



# Webinar on the 3<sup>rd</sup> Call for Proposals for capitalisation and result reinforcement

15 December 2022



Co-funded by  
the European Union



# Introduction to the 3<sup>rd</sup> Call for Proposals



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the European Union

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# General information about the 3<sup>rd</sup> call for proposals

- ▶ The aim of the 3<sup>rd</sup> call for proposals is to promote the exploitation and dissemination of the successful practices and maximise and build up on outputs and results of previously financed projects of the Programme

**NB!!! On-going or implemented project financed by Programme, which is subject to capitalisation and/or reinforcement of results, shall be clearly indicated in the application form.**

- ▶ New regulation 2022/2192 of 9 November 2022:
  - No contracting deadline.
  - Eligibility of costs till 31 December 2023.



- ▶ Funding – savings, recoverable EU funds. Release of funds in parallel to submission & assessment of proposals

- ▶ Programme amendments



# General information about the 3<sup>rd</sup> call for proposals

- It is important to keep in mind:
  - Deadlines – ambitious and tight
  - Well-considered workplan & scope of planned activities – crucial.
  - Need to start work within projects – before signing of contract!
  - Reporting requirements reduced. More focus can be expected on day-to-day monitoring
- Information about the 3<sup>rd</sup> call for proposals and requirements for applications provided in the Guidelines for Grant Applicants and Project Implementation
- The Guidelines for Grant Applicants and Project Implementation and applicant's pack are published on the website Interreg.lv: <https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana>
- The MA/JTS strongly advises to read carefully Guidelines for Grant Applicants and Project Implementation and **apply for consultation** by the MA/JTS



# Contacts of the MA/JTS

- All contacts of the MA/JTS are available here:

<https://www.varam.gov.lv/lv/strukturvieniba/arejo-programmu-nodala>

DVS - Dokumenta i...

Vides aizsardzības un reģionālās attīstības ministrija

Par mums ▾ Nozaru politika ▾ Aktualitātes ▾ Fondi un ES ▾ Kontakti ▾

Meklēt Language Iestāījumi

Ministrijas kontakti  
Darbinieku kontakti  
Strukturvienības

**Natālija Kulakova**  
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# OBJECTIVES OF THE 3<sup>rd</sup> CALL FOR PROPOSALS

1

Contribute to transferring the project results, knowledge, good practices  
(**knowledge and transfer oriented approach**)

2

Contribute to improvement of achieved outputs and results (**project result reinforcement and sustainability approach**)

3

Contribute to enhancing the visibility of projects/programmes results  
(**communication oriented approach**)

# INDICATIVE LIST OF ACTIVITIES (1)

## **Objective 1 Transferring the project results, knowledge, good practices and experience exchange**

1

- **Promoting achievements and demonstrating added value of cooperation of Latvian partners within the 1<sup>st</sup>, 2<sup>nd</sup> call for proposals and of DAPs**

**Examples**: organisation of events, information campaigns, trainings, development of documents etc. to extend impact and geographical scope of the project results within regions of Latvia, to adjust achievements for further usage by other partners and stakeholders.

- **Implementing experience exchange activities, reaching new partners and target groups**

**Examples**: organisation of seminars, workshops, masterclasses, storytelling, discussions, development of guidelines, toolkits, manuals.

## INDICATIVE LIST OF ACTIVITIES (2)

**Objective 2** Improvement of achieved outputs and results

2

- **Improving and adjusting results and outputs developed within 1<sup>st</sup>, 2<sup>nd</sup> calls for proposals and of DAPs to make them more available, attractive, usable and sustainable. To adjust them to the needs of the target audience**

**Examples:** equipping already developed objects with modern technologies and equipment which complements the existing one and expands the possibilities of using the achieved results, expand their availability, by improving developed information and other materials or studies, by expanding a number of copies, making adjustments in the content to make them up-to date and retain their actuality for the target audience/ expand target audience.



## INDICATIVE LIST OF ACTIVITIES (3)

**Objective 3** Enhancing the visibility of projects/programmes results, awareness raising of public

3

► **Raising awareness and promoting project achievements to stakeholders and general public**

**Examples:** organisation of festivals, fairs, exhibitions, information campaigns, development, improvement of publicity materials.

► **Reaching and involving new target groups and stakeholders**

**Examples:** organisation of public events and information campaigns for new target audiences, adjustment of created publicity materials to new audiences.

# REQUIREMENTS TO PROJECTS (1)



**Application form shall be submitted in English**

**Maximum duration of project – 7 months**

**Project end date in AF – not later than 15 November 2023\***

\*According to Article 1(3b) of Regulation No 2020/879 - **all project activities financed by the Programme shall end on 31 December 2023 at the latest** and according to Article 1(7b) of Regulation No 2020/879 - **project expenditure shall not be eligible, where it is paid after 31 December 2023**

# REQUIREMENTS TO PROJECTS (2)

## In project - at least two beneficiaries from Latvia

- ▶ **One of project beneficiaries shall be a beneficiary of the 1<sup>st</sup> or 2<sup>nd</sup> call for proposals project or of DAP supported under priorities 1.1. Promotion of and support to entrepreneurship and; 1.2. Development and promotion of new products and services based on local resources, 2.1. Efficient management of nature objects, 2.2. Joint actions in environmental management and 2.3. Support to sustainable waste and wastewater management systems.**
  - ▶ **Projects previously financed under priorities 2.1., 2.2. and 2.3. can be financed under priority 2.2. in the 3<sup>rd</sup> call for proposals**
  - ▶ **Recommended number of beneficiaries per project 3-4**
  - ▶ **Projects are strongly advised to involve new partners who previously did not participate in the project, which is subject to capitalisation and/or reinforcement of results**
- !N.B. During quality assessment under criterion «Relevance and added value of the project for capitalisation and/or project result reinforcement» it will be assessed, whether «4. The project will involve new partners from the regions of Latvia indicated in the section 1.7. of the Guidelines, who previously did not participate in the CBC Programme 2014-2020 as beneficiaries», meaning both new partners who previously did not participate in the project, which is subject to capitalisation and/or reinforcement of results and new partners who previously did not participate in the Programme.**
- ▶ **Beneficiaries can involve in project activities also target groups, stakeholders and external experts. Their travel and accommodation costs to the project events can be covered by the project, if planned in project application and justified**

# List of projects financed within the 1<sup>st</sup>, 2<sup>nd</sup> call for proposals and DAPs

List of awarded projects and beneficiaries within the 1<sup>st</sup> and 2<sup>nd</sup> call for proposals and of DAP is available on the website Interreg.lv:

**List of projects** <https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana>

Project No	General description	Project acronym	Priority	Title of beneficiary	Description of main activities carried out by beneficiaries	Infrastructure developed (if applicable)
LV-RU-002	Promotion of culture heritage tourism in programme area by restoring objects and developing regional tourism solutions with the highest potential for raising of number of tourists and visitors. Stimulated active and sustainable use of cultural and historical heritage through the implementation of joint activities on restoration, tourism promotion and specialist training	Heritage	1.2.	Daugavpils Local Government	Restored historical building at Daugavpils Fortress, New multifunctional exhibition hall "Mortarsmen's house", Children playground, Marketplaces and kiosks for local craftsmen, Re-enactment Festival Dinaburg 1812, Open Door day event, Brochure about the Daugavpils Fortress, Training seminars, etc.	Former Powder Magazine at Daugavpils Fortress
			1.2.	Madona Municipality Council	Restored authentic historical objects at Cesvaine Castle, improved and equipped conference and exhibition spaces, improved accessibility, improved supply and security systems, Open Door day event, Brochure about the Cesvaine Castle, etc.	Cesvaine Castle
			1.2.	State Joint Stock Company "State Real Estate"	Real estate catalogue about Daugavpils Fortress (printed and electronic catalogues for attracting and informing potential investors on available buildings for tourism-related business development in Daugavpils), etc.	N/A
LV-RU-005	The acquisition of experience in the field of sustainable waste management systems and wastewater treatment. Trainings for water intake personnel to ensure the sustainable operation of the constructed facilities, as well as information campaigns to increase the population's awareness of environmental issues and saving water resources.	Pure water	2.5.	Latgale Planning Region (LPR)	Training programme to increase capacity of employees, interactive exhibition (installations – "Water Journey" and "Small Aquatic Creatures"), Water festival in Ircēli for the popularization of responsible use of water resources, informative videos about water, etc.	N/A
LV-RU-006	Develop cultural and natural resources (railway history, natural trails as well nearby tourism natural and cultural objects) into joint sustainable tourism products that give an economical benefit. Develop new tourism product - Greenways Riga - Vilaka	Greenways Riga - Vilaka	1.2.	Saīvi Municipality Council	Creation of new cycling and hiking route (incl. trail cleaning and leveling – 36km), installation of info stands, barriers, tourists counters, gazebos, recreation places, e-bike chargers and road signs, improvement of GW visit centres, participation in the thematic fairs, Organisation of thematic workshop/trainings with leading Greenways experts, Study trip to one of the best examples of Greenways (GW) tourism products in Europe, Opening event of improved GW visitors centres, etc.	Greenways Riga-Vilaka cycling and hiking route
			1.2.	Vidzeme Tourism Association	Creation of new cycling and hiking route (incl. trail cleaning and leveling – 33km), Organisation of thematic workshop/trainings with leading greenways tourism products in Europe, Opening event of improved gw visit centres, installation of info stands, tourists counters, gazebos, recreation places, road signs.	Greenways Riga-Vilaka cycling and hiking route
			1.2.	Gulbene Municipality Council	Creation of new cycling and hiking route (incl. trail cleaning and leveling – 23km), Promotional events related to Greenways, Development of maps and promotional materials, Participation in the thematic fairs, Organisation of thematic workshop/trainings with leading Greenways experts, Study trip to one of the best examples of Greenways tourism products in Europe, installation of info stands, tourists counters, gazebos, recreation places, e-bike charger, barriers and road signs, etc.	Greenways Riga-Vilaka cycling and hiking route
					Creation of new cycling and hiking route (incl. trail cleaning and leveling – 21km), Participation in the thematic fairs, Study trip to one of the best examples of Greenways tourism products in Europe	

