

# SUBSIDY CONTRACT No. 15-344

Vilnius

2020-11-10

This Subsidy Contract on implementation of the project *Protection and support for cross border communities* No LT-PL-5R-352 (hereinafter – the Project), approved by decision of the Joint Monitoring Committee (hereinafter – JMC) of the (Interreg V-A) Lithuania–Poland cooperation Programme (hereinafter – the Programme) of July 24<sup>th</sup>, 2020, is signed by:

**The Ministry of the Interior of the Republic of Lithuania**, acting as the Managing Authority of the Programme (hereinafter – the **Managing Authority**), represented by

*The Chancellor of the Ministry Valdemaras Urbanas*

and

**Lazdijai district municipality firefighters office** (hereinafter – the **Lead Beneficiary**), represented by the head Marius Varnelis

(hereinafter jointly named – the **Parties**).

## § 1

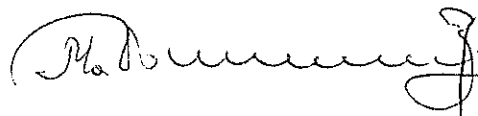
### SUBJECT OF THE SUBSIDY CONTRACT AND LEGAL FRAMEWORK

- 1.1. The Managing Authority undertakes to allocate funds from the European Regional Development Fund (hereinafter – ERDF) for the Project implementation as it is indicated in paragraph 2.2 of this Subsidy Contract in the terms and conditions set out in this Subsidy Contract; the Lead Beneficiary (hereinafter – LB) undertakes to carry out the Project according to the provisions of this Subsidy Contract.
- 1.2. The LB shall ensure that the Project is implemented and managed in accordance with this Subsidy Contract, Programme Manual and the valid regulations and rules as well as the horizontal policies of the European Union (hereinafter – EU), other Programme documents and valid national legislation.
- 1.3. Respective country's national rules applicable to the LB and Project Beneficiary/-ies (hereinafter – PB) of the Republic of Lithuania and the Republic of Poland.

## § 2

### PROJECT BUDGET

- 2.1. In accordance with the decision of the JMC the total eligible Project budget is maximum 647.783,30 EUR [six hundred forty seven thousand seven hundred eighty three euros and thirty eurocents].
- 2.2. A maximum amount of 550.615,79 EUR [five hundred fifty thousand six hundred fifteen euros and seventy nine eurocents] but not more than 85 per cent from the total eligible Project budget shall be allocated to the Project implementation by the Managing Authority from the ERDF.



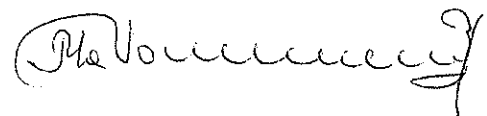
- 2.3. Not less than 15 per cent of the total eligible Project budget shall be allocated to the Project implementation by all Project Beneficiaries (hereinafter – PB).
- 2.4. Costs for the Project can be incurred within the Project implementation period as indicated in paragraphs 3.1.1 and 3.1.2 of this Subsidy Contract.
- 2.5. Disbursement of the ERDF funds for the Project implementation is subject to the condition that the national 1<sup>st</sup> level control process as well as the certification by the Managing Authority have been carried out adequately.
- 2.6. If the European Commission fails to make ERDF funds available to the Programme for whatever reason, the Managing Authority is entitled to withhold payments for as long as is needed or, as an ultimate tool, to terminate this Subsidy Contract.

### **§ 3 PROJECT DURATION**

- 3.1. Project implementation period is defined as follows:
- 3.1.1. Project starting date is: October 1<sup>st</sup>, 2020;
  - 3.1.2. Project end date is: December 31<sup>st</sup>, 2021;
  - 3.1.3. Project duration 15 months.
- 3.2. Project implementation activities must start and must be finalised and all related costs must be paid until Project end date indicated in paragraph 3.1.2. of this Subsidy Contract.

### **§ 4 REPORTING AND PAYMENTS**

- 4.1. Only the LB is entitled to request payment of ERDF funding. The LB may only request the refund of the Project eligible expenditures providing proof of progress of the Project as described in the approved Project application (Annex 2 to this Subsidy Contract) on the basis of the Consolidated Progress Reports (consisting of the activity report, financial report and application for payment) submitted to the Joint Secretariat (hereinafter – JS). The Consolidated Progress Reports shall be prepared in English.
- 4.2. The LB must observe detailed instructions for filling in and submission of the Consolidated Progress Reports as laid down in the Programme Manual approved by the JMC.
- 4.3. The LB shall ensure that the expenditure and activities of the PBs have been verified by the appropriate bodies executing the First level control functions in accordance with EU, Programme and national requirements and to prepare each Consolidated Progress Report on the basis of the Progress Reports provided by PBs.
- 4.4. The LB has to submit Consolidated Progress Report to the JS no later than 75 (seventy five) days after the end of the reporting period within the timeframe laid down in the Project reporting schedule (Annex 4 to this Subsidy Contract).
- 4.5. If the documents are prepared improperly, the LB undertakes to eliminate any inconsistencies detected by JS in the Consolidated Progress Report and Progress reports and newly submit corresponding documents by the day set by the JS.
- 4.6. The Managing Authority undertakes to evaluate the Consolidated Progress Reports, indicated in paragraph 4.1. of this Subsidy Contract in 10 (ten) working days from the day of receiving the approved documents from the JS and:
- 4.6.1. if the documents are prepared properly, to approve the Consolidated Progress Report;
  - 4.6.2. if they are prepared improperly or not all documents proving the eligibility of expenses are submitted, or it is not possible to make a conclusion that the incurred expenses are eligible according to the supplied documents, via the JS to inform the LB about the detected inconsistencies in writing and to set the term for the elimination of inconsistencies



and submission of the corresponding documents. Newly submitted documents are analysed under procedure specified in paragraph 4.6 of this Subsidy Contract.

4.7. The Managing Authority is entitled to withhold any ERDF payment until all unclear issues related to the implementation, management and reporting of the Project are clarified and is also entitled to deduct any ineligible cost found during the certification process and as a result proportionally reduce the ERFD funding of the Project.

4.8. The Managing Authority undertakes within 10 (ten) working days after approval of the documents mentioned in paragraph 4.6 of this Subsidy Contract to issue the payment to the LB of approved ERDF funding amount.

4.9. Payments of ERDF funds to the LB will be made on a reimbursement basis and no advance payments can be made from the Programme.

4.10. The ERDF funds will be disbursed in Euro only and transferred to an account indicated by the LB. Any exchange rate risk will be borne by the LB.

4.11. In duly justified cases the LB can ask the Managing Authority via the JS for postponement of the deadline for submission of a Consolidated Progress Report submitting to the JS a reasoned request in written for postponement not later than 2 (two) weeks before the actual deadline for submission of the given Consolidated Progress Report.

4.12. In case the request described in paragraph 4.11 of this Subsidy Contract appears, Managing Authority will reply in written via the JS within 5 (five) days after receiving it, setting up the new deadline for submitting the given Consolidated Progress Report. The provisions of paragraph 6.2.2 of this Subsidy Contract will be applied accordingly.

4.13. In duly justified cases, particularly if the Programme facing the de-commitment risk resulting from the n+3 rule, the Managing Authority is entitled to address the LB to submit additional Consolidated Progress Reports, on the terms and conditions specified by the JMC.

## § 5

### OBLIGATIONS OF THE PARTIES

#### 5.1. The LB undertakes of its own and the PBs:

5.1.1. full legal and financial responsibility towards the Managing Authority for the implementation of the Project;

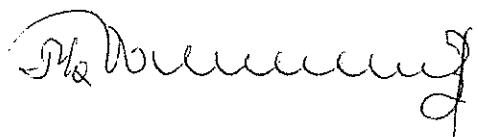
5.1.2. to represent all PBs participating in the Project and to guarantee that the LB has established with the PBs the division of the mutual responsibilities in the Partnership Agreement. LB furthermore guarantees that the Partnership Agreement complies with all requirements under the legal framework, which applies to the LB and the PBs; the LB is directly responsible for forwarding all relevant information, documents and guidance given by the Managing Authority to the PBs;

5.1.3. to establish and maintain the Project management and accounting system that allows the LB and PBs to implement the Project activities with the requisite care, reliability and efficiency in the use of the Project's resources, transparency and diligence and to establishing adequate Project monitoring and evaluating system that ensures timely achievement of Project outputs and results in a proper quality;

5.1.4. to ensure that the Project funds have been used only for the purpose of implementing the Project and corresponds to the activities and budget described in the Project application approved by the JMC and agreed between the LB and the PBs;

5.1.5. to ensure that the funds specified in paragraph 2.3 of this Subsidy Contract will be assigned for the Project implementation;

5.1.6. to prepare and timely submit documents and information referred to in paragraph 4 of this Subsidy Contract;



5.1.7. to ensure keeping in line with the eligibility, public procurement, state aid rules as mentioned in the Programme Manual as well as with the other legislation of the EU and of the respective country the LB is based in;

5.1.8. to inform the Managing Authority immediately in cases when State aid is appropriated;

5.1.9. to transfer the ERDF funds to the PBs participating in the Project as soon as possible after receiving payments from the Managing Authority. To provide the information about such transfer to the Managing Authority via the JS within 5 (five) days after transactions to the PBs are made (including the final payment);

5.1.10. to ensure that the ownership of any outputs and results produced during the Project implementation remains with the LB or PBs for at least 5 (five) years after the Project end date;

5.1.11. to ensure that all estimated revenue during the Project and within the period of 5 (five) years after the Project end date shall be calculated and deducted from the Project's eligible expenditure in the final Consolidated Progress Report at the latest. If it is impossible to calculate in advance revenue generated within 5 (five) years of the completion of a project – reports on such revenue shall be submitted annually to the Managing Authority via JS during the 5 (five) years period or once at the end of this 5 (five) years period and the revenue gained has to be returned to the account indicated by the Managing Authority within the terms set by the Managing Authority. Provisions of this paragraph are applied only to projects exceeding 1 000 000 EUR;

5.1.12. to ensure that all the Project expenditure and revenues gained by the LB and the PBs from the Project are recorded in relevant accounts and is identifiable, verifiable and backed by original invoices or other accounting documents of equivalent value;

5.1.13. to fulfil responsibilities of the beneficiaries specified in the Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 and in particular Annex XII of this regulation and to ensure that the PBs comply with this provision as well;

5.1.14. to ensure that all documents related to the Project implementation are stored in a safe and orderly manner by the LB and the PBs at least 5 (five) years after the final payment has been paid to the LB;

5.1.15. to inform the Managing Authority via JS in writing about any changes of its own or PBs legal addresses, names and contacts of Project coordinator and Project financial manager in 10 (ten) working days after the day the changes came into existence;

5.1.16. to request the JS for changes in Project implementation according to the provisions of Programme Manual and provide all documents related to the changes in Project implementation to the JS;

5.1.17. to submit upon request all documents related to the Project implementation and other necessary information to the Managing Authority, JS and other competent authorities responsible for the implementing and monitoring of the Programme or their authorized representatives and also to ensure the conditions to carry out Project inspections *in situ*;

5.1.18. to inform immediately the Managing Authority via JS in writing about any circumstances that may affect the results of the Project implementation, Project procrastination or improper implementation;

5.1.19. liability for all the actions undertaken by the PBs, which cause a violation of the obligations under this Subsidy Contract;

5.1.20. to return the paid ERDF funds that were used infringing the provisions of this Subsidy Contract and European Union as well as national legal acts under terms and conditions specified in this Subsidy Contract and in accordance with the Partnership Agreement.



**5.2. The Managing Authority undertakes:**

5.2.1. to allocate the ERDF funds indicated in paragraph 2.2. of the Subsidy Contract for the Project implementation under the terms and conditions specified in this Subsidy Contract;

5.2.2. to check how the LB is following the obligations assumed in this Subsidy Contract;

5.2.3. to make decision on the LB request specified in paragraph 4.11. of this Subsidy Contract and to inform the LB via JS about the decision made in writing within 10 (ten) working days after the day of receiving this request;

5.2.4. to carry out the control of the use of the ERDF funds by the LB and other PBs;

5.2.5. when presenting information about the Project publicly, to specify:

5.2.5.1. the name of the Project;

5.2.5.2. the name of the LB and PBs organisations;

5.2.5.3. the Project summary;

5.2.5.4. the start and the end date of the Project;

5.2.5.5. total eligible expenditure allocated to the Project;

5.2.5.6. the sums of funds allocated to the Project by the ERDF and by the LB and PBs for the Project implementation and their ratio;

5.2.5.7. the location (locations) of the Project implementation;

5.2.5.8. the name of category of intervention for the Project.

**§ 6**

**NON-FULFILMENT, LIABILITY AND TERMINATION OF THE SUBSIDY CONTRACT**

6.1. In case the LB does not fulfil or fulfils the terms and conditions of this Subsidy Contract improperly, the Managing Authority shall be entitled to demand from the LB to eliminate the violations of the Subsidy Contract within the terms set by the Managing Authority and to suspend the performance of its contractual obligations for this time period.

6.2. The Managing Authority may terminate the Subsidy Contract and/or to demand repayment of ERDF amounts already paid to the LB in full or in part, after prior consultation with JMC by informing the LB about termination of the Subsidy Contract in writing before 10 (ten) working days, if:

6.2.1. the LB or PBs has received the ERDF funds after presenting incorrect, deceitful or incomplete information which influenced the legality of the Project implementation;

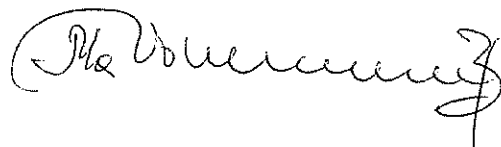
6.2.2. the LB has failed to submit required reports or proofs, or supply necessary information, provided that the LB has received a written reminder setting an adequate deadline and explicitly specifying the legal consequences of a failure to comply with requirements, and has failed to comply with this deadline;

6.2.3. the LB does not eliminate the violations of this Subsidy Contract by the day which was set by Managing Authority as it is indicated in paragraph 6.1. of this Subsidy Contract;

6.2.4. a precondition for the approval of the Project (e. g. minimum number of project partners) is no longer fulfilled;

6.2.5. it is not and will not be possible to implement the Project in due time;

6.2.6. the ERDF funds allocated for the Project implementation were used in breach of provisions of this Subsidy Contract, national and / or European Union legal requirements;



6.2.7. the LB or PBs have impeded or prevented controls, audits or evaluations provided that the LB has received a written request setting an adequate deadline and explicitly specifying the legal consequences of a failure to comply with requirements, and has failed to comply with this deadline;

6.2.8. the LB is undergoing reorganization, liquidation, restructuring or bankruptcy procedures;

6.2.9. the LB or PBs committed in any act of fraud or corruption or are involved in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;

6.2.10. the LB has transferred its obligations (or part of them) arising from this Subsidy contract to any third party without a previous written consent of the Managing Authority.

