

FUND FOR THE DEVELOPMENT COOPERATION AND HUMANITARIAN AID MEMO FOR IMPLEMENTATION OF FUNDED PROJECTS

This memo is intended for project promoters implementing projects financed by the Fund for the Development Cooperation and Humanitarian Aid (hereinafter referred to as the Fund).

The memo provides general information, basic requirements and advice on how to implement the project properly. Please note that projects and the information they contain vary, and the recommendations and examples in the memo should not be interpreted as requirements (other than those set out in the laws, the project implementation agreement or other legal acts).

The rights and obligations of the project promoter are set out in the Project Implementation Agreement (hereinafter referred to as the Agreement).

Legal acts defining development cooperation activities:

- ✓ [Law on the Development Cooperation and Humanitarian Aid of the Republic of Lithuania No XII-311](#)
- ✓ [Regulations of the Development Cooperation and Humanitarian Aid Fund](#)
- ✓ [Description of the Activities of the Development Cooperation and Humanitarian Aid Fund](#)

GENERAL INFORMATION

- ✓ The **project must be implemented in accordance with the provisions of the Agreement and its annexes**, as well as the amendment of the Agreement and its annexes (if any).
- ✓ **Always** follow the laws, legal acts, and the Project Implementation Agreement.
- ✓ Please read the Agreement and its annexes thoroughly.
- ✓ Comply with the terms and conditions of the Agreement.
- ✓ Ensure that all persons involved in project activities are aware that any corrupt agreements with the coordinators, beneficiaries of the Fund, government officials and other third parties are prohibited by the laws of the Republic of Lithuania, and the same criminal liability applies to natural persons and legal entities for bribing foreign officials when concluding international business transactions as for bribing Lithuanian civil servants, and that criminal liability for bribery abroad arises even if it is not considered a crime in that country.
- ✓ **Don't wait until the last day**: solve the problems in timely manner, inform about the changes that occurred during the implementation of the project.
- ✓ Coordinate and discuss all issues related to the project implementation with the CPMA employee responsible for the administration of Your project.
- ✓ **Inform us about the events taking place during the project not later than in 5 business days before the start of the event**. A list of participants must be made, and photographs must be taken during the event. For Your convenience, the form for information about the event and the form of a list of participants are available.
- ✓ **Comply with the project publicity requirements and obligations**.
- ✓ You can contact the person specified in Your Project Implementation Agreement for the recommended project implementation forms or download them from the CPMA website.

RECOMMENDATIONS:	KEY MISTAKES:
<ul style="list-style-type: none"> - keep the CPMA informed about the progress of the project; - realistically assess, reason and justify the need to change the conditions of the Agreement; - inform the CPMA employee responsible for project supervision immediately of any changes to the conditions of the Agreement; - initiate the change of the Agreement in a timely manner, don't wait until the end of the project, leave time for the necessary procedures; - submit letters and other project documents to the CPMA by e-mail, indicating the name of the project promoter, project number, project title and attached documents. 	<ul style="list-style-type: none"> - failure to inform, or being late in informing about any deviation from the terms and conditions of the Agreement or the need to change it; - failure to comply with contractual obligations (e.g. failure to provide information about events, failure to publicise the project properly, failure to submit reports and/or other documents on time); - failure to inform or being late in informing about changes in the details (e.g. bank account) or contact data of the project promoter.

PROJECT PUBLICATION

- ✓ The **project must be publicised** both in Lithuania and in partner countries (if any).
- ✓ All **materials and tools produced** using the funds of the project **must bear the logo of the Fund**. It must also be **indicated that "The project is financed by the Fund for the Development Cooperation and Humanitarian Aid"**.
- ✓ The **publication tools and activities provided for in the Agreement must be implemented** and supporting documents/references must be provided.
- ✓ Information about the objectives, activities and results of the project is an important part of project implementation. Please note that when publicising Your project, You not only create a positive image of the represented institution or organization, but also of Lithuania;
- ✓ You can download the Development Cooperation logo from the [CPMA website](#) in Lithuanian ( ) and English ( ).