# FINANCIAL ALLOCATION

**Minimum  
Programme co-  
financing to  
project**

**45 000 EUR per project**

**Maximum  
Programme co-  
financing to  
beneficiary**

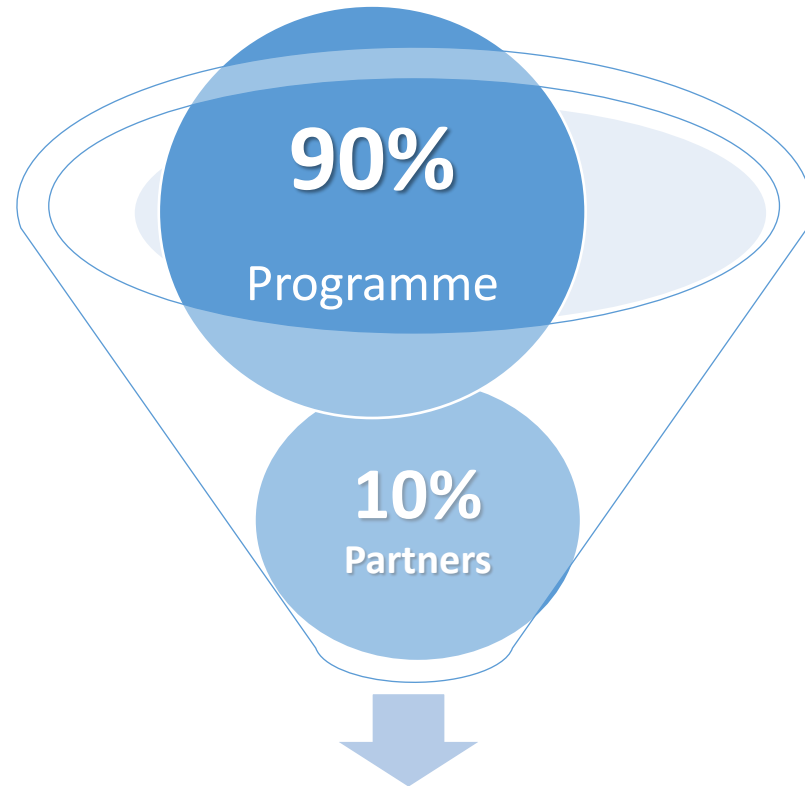
**72 000 EUR per beneficiary**

**Recommended project budget**

**up to 200 000 EUR**



# FINANCIAL ALLOCATION



**Budget of the project**

## **Budget of 3<sup>rd</sup> call for proposals**

**Currently, available funding is over 1 million EUR.**

Information on additional released Programme funding might be determined more precisely at the beginning of year 2023.

# Submission deadline and timeline

**31 January 2023  
by 23:59 (Latvian local time)**



The date and time of submission of full application **as e-doc** is the date and time of received electronic mail to the electronic mail address of the Programme: [external-lv-cbc@varam.gov.lv](mailto:external-lv-cbc@varam.gov.lv).

Assessment of full applications by the MA/JTS	Middle of March 2023
Decision of the JMC on selection of full applications	End of March 2023/start of April 2023
Decision letters to project applicants	Start of April 2023
Assessment of fulfilment of conditions set by the JMC, decision letters on fulfilment of conditions, grant contract signing process	Middle of April - beginning of May 2023

# Full application to be submitted

Document originals must be sent to Programme e-mail in one electronic mail:

[external-lv-cbc@varam.gov.lv](mailto:external-lv-cbc@varam.gov.lv)

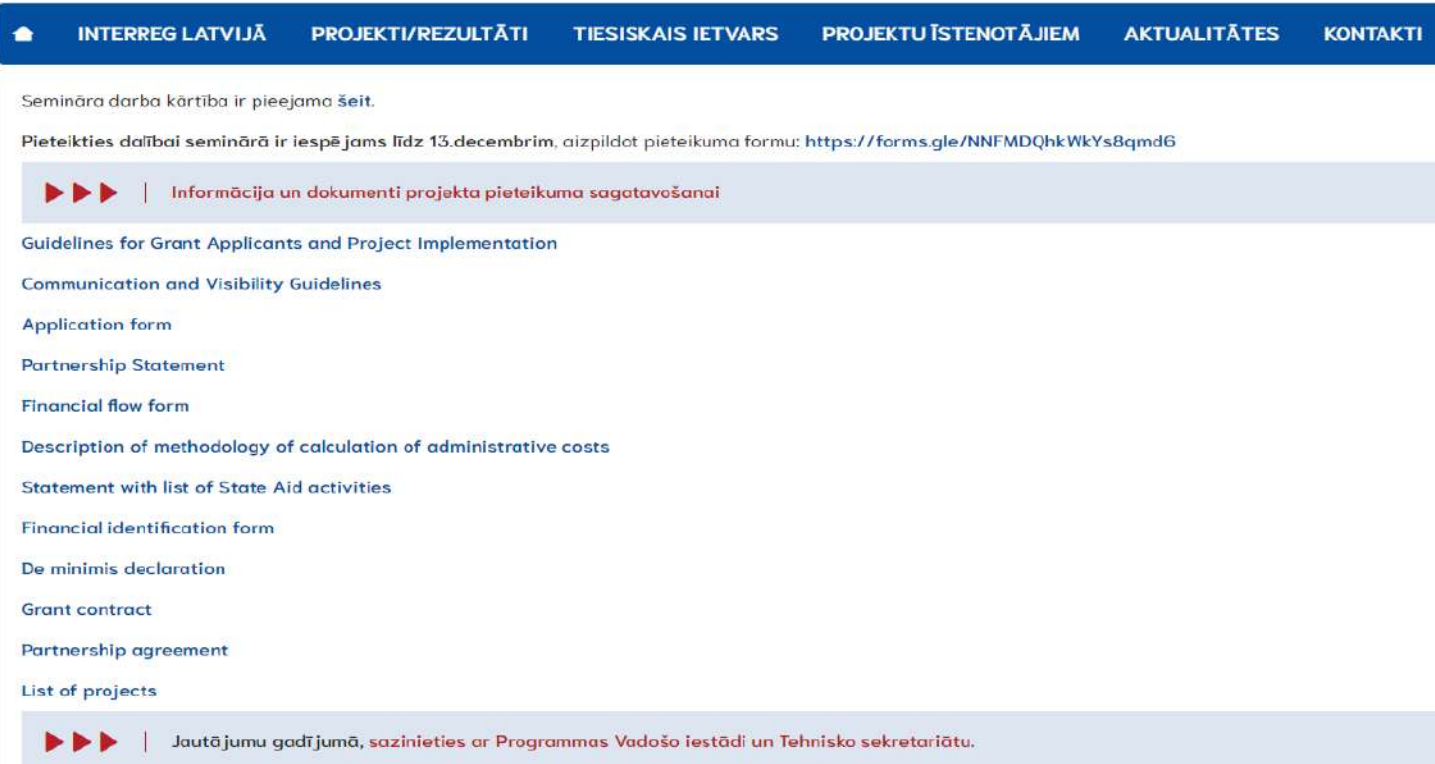
The subject of the electronic mail "Application for CBC Programme 2014-2020. Third call for proposals for capitalisation and result reinforcement: application form <project acronym>"

No	Title of document	Who signs	Format to be sent to Programme e-mail
1	Application form	authorised person of the applicant	e-doc (signed with secure electronic signature)
2	Partnership statement	authorised person of the each partner (including applicant)	e-doc (signed with secure electronic signature)
3	Financial flow form	authorised person of the applicant	e-doc (signed with secure electronic signature)
4	Description of methodology of calculation of administrative costs	authorised person of the each partner (including applicant), who plans administrative costs in its budget	e-doc (signed with secure electronic signature)
5	Statement with list of State Aid activities	authorised person of the each partner (including applicant), who plans state aid activities	e-doc (signed with secure electronic signature)



# Location of document templates

All document templates to be filled in for the 3<sup>rd</sup> call can be downloaded on the website *Interreg.lv*: <https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana>



The screenshot shows the website's navigation bar with the following menu items: INTERREG LATVIJĀ, PROJEKTI/REZULTĀTI, TIESISKAIS IETVARŠ, PROJEKTU ĪSTENOTĀJIEM, AKTUALITĀTES, and KONTAKTI. Below the navigation bar, there is a message: "Semināra darba kārtība ir pieejama šeit." followed by a link to a Google Form: "Pieteikties dalībai seminārā ir iespējams līdz 13.decembrim, aizpildot pieteikuma formu: <https://forms.gle/NNFMDQhkWkYs8qmd6>". A red banner with three right-pointing triangles and the text "Informācija un dokumenti projekta pieteikuma sagatavošanai" is visible. Below this, a list of document templates is provided: Guidelines for Grant Applicants and Project Implementation, Communication and Visibility Guidelines, Application form, Partnership Statement, Financial flow form, Description of methodology of calculation of administrative costs, Statement with list of State Aid activities, Financial identification form, De minimis declaration, Grant contract, Partnership agreement, and List of projects. A second red banner with three right-pointing triangles and the text "Jautājumu gadījumā, sazinieties ar Programmas Vadošo iestādi un Tehnisko sekretariātu." is located at the bottom of the list.

INTERREG LATVIJĀ PROJEKTI/REZULTĀTI TIESISKAIS IETVARŠ PROJEKTU ĪSTENOTĀJIEM AKTUALITĀTES KONTAKTI

Semināra darba kārtība ir pieejama šeit.

Pieteikties dalībai seminārā ir iespējams līdz 13.decembrim, aizpildot pieteikuma formu: <https://forms.gle/NNFMDQhkWkYs8qmd6>

▶▶▶ | Informācija un dokumenti projekta pieteikuma sagatavošanai

Guidelines for Grant Applicants and Project Implementation

Communication and Visibility Guidelines

Application form

Partnership Statement

Financial flow form

Description of methodology of calculation of administrative costs

Statement with list of State Aid activities

Financial identification form

De minimis declaration

Grant contract

Partnership agreement

List of projects

▶▶▶ | Jautājumu gadījumā, sazinieties ar Programmas Vadošo iestādi un Tehnisko sekretariātu.

# Partnership statement

Partnership statements must be prepared and signed by each partner, including by the applicant <https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana>

<Official letterhead of organisation, if applicable>

(To be filled in by **ALL** partners, including the project Applicant!)

## PARTNERSHIP STATEMENT

<b>Title and acronym of the Project</b>	
<b>Name of the legal entity applying for funding as a partner in original and English languages</b>	
<b>Partner's number in the Application Form</b>	

By signing this Partnership Statement, the above named legal entity applying for funding from the Cross-Border Cooperation Programme 2014-2020<sup>1</sup> (hereinafter – Programme) as a partner (hereinafter referred to as the "organisation") by agreeing to the principles of good partnership practice set out below hereby declares:

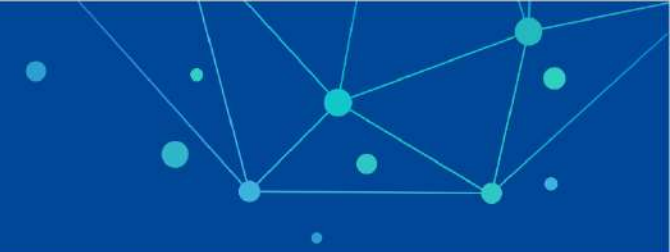
1. Our organisation meets the conditions stated in Section 6.3.2 of the Programme document, Articles 45.2, 45.3(a) of Commission Implementing Regulation (EU) No. 897/2014, and Articles 136 (1) and 141 (1) of Regulation No. 2018/1046 repealing Regulation No 966/2012. Furthermore, we recognise and accept that if we participate in spite of not conforming to the conditions, we may be excluded from participation in the Project.
2. Our organisation has read the Application Form and understood our role in the project.