6.3. If the Managing Authority according to the provisions of this Subsidy Contract demands repayment of ERDF amounts already paid to the LB in full or in part, the LB is obliged to transfer the appropriate amount within 1 (one) month from the date of receiving the Managing Authority's demand. Any delay in effecting repayment shall give rise to interest on account of late payment, starting on the due date and ending on the value day of actual repayment. The interest rate will be determined in accordance with Lithuania national law.

6.4. If any circumstances indicated in paragraph 6.2. of this Subsidy Contract occurs before the full amount of the ERDF funds as stipulated in paragraph 2.2. of this Subsidy Contract has been paid to the LB, payments may be deducted or suspended by the Managing Authority and there shall be no payment requests from the LB for the remaining ERDF amount.

6.5. If the European Commission terminates Programme funding, the Managing Authority is entitled to terminate the Subsidy Contract. In such a case the Managing Authority informs the LB about termination of the Subsidy Contract in writing before 10 (ten) working days; any claim made by the LB against the Managing Authority for whatever reason is excluded.

6.6. The Subsidy Contract may be terminated upon a written request from the LB if the LB refunds the ERDF funds together with interest calculated pursuant to the provisions specified in paragraph 6.3. In this case the interest shall be calculated and charged from the day the ERDF funds transfer to the LB.

6.7. The Subsidy Contract may be terminated as a result of a mutual agreement of the Parties.

6.8. Regardless the reason of the Subsidy Contract termination, the LB is obliged to ensure that all documents related to the Project implementation are stored in a safe and orderly manner by the LB and the PBs' for a period referred to in paragraph 5.1.14. of this Subsidy Contract.

## § 7

### FINAL PROVISIONS

7.1. This Subsidy Contract shall enter into force on the date the last of its Parties signs and shall be valid until the Parties fulfil all their obligations according this Subsidy Contract.

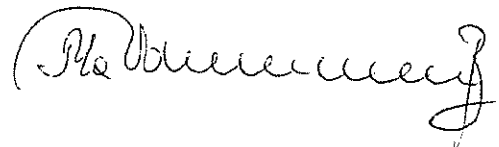
7.2. All communication on project implementation with the Managing Authority should be done via JS in English.

7.3. This Subsidy Contract is issued in English in 2 (two) originals.

7.4. This Subsidy Contract shall be interpreted and applied according to the laws of the Republic of Lithuania.

7.5. This Subsidy Contract may be amended and / or modified by a written consent of all the Parties. All amendments and modifications hereto shall form an integral part of this Subsidy Contract and shall be valid if made in writing, signed by the Parties or their authorized representatives and sealed.

7.6. This Subsidy Contract shall be amended if there are amendments in the provisions of the Legal acts and / or if new provisions of the Legal acts enter into force, providing for the



different procedure for assignment, usage and / or payment of the funds of the Programme for the Project implementation.

7.7. Disputes regarding implementation of this Subsidy Contract shall be settled by negotiations. In case of a failure to resolve any disputes by negotiations within 1 (one) month from the date the disagreement appeared, disputes, disagreements and claims shall be settled in courts of the Republic of Lithuania, jurisdiction place – Vilnius, if the laws do not stipulate for an exceptional jurisdiction.

7.8. Annexes to this Subsidy Contract:

Annex 1 – Copy of Decision of the Joint Monitoring Committee of the (INTERREG V-A) Lithuania – Poland Cooperation Programme on the approval of the Project;

Annex 2 – Project Application approved by JMC;

Annex 3 – Copy of signed Partnership Agreement;



Annex 4 – Project reporting schedule.

## § 8

### ADDRESSES AND OTHER LEGAL INFORMATION ABOUT THE PARTIES OF THE SUBSIDY CONTRACT

#### MANAGING AUTHORITY

#### LEAD BENEFICIARY

<p>Ministry of the Interior of Republic of Lithuania</p> <p>Šventaragio st. 2, LT 01510 Vilnius</p> <p>Phone: +370 5 271 71 54</p> <p>Fax: +370 5 271 85 51</p> <p>E-mail: bendrasisd@vrm.lt</p> <p>Institution code: 188601464</p> <p>VAT payer code: LT886014610</p> <p>Bank: Luminor Bank AS</p> <p>Bank code: 40100</p> <p>Account number: LT054010051004906954</p> <p>Name <i>Valdimas Urban</i></p> <p>Title <i>Chancellor of the Ministry</i></p> <p>Signature and stamp (if available) </p> <p>Place, date <i>2020 11 06</i></p>	<p>Lazdijai district municipality firefighters office</p> <p>Vilniaus st. 1, 67106 Lazdijai</p> <p>Phone: +370 687 88 586</p> <p>Fax: -</p> <p>E-mail: marius.varnelis@lazdijai.lt</p> <p>Institution code: 304151604</p> <p>VAT payer code: -</p> <p>Bank: Luminor Bank AS</p> <p>Bank code: 40100</p> <p>SWIFT code: AGBLLT2X</p> <p>Account number: LT034010051003677709 ✓</p> <p>Name Marius Varnelis</p> <p>Title Head</p> <p>Signature and stamp (if available) </p> <p>Place, date <i>LAZDIJAI, 12/10/2020</i></p>
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## **Annex No. 1**



Extract from

**THE MINUTES  
OF THE JOINT MONITORING COMMITTEE  
OF INTERREG V-A LITHUANIA-POLAND COOPERATION PROGRAMME  
24 July 2020  
virtual meeting**

**Chaired by Chairperson Ms. Deimantė Jankūnaitė,  
representative of the Ministry of the Interior of the Republic of Lithuania**

Project No.	LT-PL-5R-352
Project title	Protection and support for cross border communities
<b>SELECTED UNDER CONDITION(S)</b>	
<ol style="list-style-type: none"><li>1. Documents proving own contribution of both beneficiaries were not submitted. In case the project will be approved for funding, these documents should be provided during conditions fulfilment stage.</li><li>2. Project management activity in the action plan (part IV of the application form) should be marked as lasting till the end of the project duration.</li><li>3. As repair works and purchase of equipment are foreseen in the project, additional indicators relevant to these activities should be created in part II.7 of the AF.</li><li>4. Information about joint guide in part II.4 of the AF should be justified additionally, as it is not clear, how it would be elaborated jointly and what is the joint dimension of this guideline. Additionally, involvement of both beneficiaries should be clearly described.</li><li>5. Information about the involvement of both beneficiaries as well as the relevant division between them should be added to the indicator 3 Joint guide in part II.7 of the AF.</li><li>6. Partners meetings should be crossed out from the part II.7 of the AF.</li><li>7. All changes in part II.4 and II.7 should be applied to other parts of the AF (if relevant, e.g. part IV Action Plan) and its annexes (e.g. Partnership Agreement).</li><li>8. The number of planned to be produced gadgets is not matching in different parts of the application form – in parts II.7 and IV there are 880 units indicated, however, in parts II.4 and II.10 there are 980 units indicated. Clarification/correction should be provided.</li><li>9. Duplication of gadgets should be justified or decreased accordingly in part II.7 of the AF and other relevant parts, as well as in the Detailed project budget, as there are 220 participants planned in the project.</li><li>10. Partnership agreement is signed only by the lead beneficiary. However, declarations are signed properly by both beneficiaries. Therefore, in case the project is recommended for funding, properly signed partnership agreement with annexes should be submitted.</li><li>11. Calculation of flat rates for beneficiary 2 is made incorrectly – budget line 4.38 was not</li></ol>	

taken into account while calculating staff costs, therefore, flat rate in category 2 was calculated wrong accordingly. This crucial mistake made a huge impact while calculating the costs between beneficiaries, as well the total project value. Therefore, first of all corrections in the detailed project budget should be made and later on moved to the related parts of the application form. Total project value could be increased accordingly. Please make a relevant corrections also in all relevant parts of the AF.

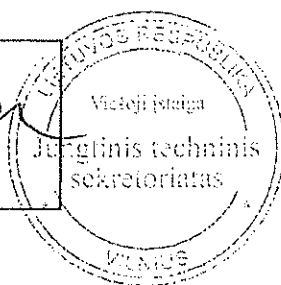
12. There are some spelling mistakes in the justification part of the detailed budget of the project, should be revised and corrected.
13. The budget lines 4.5 and 4.6. should be justified additionally or the value of preparation joint guideline should be decreased in both lines.
14. Numbering starting from budget line 4.6 is mixed, should be corrected.
15. Relevant offer for purchase of equipped firefighter car of budget line 5.2. should be provided with clear indicating of Euro/Polish zloty exchange rate.
16. The duplication of gadgets should be revised and the amount should be decreased in budget lines 4.37 and 4.38.
17. Detailed list of equipment to be purchased by LB within budget line 5.3. and relevant commercial offers should be provided, as the delivered ones do not sum up the value in the budget line.

Chairperson of the meeting

Deimantė Jankūnaitė

The copy is true

Director of the JTS  
Aukšė Bernadišienė



## **Annex No. 2**

# Interreg Lietuva-Polska

European Regional Development Fund



## APPLICATION FORM

(Interreg V-A) Lithuania-Poland cooperation Programme

The filled in Application Form should be submitted via e-mail.  
[application@lietuva-polska.eu](mailto:application@lietuva-polska.eu)

Joint Technical Secretariat  
Konstitucijos pr. 7, LT-09308 Vilnius, Lithuania

Tel.: +370 5 261 0477  
+370 6 143 2126  
+370 5 261 0477  
Fax: +370 5 261 0498  
E-mail: [info@lietuva-polska.eu](mailto:info@lietuva-polska.eu)

*Prisijunkite*  
*Marius Varnas*

*[Signature]*  
22.09.2020

Title of the project: (Max 100 characters)

Protection and support for cross border communities

Project acronym (optional):

Project title in national languages - Lietuviškai (Max 100 characters)

Pagalba ir apsauga pasienio bendruomenėms

Project title in national languages - Po polsku (Max 100 characters)

Ochrona i wsparcie dla społeczności transgranicznych

Project summary - English

Not more than 1,500 characters with spaces - actual number 1499

Natural disasters within Europe are more often a recurring emergency, with a significant cost in terms damage to the environment, infrastructure, the economy and sadly sometimes claiming human lives. Last year started new crisis - COVID-19 became most important disaster what still needs to be managed and controlled, and be prepared for next stage. As the coronavirus pandemic continues to take a global toll, cross border institutions looks at the firefighters, paramedics and other first responders who have fought, some lost their lives while providing the front line defense against virus. Firefighters are trained and equipped to handle anything thrown at cross border community, but COVID-19 has presented many new challenges to borderland emergency responders in the field. Lazdijai district municipality firefighters office and Tykocin municipality initiates joint project aimed to establish firefighters volunteer training center on borderland in Lazdijai, prepare premises, train volunteers, equip fire brigades, organize large scale cross border training for managing extreme crisis situation and prepare Joint guide for managing pandemic and extreme situation service. The project Protection and support for cross border communities aim is to increase cross border cooperation of the two cross border institutions in order to develop more integrated and better quality public services for fighting natural diseases, pandemic. Project duration is 15 month, project budget 647783,30 euro

Project summary - Lietuviškai

Not more than 1,500 characters with spaces - actual number

Project summary - Po polsku

Not more than 1,500 characters with spaces - actual number

Vieštininkas  
Marius Varnelis

22.08.2020

Signature:

## I. BASIC INFORMATION

## 1.1. Value of the project

	Total	%
Total cost of the project	847 783,30	100.00%
Total ERDF support	550 815,79	85.00%
Total beneficiaries contribution	97 167,51	15.00%

## 1.2. Project beneficiaries

Lead beneficiary institution	English:	Lazdijai district municipality firefighters office
	Lietuviškai:	Lazdijų rajono savivaldybės priešgaisrinė tarnyba
	Po polsku:	Straz Pozarny samorządu rejonu Lazdijai
Country	Lithuania	
County/Voivodeship	Alytus County	
Municipality/Powiat	Lazdijai district	

Legal form	budgetary institution		
Detailed information	Enterprise code	304151504	
	Address	Vilniaus street 1	
	Postal code	67106	City Lazdijai
	Tel. No.	37068788586	Fax No. -
	Institution e-mail	marius.varnelis@lazdijai.lt	
VAT	Entitled to VAT	Is not entitled	VAT payer No. -

Organization Procurement Status (applicable only for Lithuanian Beneficiary)	Purchasing organization according to the Lithuanian public procurement law
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Person authorized to sign the documents	Name	Marius	Surname	Varnelis
	Position in Lead Beneficiary institution	Head		
Contact person	Name	Marius	Surname	Varnelis
	Position in Lead Beneficiary institution	Head		
	Address	Vilniaus street 1		
	Postal code	67106	City Lazdijai	Country Lithuania
	Tel. No.	37068788586	Mobil.tel.No.	37068755886
	Fax. No.	-		
	e-mail	marius.varnelis@lazdijai.lt		

Marius Varnelis 22.03.2020

*[Signature]*

Beneficiary 2 institution	English:	Tykocin municipality
	Lietuviškai:	Tykocino savivaldybė
	Po polsku:	Tykocin gmina
Legal form		local public authority
Country		Poland
County/Voivodeship		Podlaskie Voivodeship
Municipality/Powiat		Białostocki
Commune		Tykocin

Beneficiary 3 institution	English:	
	Lietuviškai:	
	Po polsku:	
Legal form		
Country		
County/Voivodeship		
Municipality/Powiat		
Commune		

Beneficiary 4 institution	English:	
	Lietuviškai:	
	Po polsku:	
Legal form		
Country		
County/Voivodeship		
Municipality/Powiat		
Commune		

Beneficiary 5 institution	English:	
	Lietuviškai:	
	Po polsku:	
Legal form		
Country		
County/Voivodeship		
Municipality/Powiat		
Commune		

Wzrost: 22 09 2020  
Maria Farnell

Beneficiary 6 institution	English:	
	Lietuviškai:	
	Po polsku:	
Legal form:		
Country		
County/Voivodeship		
Municipality/Powiat		
Commune		

## 1.3. Programme priority and specific objective

4. Enhancing institutional capacity of public authorities and stakeholders and efficient public administration	✓
4.1 To increase cross-border cooperation of the institutions in order to develop more integrated and better quality public governance and public services in the CP area	✓

## 1.4. Project timing

Expected start date of the project activities	2020-10-01
Project duration (in months)	15