RECOMMENDATIONS:	KEY MISTAKES:
<ul style="list-style-type: none"> - prepare at least two announcements informing about the project (it's start, objectives, promoter and partners (if any), results expected or achieved); - when providing information about the project to interested authorities, individuals and/or the media, we suggest that You always use the following wording: "The project "[TITLE]" is aimed at [specify the goal]. The project is being implemented by [NAME of organisation, specify the project partners (if any)]. The project is financed by the Fund for the Development Cooperation and Humanitarian Aid; - collect and use success stories - graphic feedback, impressions, quotes and stories of the beneficiaries; - capture and present to the CPMA interesting moments from the project implementation and 	<ul style="list-style-type: none"> - the logo of the Fund is not used or is used inappropriately; - the source of funding is not indicated in the printed or digital material; - examples of publicity activities are not saved; - minor publication materials are not marked with the logo of the Fund; - the funds of the Fund are used for publicity materials that are not provided for in the project estimate; - visual materials are not attached to the Report; - projects are published casually, only formally; - publication activities are not described in the Report.

<p>use visual materials – photos, videos – to illustrate the activities and results;</p> <ul style="list-style-type: none"> - information on project participants must be processed in accordance with the General Data Protection Regulation. Participants must be warned in advance if they will be filmed or photographed during the events. 	
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FINANCIAL REQUIREMENTS

- ✓ **The funds of the Fund can be used only for the implementation of the project provided for in the Agreement and only for the payment of the costs provided for in the estimate of the Agreement.**
- ✓ Entities registered in Lithuania must account for documents in accordance with the requirements set out in the Agreement and the Law on Financial Accounting of the Republic of Lithuania. Entities registered outside Lithuania must account for documents in accordance with the requirements set out in the Agreement and the laws of their country of registration.
- ✓ Project costs can only be incurred and declared by the **project promoter and the project partners specified in the Agreement.**
- ✓ The minimum percentage of **own contribution** stipulated in the Agreement must be ensured, i.e., the percentage of the own contribution cannot be lower than that one stipulated in the Agreement.
- ✓ If the **financial transaction was carried out in a currency other than euro:**
 - the supporting document must indicate in Lithuanian (or English for foreign promoters) the type(s) of costs, the amount of the costs in euros and the official exchange rate of the Bank of Lithuania on the date of payment, and, if the currency is exchanged at a bank, a document confirming the exchange of the currency;
 - expenses in foreign currency incurred during the business trip and paid by the employee (by a bank card or in cash) are calculated at the official exchange rate of the Bank of Lithuania on the date of going on business trip to the foreign country(ies), if the advance has not been paid to the employee, or at the date of payment of the advance, if the advance has been paid to the employee before the date of going on business trip to the foreign country(ies).
- ✓ **Value added tax**, which can be recovered by the project promoter and/or partner, is not an eligible project cost, and it cannot be included in the Report and cannot be recognised as eligible project funds.
- ✓ All eligible project costs must be documented as incurred and paid.
- ✓ All project costs must be incurred during the period of implementation of the project activities.
- ✓ **The following is prohibited without the prior consent of the CPMA:**
 - transfer more than 20 percent of the line value funds from one estimate line to another;
 - use the savings/used funds for new activities/costs not provided for in the Agreement.