# Financial flow form (for the whole project)

Project (Title of the project)planned cash-flow

	Total		Application preparation stage	Month of implementation						
	Per project			I	II	III	IV	V	VI	VII
	EUR	%								
Starting cash position				0	6723,2	5824,2	547,2	-1582,8	0	-6067,8
<b>Income</b>										
Programme contribution (pre-financing, final payment)	31 484,70	90,00%		13 673,88						17 810,82
Projects own contribution	3 498,30	10,00%		1 519,32						1 978,98
Revenues (e.g. registration fee)	0,00	0,00%								
Interest generated by pre-financing received	0,00	0,00%								
Other resources	0,00	0,00%								
<b>Income in Total</b>	<b>34 983,00</b>	<b>100,00%</b>	<b>0,00</b>	<b>15 193,20</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>19 789,80</b>
<b>Expenses</b>										
Staff costs	690,00	1,97%				690,00				
Travel and accomodation costs	15 455,00	44,18%		4 210,00	899,00		2 130,00	2 355,00	5 861,00	
External expertise and service costs	8 847,00	25,29%		4 260,00		4 587,00				
Equipment costs	5 861,00	16,75%							5 861,00	
Office and adminisatration costs	2 130,00	6,09%						2 130,00		
Preparatory costs	2 000,00	5,72%	2 000,00							
<b>Total expenses</b>	<b>34 983,00</b>	<b>100,00%</b>	<b>2 000,00</b>	<b>8 470,00</b>	<b>899,00</b>	<b>5 277,00</b>	<b>2 130,00</b>	<b>4 485,00</b>	<b>11 722,00</b>	<b>0,00</b>
<b>Balance</b>	<b>0,00</b>		<b>-2 000,00</b>	<b>6 723,20</b>	<b>-899,00</b>	<b>-5 277,00</b>	<b>-2 130,00</b>	<b>-4 485,00</b>	<b>-11 722,00</b>	<b>19 789,80</b>

# Description of methodology of calculation of administrative costs (up to 7% of eligible direct costs)



<b>Project acronym</b>	
<b>Project partner</b>	
<b>Project partner's budget in the project in EUR</b>	
<b>Project partner's eligible direct costs in EUR (excluding preparatory costs)</b>	



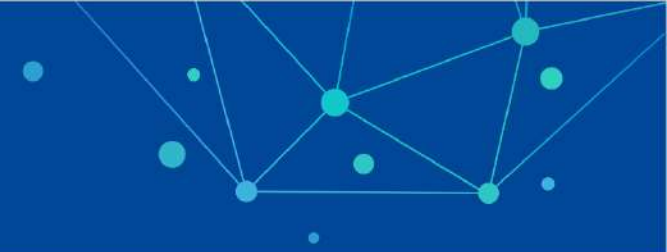
No	Item (in accordance with Section 3.2.7. of Guidelines for Grant Applicants)	Cost of item (per whole project implementation period)	Calculation and justification of costs
1	Office rent	1 200,00	Total office space - 50 m2, total number of employees - 4, monthly costs of office rent - 100 EUR. 2 of the employees working full time in the project occupy half of the office space. <u>Calculation of costs eligible for project:</u> 50 EUR (half of the office rent) x 24 (project implementation in moths) = 1200 EUR
2	Communication (telephone, internet)	1 512,00	Monthly cost of internet services for the whole office - 30 EUR, average monthly costs of mobile phone services per person - 24 EUR. <u>Calculation of costs eligible for project:</u> (15 EUR (internet costs for 2 employees in the project) + 48 EUR (monthly mobile phone costs of 2 people)) x 24 (project implementation in moths) = 1512 EUR
3	...	...	...
<b>TOTAL in EUR</b>		...	

Must be prepared and signed by each partner (including applicant), who plans administrative costs in its budget

# State Aid relevant activities

- ▶ Each beneficiary has to assess, whether its planned activities are state aid relevant
- ▶ In section 5.2.7. of the Guidelines for Grant Applicants and Project Implementation it is indicated how to identify the state aid relevant activities
- ▶ The Programme can support state aid relevant activities under *de minimis* aid, meaning support for one beneficiary whether from national or EU sources up to 200 000 EUR for a period of three fiscal years
- ▶ If the beneficiary exceeds this limit, state aid relevant activities cannot be supported
- ▶ Please indicate state aid relevant activities in the Statement with list of State Aid activities, in case state aid relevant activities are identified, e.g. the people have to pay for participation in project events (seminars, trainings, public events) and for using purchased equipment, no public procurement will be applied by purchasing equipment or services, participation in project events is limited to selected end user/ target group
- ▶ In case state aid relevant activities are NOT identified, please indicate that in the application form under relevant activity package in description of activity, e.g. purchased equipment will be available for using to public without limits and free of charge, participation in project events (seminars, trainings, public events) is free of charge and participation is not limited to selected end user/ target group. Equipment and services will be purchased, external experts will be selected through public procurement procedure or price comparison (depending on the expected price of a contract). **Otherwise, additional conditions can be applied, in case of project approval.**

# Statement with list of State Aid activities



## LIST OF STATE AID RELEVANT ACTIVITIES WITH INDICATED BUDGET

Project title	
Project acronym	
Project number	

I, the undersigned, as the authorised representative of the organisation listed below, acting as applicant/ beneficiary No. in the above mentioned project hereby certify that the following activities are state aid relevant:

Title of activity	Planned costs		
	Title of Activity Package	Budget Heading	Amount, EUR
1.			
2.			
...			

Must be prepared and signed by each partner (including applicant), who plans state aid activities

Official title of the organisation in English	
Official title of the organisation in national language	
Legal status in English	
Legal status in national language	
Legal address	
Registration number	
Name of the authorised representative	
Position	

# Programme key framework documents

1. **Commission Implementing Regulation (EU) No 897/2014** of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes financed under Regulation (EU) No 232/2014 of the European Parliament and the Council establishing a European Neighbourhood Instrument ([Regulation \(EU\) No 897/2014](#));
2. **Commission Implementing Regulation (EU) No 2020/879** of 23 June 2020 amending Implementing Regulation (EU) No 897/2014 as regards specific provisions to align the provisions for the implementation of cross-border cooperation programmes financed under the European Neighbourhood Instrument with specific measures in response to the COVID-19 pandemic (Regulation (EU) No 2020/879);
3. **Regulation (EU) 2022/2192** of the European Parliament and of the Council of 9 November 2022 laying down specific provisions for the 2014-2020 cooperation programmes supported by the European Neighbourhood Instrument and under the European territorial cooperation goal, following programme implementation disruption;
4. **Regulation 2018/1046 of the European Parliament and of the Council** of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations No 1296/2013, No 1301/2013, No 1303/2013, No 1304/2013, No 1309/2013, No 1316/2013, No 223/2014, No 283/2014, and Decision No 541/2014/EU and repealing Regulation No 966/2012 (Regulation (EU) No 2018/1046);
5. **Programme document** adopted by the EC on 18 December 2015, EC decision No C(2015) 9181;
6. **“Requirements for Communication and Visibility in EU-financing external actions”** laid down and published by the EC;
7. The Programme implementation guidelines and annexes, including “Communication and Visibility Guidelines for Project Beneficiaries of 3<sup>rd</sup> call for proposals for capitalisation and result reinforcement” and any other guidelines and relevant Programme documents that will be developed and published on the website Interreg.lv: <https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana>
8. Applicable national legal acts and EU regulations and cross-cutting issues of environmental sustainability, gender equality, HIV/AIDS, and democracy and human rights.

# REGIONS THAT CAN PARTICIPATE IN THE 3<sup>RD</sup> CALL



<b>Latvia</b>
<b>Vidzeme</b>
<b>Latgale</b>
<b>Zemgale</b>
<b>Pieriga</b>
<b>Riga</b>

**NB!** In duly justified cases up to 20% of the total project budget may be spent for implementation of the project soft activities outside of the regions of Latvia indicated above, but in the territory of Latvia and/or other EEA country.



# BODIES THAT CAN ACT AS BENEFICIARIES



## public authorities

national institutions, regional and local authorities of the Republic of Latvia



## public equivalent bodies

any legal body of the Republic of Latvia governed by public or private law:

1. established for the specific purpose of meeting needs for the general interest and **not having industrial or commercial character**,
2. having legal personality, and
  - 1) either financed, for the most part, by the state, or regional or local authorities, or other bodies governed by public law; or subject to management supervision by those bodies,
  - 2) or having an administrative, managerial or supervisory board, where more than half of the members are appointed by the state, regional or local authorities or by other bodies governed by public law.



## non-governmental organisations

- 1) of the Republic of Latvia constituting legal bodies established for the specific purpose of meeting needs for the general interest and **not having an industrial or commercial character and having legal personality**.
- 2) acting as beneficiary should be established **at least 2 years prior to applying for the 3<sup>rd</sup> call for proposals**.

# PROJECT BUDGET

BUDGET HEADING	TYPE OF COSTS
<b>BH 1 “STAFF COSTS”</b>	real costs
<b>BH 2 “TRAVEL AND ACCOMMODATION COSTS”</b>	real costs
<b>BH 3 “EXTERNAL EXPERTISE AND SERVICES COSTS”</b>	real costs
<b>BH 4 “EQUIPMENT COSTS”</b>	real costs
<b>BH 5 “INFRASTRUCTURE AND WORKS”</b>	<b>not allowed</b>
<b>BH 7 “PREPARATORY COSTS”</b>	lump sum <b>1800 EUR</b> (90% Programme co-financing) / 2000 EUR (100% budget)
<b>BH 9 “OFFICE AND ADMINISTRATION COSTS” (INDIRECT COSTS)</b>	flat-rate of up to 7% of eligible direct costs (meaning, not included preparatory costs and indirect costs)

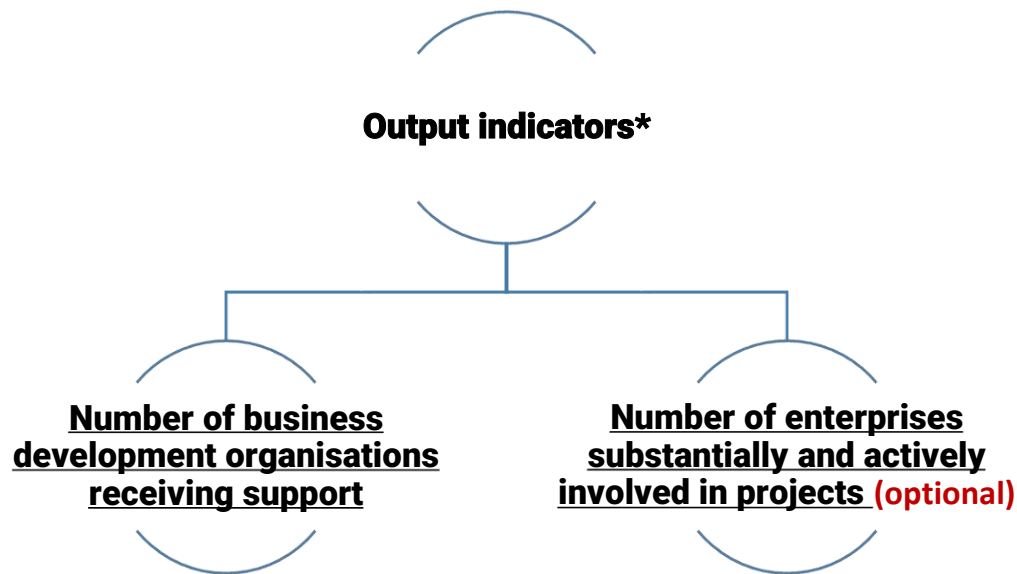
# Output and result indicators

## TO 1 Priority 1.1. «Promotion of and support to entrepreneurship»

Each project must

- 1) contribute to achievement of set output and result indicator under relevant priority
- 2) have positive/neutral impact on the cross-cutting issues of environmental sustainability, gender equality, HIV/AIDS, democracy and human rights

Already financed projects under priority 1.1: From Hobby to Business, Not just books, SMEPRO, EWA



**Result indicator:** Number of operating small business (enterprises) - official statistical data.

Assessment of achievement of this result indicator will be carried out only on Programme level

\*The project may contribute to outputs already achieved in project, which results are capitalised or reinforced and/or to new outputs (for example, business development organisation may be new or already supported within the 1<sup>st</sup> call for proposals).