Viršminkas  
Marius Varnelis

22 09 2020

*[Signature]*



## II. DETAILED PROJECT DESCRIPTION

## II.1. Project location

Programme territory		Out of Programme territory
<input checked="" type="checkbox"/> Alytus county	<input type="checkbox"/> Etcki subregion	
<input type="checkbox"/> Marijampolė county	<input type="checkbox"/> Suwałski subregion	
<input type="checkbox"/> Kaunas county	<input checked="" type="checkbox"/> Białostocki subregion	
<input type="checkbox"/> Taurage county		
<input type="checkbox"/> Vilnius (except for City of Vilnius) county		

## II.2. Justification of the project

Not more than 5,000 characters with spaces - actual number 4983

Natural disasters within Europe are more often a recurring emergency, with a significant cost in terms damage to the environment, infrastructure, the economy and sadly sometimes claiming human lives. Last year started new crisis - COVID-19 became most important disaster what still needs to be managed and controlled. As the coronavirus pandemic continues to take a global toll, cross border institutions looks at the firefighters, paramedics and other first responders who have fought, some lost their lives while providing the front line defense against the deadly virus. Firefighters are trained and equipped to handle anything thrown at cross border community, but COVID-19 has presented many new challenges to borderland emergency responders in the field. These include a wide array of new and challenging medical cases, complex decontamination practices, and expanding challenges with target hazards in first-due response areas. Responding to healthcare occupancies of all varieties and sizes for fire alarms, odor investigations, and the occasional fire is not a new task for many fire departments, but the unique and ever-changing landscape of those occupancies present new realities and challenges for cross border partners to effectively do their job. Fire departments must be responsive to frequently changes and understand how those changes affect community response capability and plans. These changes may include the facilities' internal response to fires, the available access for equipment and firefighters, volunteers, changed initial extreme management/crisis plans, evacuation and support changes, and change in services for each location in the facility, to name just a few. These extreme management plans are site specific and may include as well patient evacuation, isolation, control of medical gases (oxygen, nitrogen, medical air, vacuum, nitrous oxide, and anesthetic gases), and even control of small fires, among others. With staff dealing with COVID-19 specific patients in special protective wards, equipment storages, and large numbers of personnel working from home, the facility may have less staff than normal to respond and handle those crucial functions. In that case, cross border partners initiates establishment volunteer training center on borderland in Lazdijai, prepare premises, train volunteers, equip fire brigades, organize large scale cross border training and prepare joint guide for managing pandemic and extreme situation service. Very important part during joint training and preparation of guidelines will be focuses on cross border civil protection cooperation. To fight pandemic, natural disaster, other crisis mostly have to be aimed at raising awareness and providing a framework for closer cooperation in civil protection in the fields of cross border early warning, coordination and logistical tools with a view to preventing or at least minimizing the consequences of disasters. The project will involve firefighters, volunteers, civil protection specialist, medical staff, extreme commission, local crisis staff members - key persons standing in front line for saving and protecting community people. Facing COVID-19 crisis biggest challenge for Lazdijai was that there was no trained and prepared for pandemic fire brigade volunteers. Risen problem can be solved during implementation of joint cross border project by sharing knowledge and experience. The Volunteer Fire Brigade Unit in Tykocin is a unit with a rich tradition. It was established in 1882. In 1995 it was incorporated into the National Rescue and Firefighting System. It currently has 61 members (including 9 women). The unit participates in rescue and firefighting activities: firefighting, flooding actions, road accidents, rescue actions of crisis management type - with the participation of live and dead animals and prevention and liquidation of natural disasters. The State Fire Service in Białystok has selected the Voluntary Fire Brigade in Tykocin as the Municipal unit to act against the crown of the COVID-19 according to the government guidelines. Fighting with pandemic, both partners needs equipment, as the one they have is outdated, cars produced in 1984. 1986 years can not serve full range as it is needed for response in COVID-19 situation. Project was developed jointly by both partners - organized online partners meeting, partners made the agreement on the project's main goal, tasks, activities, joint financing - both partners will contribute financially for implementation of project activities, joint team - by assigning experienced staff employees (project manager and financial manager from each partner) project's target groups for joint activities, publicity and promotion measures. Project supports and implements municipalities strategies plans for tourism development, increasing public services to protect and support communities. Project supports European Union strategy for Baltic Sea region PA Secure, HA Neighbours.

Vilnius

Mariusz Parnicki 22.09.2020

## II.3. Objectives of the project

Not more than 5.000 characters with spaces - actual number 4502

The general goal of the project is to increase cross border cooperation of the two cross border institutions in order to develop more integrated and better quality public services for fighting natural diseases, pandemic.

The main goal of the project is to protect and support local communities with joint alliance by improving firefighters volunteers training, organizing training for project target group and strengthening public services.

The main tasks target for this project main goal are:

- joint activities targeted at protection and support of a region: creation of firefighters volunteers training center, joint training, joint extreme commission members and related institutions, preparation of joint guide for managing pandemic and extreme situation; information in local media: newspapers, social networks.
- transfer of good practices between beneficiaries during joint activities implementation - during joint events partners organize partners meetings as well active participate in training;
- creating and promoting strengthened public services - joint guide for managing pandemic and extreme situation.

The project idea is to train firefighters volunteers, train extreme commission members and associated partners as one team facing pandemic, to create joint guide for managing pandemic and extreme situation based on theoretical knowledge, transferred 82 practice, advices, as well joint practical training.

The target group of the project are cross border communities, local authorities, firefighters, volunteers, extreme commission, local crisis staff members, police, medics. Indirect target group - in the project joint actions also will be involved NGO, business, social institutions, media, other local governmental and non governmental institutions.

The implementation of the project will allow cross border partners to develop new cooperation and experience exchange in developing joint working methods in protecting, supporting local communities. As practical knowledge and experience shared, cross border communities improve provision of cross border public services of safety and security, in responding to natural and man-made disasters COVID-19 pandemic.

The implementation of the project will influence positively cross border living conditions in regions, especially in cross border local municipalities what strengthens durable partnership and more responsive public services.

Project was developed jointly by all partners - partners meeting were organized online due COVID-19 pandemic situation, partners made the agreement on the project's subject, discussed the title, joint activities, indicators to be achieved, main objective, joint financing - partners will contribute financially for implementation of project activities (detailed financing is seen in detailed budget Annex 1); joint team - by assigning experienced staff employees (project managers, financial managers), project's target groups for joint activities (community members), publicity measures.

The project straightly implements strategic documents of both municipalities. Project supports and implements both municipalities strategies plans for provision of public services: safety and security of communities, support during extreme situation, quick and qualified response to natural, man-made disasters, as well new challenge - pandemic. Project supports European Union strategy for Baltic Sea region PA Secure. PA Secure activities are related to four areas: better risk assessment and crisis management, building up resilience and prevention towards emergencies and threats at the local level, enhancing effective cooperation in protecting human beings against criminal threats and preventing serious crime through developing efficient framework for law enforcement cooperation. Project straightly implements PA Secure first two areas. Project also implements HA Neighbours. It focuses on promoting dialogue and facilitating cooperation across the borders and with other neighbouring regions, thus enabling Baltic Sea region actors to find common solutions to mutual challenges and to seek synergies and links between various regions. As neighbours faces COVID-19 pandemic and they have to find joint solutions to protect and strengthen, support and prepare for similar extreme situations, crisis. The project has a key factor of success for the EUSBSR - during project integrated and coordinated governance of the crisis will allow to save future and lives for border communities.

Mr. Simonas  
Marina Varnas

22.09.2020

Pls. Simonas

## 11.4 Activities of the project

Not more than 5 000 characters with spaces - actual number 4989

**1. INVESTMENTS FOR STRENGTHENING CROSS BORDER SERVICES**

1.1. Development of physical infrastructure in cross border institutions for strengthening protection services, especially facing pandemic situation and other emergency situations. The task of this activity – to strengthen different institutions preparedness for pandemic, emergency situations by equipping and training. Main investments and prepared infrastructure for public cross border services in LB-1 – Viesėjai fire brigade premises repair works in Lazdijai district. Date and place: start on October, 2020, Lazdijai.

1.2. To implement procurement procedures, sign contracts, supervise works, services. Both partners shall organize procurement procedures for works, services, supplies. Both partners are responsible for it. The services for repair and construction works supervisions will be purchased. As well LB responsible for FLC services purchase. Purchased 26 unit of equipment LB-25, B2-1 Date and place: October, 2020, Lazdijai and Tykocin.

**2. CROSS BORDER INTEGRATION AND DIVERSITY IN FIGHTING JOINT CRISIS.**

2.1. Sharing of knowledge by deepening firefighters volunteer services. Sharing experience from B2, LB will prepare volunteer training program, provide training for managing extreme situations together. Joint training 5: LB-3, B2-3; total 120 participants, 10 in each training per partner. LB-60, B2-60. Date and place: March, 2021, Lazdijai and Tykocin

2.2. Joint training for firefighters, trained, volunteers, civil protection specialist, medical staff, extreme commission, local crisis staff members. Total 2: LB-1, B2-1; 100 participants total, 25 in each event from each partner. LB-50, B2-50. Date and place: April 1, 2021, Lazdijai and Tykocin

2.3. Joint guide for managing pandemic and extreme situation services. Joint guide with recommendations for different crisis's (for example based on experience of fighting COVID-19, fire of fires in neighboring municipality when joint allies services were needed: fire on Bietra National Park, medical rescue, assistance during road collisions), would be created by partners during joint meetings and events. These guidelines be in e-version in USB (no paper waste), open presentation to council members, local crisis staff members, other social partners; as well preparation of ppt presentation, so it could be disseminated and widely multiplied. It will be presented to Association of Lithuanian Local Authorities, as well to all municipalities sent via emails, other social partners. Jointly prepared, LB-1 Date and place: March, 2021, Lazdijai and Tykocin

**3. PROJECT MANAGEMENT ACTIVITY**

Procurement procedures will be implemented, as well FLC services purchased of LT partner (LB-?)

Joint project staff will implement foreseen activities. The partners meeting will be organized during joint meetings: LB during activities 2.1., 2.2.; B2 during activities 2.1., 2.2. (total 6 meetings both partners responsible to organize partners meetings) Total 6 partner meetings. LB-3, B2-3. Date and place: start on October 2020, Lazdijai, Tykocin.

**4. INFORMATION AND PUBLICITY ACTIVITY.**

4.1. To publish articles. The aim of this activity – widely present protection and support public services and joint events. 2 articles with pictures from events, interview /quotes of participants will be published in paper or electronic newspapers for promoting project, partnership, public services. All information about each activity will be placed in both partners web sites, at least from each partner 4 press releases. Total 10, in that amount 2 articles: LB-1, B2-1; and 8 press releases in websites or Facebook. LB-4, B2-4. Date and place for all information and publicity activities, start on January 2021, Lazdijai, Tykocin

4.2. To purchase promotional gadgets. The aim of this activity – to inform project participants and promote project. The gadgets for all partners for cross border participants, project activities guests, partners, during joint activities. All gadgets items will be marked with Interreg logo and functional area logo. Total 4 (440 copies) Date and place: start on January 2021, Lazdijai, Tykocin

LB: 1 linen/eco face mask (total copies 110 units), 1 T-shirt with logo (total copies 110 units)

B2: 1 eco coffee mug (total copies 110 units); 1 eco notebook with eco pen (total copies 110 units)

4.3. To place stickers and A3 posters, memory plate. Before after finalization of works memory plate will be hanged on the Viesėjai firefighters unit, as well A3 poster in the premises during all project implementation period, stickers on purchased equipment. Total 3: LB-2, B2-1. Date and place, start on January 2021, Lazdijai, Tykocin

**5. CLOSURE ACTIVITY.**

The project activities will be implemented during 15 month (12 month and 3 month) is foreseen for closure activities). Responsible for joint implementation and financing both partners.

Detailed information about activities, target group and indicators division in Annex 22.2.

Prisijunkite

Marius Varnas 22.03.2020

## II.5. Cross-border impact

Not more than 2,000 characters with spaces - actual number 1762

Project will cause the positive cross border impact:

1. Implemented joint project and strengthened provision of public services. Jointly events will be organized. Both partners will purchase equipment. LB open volunteers training center, create joint guide, that be promoted at least 5 years for cross border communities. The financing for sustainability of equipment, volunteers center will be foreseen in each partner institutions budget each budgetary year. As well partners will participate in 2021-2027 EU financed projects for investing into functional area infrastructure.
  2. Economic impact. The private companies will participate in tenders, will have possibilities to employ people, pay taxes from signed services, supplies contracts. Private companies will be involved directly for providing other related services (catering). The image of active secure and open for communities cross border regions will allow potential investors to open new business because of living and working environment will be more safe and supportive.
  3. Social impact. Community members will be social responsible and more active in taking joint decisions. Being active and responsible there will be more possibilities for providing better quality public services for local communities.
  4. Environmental impact. The meeting, training materials will be used from recycled paper, gadgets from environment friendly materials. These factors will therefore impact on the sustainable development of cross border regions.
- Cross border municipalities will benefit from cross border cooperation as institutions by sharing experience, creating joint guide, gaining new methods on implementing joint actions for cross border communities, strengthening provision of public services.

## II.6. Ways of cooperation

Joint development of the project Relevant for the project ☒ Yes

Not more than 2,000 characters with spaces - actual number 1099

The Project was prepared and developed together by partners. Municipalities already have experience by implementing different EU financed and cross border projects. This joint project is new start for new partnership as functional area. During started partnership, it was exchanged experience, participated in each other local events and discussed different ideas for joint actions in the field of protection, support, safety of the local community and increasing knowledge, experience on fighting crisis. Partners after last meeting prepared the project application and related annexes together. All planned works were exchanged via emails, Zoom conferences aimed already for preparation of documents, planning on events, results, joint actions. Partners jointly contributed their experience, expectations and knowledge about cooperation and joint actions to be implemented. The activities, partners duties and the time for project implementation were described and clearly defined. In projects' case, the cross border impact is the next stage for cross border joint public services development.

Joint implementation Relevant for the project ☒ Yes

Not more than 2,000 characters with spaces - actual number 1112

Every planned project activity has joint implementation in cooperation between partners, by balancing division of tasks and responsibilities. As both partners have experience in crisis management and development, partner will transfer their knowledge, experience and help needed to implement foreseen activities. B2 transfer experience and knowledge to LB by opening volunteers training center, organizing joint training. Joint actions are foreseen, where each of partner will share responsibilities for creating joint guide. Division of tasks and responsibilities between project partners is balanced and clearly defined in the action plan, partnership agreement. All partners meeting will be organized during joint events - to share and to discuss on the action spot what was achieved, what are rising problems or maybe new challenges. So in that case implementation team, target group representatives and project participants will be always in live action. Also all communication between partners, discussion, solving difficulties if such be, will be assured via phone calls, Skype, emails, Zoom conferences.

