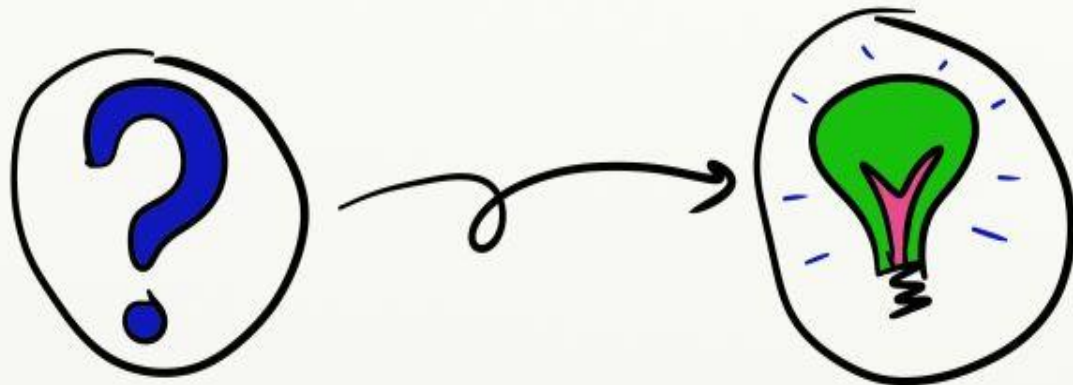
2. This programme is all about cross-border nature and mutual benefits:

• Project development is also a project. It can take long time, people and skills to manage this process, lots of communication and motivation

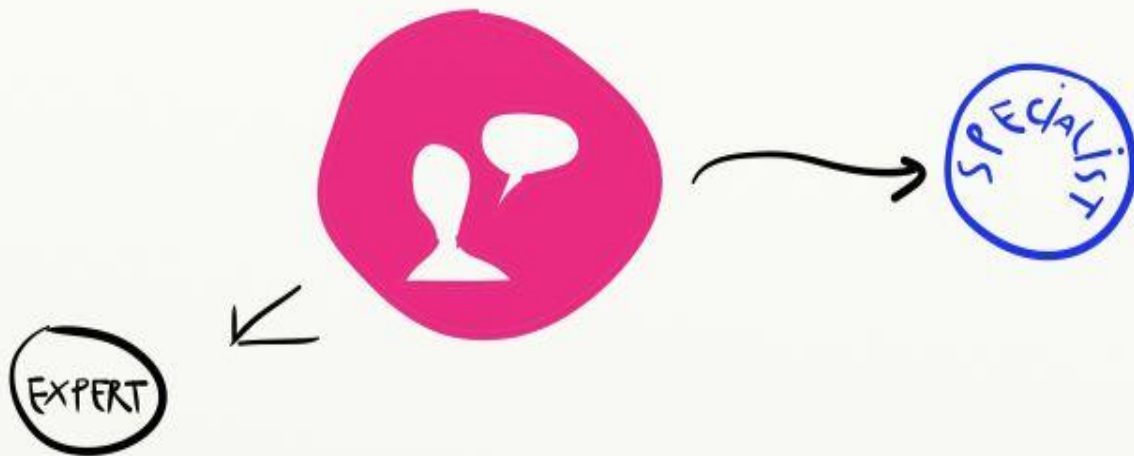


- Build your project around the problem that cannot be solved separately in your country

- When providing the solution of the common problem you can be creative



- In the process feel free to consult field experts and specialists



3. Make sure all the partners have their say when planning substantial activities and tasks

4. The results and outcomes of your project should last longer than the project lifetime



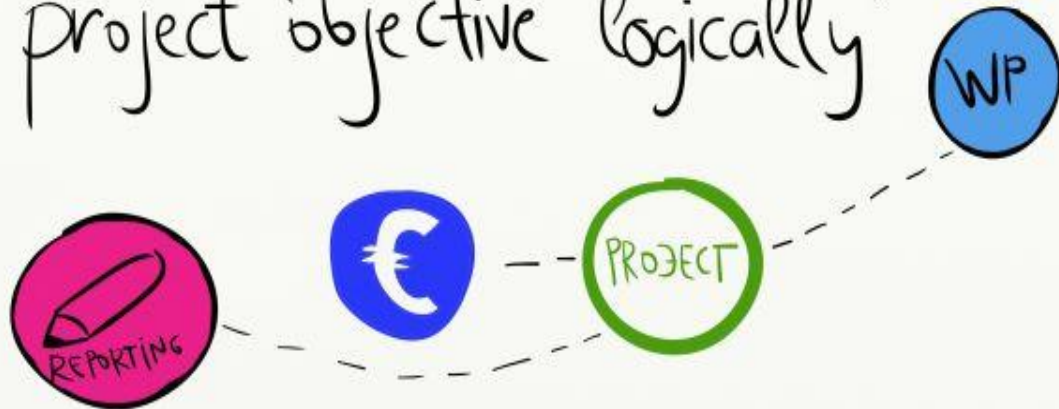
5. Break down the preparation time to smaller milestones. Make sure that everybody is involved throughout the planning process

6. Written agreements are good because later you can read what was agreed



7. Plan your cashflow in light of programme rules

8. Project is divided in the work packages, reporting periods and budget lines.
Your activities should follow this structure, for reaching the project objective logically,





PROJECT IMPLEMENTATION

The foundation of the successful project implementation is:

1. Well-written application including smart budgeting

2. Responsible and motivated team



3. Good time management

4. Timely involvement of the target groups and beneficiaries outside the project



5. Keeping the paper work in order daily, filling in time-sheets. Taking photos and putting logos everywhere

6. Capable bookkeeper



+

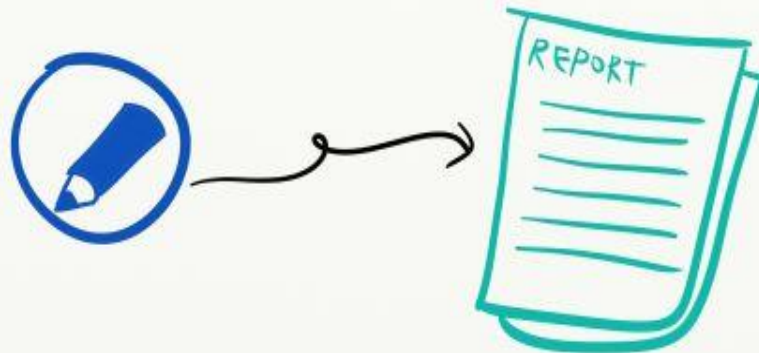




REPORTING

1. You have to report twice: to the financial controllers and the Joint Secretariat

2. The first reports take usually more time than you have planned



3. Financial controllers will have many questions, be responsive

4. The speed of the payments depends on several actors: every single partner, Financial Control, Lead Partner, Joint Secretariat and Managing Authority.

Therefore, be patient



Contact Joint Secretariat,
if you have any questions,
problems, doubts.



Presentation
inspired by quotes from the projects
BACK TO NATURE, ESTLAT PHARMA,
GAMJA/KOIVA, GORWIND,
RIVERWAYS

in the Estonia-Latvia programme
2007-2013