# Output and result indicators

## TO 1 Priority 1.2. «Development and promotion of new products and services based on local resources»

**Already financed projects: LV-RU HERITAGE, Greenways Riga-Pskov, Versts of Feelings, Crafts, Following Ideas, RunRaRo**

**Output indicator**

**Number of institutions using Programme support for promoting local culture and preserving historical heritage**

**Result indicator**

**New cross-border products and services based on local resources\***

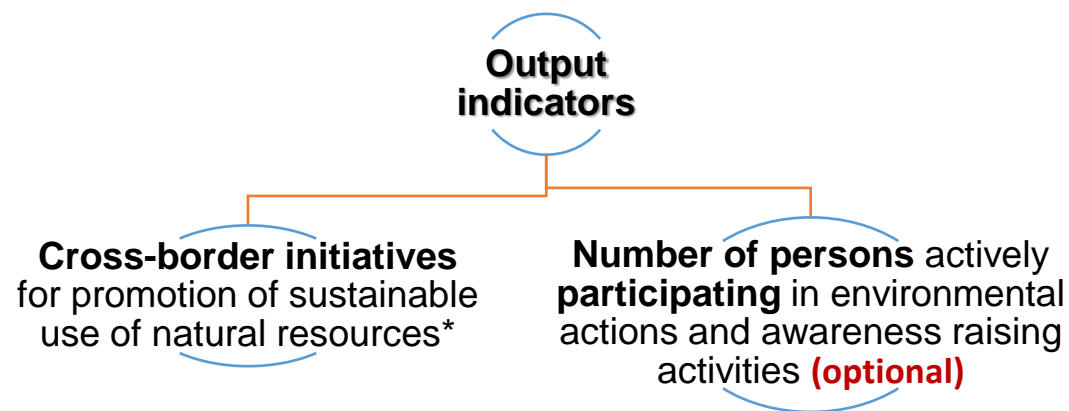
\*Tourism products and services (tourism routes, events attracting tourists to particular territory) based on local resources may be new or already created within the 1<sup>st</sup> call for proposals or within DAP.

Under definition of cross-border products and services are meant products or services already created within the 1<sup>st</sup> call for proposals or within the DAP or new products or services which have broader effect on the regions of Latvia indicated in the section 1.7. of the Guidelines.

# Output indicators

## TO6 Priority 2.2. «Joint actions in environmental management»

Already financed projects under priority 2.1. “Efficient management of nature objects”, 2.2. “Joint actions in environmental management” and 2.3. “Support to sustainable waste and wastewater management systems”: Green Towers, Spirit of Nature, Shaping cities, ParksWithoutBorders, NATTOUR, NewLINE, GreenPalette, Pure Water



\*The project may contribute to outputs already achieved in project, which results are capitalised or reinforced and/or to new outputs (initiative may be new or already supported within the 2<sup>nd</sup> call for proposals).

Under definition of cross-border initiatives are meant initiatives already implemented within the 2<sup>nd</sup> call for proposals (under priority 2.2.) or new initiatives for promotion of sustainable use of natural resources which have broader effect on the regions of Latvia indicated in the section 1.7. of the Guidelines.

# Result indicator

## TO6 Priority 2.2. «Joint actions in environmental management»

Already financed projects under priority 2.1. “Efficient management of nature objects”, 2.2. “Joint actions in environmental management” and 2.3. “Support to sustainable waste and wastewater management systems”: Green Towers, Spirit of Nature, Shaping cities, ParksWithoutBorders, NATTOUR, NewLINE, GreenPalette, Pure Water

Result indicators	Baseline value	Target value of project
Percentage of event participants knowledgeable on sustainable use of natural resources (level 4 and above).	% to be calculated during project implementation (by disseminating questionnaire to event participants before event)	48%

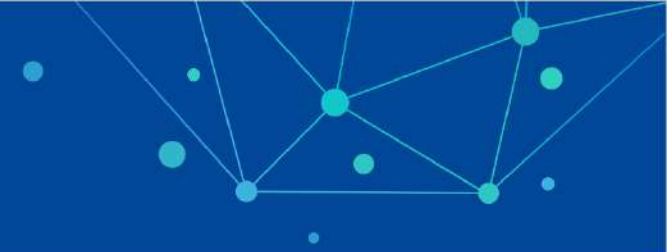
### Levels:

- 0) I have no knowledge.
- 1) I have some general knowledge but it will not change my activities/behaviour
- 2) I have a lot of knowledge, but it will not change my activities/behaviour
- 3) I have some general knowledge and it might change my activities/behaviour
- 4) I have some general knowledge and it will change my activities/behaviour
- 5) I have a lot of knowledge and it will change my activities/behaviour
- 6) I have a lot of knowledge and it will radically change my activities/behaviour

### Target value

- At least 48% of respondents participated at project events whose knowledge has increased and potentially resulted in durable impact action during the events of supported projects
- The level of knowledge will be measured using short questionnaire before and after each event of the project approved by the Programme

# Evaluation of full applications



**Administrative check  
and verification of  
technical eligibility**

**Quality  
evaluation**

**JMC  
Decision**

# Administrative check and verification of technical eligibility

Administrative check			
Criteria	Yes	No	Not applicable
1. The project application was submitted within the set deadline.			
2. The correct application form template has been used.			
3. Application form is in English (except for project partners' original names and project summary), it is entirely filled in and signed by authorised person.			
4. The partnership statements of each project partner, including the applicant, signed by authorised person, were submitted			
5. Financial flow form is filled in and enclosed.			
6. Description of methodology of calculation of administrative costs is submitted (if applicable).			
7. On-going or implemented project, financed by Programme within the 1 <sup>st</sup> or 2 <sup>nd</sup> call for proposals or within the direct award project, which is subject to capitalisation and/or reinforcement of results is clearly indicated.			
Verification of technical eligibility			
Criteria	Yes	No	
1. The applicant and project partners are eligible (type and territory) in accordance with requirements indicated in section 2.2. and 2.3. of Guidelines.			
2. The project involves at least 2 project partners from Latvia, of whom at least one was a beneficiary of the project within the 1st or 2nd call for proposals or of the direct award project of the Programme.			
3. Project duration complies with provisions set in section 1.5. of the Guidelines			
4. Project is within the financial limits set in accordance with requirements indicated in section 1.6. of the Guidelines.			
5. The budget of activities outside of regions of Latvia indicated in the section 1.7. of the Guidelines does not exceed 20% of the total project budget.			

- ▶ MA may invite applicants to submit clarifications or missing documents within 5 working days according section 4.2.4 of Guidelines;
- ▶ single “NO” in any criterion leads to rejection of application



# Quality Assessment (1)



Assessment criteria	Max weight	Score = Score weight
<i>Project context and contribution to Programme</i>	20%	5 pts = 20%
		4 pts = 16%
		3 pts = 12%
<i>Budget</i>	20%	2 pts = 8%
		1 pts = 4%
<i>Relevance and added value of the project for capitalisation and/or project result reinforcement</i>	30%	5 pts = 30%
		4 pts = 24%
		3 pts = 18%
<i>Methodology/ approach and activities, partnership and cooperation intensity</i>	30%	2 pts = 12%
		1 pts = 6%

# Quality Assessment (2)

► **Assessment result** = sum of % for each criteria

At least 3 points for criterion in “Relevance and added value of the project for capitalisation and/or project result reinforcement”

**AND**

Min. 60% as a total score

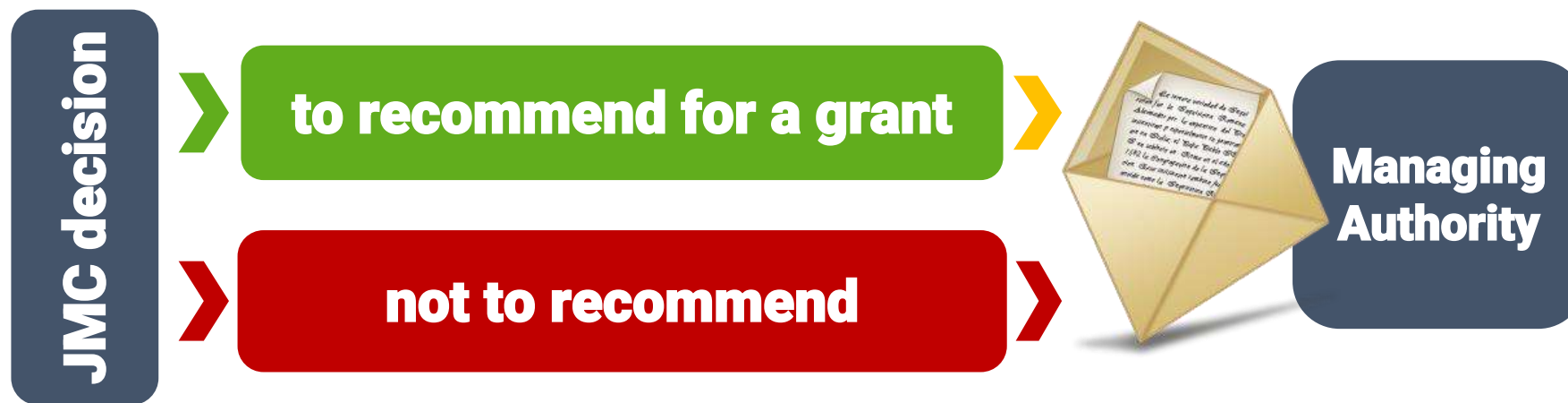
In case the same evaluation score, priority to higher score in criterion “Relevance and added value of the project for capitalisation and/or project result reinforcement”

In case still the same evaluation score, priority to higher score in criterion “Methodology/ approach and activities, partnership and cooperation intensity”

**Conditions may be applied!**

- Less than 60% - for rejection
- Less than 3 points for Criterion “Relevance and added value of the project for capitalisation and/or project result reinforcement”

# Decision making



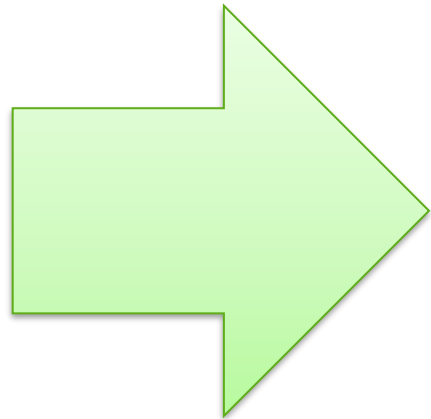
# CONTRACTING

- ▶ With the MA informative letter on JMC decision to award a grant or in case of conditions - final MA decision on awarding of grant, the successful applicant will be offered to sign a grant contract.
- ▶ **Several pre-conditions before grant contracts may be signed:**
  1. Projects have to **fulfil all the conditions set by the JMC**. These conditions will be stated in the MA letters about approval of project applications;
  2. “De minimis declaration” indicating de minimis aid received within period of three fiscal years (in case state aid relevant activities identified).
  3. **Financial identification form** has to be filled in in English and its original sent to the JTS;
- ▶ **Partnership agreement** signed electronically as e-doc by all project partners and submitted to the JTS as soon as possible after approval of project by the JMC, but at latest 1 month after the signing of grant contract.