MPKINIKAS  
Marius Varnelis

22.09.2020

Joint staffing

Relevant for the project

☒ Yes

Not more than 2,000 characters with spaces - actual number 1135

The project partners have adequate staff to implement the project. 6 partners meetings are planned to organize for detail discussion on ongoing events, tasks, duties. In the project partners meetings will participate at least 2 staff employees from each partner. Meetings of the project will be for discussing main indicators, the reporting and other important questions. The project team is well experienced and qualified, while already implemented LT-PL projects. Project managers and financial managers from all beneficiaries well know the LT-PL cooperation programme project implementation rules, requirements, reporting forms, accountancy, publicity requirements and other related issues for successful project implementation. Each partner will be responsible for his own public procurement procedures, implementation for joint events on their country, project publicity, preparation of the reports, accountancy. Project staff has clearly defined tasks and divided functions. Additionally LT beneficiary will purchase FLC services, LB will be responsible for consolidated reports and transfers of payments, overall supervision.

Joint financing

Relevant for the project

☒ Yes

Not more than 2,000 characters with spaces - actual number 472

Cross border partners will finance all foreseen project activities. All partners will financially contribute in implementing foreseen actions: creating joint guide, organizing joint training, purchasing gadgets, participating in partners meetings. During implementation there are foreseen services that one partners initiates joint procurement, other partner just pay separate invoices. The procurement procedures will be organized separately according each partner law.

Viršūninkas  
Marius Šturmulis

22 09 2020

M. Šturmulis

## 11.7 Project output and result indicators

ID	Result Indicators	Contribution	Description
1.1.R.1.	Number of tourists accommodated in the Op territory		
2.1.R.1.	Share of newly established business entities in relation to the total number of registered business entities		
2.2.R.1	Registered unemployment rate		
3.1.R.1	People at risk of poverty or social exclusion		
3.1.R.2.	Population perceiving an unmet need for health care		
4.1.R.1.	Share of institutions benefiting from cross-border cooperation	Positive	two institutions strengthened for fighting COVID-19 pandemic and implementing joint initiatives

ID	Output Indicators	Value	Description	Division between beneficiaries
1.1.O.1.	Number of heritage sites developed or adapted			
1.1.O.2.	Number of joint tourism routes developed			
1.1.O.3.	No of natural and cultural heritage objects and related products promoted			
2.1.O.1	Number of new or upgraded joint (or promoting cooperation) services for business			

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22.09.2020

Signature:

B53 301 003

## 1001

Signature: M. Tolmachev

853 301 403

### Signature:

## Protection and support for cross border communities

1003

No	Other indicators	Value	Description	Division between beneficiaries
4	Equipment for protection and support	26	Firefighters cars, equipment for volunteers training center and protection of civils	LB-25, B2-1
5				
No	No of outputs	No of copies	Description	Division between beneficiaries
Press articles and press releases	10	10	2 articles with pictures from events will be published for presenting public services. All information about each activity will be placed in partners web sites, at least from each partner 4 press releases	2 articles LB-1; B2-1 5 press release: LB-4; B2-4
TV and radio broadcasting				
Leaflets, brochures and flyers				
Gadgets	4	440	400000 leaflets, brochures, flyers, posters, T-shirts, pens, stickers, etc. will be distributed to the public. 400000 leaflets, brochures, flyers, posters, T-shirts, pens, stickers, etc. will be distributed to the public. 400000 leaflets, brochures, flyers, posters, T-shirts, pens, stickers, etc. will be distributed to the public.	25 articles from 10 articles LB-1; B2-1 25 articles from 10 articles LB-1; B2-1 25 articles from 10 articles LB-1; B2-1
Newsletters				
Websites				
Stands, billboards, memory plates	3	3	1 memory plate in volunteers training center, 2 A3 posters placed in partner premises	LB-2, B2-1

Project leader

Vladimir Kozlov

22.08.2022

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B53 301 003

Signature



## II.8. Horizontal principles

## Sustainable development

Not more than 2,000 characters with spaces - actual number 996	Relevant for the project	Neutral
<p>Sustainable development will be assured by keeping balance between economic, social and environment impacts: cross border joint actions for strengthening public services; sharing knowledge and experience during joint training; the financing for maintaining the created infrastructure will be approved in municipality's budget each budgetary year; the private companies will participate in tenders, will have possibilities to employ people, pay taxes from signed services, supplies contracts, directly get benefits from secured areas; the image of innovative, safe, secured regions will allow potential investors to open new business because of living and working environment will be more attractive; community members will have efficient public services in cross border municipalities. The project respects the Lithuanian and Polish policy and rules on environment protection and sustainable development. By reducing printing materials, information will be distributed to participants by emails.</p>		

## Equal opportunities and non-discrimination

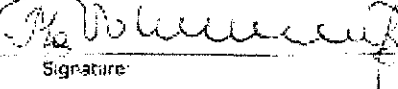
Not more than 2,000 characters with spaces - actual number 1518	Relevant for the project	Neutral
<p>Project participants, community members will have equal access to the opportunities and benefits from joint cross border project implementation. The selection of employees for joint actions will be assured and taken all measures to prevent any discrimination on the basis of sex, race, ethnic origin, religion or beliefs, age or sexual orientation. The same rules will be applied for selection of lecturers for workshops by keeping principles of equal opportunities and nondiscrimination. These principles will be implemented during all foreseen project activities: public procurements procedures, partners meetings, cross border joint events. New tourism route will be accessible for disadvantage people: disabled, minorities, elderly, kids, youth. It will be used on free basis to all community members.</p> <p>The concept of equality and nondiscrimination in accordance with Council Regulation 1083/2006 Article 16 means prevention of any discrimination on grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation. The implemented project takes into account the principles of equal opportunities policy. The project is in line with the policy of equal opportunities because the direct and indirect effects of the implementation of the project will be used for all groups. Project will contribute to development of equal opportunities since participating in all joint events will give opportunity for all partners, municipalities employees, community members, NGO, tourists.</p>		

## Equality between men and women

Not more than 2,000 characters with spaces - actual number 1044	Relevant for the project	Neutral
<p>Equality between women and men is a fundamental principle of the European Union enshrined in the Treaties and is one of the objectives and tasks of the European Union, and that mainstreaming the principle of equality between women and men in all its activities represents a specific mission for the Union, by the promotion of the equal participation of women and men in decision-making at all levels and in all fields, in order to make full use of all talents. During the project implementation the equality between men and women will be ensured. The project will follow the principle of equality between men and women throughout all stages of project implementation, including preparation of application, implementation of procurement procedures, implementation of joint events: training, partners meetings. Project implementation ensures equal access regardless of age, gender or other factors. Active partnership policy, communication will include partners in all phases of planning, implementation, monitoring and evaluation of the project</p>		

Ministry of Education and Science  
Ministry of Culture

22.09.2020

Signature: 

### II.9. Information regarding contribution to EU / national / regional strategies, including European Union Strategy for the Baltic Sea Region (EUSBSR)

Policy area/Horizontal action PA Secure

Not more than 2,000 characters with spaces - actual number 1748	Project shall contribute to EUSBSR	Yes
<p>Project supports European Union strategy for Baltic Sea region PA Secure. PA Secure activities are related to four areas: better risk assessment and crisis management, building up resilience and prevention towards emergencies and threats at the local level, enhancing effective cooperation in protecting human beings against criminal threats and preventing serious crime through developing efficient framework for law enforcement cooperation. Project straightly implements PA Secure first two areas. Project also implements HA Neighbours. It focuses on promoting dialogue and facilitating cooperation across the borders and with other neighbouring regions, thus enabling Baltic Sea region actors to find common solutions to mutual challenges and to seek synergies and links between various regions. As neighbours faces COVID-19 pandemic and they have to find joint solutions to protect and strengthen, support and prepare for similar extreme situations, crisis. The project has a key factor of success for the EUSBSR - during project integrated and coordinated governance of the crisis will allow to save future and lives for border communities.</p>		

### II.10. Information and publicity measures

Not more than 3,000 characters with spaces - actual number 1606

#### Information and publicity measures:

4.1. To publish articles. The aim of this activity – widely present protection and support public services and joint events. 2 articles with pictures from events, interview /quotes of participants will be published in paper or electronic newspapers for promoting project, partnership, public services. All information about each activity will be placed in both partners web sites, at least from each partner 4 press releases. Total 10, in that amount 2 articles: LB-1, B2-1, and 6 press releases in websites or Facebook. LB-4, B2-4. Date and place for all information and publicity activities: start on January 2021, Lazdijai, Tykocin

4.2. To purchase promotional gadgets. The aim of this activity – to inform project participants and promote project. The gadgets for all partners for cross border participants, project activities guests, partners, during joint activities. All gadgets items will be marked with Interrag logo and functional area logo. Total 4 (440 copies). Date and place: start on January 2021, Lazdijai, Tykocin

LB: 1 linen/eco face mask (total copies 110 units), 1 T-shirt with logo (total copies 110 units)

B2: 1 eco coffee mug (total copies 110 units), 1 eco notepad with eco pen (total copies 110 units).

4.3. To place stickers and A3 posters, memory plate. Before after finalization of works memory plate will be hanged on the Velsiejai firefighters unit, as well A3 poster in the premises during all project implementation period, stickers on purchased equipment. Total 3: LB-2, B2-1. Date and place: start on January 2021, Lazdijai, Tykocin

Włoszczowski  
Marek Samolli

22.09.2020

## II.11. Sustainability (durability) of project results

Not more than 3,000 characters with spaces - actual number 1841

The project's results sustainability is secured:

1. Institutional and financial sustainability. All partners are financed by state and implements public administration services, what means that there will be institutional sustainability and durability for achieved results.
2. Technological sustainability. As it is planned at least 5 years to use purchased equipment, maintain volunteers training center, the supervision, maintenance and perspectives for investment.
3. Political sustainability. All partners have state's, regional and local strategic documents where is clearly described the public administration measures and achievement for it, fighting COVID-19 pandemic is supported by both states.

The created joint guide will be owned by cross border partners, further development will be assured from municipality's budget. The joint training will be widely described in web sites and it will be open for all people, media other actors.

The joint created guide will be placed in partners web sites, other public institutions, so any other municipalities could easily share the experience and multiple.

Provision of public services during extreme situations will be promoted and continued and financed from state budget.

Further development of firefighters volunteers training center will be financed from municipal funding. Cross border social partners, NGO and other community members will be involved into continuation actions and initiatives after ending the project. The created joint cross border joint guide for managing pandemic and extreme situation services. Joint guide with recommendations for different crisis's in cross border municipalities will be easily multiplied by others, as it will be accessible in the web sites.

Both partners will promote good practices and cooperation activities to other municipalities.

## II.12. Management of the project

Not more than 3,000 characters with spaces - actual number 1628

Project managers will be responsible for project procurement, publicity, communication with stakeholders, audit, works, services, supplies providers, supervision of contracts, implementation on joint activities, preparation reports.

Project financial managers will be responsible for project accountancy, payments, contracts supervision, communication with stakeholders, audit, preparation reports, publicity.

Project team will implement project as the project goes through a whole life cycle that includes defining the project objectives, planning the work to achieve those objectives, performing the work, monitoring and controlling the progress, and closing the project after receiving the final acceptance documents and audit certificate.

Project management will consist of: project scope management - to create work breakdown structure, project time management - to estimate activity resource, duration, develop and control schedule, project cost management - to estimate the cost, determine budget and control cost not overspending, project human resource management - acquire project team, develop and manage project team, project procurement management - to plan procurements, conduct, administer and close procurements, project risk management - identify risk, plan risk response, monitor and control risk, project communication management - to identify stakeholders, plan communication strategy, distribute it, report.

The main requirements for project manager are: knowledge of project management, performance - ability to use the knowledge to perform the project, personal effectiveness, attitude and leadership.

Veritas  
Marta Varela 22.09.2020



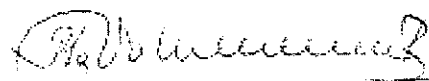
## II.13 Experience of beneficiaries in the field of EU funded or other international projects

Not more than 3.000 characters with spaces - actual number 505

LB implemented 1 joint cross border LT-PL project. B2 implemented 2007-2013 EU financed period over 20 different projects from social care to road building. It gave for all partners huge experience for project management, new knowledge for financing, public procurements, publicity actions. New EU financing period for 2014-2020 gave partners new possibilities to widen their knowledge and improve skills by implementing different initiatives in over 15 projects. As well as experience in LT-PL projects.