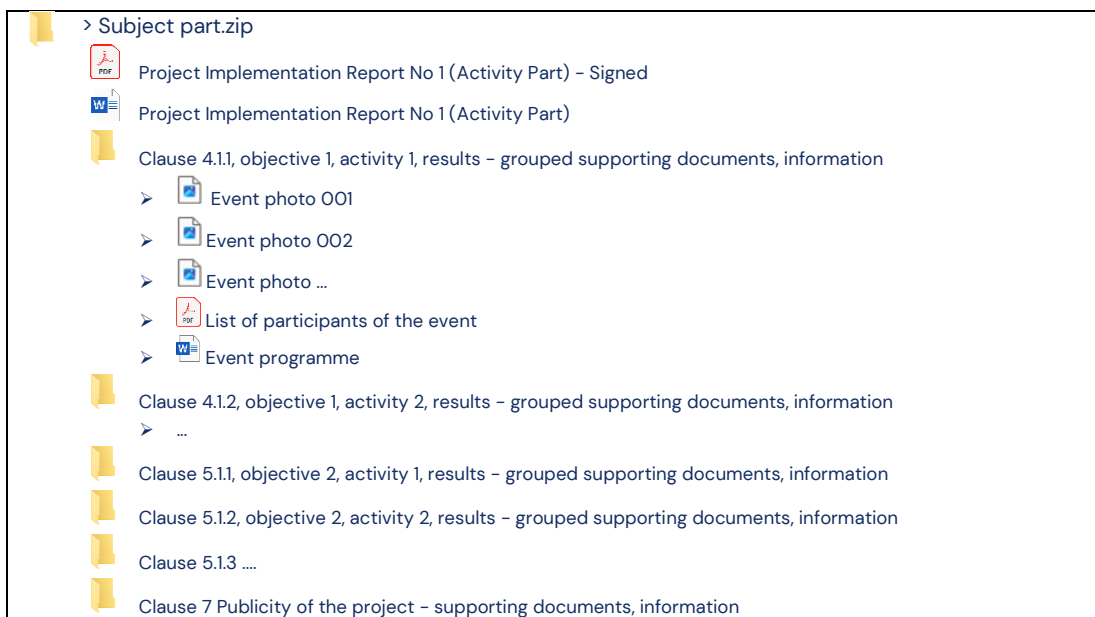
RECOMMENDATIONS:	KEY MISTAKES:
<ul style="list-style-type: none"> - if You wish to use the savings and/or make other changes to the Agreement estimate, submit a reasoned request in advance to the CPMA employee responsible for supervising Your project; - if the promoter pays taxes to the State Social Insurance Fund Board and the State Tax Inspectorate in one order for all employees and/or experts of the institution, on the copy of the order 	<ul style="list-style-type: none"> - project costs are incurred not during the period of implementation of the project activities or paid after the end of the project activities; - when declaring costs in a foreign currency, the exchange rate has been applied without taking into account the rate on the date of payment, or

clearly indicate the costs by individual persons and the amounts accrued to them.

an exchange rate other than the official exchange rate of the Bank of Lithuania;
- costs not related to the project are declared.

PREPARATION AND SUBMISSION OF REPORTS

- ✓ The project implementation **report must be submitted on time** and by the term set in the Agreement.
- ✓ The report must be **prepared in accordance with the format and requirements for its completion**.
- ✓ The report must be signed by the head of the institution, or a person authorised by him/her.
- ✓ The **report must be accompanied by supporting documents for the costs incurred and paid**.
- ✓ The amount of costs declared must not exceed the amount paid in accordance with the supporting documents.
- ✓ In the subject section of the report (Activity report), give a reasoned, specific description of the activities carried out during the reporting period, the results achieved, the problems faced and the risks. Support the information You describe with documents, photos, references, etc.
- ✓ The report must include only the eligible project costs provided for in the Agreement. The report must be accompanied by costs supporting documents.
- ✓ The report must be prepared in an orderly manner.
- ✓ All supporting documents must be grouped and numbered in the order in which they are attached to the report. Here are some proper ways of submitting the information:



Example of provision of the supporting information for a subject part (Activity report)

Annex 3 to the Project Implementation Agreement
(Project implementation activities)

(Project implementation interim or final report form, part 2)
(Project implementation or purchase of services, form, 2.01.01)

III. FINANCIAL REPORT (information on the use and justification of funds)*
(Project implementation or purchase of services)