All document templates can be downloaded on the website *Interreg.lv*:  
<https://www.interreg.lv/lv/3-projektu-konkurss-kapitalizacija-un-rezultatu-stiprinasana/>

# Complaints (timeline for examination)

The MA assisted by the JTS, within **1 month** reviews the complaint (for final JMC decision)



Complaint prepared &  
sent (within one month)

If complaint does not comply with formal requirements it must be supplemented within **7 calendar days**

Complaint is left unexamined if information on supplementing is neglected. MA informs the claimant by official letter (and JMC by e-mail) within **15 days about rejection**



The maximum duration for the whole complaint procedure (from the receipt of complaint till the JMC decision) is **3 (three) months**

**Detailed information see in section 4.4. of Guidelines for Grant Applicants and Project Implementation**

# PROJECT IMPLEMENTATION: START AND END DATE OF THE PROJECT

**Project starting date** can be either:

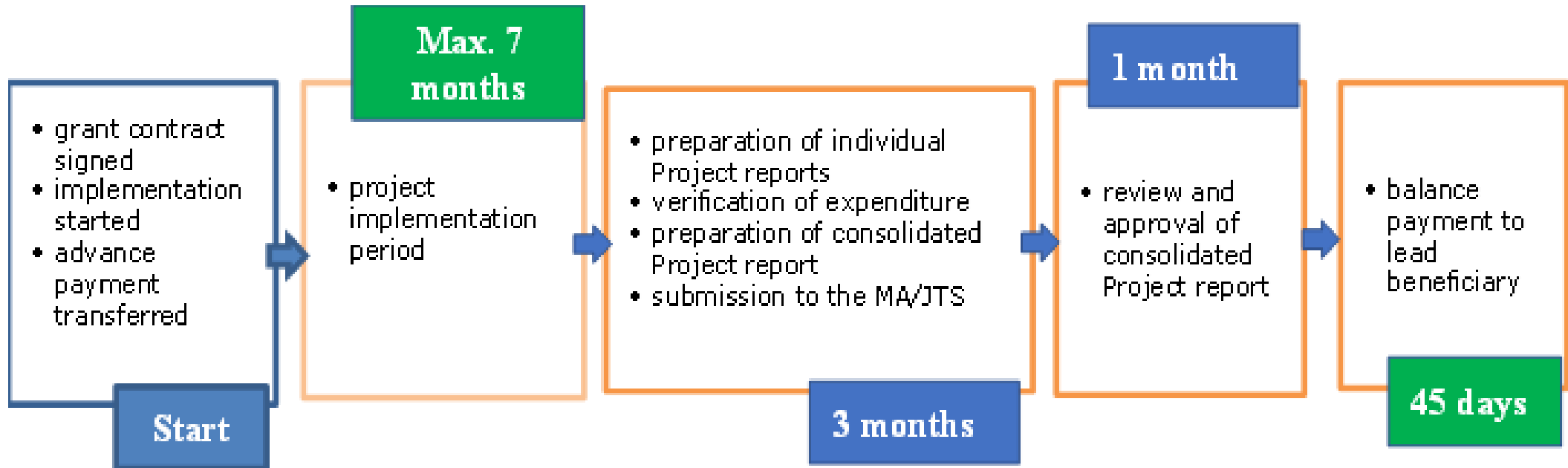
1. the day following that on which the last of the two parties signs the grant contract;
2. a later date agreed in the grant contract and no later than 2 weeks after the signing of the grant contract;
3. before signing of grant contract on project own risk but not earlier than one day after the JMC decision on project approval.

**The end date of the project** is calculated by adding the number of months indicated in the application form as project duration to the starting date. The project end date can be planned not later than 15 November 2023.

All project activities financed by the Programme shall end on 31 December 2023 at the latest and project expenditure shall not be eligible, where it is paid after 31 December 2023.

# PROJECT IMPLEMENTATION: REPORTING

- In the 3<sup>rd</sup> call **one Guidelines** - both for grant applicants and project implementation
- Only one project report has to be submitted to the MA/JTS (i.e. one reporting period), not later than 3 months after the finalisation of the project implementation



# PROJECT IMPLEMENTATION: CHANGES IN THE PROJECT

- ▶ More flexibility for the MA
- ▶ Major changes: MA decision (not JMC decision as previously): transfers among budget headings involving a variation of more than 30% of the planned amounts in application form and of more than 1000 EUR, budget transfers among beneficiaries
- ▶ Minor changes (previously major changes): addition or deletion of a budget line (in case if it is needed for implementation of the activity already planned in the project) and transfers among budget headings involving a variation of not more than 30% of the planned amount of budget heading or of not more than 1000 EUR (in case variation is more than 30%)





# Eligibility of Costs



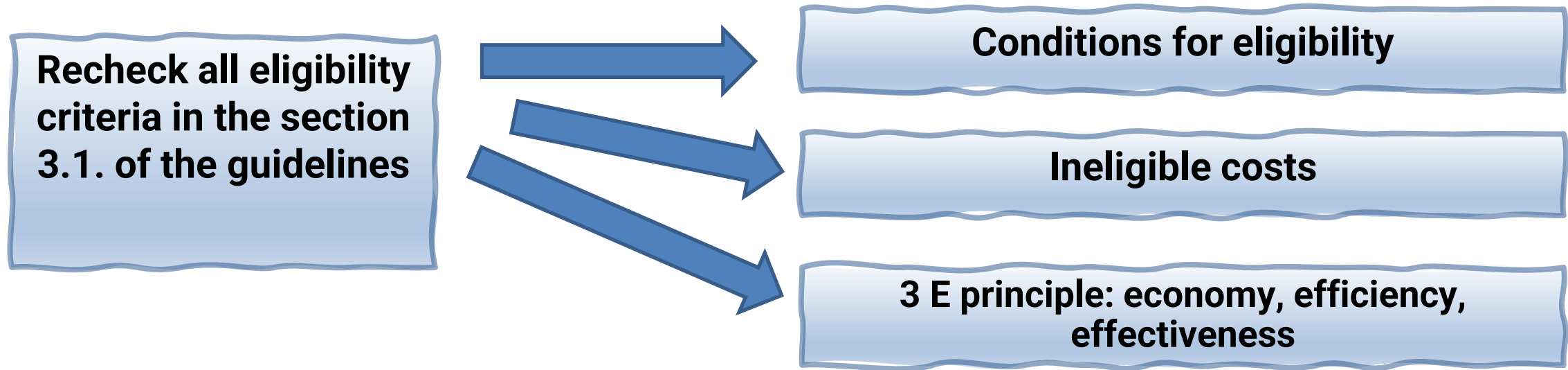
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**Natalja Meņailova**

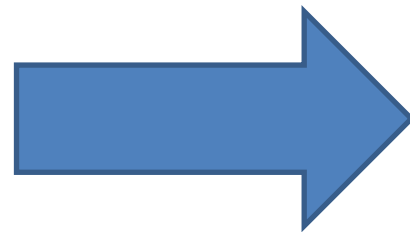
Managing Authority

Senior expert of the External Programmes Division

# ELIGIBILITY OF COSTS – COMMON RULES



- V**
  - Programme co-financing
  - Own budget or state budget (but not any specific national programmes)
- X**
  - Programme co-financing
  - Funds from other EU funds



**Double financing is not allowed!!!**

## ELIGIBILITY OF COSTS – COMMON RULES (2)

### **No substantial changes in comparison to previous calls!**

- ▶ Separate account for project or separate code for project in the common account of the organization should be opened
- *Put in the invoices reference to account/code from which payment has to be made;*
- *Regular check of real payments: or all payments done from correct account/code.*

**!!! General titles (without details) of budget lines are recommended**

# PAYMENTS TO THE PROJECTS

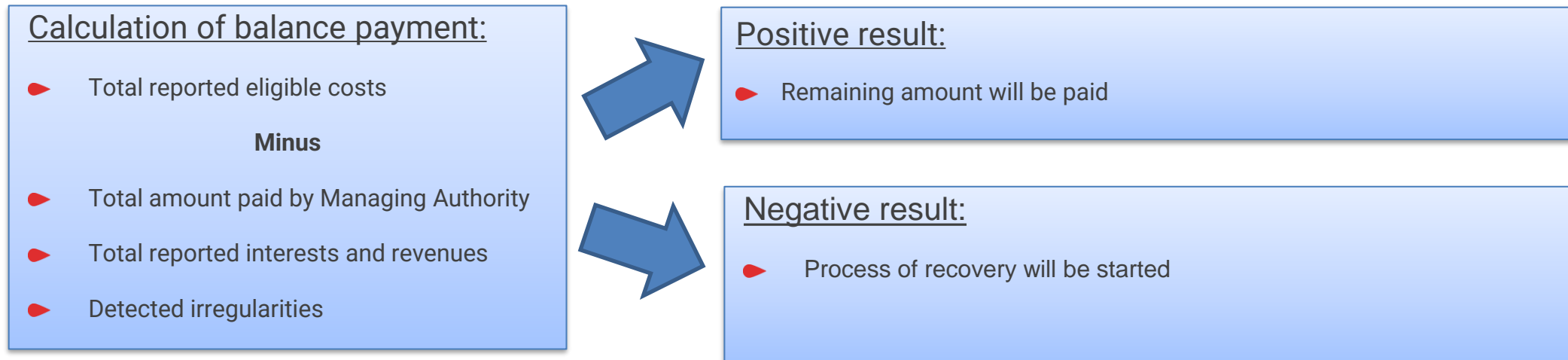
- ▶ Payments made by the Managing Authority to the Lead Beneficiary are regulated by conditions of the Grant Contract of the project;
- ▶ Payments made by the Lead Beneficiary to other Beneficiaries are regulated by conditions of the Partnersheep Agreement.