Virginikas  
Mariusz Paweł

22.09.2020



## III. PROJECT COSTS

III.1. Value of the project	Total	%
Total cost of the project	647 783,30	100,00%
Total costs out of programme territory	0,00	0,00%
Total ERDF support	650 615,79	85,00%
Total beneficiaries contribution	97 167,51	15,00%
Total costs for categories Equipment expenditure and infrastructure and works	549 131,85	84,77%

## III.2 Project costs by Beneficiaries

	Total eligible costs			ERDF support	Beneficiaries contribution		
	Total	Main programme territory	Out of programme territory		Total	Public	Private
Lazdijai district municipality firefighters office	356 837,43	356 837,43	0,00	303 311,81	53 525,62	53 525,62	0,00
Tytkocin municipality	290 945,87	290 945,87	0,00	247 303,98	43 641,89	43 641,89	0,00
Total	647 783,30	647 783,30	0,00	550 615,79	97 167,51	97 167,51	0,00

Beneficiaries  
Municipalities

22.09.2020



III.3. Project revenues

Relevance

No

Not more than 3 000 characters with spaces - actual number 3

n/a

Vršininkas

Marius Varnelis

22.09.2020

Application Form

853 301 003

Signature:

*M. Varnelis*

## IV. ACTION PLAN

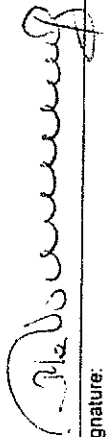
Activity		Beneficiaries involved	Output	Duration of the project																							
				Year I												Year II											
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	Investments for strengthening cross border services	Lead beneficiary, Beneficiary 2	Purchased 26 unit of equipment: LB-25, B2-1. Implementing 1 repair works of volunteers center premises. LB-1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Cross border integration and diversity in fighting joint crisis	Lead beneficiary, Beneficiary 2	Joint training 8 (LB-4, B2-4), participants 220 (LB -110, B2-110); Joint guide for managing pandemic and extreme situation services LB-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Project management activity	Lead beneficiary, Beneficiary 2	2 institutions implemented joint project (LB-1, B2 -1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Information and publicity activity	Lead beneficiary, Beneficiary 2	2 articles (LB-1, B2-1), 8 press release (LB-4, B2 -9) posters (440 copies) (LB-2 (220 copies), B2-2 (220 copies), 11 brochures), memory plate (LB-1), 2 A3 posters (LB-1, B2-1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Closure activity	Lead beneficiary, Beneficiary 2	1 joint project implemented by cross border partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## V. PAYMENT PLAN in total, EUR

Forecast payments	2020	2021	2022
	250 000	397 783,3	

Viršūninkas  
Marius Varnelis

22.09.2020



## VI. PROJECT BUDGET


Protection and support for cross border communities

Category of expenditure	Total eligible costs in EUR	Project beneficiary
<b>TOTAL PROJECT COSTS</b>	<b>847 783,30</b>	
<b>1. Staff costs</b>	<b>67 917,79</b>	
Staff costs for LB	31 823,99	Lazdijai district municipality firefighters office
Staff costs for B2	26 093,80	Tykecin municipality
<b>2. Office and administrative expenditure</b>	<b>8 637,66</b>	
Office and administration costs of LB	4 773,69	Lazdijai district municipality firefighters office
Office and administration costs of B2	3 814,07	Tykecin municipality

Attestation  
22.02.2020  
Municipality

*[Signature]*  
Signature



**Signature:** 

<b>5. Equipment expenditure</b>		<b>514 317,25</b>	
Equipped firefighter car and equipment for volunteers training and protection of civils		254 317,25	Lazdijai district municipality firefighters office
Equipped firefighter car		250 000,00	Tykocin municipality
<b>6. Infrastructure and works</b>		<b>34 814,60</b>	
Repair premises work for volunteer training center		34 814,60	Lazdijai district municipality firefighters office
n/a		0,00	Tykocin municipality
<b>7. Preparation costs</b>		<b>2 000,00</b>	

Presidential

Mariusz Paweł 22.09.2020

Application Form

853 301 003

Signature:

## VII. PROJECT BENEFICIARIES

Beneficiary 2 institution	English:	Tykocin municipality				
	Lietuviškai:	Tykocino savivaldybė				
	Po polsku:	Tykocin gmina				
Legal form	local public authority					
Country	Poland					
County/Voivodeship	Podlaskie Voivodeship					
Municipality/Powiat	Białostocki					
Commune	Tykocin					
Detailed information:	Enterprise code	9661773554				
	Address	11 Listopada street 8				
	Postal code	16-0808	City	Tykocin		
	Tel. No.	48857181627	Fax No.	-		
	Institution e-mail	sekretariat@umtykocin.pl				
VAT	Entitled to VAT	is not entitled	VAT payer No.	-		
Organization Procurement Status (applicable only for Lithuanian beneficiary)						
Person authorized to sign the documents	Name	Mariusz	Surname	Dudzinski		
	Position in beneficiary 2 institution	Mayor				
Contact person	Name	Karolina	Surname	Rojecka		
	Position in beneficiary 2 institution	Deputy of inspector				
	Address	11 Listopada street 8				
	Postal code	16-0808	City	Tykocin	Country	Poland
	Tel. No.	48856669322	Mobil. tel. No.	-		
	Fax. No.	-				
	e-mail	karolina.rojecka@umtykocin.pl				

Vytautas  
Mariusz Karnellis

22.08.2020

Signature:

## VIII. DECLARATION OF THE LEAD BENEFICIARY

Project title:

Protection and support for cross border communities

In the event of approval of the above mentioned project applying for assistance from the (Interreg V-A) Lithuania - Poland cooperation Programme I hereby certify that the Lazdijai district municipality firefighters office, listed as Lead beneficiary in Field 1.2 of the Application form will have amount of 356837.43 EUR for project implementation and out of this will provide the amount of 53525,62 EUR as beneficiary contribution to the (Interreg V-A) Lithuania -

I, the undersigned, also confirm that:

1. the information submitted in this application and its attachments is true;
2. submitting the application I am acquainted with all the requirements and restrictions regarding support granted, and aware of the responsibility and consequences if these requirements are not observed;
3. the project indicated in this application will be taken into life in the way indicated in this application and its annexes;
4. the project is in conformity with national and EU legislation and policies (i.e. in relation with: environmental protection; equal opportunities and non-discrimination; equality between men and women);
5. all the beneficiaries participating in the (Interreg V-A) Lithuania - Poland cooperation Programme project comply with the requirements to eligible beneficiaries described in the Programme Manual;
6. all beneficiaries listed in Field 1.2 are aware of the information presented in the application form and activities of the project and are committed to taking part in the project's activities;
7. I am aware that the lead beneficiary is directly responsible for the overall project and for the effective administration of the support granted;
8. the requested support is necessary to implement the project;
9. the project expenditures neither in whole, nor in part, has or will be double-financed from any other financial instrument (e.g. EU, international, national or regional). A double financing should be understood as the situation in which the same expenses, which will be financed from the grant received under the project has already been either financed from a loan or from a commercial loan obtained through a guarantee / guarantee from the Structural Funds, and the total amount of eligible expenditure submitted for support will exceed 100% of the eligible expenditure of the project;
10. no financial instruments have been used as advance financing of expenditures under the project;
11. the support received under the project will not be used for repayment of support received from financial instruments;
12. I will perform regular monitoring of project in order to ensure implementation of the project as stated in the application form and durability of the results within 5 (five) years after receiving final payment;
13. I will inform the Managing Authority and other institutions responsible for programme implementation (via Joint Secretariat) about all the changes or deviations in project implementation;
14. I agree that the project should be regularly monitored and checked and that authorised representatives from the EC, European Court of Auditors, Managing Authority, Joint Secretariat and other Programme institutions should perform various revisions and checks on spot related with project;
15. I undertake the obligation to keep all the documents related to the project at least 5 (five) year after the receiving the final payment;
16. I undertake to fulfil the requirements regarding information and publicity for support granted from EU;
17. upon the request of the Managing Authority, Joint Secretariat and other Programme institutions I agree to submit additional information (documents) allowing to evaluate intermediary or final project implementation reports;

Witnessed:  
Mariusz Varnas

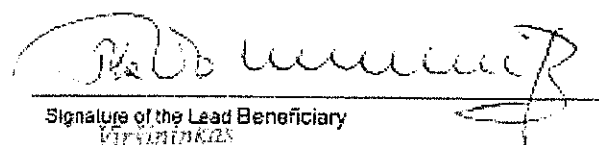
22.09.2020

Signature:

## VIII. DECLARATION OF THE LEAD BENEFICIARY

18. the project activities do not constitute State aid;  
19. Lazdijai district municipality firefighters office listed as lead beneficiary in the Field 1.1. of the Application form, is not entitled to the recovery of VAT.

I agree that the application form, including annexes are classified as public documents and permit to publish the personal information (name, address, telephone, e-mail provided in this application of the project lead beneficiary, other beneficiaries and Project Co-ordinators) on the Internet webpage [www.lietuva-polska.eu](http://www.lietuva-polska.eu)

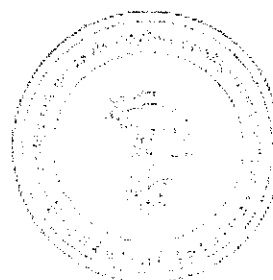


Signature of the Lead Beneficiary  
Varnalis

Marius Varnalis  
Name and title of the signatory

22.09.2020, LAZDIJAI  
Date and place

Official Stamp of the Lead Beneficiary



Varnalis  
Marius Varnalis 22.09.2020

## IX. DECLARATION OF THE BENEFICIARY

Project title:

Protection and support for cross border communities

In the event of approval of the above mentioned project applying for assistance from the (Interreg V-A) Lithuania - Poland cooperation Programme I hereby certify that the Tykocin municipality, listed as beneficiary No. 2 in Field I.2 of the Application form will have amount of 290945,87 EUR for project implementation and out of this will provide the amount of 43641,89 EUR as beneficiary contribution to the (Interreg V-A) Lithuania - Poland cooperation Programme project budget

I, the undersigned, also confirm that

1. the information submitted in this application and its attachments is true;
2. submitting the application I am acquainted with all the requirements and restrictions regarding support granted, and aware of the responsibility and consequences if these requirements are not observed;
3. my project part indicated in this application will be taken into life in the way indicated in this application and its annexes;
4. that my project part is in conformity with national and EU legislation and policies (i.e. in relation with: environmental protection; equal opportunities and non-discrimination; equality between men and women);
5. I am aware of the information presented in the application form and activities of the project and I am committed to taking part in the project's activities;
6. the requested support is necessary to implement my project part.
7. my project part expenditures neither in whole, nor in part, has or will be double-financed from any other financial instrument (e.g. EU, international, national or regional). A double financing should be understood as the situation in which the same expenses, which will be financed from the grant received under the project has already been either financed from a loan or from a commercial loan obtained through a guarantee / guarantee from the Structural Funds, and the total amount of eligible expenditure submitted for support will exceed 100% of the eligible expenditure of the project;
8. no financial instruments have been used as advance financing of expenditures under the project;
9. the support received under the project will not be used for repayment of support received from financial instruments;
10. I will perform regular monitoring of my project part in order to ensure implementation of the project as stated in the application form and durability of the results within 5 (five) years after receiving final payment;
11. I will inform the Managing Authority and other institutions responsible for programme implementation (via Joint Secretariat) about all the changes or deviations in implementation of my project part;
12. I agree that the project should be regularly monitored and checked and that authorised representatives from the EC, European Court of Auditors, Managing Authority, Joint Secretariat and other Programme institutions should perform various revisions and checks on spot related with project;
13. I undertake the obligation to keep all the documents related to the project at least 5 (five) year after the receiving the final payment;
14. I undertake to fulfil the requirements regarding information and publicity for support granted from EU;
15. upon the request of the Managing Authority, Joint Secretariat and other Programme institutions I agree to submit additional information (documents) allowing to evaluate intermediary or final project implementation reports.
16. Tykocin municipality listed as beneficiary No 2 in the Field I.1. of the Application form, is not entitled to the recovery of VAT.

I agree that the application form, including annexes are classified as public documents and permit to publish the personal information (name, address, telephone, e-mail provided in this application of the project beneficiary) on the Internet webpage [www.lietuva-polska.eu](http://www.lietuva-polska.eu).

Signature of the Beneficiary

Official Stamp of the Beneficiary

Name and title of the signatory

GMINA TYKOCIN  
ul. 11 Listopada 8  
16-050 Tykocin  
22/09/2020, TYKOCIN NIP 966-17-73-554

Date and place

Przewodnik  
Mariusz Krawiec

22-09-2020

## X. EXPERIENCE OF BENEFICIARIES IN THE EU CO-FINANCED OR OTHER INTERNATIONAL PROJECTS

## EXPERIENCE IN THE EU FUNDED PROJECTS

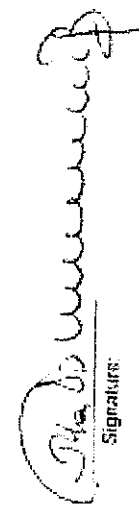
Programme	Project No / Name	Relevant beneficiary	Responsibilities in the project

## PROJECT LINKS TO OTHER PROJECTS FINANCED FROM EU OR OTHER PUBLIC SOURCES

Programme	Project No / Name	Relevant beneficiary	Short description of the project

Gratias  
Marius Hordas

22.09.2020



## XI. ACTION PLAN IN NATIONAL LANGUAGES

## VEIKLŲ PLANAS

	Veikia	Dalyvaujantys paramos gavėjai	Produktai	Projekto trukmė																							
				Metas I												Metas II											
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6																											
7																											
8																											

Pildantis

Marius Larmas

22.02.2020



Application Form

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Signature



## PLAN DZIAŁANIA

	Działanie	Zaangażowani beneficjenci	Produkty	Okres realizacji projektu																							
				Rok I												Rok II											
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Wzrostek

Wzrostek

22.09.2020

P. Wzrostek

Application Form

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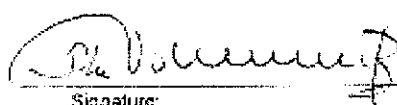
Signature

## XII. ANNEXES

No.	Content of annex.	Attached	Comments
1.	Detailed project budget.	Yes	
2.	Copy of the certificate of registration of each beneficiary organization giving evidence that the organizations are registered as legal entities (for the Polish beneficiaries such document has to be issued by the National Court Register (Krajowy Rejestr Sądowy) not earlier than 3 months before the submission of the AF). <i>Not applicable to local and regional authorities.</i>	No	
3.	Copy of the actual complete statutes or articles of association of each beneficiary justifying that the status of the organization is non-profit making ( <i>not applicable to local and regional authorities</i> ).	No	
4.	Signed Partnership Agreement with required annexes.	Yes	
5.	Authorization from the lead beneficiary organization that the person has the right to sign the Application Form (if the Application Form shall be signed not by the Head of the organization).	No	
5.	Copies of the balance sheets for the last 3 years of lead beneficiary (according to national legislation; <i>not applicable to national, local and regional authorities and their organisational units</i> ).	No	
7.	Confirmation from the State Tax Inspection about payment of taxes (applied to Lithuanian beneficiaries and has to be submitted upon additional request of Joint Secretariat).	No	
8.	Confirmation from the Social Security office about payment of social security contributions (applied to Lithuanian beneficiaries that have to submit balance sheets)	No	
9.	Confirmation from the Register of the Legal Entities (of all beneficiaries) issued not earlier than 3 months before the submission of the Application Form that the beneficiary is operational, not bankrupt or under the legal proceedings ( <i>not applicable, to national, local and regional authorities</i> ).	No	
10.	Copy of the decision on the environmental arrangements of the agreement for realisation of the project (for Polish beneficiaries, if applicable).	No	
11.	Declaration of a body responsible for the monitoring of the Natura 2000 net areas - for Polish beneficiaries standard form to be used; - for Lithuanian beneficiaries – standard form indicated in the annex to the AF filling guidelines should be filled in.	No	
12.	Environmental impact assessment (according to national legislation)	No	
13.	Copy of the documents confirming the right for land / real estate disposal (beneficiaries from Lithuania should submit extract from State Enterprise Centre of Registers (liet. Valstybės įmonė Registrų centras).	No	
14.	Copy of an official decision on land or building using conditions (according to the national legislation; in case of Lithuanian beneficiaries the same document from the Centre of Registers contains necessary information).	No	
15.	One copy of technical design project, if available and contains all signatures – can be e-version. The second set of technical documentation should be only presented on the request of the Programme Authorities.	No	
16.	Copy of the decision on the construction permit / Copy of the proof of submission the notification on the construction (in case the decision on the construction permit is not required).	No	

