

# KARELIA

CBC // Cross-border cooperation

## Launching a project

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## Grant contract

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

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

Lead partner needs to sign the contract on their behalf.

**Important:** Despite of the date mentioned on the grant contract the project can not be launched before the contract has been signed!



## Grant contract

### Practicalities:

- Once the contract has been signed scan the signed contract and send the file to your contact person by email.
- MA uploads the grant contract to Promas and the status of the project is changed to 'contracted'.
- Send one signed hard copy of the contract to the MA.
- Make sure also the partners have copies of the grant contract and its annexes.

## First pre-financing payment request

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

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## At first

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



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## After that

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



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## Partnership agreements

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

A separate agreement is made with each project partner.

Managing Authority is not a party of partnership agreements.



## Partnership agreement

- **Important:** For as long as the agreement(s) are not signed the lead partner has full responsibility of the project.
- Signed agreement is not a prerequisite for launching of the project activities. It is recommended to consider if prepayments are paid to the partners before the agreement has been signed.



## Partnership agreement

- Template can be found from the programme website (->Implement -> Forms and instructions).
- You can use your own template but in that case make sure to include all the obligatory parts to the contract.
- Send the electronic copies of the agreements to the MA as soon as all the agreements are signed – the latest as annex to the first project update.
- Agreements are submitted to the MA in English. If the original is in other language a translation needs to be provided.



## Communication plan

Communication plan needs to updates:

- Check the given information – are improvements or changes needed?
- Add a timetable for communication activities.

Updated plan submitted to your contact person in MA by email within two months of the start date of the project.

## Communication activities

In the beginning of the project:

- Inform target groups and stakeholders on launching of the project.
- Create a project website on programme's server.
- Create social media accounts, follow Karelia CBC Programme.
- Publish information on the project on the organisations' websites.
- Place a project poster in partner organisations' premises.
- Take 'before' photos.



## Set up financial administration

Practical information given on the finances work group.

### **Preinformation form**

The last sheet of the preinformation form to be filled in and submitted to the MA as an annex to the first project update.

Answer to these questions for each partner:

- Double entry or cash payment?
- Can a cost centre for the project be established? (yes/no)
- Is submitting of a project-specific general ledger possible? (yes/no)

### **Auditor**

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



## Promas

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

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

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

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

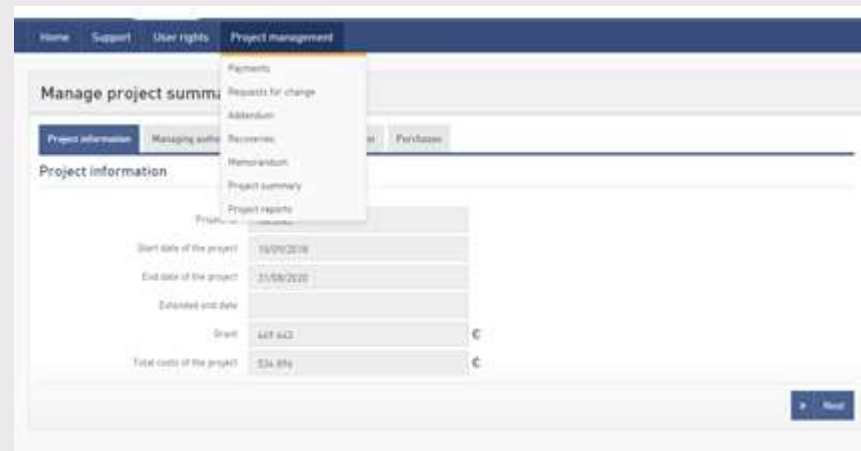


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## Promas

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



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## Promas

### Project summary

includes different kind of practical information on the project.

#### Manage project summary

- Project information
- Managing authority
- Partners
- Personnel list
- Purchases

##### Project information

Project ID	<input type="text" value=""/>
Start date of the project	<input type="text" value="10/09/2018"/>
End date of the project	<input type="text" value="31/08/2020"/>
Extended end date	<input type="text" value=""/>
Grant	<input type="text" value="469 643"/> €
Total costs of the project	<input type="text" value="534 896"/> €

[» Next](#)



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## Promas

### Project summary - partners

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

Contact information

Name	<input type="text"/>
Type	Lead Partner
Contact person	<input type="text"/>
Position	<input type="text"/>
Telephone number	<input type="text"/>
Email	<input type="text"/>
Auditing company	<input type="text"/>
Contact information of the auditor	<input type="text"/>



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## Promas

### Project summary - personnel

List all project employees when project starts.

Update when necessary but do never delete former employees!

#### Personnel list

[+ Add new](#)

List all the employees of the project

Name	Position	Edit	Delete	View
No record found.				

Name

Organization

Position

Tasks in the project

Start date in the project

End date in the project

Full-time  Part-time

[Add](#) [Reset](#)



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## Promas

### Project summary - purchases

Add all made  
purchases.

Project information | Managing authority | Partners | Personnel list | **Purchases**

[+ Add new purchase](#)

No record found.

#### Purchases

Item	<input type="text"/>
Purchaser	<input type="text"/>
Supplier	<input type="text"/>
Value in original currency	<input type="text"/>
Date	<input type="text"/>
Method of tender	<input type="text"/>

[Save](#) [Cancel](#)



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## Managing Authority is your friend

- If something is unclear or you need help – ask.
- If something needs to be changed – contact your coordinator.
- If everything goes perfectly and you are doing great job – tell us!



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Good luck!



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