*Managing Authority will make payments just to the Lead Beneficiary!*



# PAYMENTS TO THE PROJECTS (2)

- ▶ Programme co-financing rate (grant) is 90%
- ▶ Initial pre-financing (in amount not exceeding 40% of the grant) – paid within 20 days once grant contract is signed and lead beneficiary has submitted to the MA a request for initial pre-financing
- ▶ Balance payment (paid within 45 days following the approval of the Project report and receipt of the request for balance payment )
- ▶ The amount paid to beneficiaries will not exceed amount of co-financing approved in the grant contract



**NB! If total reported costs are less than initially planned, programme co-financing to be paid will be decreased accordingly!**

# ELIGIBILITY OF COSTS – ANTI-FRAUD POLICY

*The Managing Authority of the Programme is zero-tolerant to fraud and corruption and supports transparent financial and operational management!!!*

## Fraud is:

- ▶ the use or presentation of false, incorrect or incomplete, statements or documents which has as its effect the misappropriation or wrongful retention of Programme co-financing parties' financial contributions;
- ▶ non-disclosure of information on violation of a specific obligation, with the same effect;
- ▶ the misuse of such funds for purposes other than those for which they are originally granted.



## **Contacts to inform about fraud:**

- E-mail: [external-lv-cbc@varam.gov.lv](mailto:external-lv-cbc@varam.gov.lv)
- Address: Peldu street 25, Riga, LV-1494, Latvia

# ELIGIBILITY OF COSTS – Budget heading 1 «Staff costs»



## ***Section 3.2.1. of Guidelines***

- ▶ Expenditure on staff costs consists of gross employment costs of staff employed by the Beneficiary organisation, which are engaged in the project activities;
- ▶ Staff member, who is working for the project and remunerated from staff costs, cannot conclude any service contracts that are financed within the same project;
- ▶ Lead beneficiary and beneficiaries are not allowed to sub-contract each other or employees of their organisations involved in project implementation in order to carry out project activities
- ▶ All payments to staff have to be supported by related documents (contracts, time-sheets, orders, etc.).
- ▶ If the Beneficiary's organisation does not have the necessary human resources to ensure implementation of project, these specialists can be employed on the basis of service contracts. In this case their costs have to be budgeted under the budget heading 3 "External expertise and service costs";

***Example: Costs for project coordinator services***

# ELIGIBILITY OF COSTS – Budget heading 2 «Travel and accommodation costs»

## Section 3.2.2. of Guidelines

- ▶ Travel and accommodation costs are costs of employees of the beneficiaries' organisations and other persons related to their participation in project meetings, seminars or events and supported by the documentary evidence for travel;
- ▶ Travel and accommodation costs of external experts and service providers must be included in respective service contracts and be reported under budget heading 3 "External expertise and services costs";
- ▶ Maximum rates for travel and subsistence costs of staff and other persons taking part in the project shall be respected, provided they exceed neither the costs normally paid by the beneficiary according to its rules and regulations (which are in accordance with national legislation) nor the rates published by the EC at the time of the mission;
- ▶ Costs for guests/target group/stakeholders are eligible in well justified cases
- ▶ NB! travel and accommodation costs related to activities outside of the regions of Latvia have to be indicated in the application form in the separate budget line, for **example: participation in the exhibition in EU member state X**
- ▶ Double-financing is not allowed: any travel costs covered by daily allowance cannot be eligible, for **example: if accommodation costs are covered by daily allowance such costs can not paid additionally**
- ▶ Do not forget about all supporting documents such as tickets, boarding passes, agendas etc.
- ▶ Check invoices and bills to avoid technical mistakes in payments, for **example: one invoice from the travel agency for two flights: one of them is related to the project, but another one - no**



# ELIGIBILITY OF COSTS – Budget heading 3 «External expertise and services costs»

## ***Section 3.2.3. of Guidelines***

- ▶ Costs of an external service provider, an expert or consultant provided by a public or private body or a natural person who is not employed in the project have to be reported and includes also such costs as financial management, legal consultation (overheads);
- ▶ Work by external experts and service providers must be essential to the project and specified in the application form;
- ▶ In well justified cases travel and accommodation costs for external experts, speakers, chairpersons and other participants of meetings and events, and service providers can be eligible within BH3;
- ▶ Organisation is responsible for ensuring applicable public procurement rules will be respected for these costs;  
*Do not forget to keep all procurement documentation and outputs of the work of external experts or service deliverables*
- ▶ It is not allowed to subcontract other project beneficiary organisations or employees of other beneficiary organisations, who already work for the project based on an employment contract;
- ▶ Costs of renting rooms owned by the project beneficiary, who organizes project events, are not eligible.

# ELIGIBILITY OF COSTS – Budget heading 4 «Equipment costs»

## ***Section 3.2.4. of Guidelines***

- ▶ Purchase or rent of equipment is eligible under budget heading 4 “Equipment costs” only in case such equipment is necessary for reaching project results, equipment is listed in the application form and beneficiaries guarantee their durability;
- ▶ Double financing is not allowed - equipment has not been supported from any EU funds or by other international, national, regional and/or local funds;
- ▶ Organisation is responsible for ensuring applicable public procurement rules will be respected for these costs;  
*Do not forget to keep all procurement documentation and proof of delivery*
- ▶ Equipment cannot be purchased or rented from another project beneficiary.

# ELIGIBILITY OF COSTS – Budget heading 7 «Preparatory costs»

## ***Section 3.2.6. of Guidelines***

- ▶ Preparatory costs are covered as a lump sum of EUR 2000 per project (Programme co-financing 1800 EUR) for travel, translation and other costs for preparation of project full application.
- ▶ Preparatory costs have to be listed in the application form.
- ▶ Only lead beneficiaries of the approved projects will be able to claim the reimbursement of the preparatory costs once grant contract for implementation of the project is signed.
- ▶ Will be paid as initial pre-financing and thus shall be included in initial pre-financing payment request.

# ELIGIBILITY OF COSTS – Budget heading 9 «Office and administration costs»

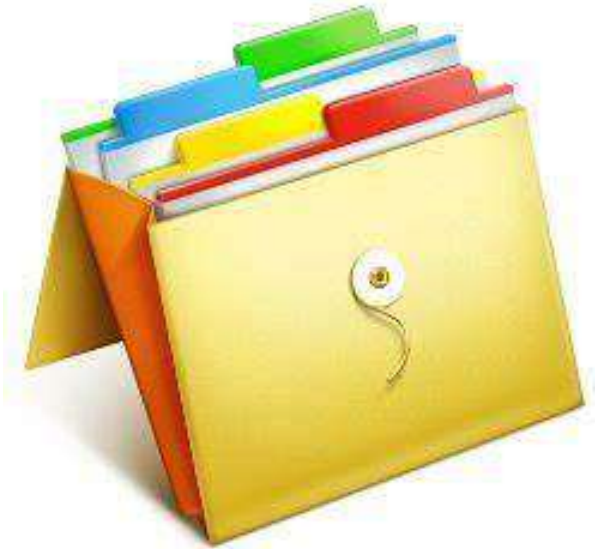
## ***Section 3.2.7. of Guidelines***

- ▶ Office and administration costs cover running costs and administrative expenses of the beneficiary organisation implementing project activities such as office rent, utilities, organisation of internal meetings, bank charges for opening and administering the account (where the implementation of an project requires a separate account to be opened);
- ▶ Calculated as flat-rate up to 7% of eligible direct costs, excluding preparatory costs;
- ▶ Proof of documents not needed, but provisional breakdown/specification of the office and administration costs has to be submitted to the Managing Authority together with application pack.

# ELIGIBILITY OF COSTS – THINGS TO REMEMBER

**Do not forget to keep all documents**, including financial documents related to the project and proving made payments (reports, supporting documents, accounts and accounting documents, documents related to the procurements and any other relevant documentation) **5 years from the date of balance payment from the European Commission to the Programme** (the Managing Authority will inform the lead beneficiary about this date)

**•Do not confuse with balance payment to the project!**



- **!** Project results should be aimed at public use;
- The ownership, title, intellectual and industrial property rights to the project results, reports etc. shall be vested in (belong to) the lead beneficiary, beneficiaries or final recipients. Prior approval of MA needed in case of transfer of ownership rights (within five years after closure of the project)



# Communication and Visibility Guidelines for Project Beneficiaries

of the 3rd call for proposals for capitalisation and result reinforcement



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the European Union

**Jelizaveta Šibatovska**  
Joint Technical Secretariat  
Senior expert of the External Programmes Division

# Communication and Visibility Guidelines

Guidelines and logo are published on

[www.interreg.lv](http://www.interreg.lv)



Programme Section



3rd Call Section



Informācija un dokumenti projekta pieteikuma sagatavošanai

- Guidelines for Grant Applicants and Project Implementation
- Communication and Visibility Guidelines
- Application form
- Partnership Statement
- Financial flow form
- Description of methodology of calculation of administrative costs
- Statement with list of State Aid activities
- Financial identification form
- De minimis declaration
- Grant contract
- Partnership agreement
- List of projects
- Programme logo ENG
- Programme logo LV



# Programme logo



English



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European Union

Latvian



Līdzfinansē  
Eiropas Savienība



Līdzfinansē  
Eiropas Savienība

The minimum height of the European Union emblem **10mm**

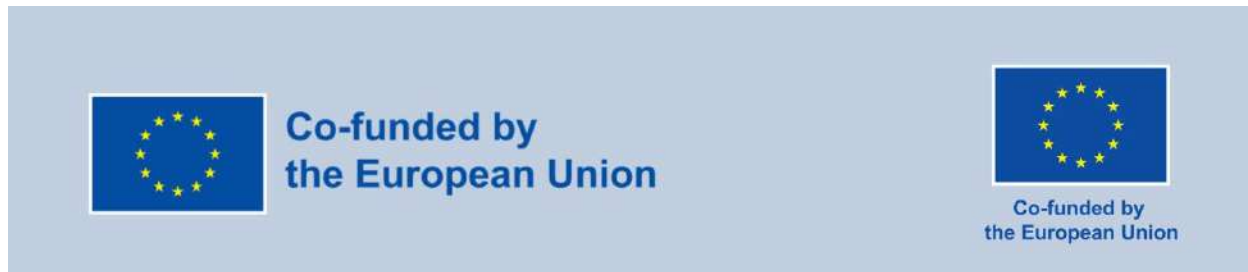


**10mm**



# Background colour of logo

## White or light background



## Colourful background



## Dark background



# Monochrome reproductions of logo



## Must be approved by the JTS

only black or white print is available

OR

specific producing or print process on clothing and merchandise/etc.