Atstovė  
Mariusz Kornecki

22.09.2020

Signature: 

No.	Content of annex.	Attached	Comments
17.	Approval of the technical project (in case of Lithuanian beneficiaries – order of the customer, approving technical design project and its general and economic indicators).	No	
18.	Expertise of the technical project (if applicable).	No	
19.	Extract from Cadastral measurements file (iet. Kadastrinių matavimų byla) of the land / real estate (schemes of places where investments (works) are planned).	No	
20.	Copy of documentation related to proceeding in the field of the cross-border impact on the environment (for Polish beneficiaries, if applicable)	No	
21.	Other necessary documents required by Lithuanian or Polish legislation (please list below)		
21.1			
21.2			
21.3			
21.4			
21.5			
21.6			
21.7			
21.8			
22.	Other (please list below).		
22.1	Detailed estimation for costs	Yes	
22.2	Detailed description of activities	Yes	
22.3			
22.4			
22.5			
22.6			
22.7			
22.8			

Prisijunkite  
Marius Varnas

22 09 2020

*[Signature]*

Annex 1 to the Application form. DETAILED BUDGET OF THE PROJECT (applicable for 5th call for proposals)

Category of expenditure	Unit	No of Units	Unit rate in EUR	Total eligible costs in EUR	Project beneficiary	Total programme territory	Total out of programme territory	Justification of costs (in case costs out of programme territory - also location should be indicated)
<b>1. Staff costs</b>			<b>Total costs</b>	<b>647 783,30</b>		<b>647 783,30</b>	<b>0,00</b>	
1.1. Staff costs of LB	Flat rate	0,1	318 239,95	31 823,99	Lead Beneficiary	31 823,99	0,00	flat rate, 10 % calculated from costs in the budget categories 3-6 of LB
1.2. Staff costs of B2	Flat rate	0,1	260 930,00	26 093,80	Beneficiary 2	26 093,80	0,00	flat rate, 10 % calculated from costs in the budget categories 3-6 of B2
<b>2. Office and administration expenditure</b>				<b>8 687,66</b>		<b>8 687,66</b>	<b>0,00</b>	
2.1. Office and administration costs of LB	Flat rate	0,15	31 823,99	4 773,59	Lead Beneficiary	4 773,59	0,00	flat rate, 15 % calculated from costs in the budget category 1 of LB
2.2. Office and administration costs of B2	Flat rate	0,15	26 093,80	3 914,07	Beneficiary 2	3 914,07	0,00	flat rate, 15 % calculated from costs in the budget category 1 of B2
<b>3. Travel and accommodation</b>				<b>180,00</b>		<b>180,00</b>	<b>0,00</b>	
3.1. Local travel for joint meetings (activity 3)	per trip	3	30	90,00	Lead Beneficiary	90,00	0,00	distance Lazdijai-lykocin-Lazdijai is 206 km, 3 meetings, 1 trip 286 km, total 858 km, 9 vper 100 km, total 77,22   petroleum
3.2. Local travel for joint meetings (activity 3)	per trip	3	30	90,00	Beneficiary 2	90,00	0,00	distance lykocin-Lazdijai-lykocin is 286 km, 3 meetings, 1 trip 286 km, total 858 km, 9 vper 100 km, total 77,22   petroleum
<b>4. External expertise and services costs</b>				<b>29 855,00</b>		<b>29 855,00</b>	<b>0,00</b>	
4.1. Volunteer training service (activity 2.1.)	per training	3	820	2 460,00	Lead Beneficiary	2 460,00	0,00	3 trainings, in each training 20 participants-volunteers; 1 day training; service package includes: 2 hours lecturer 300 euro; 2 hours moderator for practical training 200 euro; coffee, snacks, lunch, supper 16 euro per person, total 320 euro; total per event 820 euro
4.2. Volunteer training service (activity 2.1.)	per training	3	820	2 460,00	Beneficiary 2	2 460,00	0,00	3 trainings, in each training 20 participants-volunteers; 1 day training; service package includes: 2 hours lecturer 300 euro; 2 hours moderator for practical training 200 euro; coffee, snacks, lunch, supper 16 euro per person, total 320 euro; total per event 820 euro
4.3. Joint training for extreme commission members, firefighters, local crisis staff members, medics, volunteers (activity 2.2)	per training	1	1700	1 700,00	Lead Beneficiary	1 700,00	0,00	1 joint trainings, in training 50 participants-firefighters, volunteers, medics, civil protection and other specialists; service package includes: 2 hours lecturer 500 euro; 2 hours moderator for practical training 400 euro; coffee, snacks, lunch, supper 16 euro per person, total 800 euro; total per event 1700 euro
4.4. Joint training for extreme commission members, firefighters, local crisis staff members, medics, volunteers (activity 2.2)	per training	1	1700	1 700,00	Beneficiary 2	1 700,00	0,00	2 joint trainings, in training 50 participants-firefighters, volunteers, medics, civil protection and other specialists; service package includes: 2 hours lecturer 500 euro; 2 hours moderator for practical training 400 euro; coffee, snacks, lunch, supper 16 euro per person, total 800 euro; total per event 1700 euro
4.5. Joint guide preparation service (activity 2.3)	lump sum	1	5000	5 000,00	Lead Beneficiary	5 000,00	0,00	Preparation of joint guide for managing pandemic and extreme situation services. Joint guide with recommendations for different crisis's (for example based on experience of fighting COVID-19, fire of fires in neighboring municipality when joint allies services were needed; also crisis algorithms, detail process plans, organizing open discussions with local communities, survey on COVID-19 crisis management, analysis of foreign practices (especially cross borders). The service includes as well description, measures plan in LT and PL, summary in ENG, e-version in USB (no paper waste), open presentation to council members, local crisis staff members, other social partners; as well preparation of ppt presentation, so it could be disseminated and widely multiplied.

Virštininkas  
Marius Varnelis  
*(Signature)*  
22.09.2020

Category of expenditure	Unit	No of Units	Unit rate in EUR	Total eligible costs in EUR	Project beneficiary	Total programme territory	Total out of programme territory	Justification of costs (in case costs out of programme territory - also location should be indicated)
4.6 Joint guide preparation service (activity 2.3)	lump sum	1	5000	5 000,00	Beneficiary 2	5 000,00	0,00	Preparation of joint guide for managing pandemic and extreme situation services. Joint guide with recommendations for different crisis's (for example based on experience of fighting COVID-19, fire or fires in neighboring municipality when joint allies services were needed; also crisis algorithms; detail process plans, organizing open discussions with local communities; survey on COVID-19 crisis management; analysis of foreign practices (especially cross borders). The service includes as well description, measures plan in LT and PL, summary in ENG, c-version in USB (no paper waste), open presentation to council members, local crisis staff members, other social partners; as well preparation of ppt presentation, so it could be disseminated and widely multiplied
4.7 Article (activity 4.1)	unit	1	300	300,00	Lead Beneficiary	300,00	0,00	widely present guidelines; joint initiatives; articles with pictures from electronic newspapers for promoting joint project
4.8 Article (activity 4.1)	unit	1	300	300,00	Beneficiary 2	300,00	0,00	events; interview /quotes of participants will be published in paper or electronic newspapers for promoting joint project
4.9 Promotional gadgets (activity 4.2.)	lump sum	1	1870	1 870,00	Lead Beneficiary	1 870,00	0,00	All gadgets for project participants, all gadgets marked with Interreg logo: 1 linen/co face mask (total copies 110 units) 5 euro, 1 T-shirt with logo (total copies 110 units) 12 euro,
4.10 Promotional gadgets (activity 4.2.)	lump sum	1	1 100	1 100,00	Beneficiary 2	1 100,00	0,00	40 gadgets for project participants, all gadgets marked with Interreg logo: 1 eco coffee mug (total copies 110 units) 7 euro, 1 eco notebook with eco pen (total copies 110 units) 3 euro.
4.11 Memory plate (activity 4.3)	lump sum	1	400	400,00	Lead Beneficiary	400,00	0,00	Memory plate hanged near repaired premises, where volunteers
4.12 FLC services (activity 2)	lump sum	1	7000	7 000,00	Lead Beneficiary	7 000,00	0,00	training centre will be opened
4.13 Catering during joint partner meetings (activities 3)	per meeting	3	96	288,00	Lead Beneficiary	288,00	0,00	not more than 4 % from total beneficiary's costs
4.14 Catering during joint partner meetings (activities 3)	per meeting	3	96	288,00	Beneficiary 2	288,00	0,00	catering for meeting participants, coffee, snacks and lunch, water
5. Equipment expenditure				514 317,25		514 317,25	0,00	catering for meeting participants, coffee, snacks and lunch, water
5.1 Equipped freighter car (activity 1.1)	Unit	1	216590	216 590,00	Lead Beneficiary	216 590,00	0,00	Detailed estimation and commercial offer is enclosed to Annex 22.1
5.2 Equipped freighter car (activity 1.1)	unit	1	250000	250 000,00	Beneficiary 2	250 000,00	0,00	Detailed estimation and commercial offer is enclosed to Annex 22.1
5.3 Protection of civils (activity 1.1)	lump sum	1	47 727,25	47 727,25	Lead Beneficiary	47 727,25	0,00	Detailed estimation and commercial offer is enclosed to Annex 22.1
6. Infrastructure and works				34 814,60		34 814,60	0,00	
6.1. Repair premises work for volunteer	lump sum	1	348 14,6	34 814,60	Lead Beneficiary	34 814,60	0,00	Detailed estimation and commercial offer is enclosed to Annex 22.1
7. Preparation costs				2 000,00		2 000,00	0,00	
7.1. Preparation costs (preparation activity - joint development)	lump sum	1	2000	2 000,00	Lead Beneficiary	2 000,00	0,00	Preparation costs

LB 19 018,00  
 02 10 848,00  
 LB 264 317,25

Viršiniukas  
 Marius Varnelis  
 22.08.2020

## **Annex No. 3**

## ANNEX 1

### PARTNERSHIP AGREEMENT

The following agreement is made between  
Lazdijai district municipality firefighters office, represented by Marius Varnelis, Head (lead beneficiary)  
and

Tykocin municipality, represented by Mariusz Dudzinski, Mayor (beneficiary 2),

Hereinafter all together referred to as "Parties",  
for the preparation and implementation (in case of approval) of the Interreg V-A Lithuania-Poland  
cooperation programme project Protection and support for cross border communities  
Having regard to:

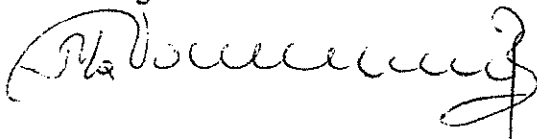
- a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 (Common Provisions Regulation);
- b) Regulation (EU) No 1301/2013 of the European Parliament and of the Council of 17 December 2013 (ERDF Regulation);
- c) Commission implementing Regulation (EU) No 215/2014 of 7 March 2014;
- d) Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 (ETC Regulation);
- e) Commission delegated Regulation (EU) No 481/2014 of 4 March 2014 (ETC eligibility rules);
- f) Commission delegated Regulation (EU) No 480/2014 of 3 March 2014 (Jumbo Delegated Regulation);
- g) Commission Implementing Decision of 16 June 2014 No 2014/366/EU (Implementing Decision on ETC resources);
- h) Directive No 2014/24/EU of the European Parliament and of the Council of 26 February 2014 (Directive on public procurement);

hereinafter referred to as EU Regulations;

And:

- a) Commission Decision No C(2015)9279 of 15 December 2015 approving the Interreg V-A Lithuania-Poland cooperation programme (Programme document);
  - b) The Programme Manual and further amendments valid for the call in which the application was approved;
  - c) Jointly submitted Application Form for co-financing of the Programme;
  - d) Subsidy Contract to be signed by the lead beneficiary with Managing Authority;
  - e) Other Programme and national rules
- hereinafter referred to as the "Documents"

The Parties agree:



## **§ 1 Definitions**

Each time this Partnership Agreement refers to:

1. Programme – this shall mean the Interreg V-A Lithuania-Poland cooperation programme;
2. Joint Monitoring Committee (JMC) – this shall mean the main decision making body of the Programme;
3. Managing Authority (MA) – this shall mean the Ministry of the Interior of the Republic of Lithuania;
4. National Authority (NA) – this shall mean the Territorial Cooperation Department of the Ministry of Economic Development of the Republic of Poland;
5. Joint Secretariat (JS) – this shall mean a public establishment Joint Secretariat established by the Ministry of the Interior of the Republic of Lithuania, performing duties of Joint Secretariat of the Programme;
6. Application Form (AF) – this shall mean the Application Form for co-financing from the Programme together with all attachments;
7. Project – this shall mean the operation defined in the Application Form submitted for co-financing of the Programme;
8. Beneficiaries – this shall mean the legal entities indicated in the Application Form who participate in the project implementation;
9. Lead beneficiary – this shall mean one of the beneficiaries who is authorised by the other(s) to act as a main party in application and project implementation and is a legal party towards the MA;
10. Subsidy Contract (SC) – this shall mean the contract signed between MA and lead beneficiary;
11. Controller - institution, independent from lead beneficiary/beneficiary organisation, which is responsible for conducting of the first level control (FLC) and ensures the verification of activity implementation, legality and regularity of the expenditure declared by each lead beneficiary / beneficiary participating in the project.

## **§ 2 Subject of the Partnership Agreement**

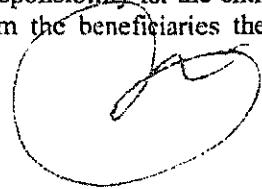
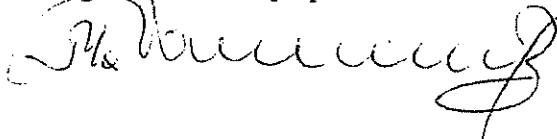
Subject of this Partnership Agreement (hereinafter - PA) is the organisation of a cross-border partnership in order to prepare and implement the project under the Programme, according to the Documents. By the present PA, the Parties shall define the rules of procedure for the work to be carried out and the relations that shall govern them within the cross-border partnership set up in order to complete the aforementioned project (if approved). PA shall be submitted to JS together with AF of the project.

## **§ 3 Duration of the PA**

This PA shall take effect on the date on which it is signed by all Parties. It shall remain in force until the lead beneficiary has discharged in full its obligations toward the MA as written in the SC. In case the project is not approved for funding, provisions of this PA regarding project implementation shall not come into the force.

