KARELIA

CBC // Cross-border cooperation

Launching a project

Henna-Mari Laurila

8.10.2019

KARELIA
CBC // Cross-border cooperation

Grant contract

The grant contract is drafted once the MA and the lead partner have a mutual understanding of the content of the project.

The contract is sent to the lead partner in two signed copies.

Lead partner needs to sign the contract on their behalf.

Important: Despite of the date written in the grant contract the project can not be launched before the contract has been signed!

Grant contract

Practicalities:

- Once the contract has been signed, scan the signed contract and send the file to your contact person by email.

- MA uploads the grant contract to Promas and the status of the project is changed to 'contracted'.

- Send one signed hard copy of the contract to the MA.

- Make sure also the partners have copies of the grant contract and its annexes.

First pre-financing payment request

- A pre-financing payment is not made automatically; it needs to be requested by submitting a payment request.
- The request is filled in and submitted electronically in PROMAS. A printed and signed version is submitted to the MA as a hard copy (usually together with the grant contract).
- Financial identification form needs to be attached.
- Amount requested is defined in the grant contract.
- MA makes the payment to the lead partner within 45 days of receiving the request.

At first

- Read the grant contract, its annexes and the programme manual.
- If the contact person of the project has changed, inform your contact person at the MA about it immediately.

After that

- Finalise/ sign the partnership agreements.
- Update the communication plan.
- Set up bookkeeping/ financial administration.
- Get familiar with the Karelia CBC website.
  - templates, logos, banners, instructions, tools for communication
- Get familiar with the new content of Promas.

- Start implementing the project according to the plan.

Partnership agreements

The mutual responsibilities, rights and obligations of the lead partner and partners are defined in the partnership agreements.

As a main rule a separate agreement is made with each project partner.

Managing Authority is not a party of partnership agreements.

Partnership agreement

- **Important:** For as long as the agreement(s) are not signed the lead partner has full responsibility of the project.

- Signed agreement is not a prerequisite for launching of the project activities. It is recommended to consider if prepayments are paid to the partners before the agreement has been signed.

Partnership agreement

- Template can be found from the programme website (->Implement -> Forms and instructions).

- You can use your own template but in that case make sure to include all the obligatory parts to the contract.

- Send the electronic copies of the agreements to the MA as soon as all the agreements are signed – the latest as an annex to the first project update.

- Agreements are submitted to the MA in English. If the original is in other language a translation needs to be provided.

KARELIA

CBC // Cross-border cooperation

Communication and visibility
Why it is important?

- Justifies your project (if nobody knows about your work what's the point?).

- Gives visibility for the programme (securing future funding oppurtunities).

- Gives visibility for EU and national funding (transperency).

Communication obligations

Read the Programme manual, part D.

The essential:

- Update and follow your communication plan,

- Make the financiers visible,

- Disseminate the project results.

Communication obligations

Communication plan

- Update the information and add timetable -> submit to your contact person by email within 2 months of launching the project.

KARELIA
CBC // Cross-border cooperation

Communication obligations

Making financiers visible

- Use the logo
- Use the text: "[The project is] funded by the European Union, the Russian Federation and the Republic of Finland."
- Tell everywhere (seminars, trainings, press releases etc) where the funding comes from.

Project Acroym

KARELIA
CBC // Project

8.10.2019

KARELIA

CBC // Cross-border cooperation

Communication obligations - practicalities

Website
- Basic project information, news and contacts to be published on the programme's server (template provided).
- Publish project information on organisations' websites

Posters and plaques
- Project information on the partners' premises
- Project information on sight.

Photos
- Take photos of project activities (now it is a good time to take 'before photos')
- Submit 5-10 photos, including before and after photos, to the MA

Events
- Participate in the events organised by the programme,

KARELIA
CBC // Cross-border cooperation

Social media

Inform the MA on your social media accounts.

Follow the programme:
Twitter: twitter.com/kareliacbc
Facebook: facebook.com/KareliaCBC
Vkontakt: vk.com/kareliacbc

Set up financial administration

Practical information to be given on the finances work group.

Preinformation form

The last sheet of the preinformation form to be filled in and submitted to the MA as an annex to the first project update (if not earlier).

Auditor

If the auditor is not yet chosen, begin the search early enough.

Promas

Define the user rights for partners (read, read and write or none?)

- If partners have also writing rights make sure everybody knows what they are supposed to do.

    For example: Writing rights technically enable the partner to submit a request for change. Even it is technically possible they should never do it.

- The partner is given KAxxxx ID for logging in. Partner's KA-number is not needed and should not be used in project reporting .

KARELIA

CBC // Cross-border cooperation

Promas

Project management
includes the functionalities
needed in the
implementation phase:
reporting, payments etc.

Promas

Project summary

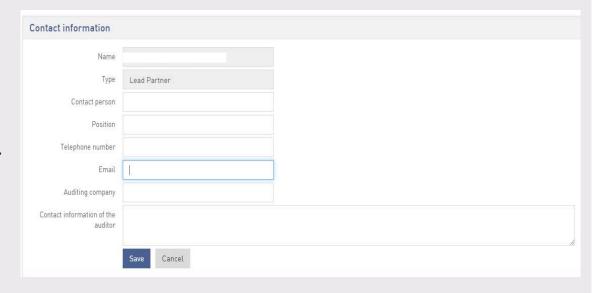includes different kind of practical information on the project.

KARELIA

CBC // Cross-border cooperation

Promas

Project summary - partners

Update contact information (=who really knows about the project) for each partner when project starts AND always when there are changes.
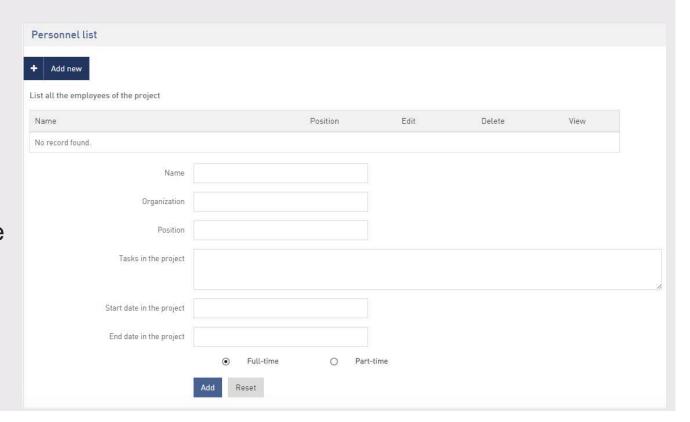
Managing Authority is your friend

- If something is unclear or you need help – ask.

- If something needs to be changed – contact your coordinator.

- If everything goes perfectly and you are doing great job – tell us!

Good luck!