# Display panels – main information about the project

## SIZE:

- ▶ content **must be visible and readable** so that passers-by are able to read them
- ▶ content **must be visible and readable** for the whole period of display panel duration
- ▶ **must renew the panel** if needed

## MATERIALS:

- ▶ if display panel is placed indoor it can be made as paper poster or plastic/textile banner.



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**PROJEKTA MĒRĶIS:**  
veicināt amatniecības attīstību, sekmējot jaunu kopīgu produktu un pakalpojumu radīšanu, izmantojot pieejamos vietējos resursus un tradicionālās prasmes, kā arī atbalstīt amatniekus uzņēmējdarbības uzsākšanā un veicināšanā Latgales-Pleskavas reģionā.

**VADOŠAIS PROJEKTA PARTNERIS:**  
Latgales plānošanas reģions, Albrīvkamana aleja 95, Rēzekne, Latvija, LV-4601; tālrunis +371 29494921, e-mail: pasts@lpr.gov.lv

**PROJEKTA PARTNERI:**  
• Daugavpils pilsētas pašvaldība,  
• Rēzeknes novada pašvaldība,  
• Balvu novada pašvaldība,  
• Krāslavas novada pašvaldības  
Dagdas pilsētas un pagastu apvienība,  
• Augšdaugavas novada pašvaldība.

**PROJEKTA KOPĒJAIS BUDŽETS:**  
799 740,50 EUR,  
projekta līdzfinansējums no pārrobežu sadarbības programmas 2014.-2020. gadam ir 719 766,45 EUR.

**PROJEKTA PERIODS:**  
39 mēneši (01.06.2019. - 31.08.2022.)

**PROJEKTĀ SASNIEDZAMIE REZULTĀTI:**  
• apmācības, tematiskās darba grupas un radošās darbnīcas, izstādes un gadatirgi, mārketinga produkti, video stāsti,  
• interneta platforma amatniecības produktu popularizēšanai un virtuālai amatnieku sadarbībai;  
• amatniecības aprīkojuma iegāde 8 Latgales reģiona pašvaldībās – Augšdaugavas, Preiļu, Krāslavas, Balvu, Līvānu, Ludzas, Rēzeknes novados un Daugavpilī,  
• infrastruktūras uzlabošanas darbi esošajās kultūrvēsturiskajās vietās 6 pašvaldībās – Daugavpilī, Rēzeknes novada Līvānā, Balvos, Krāslavas novada Andrupēnē, Augšdaugavas novada Berģeņelē.

**AMATNIECĪBA BEZ ROBEŽĀM**  
Craftsmanship without borders/Crafts LV-RU-018



# Banners & Promo materials

## Banners



## Mandatory elements:

1. Programme logo
2. Disclaimer if contains an opinion

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## Promotional materials



# Posters & Agendas

## Posters

10. jūnijā, Plkst. 10:00  
Smiltēnē, Vecajā parkā (zonā pie galdiniem)

# Meklē. Atklāj. Piedzīvo.

**Atklāsim jauno āra lasītavas plauktu**  
Vērosim Blomes bērnu vokālo ansambli "Varavīksne"  
un dziedāsim līdzī  
Darbosimies Dabas pārvaldes meistarklasēs  
"Nosaki zivs vecumu, to zivij nejaudājot"  
"Ūdens zivs mājvieta, restorāns un paslēptuve"  
"Saliec puzzle un atrodi atšķirības starp dažādām zivīm"  
Spēlēsīm spēles  
Apgleznosīm sejiņas

## Mandatory elements:

### 1. Programme logo

### 2. Disclaimer

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## Agendas

**ĀICINĀM AMATNIEKUS PIEDALĪTIES**

**Kokapstrādes, keramikas un stikla** 15. - 16. 08. 2022.

**Tekstila un metālapstrādes** 17. - 18. 08. 2022.

**RADOŠAJĀS DARBNĪCĀS**  
projekta CRAFTS ietvaros  
ar norisi vietu un nakšņošanu LĪVĀNOS

**Iedvesmos māksliniece Elita Patmalniece**

**Seminārus vadīs dizaina eksperte, Dr.art Aija Freimane**

**PROGRAMMĀ:**

- ✓ Tikšanās ar iedvesmojošiem lektoriem un kokapstrādes, stikla, keramikas, tekstila un metālapstrādes meistariem;
- ✓ Diskusijas par amatniecības nozares jaunumiem, aktualitātēm, dizainu un potenciāls Latvijā un pasaulē;
- ✓ Meistarklases, pieredzes stāsti un tiklošanās

**Seminārus moderēs: Marika Rudzīte-Griķe**

**Paredzētas meistarklases pie kokapstrādes, keramikas, stikla, tekstila un metālapstrādes meistariem**

**Līdzfinansē Eiropas Savienība**

**Līdzfinansē Eiropas Savienība**

**LITVALEIS TĒMĒTĪBĪS CĪRĀ**

# Publications – printed & digital

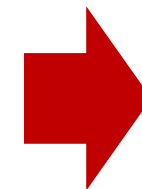
## Printed



Mandatory elements placed at the same page as text:

1. Programme logo
2. Disclaimer

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## Digital



### Noslēdzies projekts “Zaļie ceļi Rīga – Viļaka”

07. SEPTEMBIS, 2022



Co-funded by  
the European Union

Šī publikācija ir sagatavota ar Eiropas Savienības finansējumu atbalstu. Par tās saturu atbild tālruni norādītais pasūtītājs un tā var neatbilst Eiropas Savienības viedoklim.

Projekts “GreenWays Rīga – Viļaka” (“Zaļie ceļi Rīga – Viļaka”) tiek īstenots pārrobežu sadarbības programmas 2014.–2020. gadam ietvaros un to līdzfinansē Eiropas Savienība.

Tālruni 2019. gada 1. septembrī uzsākās projekta “Zaļie ceļi Rīga – Viļaka” īstenošana. Četrus projektā īstenošanas gada laikā piepildījās visi nepieciešamie apstākļi, kurus parasti min projektā plānekuma veidošanā kā riskus, bet ar, ka tie nekad nepiepildījās. Pirmais šķēršlis projektā īstenošanā bija pandēmija Covid-19 un noteiktie ierobežojumi tās aprīkošanā, kuri daļēji nācās projektā darba grupas organizācijai tikai tiešsaistē, nācās pārskatīt pieredzes braucienus, apmācību seminārus, darbu izstrādi, kuras nosēģumā lika atceltas pavisam. Nācās pārvarēt administratīvu teritoriālo ierobežojumu Latvija, kuras rezultātā mainījās vadības partneris, partneri un iespējamie darbinieki projekta vadības un menedžmenta grupās. Kā arī nācās sadzīvot ar kaimiņvalstij uzlikto ierobežojumu un ierobežojumu no pārrobežu programmas: visu to šķēršļu rezultātā projekta īstenošana tika pagarināta līdz 2022. gada 31. augustam.

Projekta vispārējais mērķis ir saņemt Latvijas pusē – ir ietverti vietējie kultūras un dabas resursi (dzelzsola vāsturi, dabas takas, kā arī tūrisma ierīcību dabas un kultūras objektus) kopīgus un ilgtspējīgus tūrisma produktus, kas dod ekonomisku labumu visam reģionam.

# Adjustment & improvement of developed materials

Already developed project printed or digital material

Evaluation and proposals

Adjustments to new Programme context

Capitalisation and improvement

Programme logo and disclaimer

New project deliverable

Leaflets



Route maps



Guides



Videos



Apps



Booklets

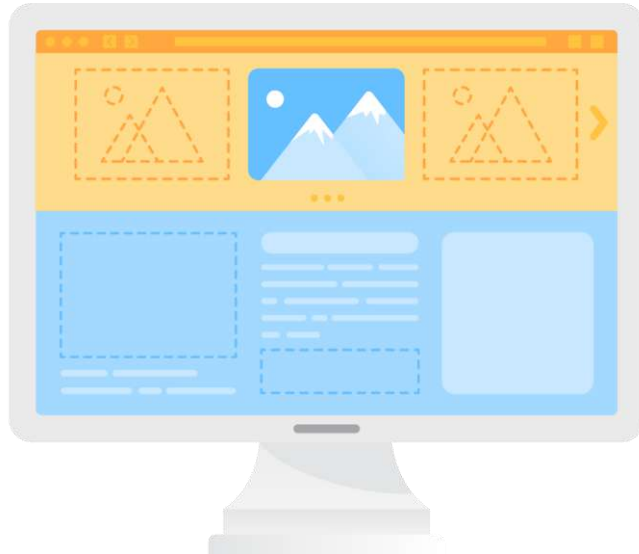


Stands



# Project websites & Social media account

## Project websites



### Mandatory elements:

1. Programme logo
2. Disclaimer

This <website/account> was created and maintained with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union

## Social media accounts



**Facebook tag and hashtag:**  
**@Interreg.lv**  
**#InterregLV**



# Supplies and equipment

All project supplies and equipment must be labeled



Labeling must remain in place at least **5 years** after the balance payment to the Programme by the European Commission

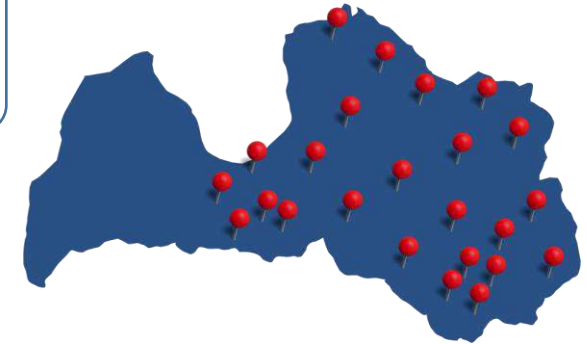
## Mandatory elements:

1. Programme logo
2. Phrase in ENG & LV

Provided with the financial support of the European Union  
Nodrošināts ar Eiropas Savienības finansiālu atbalstu



JTS will provide stickers for supplies and equipment that will be stored indoor



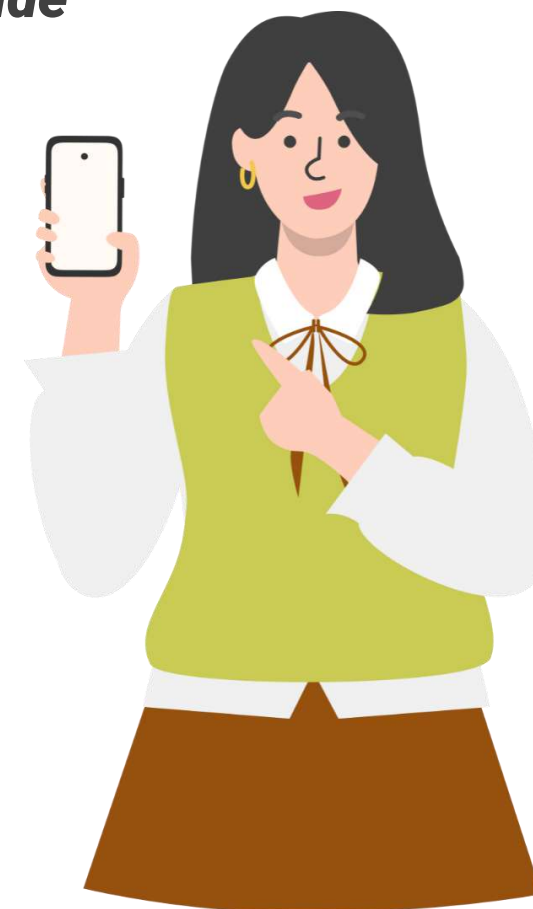
# Summary of mandatory communication measures