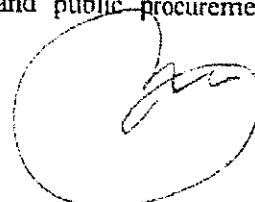
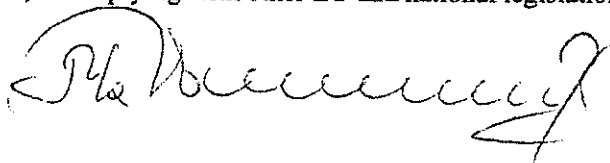
## **§ 4 Obligations**

1. Lead beneficiary is responsible for the overall management and implementation of the project. Lead beneficiary shall be the beneficiary of the ERDF grant and shall manage the funds in accordance with the details of this PA and the Documents. Lead beneficiary assumes sole responsibility for the entire project vis-à-vis the MA. Shall be also responsible for enforcement from the beneficiaries their obligations listed in § 4 point 3 of the PA.





2. In particular, the lead beneficiary shall fulfil the following obligations:
- a) appoint a project coordinator, responsible for the whole project implementation and a financial manager, responsible for the whole project finances;
  - b) distribute a copy of the SC and other official documents to all beneficiaries;
  - c) start and implement the project according to the AF;
  - d) notify the JS of any factors that may affect implementation of the project;
  - e) draw up and submit to JS consolidated progress reports with supporting attachments (including progress reports of all beneficiaries and Declarations of validation of beneficiaries expenditure) according to the Documents, within defined deadlines and with assistance of the beneficiaries;
  - f) timely onward transfer the relevant parts of payments received from the MA to the beneficiaries;
  - g) manage and monitor appropriate spending of the subsidy awarded;
  - h) carry out the project's overall accounting, paying a special attention to the correctness of the public tender procedures taken for the needs of the project implementation;
  - i) communicate with the bodies implementing the Programme and to notify other beneficiaries of any substantial communication with the bodies implementing the Programme;
  - j) react promptly to any request of the beneficiaries and bodies implementing the Programme.
3. Each beneficiary (including lead beneficiary) accepts the duties and obligations regarding:
- a) appointing a contact person for the parts of the project for which it is responsible;
  - b) timely carrying out the activities for which it is responsible according to the AF;
  - c) contributing to the project activities within the approved budget;
  - d) compliance with rules of information and promotion;
  - e) respecting national regulations regarding personal data processing and protection;
  - f) abiding the project implementation period mentioned in SC and further amendments;
  - g) intellectual property and ownership rules as stated in § 14 and § 15 of the PA;
  - h) bearing currency risk in the frames of payments in the project;
  - i) drawing up the progress reports for its part of the project according to the Documents and submit it within defined deadlines to the First Level Control;
  - j) submitting according to the Documents and within defined deadlines the progress reports validated by controller to lead beneficiary together with supporting documents and Declaration of validation of beneficiary expenditure issued by the controller;
  - k) notifying the lead beneficiary and controller of any event that could lead to any deviation of the project;
  - l) abiding the procedure of implementing changes in the PA according to Documents;
  - m) controls and audits - in particular producing all documents required for the control and audit, provide necessary information, give access to its business premises for audit purposes, fulfil all the requirements set during audits and controls;
  - n) retaining for control and audit purposes and keeping all documents related to the project costs and activities at least 5 years after the final payment has been made by the MA to the lead beneficiary. If SC will be terminated before the final payment, regardless the reason of termination beneficiaries are obliged to keep all documents related to the project costs and activities in a safe and orderly manner 5 years after date of SC termination. Other retention periods, as might be stated by national law, shall remain unaffected;
  - o) disclosing any revenues which occur or may occur with relation to the project implementation and during relevant reference period after the project completion;
  - p) ordered recoveries of funds;
  - q) reacting promptly to any request by the lead beneficiary and the Programme bodies;
  - r) respecting all rules and obligations laid down in the Documents and conducting obligations from PA in compliance with them;
  - s) complying with the national legislation in terms of accountancy and public procurement procedures;
  - t) complying with other EU and national legislation;



- u) taking all necessary steps enabling the lead beneficiary to comply with its responsibilities as set out in the SC.

## **§ 5 Rights**

1. Each beneficiary has the right to receive information from the lead beneficiary on the issues related to the management of the project and the financial flows received from and transferred to the MA.
2. The lead beneficiary has the right to receive information and documentation from the beneficiaries related to the activities of the project.

## **§ 6 Liability**

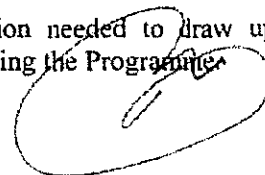
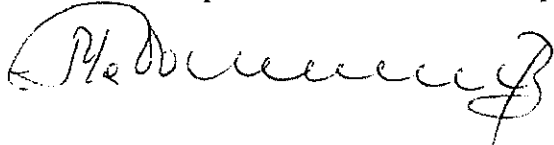
1. Each beneficiary, including the lead beneficiary, shall be liable to the other beneficiaries and shall indemnify and hold harmless such other beneficiaries for and against any liabilities, damages and costs resulting from the non-compliance of its duties and obligations as set forth in this PA and its annexes.
2. No party shall be held liable for not complying with obligations ensuing from this PA in case of *force majeure*. In such a case, the beneficiary involved must announce this immediately in writing to the other beneficiaries.

## **§ 7 Budgetary and financial management, accounting principles**

1. Lead beneficiary is the sole responsible party to the MA for the financial management of the project. Financial share of particular beneficiaries in the project costs as well as the maximum amount of co-financing from Programme funds for particular beneficiaries are established in the project budget defined in the approved AF. ERDF financial contributions shall be paid into the account of the lead beneficiary.
2. As soon as possible, but not later than within 7 (seven) calendar days after receiving payments from the MA, the appropriate amount and proportionally according to the progress report approved by the MA, the lead beneficiary shall be responsible for distributing the funds received between the beneficiaries in accordance with certified expenditure incurred for project actions effectively carried out. No deduction, retention or further specific charge shall be made. Lead beneficiary shall provide information about such transfer to the JS within 5 (five) calendar days after transactions have been made.
3. Lead beneficiary shall be responsible for an application for reallocation between budget lines as defined in the Programme Manual.
4. Parties must ensure the correctness of their accounting system and documents. Lead beneficiary may request further information, documentation and evidence from all the beneficiaries to that effect.

## **§ 8 Reports**

1. Progress reports (PR) with relevant attachments shall be submitted to the lead beneficiary in accordance with the requirements stipulated for the lead beneficiary in the SC. The beneficiaries are obliged to have their expenditure certified by the FLC. In order to receive certificate, after the end of the relevant reporting period the beneficiaries (including lead beneficiary), within 10 (ten) calendar days prepare PR and send it with all required supporting documents to relevant FLC. Beneficiaries shall also answer to the clarifications / questions of controllers related to PR within deadlines set by FLC.
2. Every beneficiary must provide the lead beneficiary with information needed to draw up the consolidated reports and other documents required by bodies implementing the Programme.



3. Lead beneficiary, on behalf of all beneficiaries, submits consolidated progress report (CPR) and all progress reports with necessary annexes to JS.
4. Lead beneficiary shall send to every project beneficiary the e-version of each CPR submitted to the Programme bodies and keep the beneficiaries informed of all relevant correspondence (it could be done using e-platform available for the projects).
5. In case of significant remarks to reports or in the event of non-fulfilment of the rules concerning eligibility of expenditure, the lead beneficiary shall ask the beneficiary(s) to correct the submitted progress report. The deadline for submission of corrected report will be set by lead beneficiary and will depend on the date defined by JS for correction of consolidated progress report. Lead beneficiary shall use the official methods of correspondence with other beneficiaries to receive the answer to its requests.

## § 9

### Modifications of the project and amendments to SC

1. Any request for modifications of the project budget or other statements from the approved AF or the SC submitted by the lead beneficiary to the MA/JS shall be authorised by the beneficiaries beforehand.
2. All beneficiaries accept that amendment to the SC and constituting its integral part, in order to be valid, may be introduced only during period of implementation of the project substantive measures.
3. The beneficiaries of the project are required to inform the lead beneficiary about any planned and existing changes related to their part of the project. If a given change of the part of the project requires introduction of the amendment to the SC, beneficiaries are required to submit to the lead beneficiary also documents that are necessary to make amendment to the SC.

## § 10

### Information and publicity measures

1. Any notice or publication by the project (including events) must specify that the project is part-financed by the Programme. The Commission Regulation (EC) No 1303/2013 and other EU Regulations must in any case be observed.
2. The beneficiaries agree that the Programme bodies shall be authorised to publish, in whatever form and by whatever medium, the following information: names of the beneficiaries, name of the project, project summary, project start and end date; total eligible expenditure allocated to the project, Union co-financing rate; location of the project, name of category of intervention for the project in accordance with point (b) (vi) of the first subparagraph of Article 96(2) of the EC Regulation No 1303/2013.

## § 11

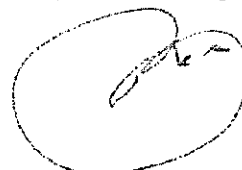
### Cooperation with third parties, delegation and outsourcing

1. In case of cooperation with third parties, including sub-contractors, the beneficiaries shall remain the sole responsible parties to the lead beneficiary and the Programme bodies concerning compliance with their obligations as set in this PA. The lead beneficiary shall be informed by the beneficiaries about the subject and party of any contract concluded with a third party, but not later than 10 working days after concluding such contract.
2. No project beneficiary shall have the right to transfer its rights and obligations under this PA without the prior consent of the other beneficiaries and the responsible Programme implementing bodies.
3. Cooperation with third parties including subcontractors shall be undertaken in accordance with appropriate Community and national regulations, including the national public procurement legal acts.

## § 12

### Assignment, legal succession





1. Neither the lead beneficiary nor the beneficiaries are allowed to assign their duties and rights under this PA without the prior consent of the other parties to this PA. The parties to this PA are aware of the SC provisions whereupon the lead beneficiary is allowed to assign its duties and rights only after prior written consent of the JMC.
2. In the case of legal succession, the lead beneficiary or the beneficiary concerned is obliged to transfer all duties under this PA to the legal successor.

### § 13

#### Revenue generation

4. All beneficiaries should estimate any net revenue that will be generated in the project already during the project preparation according to the Documents. If a project foresees to generate revenues during the project's implementation, the revenue generating activities must be planned beforehand, clearly described in the AF.
5. All beneficiaries must report within PR generated net-revenues and prove that not to exceeding the limits as foreseen in Documents.
6. If foreseen in the AF, generated net-revenue is exceeding the national co-financing (15%) needed for the implementation of this activity the net-revenue amount by which the co-financing is exceeded should be deducted from the eligible project costs while reporting.
7. If project generates net revenue which was not foreseen in the application form - the eligible expenditure of the project shall be decreased by the any amount of net-revenue by which the national co-financing for implementation of particular activity is exceeded while reporting.
8. In case there are no operating costs related to activity generating revenue (e.g. the fees for participation in the event are taken), the whole amount of generated revenue is treated as net revenue if the whole costs of such an event are planned to be financed from the project. If not the whole, but only part of the event's costs was included into the project budget, the net revenue should be calculated proportionally.

### § 14

#### Intellectual property

1. Beneficiaries will ensure that all products that derive from the project will be property of the partnership and the results of the projects will be made available to public.
2. In case of pre-existing intellectual property rights which are made available, these are fully respected (Beneficiaries will list them in a separate annex to PA).

### § 15

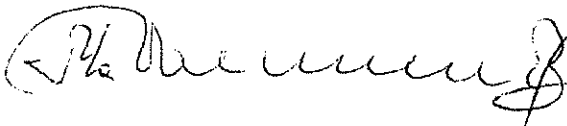
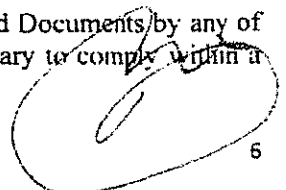
#### Reporting sustainability

1. Lead beneficiary undertakes to ensure that the ownership of any outputs and results produced during the project implementation remains with the lead beneficiary or beneficiaries and will not be transferred for at least five years after final payment to the lead beneficiary was made by MA.
2. Beneficiaries are obligated to provide the lead beneficiary with any necessary evidences of the sustainability of the project activities during reporting sustainability, according to Documents.

### § 16

#### Non-fulfilment of obligations, delay, withdrawal

1. In case of total or partial incompleteness of the obligations arising from PA and Documents by any of the beneficiaries, the lead beneficiary shall admonish the respective beneficiary to comply within a

- maximum of one month. Lead beneficiary shall make any effort to contact the beneficiaries in resolving the difficulties including seeking the assistance of the Programme bodies.
2. Should the non-fulfilment of obligations arising from PA and Documents continue, the lead beneficiary, authorized by all remaining beneficiaries, may decide to exclude the beneficiary concerned from the project, with approval of the MA. In such case, the JS shall be informed immediately if the lead beneficiary intends to exclude a beneficiary from the project. The opinions of all remaining beneficiaries should be delivered to JS. Exclusion of the beneficiary requires amendment to the SC.
  3. The excluded beneficiary is obliged to refund to the lead beneficiary any Programme funds received which it cannot prove on the day of exclusion that they were used for the project implementation according to the rules of eligibility of expenditure.
  4. In case of non-fulfilment of a beneficiary's obligation having financial consequences for the funding of the project as a whole, lead beneficiary may demand recovery of funds unduly paid.
  5. Lead beneficiary and the beneficiaries agree not to withdraw the given beneficiary from the project unless there are unavoidable reasons for it. If this nonetheless happens, lead beneficiary and the beneficiaries shall try to cover the contribution of the withdrawing project beneficiary, either by assuming its tasks or by asking one or more new beneficiaries to join the partnership.
  6. In case the lead beneficiary shall withdraw from the project, the SC shall be terminated. If other project beneficiary is willing to overtake the lead beneficiary responsibilities it should apply for the JMC approval, and only then a new SC with the MA shall be signed.
  7. If one of the beneficiaries decides to withdraw from the project, the lead beneficiary as well as all the remaining beneficiaries shall take all the efforts to take over the obligations as well as the tasks or to find the new beneficiary who would take over all the obligations as well as tasks of the missing beneficiary. If the new beneficiary is found it shall become the party of this PA only after the approval by JMC.
  8. If the new beneficiary cannot be found and the remaining beneficiaries are not willing/able to take over the responsibilities as well as tasks of the missing beneficiary, the MA will take the decision whether to terminate or not the SC.
  9. If SC is suspended in the whole or part by decision of MA resulting from the violations caused by non-fulfilment or improper fulfilment of terms/conditions set in SC, all the beneficiaries are obliged to cooperate in order to correct the violations within their competence in the project.

#### **§ 17**

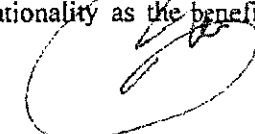
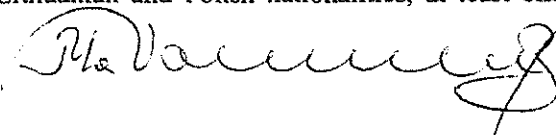
##### **Demand for repayment by the Managing Authority**

Should the MA in accordance with the provisions of the SC demand repayment of subsidy already transferred, every beneficiary is obliged to transfer its part of the repayment amount to the lead beneficiary. Lead beneficiary shall without delay submit the letter by which the MA has asserted the repayment claim and notify every beneficiary of the amount repayable. The repayment amount is due within four weeks following the notification by the lead beneficiary. The amount repayable shall be subject to interest; the provisions of the SC shall apply by analogy for all beneficiaries.

#### **§ 18**

##### **Disputes between beneficiaries**

1. Should a dispute arise between beneficiaries of the project, every beneficiary shall be obliged to try to reach a settlement during a negotiations procedure.
2. Lead beneficiary will inform the other beneficiaries and may, on its own initiative or upon request of a beneficiary, ask the MA/NA/JS for advice.
3. Should a compromise through negotiations procedure not be possible, every beneficiary could request arbitration carried out by an ad-hoc arbitration committee after having asked the MA/NA/JS for advice through the lead beneficiary. The ad-hoc arbitration committee will consist of 6 members of both Lithuanian and Polish nationalities, at least one being of the same nationality as the beneficiary



involved in the dispute, appointed by the representatives of all parts of this agreement. If all parts of this agreement has not appointed all the independent arbitrators within one month of the lead beneficiary request to it to decide on such appointment, the lead beneficiary shall have the authority to appoint all arbitrators. In the latter case, a designated member of the MA/NA/JS will supervise the proceeding of the arbitration committee.

4. Every beneficiary shall be obliged to apply the decisions of the arbitration committee, subject to the applicable law hereby agreed upon and in compliance with the provisions of the Community law.
5. In the case amicable settlement with the involvement of arbitration committee is not possible, the dispute will be finally decided in accordance with the jurisdiction of the lead beneficiary country. The place of jurisdiction is court having material competence in the state in which the lead beneficiary is established]

#### **§ 19**

#### **Working and translation languages**

The working languages of the partnership shall be English. Any official document of the project shall be made available in English.

#### **§ 20**

#### **Applicable law**

1. This PA is governed by Lithuanian law.
2. In the event of translation of this PA and its annexes, the English version shall prevail.

#### **§ 21**

#### **Nullity**

If any provision in this PA should be wholly or partly ineffective, the parties to this PA undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.

#### **§ 22**

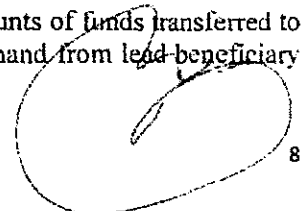
#### **Amendment of the PA**

1. This PA shall only be amended in writing. The amendments shall be stamped and signed by all parties involved. Lead beneficiary shall present the amended PA to the JS as soon as possible, but not later than 21 (twenty one) calendar day after the amendment is stamped and signed by all the parties involved.
2. Modifications to the project that are approved by the JMC shall be effective as alterations of this PA, also without adherence to this formal requirement.

#### **§ 23**

#### **Right of Termination**

1. In case the project is not approved for funding or in case of termination of the SC this PA is terminated automatically.
2. If the SC is terminated by decision of MA in which demand repayment of ERDF amounts already paid to the lead beneficiary in full or in part, beneficiaries accepts the following duties and obligations:
  - a) Lead beneficiary is obliged to transfer the appropriate amount within 1 (one) month from the date of receiving the MA demand.
  - b) Beneficiaries are obliged to repay to lead beneficiary appropriate amounts of funds transferred to them within 15 (fifteen) calendar days from the date of receiving demand from lead beneficiary (demand shall include copy of MA decision).



8

- c) Any delay in effecting repayment from lead beneficiary shall give rise to interest on account of late payment, starting on the due date and ending on the value day of actual repayment on the basis described in SC.
  - d) If delay in effecting repayment to MA is caused by delay in repay to lead beneficiary from beneficiaries, the lead beneficiary has a right to ask these beneficiaries also for repayment the amounts incurred as a result of charging interest in relation to amounts requested to repay from them.
3. The SC can be terminated upon the request of lead beneficiary or by mutual agreement of parties of SC, with the consent of all parties of PA. Conditions for termination of SC and consequently termination of PA must be agreed between beneficiaries and addendum to the PA regarding rules of termination shall be signed by all parties. In case termination on request of lead beneficiary, beneficiaries accepts the following duties and obligations:
    - a) Lead beneficiary refunds the ERDF funds to MA together with interest calculated pursuant to the provisions specified in SC.
    - b) Beneficiaries are obliged refund appropriate amounts of ERDF funds to lead beneficiary with interest calculated in relation to their amounts pursuant to the provisions specified in SC.
  4. If the SC is terminated by MA because European Commission fails to make the funding available, any claim by the beneficiaries against the lead beneficiary for whatever reason is excluded.

#### § 24

#### Domicile

1. To the effect of this PA, the beneficiaries shall irrevocably choose domicile at the address stated in the AF where any official notifications can be lawfully served.
2. Any change of domicile shall be forwarded to the lead beneficiary within 15 (fifteen) calendar days following the change of address by registered mail.

#### § 25

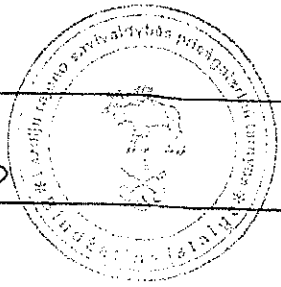
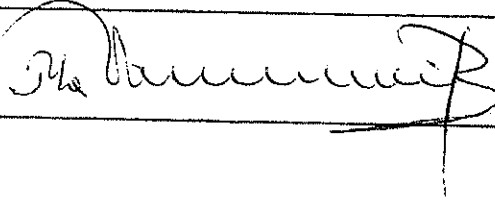
#### Concluding provisions

1. This PA has been made in 3 (four) originals: one for each Party and one to be submitted to the JS. Each original has the equal legal force.
2. The EU as well as the national legislation of the chosen country (as it is set in paragraph 20 of this PA) regulates the provisions that are not set in this PA.
3. Annexes to this PA:
  - Annex 1. Division of indicators among the project beneficiaries;
  - Annex 2. Distribution of preparation costs.

Written in Lazdijai, Lithuania, on 22<sup>nd</sup> of September, 2020

<b>Lead Beneficiary</b>	
Name of the beneficiary institution: Lazdijai district municipality firefighters office	
Person authorised to sign the documents, position: Head Marius Varnelis	
Address: Vilniaus street 1, 67106 Lazdijai, Lithuania	
Phone: 37068788586	Fax: -
Institution code: 304151604	
Bank name: Luminor Bank AS Lithuanian branch	
Bank code: 40100	
Account number: LT 03 4010 0510 0367 7709	
Date, place and signature:	Official stamp:

22/09/2020, Lazdijai, Lithuania  
Viršininkas  
Marius Varnelis



**Beneficiary 2**

Name of the beneficiary institution: Tykocin municipality

Person authorised to sign the documents, position: Mayor Mariusz Dudzinski

Address: 11 Listopada street 8, 16-0808 Tykocin

Phone: 48857181627 Fax: -

Institution code: 9661773554

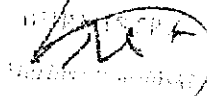
Bank name: SBR BANK

Bank code: GBWCPLPP

Account number: 43 8060 0004 0710 1717 2000 0010

Date, place and signature:  
22/09/2020, Lazdijai, Lithuania

Official stamp:



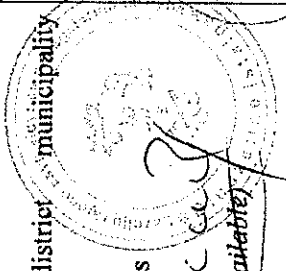
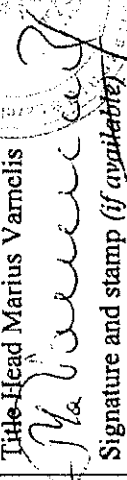
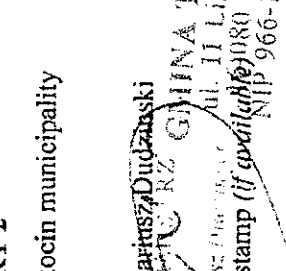
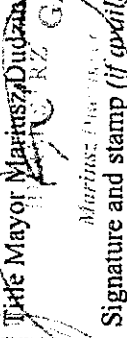
**GMINA TYKOCIN**  
ul. 11 Listopada 8  
16-080 Tykocin  
NIP 966-17-73-554



Specific Output Indicator	Measurement unit	Value of indicator and planned achievement by particular beneficiary	Description of outputs to achieve by beneficiaries
Number of institutions involved in the cross border cooperation	Institutions	Total: 2 LB - 1 B2 - 1	LB- Lazdijai district municipality firefighters office B2 - Tykocin municipality
No of persons having participated in joint trainings or exchange of staff	Persons	Total: 220 LB-110 B2-110	Activity 2.1 120 (LB-60, B2-60) Activity 2.2 100 (LB-50, B2-50)
Joint training	Training	Total: 8 LB-4 B2-4	activity 2.1. - 6 (LB-3, B2-3) activity 2.2 - 2 (LB-1, B2-1)
Joint guide for managing pandemic and extreme situation services	Unit	LB-1	Joint guide with recommendations for different crisis's Based on experience of fighting COVID-19. Both partners will be involved, during actives 2.1 and 2.2. joint ideas developed, recommendations prepared
Small scale infrastructure adopted for COVID-19	Unit	LB-1	repair works in Veisiejai volunteer training center
Equipment for protection and support	Unit	Total: 26 LB-25 B2-1	firefighters cars, equipment for volunteers training center and protection of civils
Press articles and press releases	Unit	Total: 10 LB - 5 B2 - 5	2 articles with pictures from events will be published for presenting public services. All information about each activity will be placed in partners web sites, at least from each partner 4 press releases. 2 articles LB-1; B2-1 8 press release: LB-4; B2-4
Gadgets	Unit	Total: 4 (440 copies) LB-2 (220 copies),	gadgets marked with EU flag and Interreg logo for project participants;

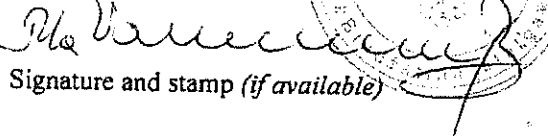
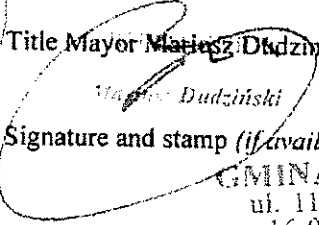
		B2-2 (220 copies)	LB: 1 linen/eco face mask (total copies 110 units), 1 T-shirt with logo (total copies 110 units), B2: 1 eco coffee mug (total copies 110 units), 1 eco notebook with eco pen (total copies 110 units).
Stands, billboards, memory plates	Unit	Total: 3 LB - 2 B2 - 1	LB-1 memory plate in volunteers training center, A3 posters placed in partner premises: LB-1, B2-1

In case during the process of the final approval of the project division of indicators changes, the latest agreed division of indicators shall be effective as alterations of this Partnership Agreement, also without adherence to this formal requirement.

<b>LEAD BENEFICIARY</b> Institution Lazdijai district firefighter's office  Title-Head Marius Varnelis  Signature and stamp (if available)		<b>BENEFICIARY 2</b> Institution Tykocin municipality  Title Mayor Marius Dudzinski  Signature and stamp (if available)
Place, date 22/09/2020, Lazdijai, Lithuania		Place, date 22/09/2020, Lazdijai, Lithuania

## Distribution of preparation costs

Beneficiary	Description of expenditures	Amount (EUR)
Lead beneficiary Lazdijai district municipality firefighters office	Preparation costs for translation	2000
Beneficiary 2 Tykocin municipality	-	0
Total amount (EUR):		2000

<p><b>LEAD BENEFICIARY</b></p> <p>Institution Lazdijai district municipality firefighter's office</p> <p>Title Head Marius Varnelis</p> <p> Signature and stamp (if available)</p> <p>Place, date 22/09/2020, Lazdijai, Lithuania</p>	<p><b>BENEFICIARY 2</b></p> <p>Institution Tykocin municipality</p> <p>Title Mayor Mariusz Dudziński</p> <p> Signature and stamp (if available)</p> <p><b>GMINA TYKOCIN</b> ul. 11 Listopada 8 16-080 Tykocin NIP 966-17-73-554</p> <p>Place, date 22/09/2020, Lazdijai, Lithuania</p>
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## **Annex No. 4**

Annex No. 4  
to the Subsidy Contract  
No. 15-377

### PROJECT REPORTING SCHEDULE

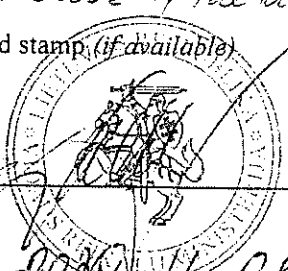
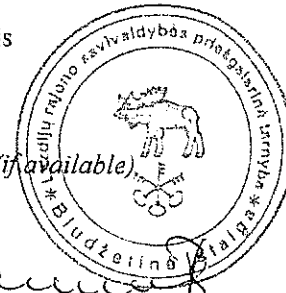
Project No: LT-PL-5R-352

Project Name: *Protection and support for cross border communities*

Consolidated Progress Report No	Covering reporting period		Deadline for submission of Consolidated Progress Report to JS	Expected request for the ERDF funds payment during the respective year, EUR (according to the Project Application Part V. Payment Plan)
	From	To		
Year 2020				
1	2020-10-01	2020-12-31	2021-03-16	212.500,00
Year 2021				
2	2021-01-01	2021-03-31	2021-06-14	338.115,79
3	2021-04-01	2021-06-30	2021-09-13	
4	2021-07-01	2021-09-30	2021-12-14	
5	2021-10-01	2021-12-31	2022-03-16	

#### MANAGING AUTHORITY

#### LEAD BENEFICIARY

Name <i>Vytautas Urbanas</i> Title <i>Chancellor of the Ministry</i> Signature and stamp (if available)  Place, date <i>2020/11/06</i>	Name Marius Varnelis Title Head Signature and stamp (if available)  Place, date <i>LAZDIAI, 12/10/2020</i>
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