Summary of the minimal mandatory and recommended project communication measures

Visibility and communication requirement	Requirement's level	When	More information
<b>1. Websites</b> <b>1.1. Project websites</b> - Programme logo - disclaimer <b>1.2. Project section on the beneficiary's website</b> - information about the project - Programme logo - disclaimer	Mandatory if exists	Project implementation period (conditions after project closure <sup>3</sup> )	Section 6.1
<b>2. Social media accounts</b> - Programme logo - disclaimer	Mandatory if exists	Project implementation period (conditions after project closure)	Section 6.2
<b>3. Events</b> - prior information to JTS (2 or 4 weeks) - display panel - Programme logo on materials - personal data protection	Mandatory if exists	Before and during the event	Section 7
<b>4. Press release</b> - prior consultation with JTS - Programme logo - disclaimer	Mandatory if exists	At project closure, as well as for major project events if needed	Section 8.1
<b>5. Press conferences and press visits</b> - prior information to JTS	Mandatory if exists	Before the event	Sections 8.2, 8.3
<b>6. Video and audio production</b> - Programme logo - disclaimer	Mandatory if exists	Before circulation	Section 9.1
<b>7. Photography</b> - personal data protection	Mandatory if exists	Before circulation	Section 9.2
<b>8. Printed materials</b> - Programme logo - disclaimer	Mandatory if exists	Before printing	Section 10.1
<b>9. Display panels</b> - Programme logo - key deliverables and management structures	Mandatory for each project	From project start to project closure + 6 months at offices During the event	Section 10.2.1
<b>10. Banners</b> - Programme logo	Mandatory if exists	During the event	Section 10.2.2.
<b>11. Supplies and equipment</b> - Programme logo - text as described	Mandatory if exists	Permanent after the item has been purchased (at least 5 years after the balance payment to the Programme)	Section 10.3

**Page 14**

**brief & complete guide to all visibility rules**



# Disclaimers & useful phrases

## Useful phrases and texts

These are proposed phrases and texts, which you either must or may use in your communication upon need of your project.

### Title of the Programme

EN	Cross-Border Cooperation Programme 2014-2020
LV	Pārrobežu sadarbības programma 2014.-2020. gadam

### Information about the Programme and the project

EN	The <project acronym> project is implemented within the Cross-Border Cooperation Programme 2014-2020 and is co-financed by the European Union.
LV	Projekts <projekta akronīms> tiek īstenots pārrobežu sadarbības programmas 2014.-2020.gadam ietvaros un to līdzfinansē Eiropas Savienība.

### Statement on Programme financing

EN	The Cross-Border Cooperation Programme 2014-2020 is co-financed by the European Union
LV	Pārrobežu sadarbības programmu 2014.-2020.gadam līdzfinansē Eiropas Savienība

### General statement about the European Union

EN	The Member States of the European Union have decided to link together their know-how, resources and destinies. Together, they have built a zone of stability, democracy and sustainable development whilst maintaining cultural diversity, tolerance and individual freedoms. The European Union is committed to sharing its achievements and its values with countries and peoples beyond its borders
LV	Eiropas Savienības dalībvalstis ir nolēmušas apvienot zināšanas, resursus un likteņus. Kopā tās ir uzbūvējušas stabilitātes, demokrātijas un ilgtspējīgas attīstības zonu, vienlaikus saglabājot kultūrálo dažādību, iecietību un individuālās brīvības. Eiropas Savienība ir apņēmusies dalīties ar tās sasniegumiem un vērtībām ar valstīm un cilvēkiem ārpus ES robežām.

### Disclaimer – Printed and electronic publications

EN	This publication has been produced with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.
LV	Šī publikācija ir sagatavota ar Eiropas Savienības finansiālu atbalstu. Par tās saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tā var neatspoguļot Eiropas Savienības viedokli.

### Disclaimer – Public events, incl. on-spot, online, hybrid

EN	This event is organised with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.
LV	Šis pasākums ir organizēts ar Eiropas Savienības finansiālu atbalstu. Par tā saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tas var neatspoguļot Eiropas Savienības viedokli.

### Disclaimer – Websites and social media accounts created during the project implementation phase

EN	This <website/account> was created and maintained with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.
LV	Šī/Šīs <mājaslapa/konts> ir radīta/s un uzturēta/s ar Eiropas Savienības finansiālu atbalstu. Par tās/tā saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tā/tas var neatspoguļot Eiropas Savienības viedokli.

### Disclaimer – Websites and social media accounts created before the project implementation phase

EN	This <website/account> is maintained with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.
LV	Šī <mājaslapa> ir uzturēta ar Eiropas Savienības finansiālu atbalstu. Par tās saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tā var neatspoguļot Eiropas Savienības viedokli.

### Disclaimer – Websites and social media accounts remaining active after the project implementation phase

EN	This <website/account> was created and maintained with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union. An earlier phase of this project (<date 1 – date 2>) was financially supported by the European Union.
LV	Šī <mājaslapa> ir radīta un uzturēta ar Eiropas Savienības finansiālu atbalstu. Par tās saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tā var neatspoguļot Eiropas Savienības viedokli. Šī projekta iepriekšējo posmu (<datums 1 – datums 2>) finansiāli atbalstīja Eiropas Savienība.

### Disclaimer – videos and other audio-visual material

EN	This <video/film/programme/audio> was produced with the financial support of the European Union. Its contents are the sole responsibility of <beneficiary's name> and do not necessarily reflect the views of the European Union.
LV	Šis/Šī <videoieraksts/filma/programma/audioieraksts> ir radīts/a ar Eiropas Savienības finansiālu atbalstu. Par tā/tās saturu pilnībā atbild <finansējuma saņēmēja nosaukums> un tas/tā var neatspoguļot Eiropas Savienības viedokli.

**Pages 25-26**

**All useful texts  
in English and Latvian**



# Any questions about communication & publicity?



**+371 26313683**



**[Jelizaveta.Sibatovska@varam.gov.lv](mailto:Jelizaveta.Sibatovska@varam.gov.lv)**



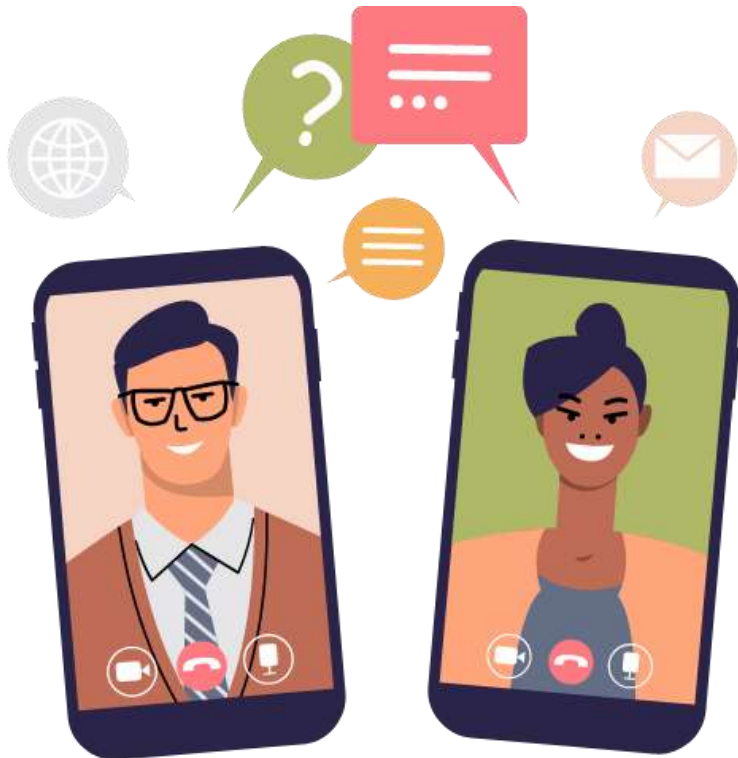
**Online consultations (MS Teams)**



**Consultations at Doma laukums 8A, Riga**

# Support to project applicants and potential beneficiaries

## ▶ Individual consultations



## ▶ Group consultations



# Support to project applicants and potential beneficiaries

The call materials are published on

[www.interreg.lv](http://www.interreg.lv)



Programme section

The screenshot shows the Interreg website homepage. At the top, there is a navigation bar with the following items: INTERREG LATVIJĀ, PROJEKTI/REZULTĀTI, TIESISKAIS IETVARŠ, PROJEKTU ĪSTENOTĀJIEM, AKTUALITĀTES, and KONTAKTI. A red arrow labeled '1' points to the 'INTERREG LATVIJĀ' menu item. Below the navigation bar, there is a dropdown menu for 'Kas ir Interreg' with three options: 'Aktuālie projektu konkursi', '2021.-2027.gada periods', '2014.-2020.gada periods', and '2007.-2013.gada periods'. A red arrow labeled '2' points to the '2021.-2027.gada periods' option. Below the dropdown menu, there is a list of programmes: 'Latvijas – Lietuvas programma', 'Igaunijas – Latvijas programma', 'Centrālā Baltijas jūras reģiona programma', 'Pārrobežu sadarbības programma EKI (LV-LT)', 'Pārrobežu sadarbības programma EKI (LV)', 'INTERREG Baltijas jūras reģiona programma', 'INTERREG EUROPE programma', 'URBACT III programma', and 'ESPON 2020 programma'. A red arrow labeled '3' points to the 'Pārrobežu sadarbības programma EKI (LV)' option. Below the list of programmes, there is a 'JAUNUMI' section with two news items. The first news item is dated '2022. gada 5. decembrī' and is titled 'Eiropas Komisija ir apstiprinājusi Eiropas Savienības Kohēzijas politikas mērķa "Eiropas teritoriālā sadarbība" Igaunijas-Latvijas pārrobežu sadarbības programmu 2021.-2027.gadam.' The second news item is dated '2022. gada 2. decembrī' and is titled 'Pārrobežu sadarbības programma izsludina 3.projektu konkursu projektu rezultātu pastiprināšanai Latvijā'. To the right of the news items, there is a 'KALENDĀRS' section with a calendar for December 2022. The calendar shows the following dates: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. There are two red circles with dates: '07.12' and '13.12'. The '07.12' circle is next to the text 'Interreg Baltijas jūras reģiona programmas 2021-2027 veicināšana – mazie projekti'. The '13.12' circle is next to the text 'Centrālā Baltijas jūras reģiona programmas'.



**Thank you!**