Report line number**	PROJECT ACTIVITIES <small>(Project implementation)</small>	Amount of funds in project estimate, EUR <small>(Project implementation or purchase of services)</small>	Supplier name <small>(Project implementation)</small>	Document SUPPORTING COSTS: <small>(Project implementation or purchase of services)</small>				Document SUPPORTING PAYMENT OF COSTS: <small>(Project implementation or purchase of services)</small>				Comments <small>(Project implementation)</small>	
				Title <small>(Project implementation)</small>	Date <small>(Date)</small>	Series and/or No (if any) <small>(Project implementation or purchase of services)</small>	Sum, EUR <small>(Date, Euro)</small>	Title <small>(Project implementation)</small>	Date <small>(Date)</small>	Series and/or No (if any) <small>(Project implementation or purchase of services)</small>	Paid amount, EUR <small>(Project implementation or purchase of services)</small>		Exchange rate (if applicable)*** <small>(Project implementation or purchase of services)</small>
1	2	3	4	5	6	7	8	9	10	11	12	13	14
I. COSTS BY OBJECTIVE:													
I. Objective: To prepare a methodology about ... for ...		1 000,00					260,00				260,00		<i>All costs must also be supported by payment documents such as payment orders, statements of accounts, cash expenditure vouchers, receipts (cheques) or other documents demonstrating that payment was made. (If from (includes not full participation or expenditure documents - and other documents, which are not included in the list of documents, but which are necessary for the implementation of the project, they should be attached to the report.)</i>
II. Activity (activity): Carry out an analysis about ...													
1	II.1.1. Purchase of survey (qualitative) service (1 person)		"Name of the supplier of the survey services" Limited	Invoice (1.1.), Act of transfer - acceptance (1.2.), Agreement (1.3.) Invoice (2.1.)	2024-01-01	SF 001	10,00	Payment order (1.4.)	2024-01-02	111	10,00		A copy of the generated result (1.5.), other supporting documents (1.6., etc.)
2	II.1.2. Expert fee costs (10 hours, purchase of service)		Name and Surname of an expert	Act of transfer - acceptance (2.2.), Agreement (2.3.)	2024-01-01	SF 123	50,00	Payment order (2.4.)	2024-01-02	222	50,00		A copy of the generated result (the item that is agreed to prepare under the service contract) (2.5.), other supporting documents (2.6., etc.)
3	II.2. Activity (activity): The meeting intended to discuss the results of the analysis...												
3	II.2.1. Trip (Vilnius - Partner country city - Vilnius, 1 person)		"Name of the tour operator" Ltd	Invoice (4.1.), Act of transfer - acceptance (4.2.), Agreement (4.3.)	2024-01-01	SF 789	100,00	Payment order (4.4.)	2024-01-02	963	100,00		Order on a business trip by a Head of institution (4.5.), Business trip report (4.6.), Tickets (4.7.), other supporting documents (4.8., etc.)
4	II.2.2. Accommodation costs (2 nights, 1 person)		"Hotel name" Ltd	Invoice (5.1.), Act of transfer - acceptance (5.2.), Agreement (5.3.)	2024-01-01	SF 987	100,00	Payment order (5.4.)	2024-01-02	999	100,00		Order on a business trip by a Head of institution (4.5.), Business trip report (4.6.), other supporting documents (4.8.), etc.

Example of filling in Financial part

> Financial part.zip

- Project Implementation Report No 1 (financial part) – signed
- Project Implementation Report No 1 (financial part) in Excel format
- Annexes.zip
 - 1.1. Invoice 01-01-2024 Name of the supplier of the survey services
 - 1.2. Act of transfer-acceptance 01-01-2024 Name of the supplier of the survey services
 - 1.3. Agreement No xxx Name of the supplier of the survey services
 - 1.4. Payment order (PO) 02-01-2024 Name of the survey service provider
 - 1.5. A copy of the generated result
 - 2.1. Invoice 01-01-2024 ...
 - 2.2. Act of transfer-acceptance 01-01-2024 ...
 - 2.3. Agreement No xxx ...
 - 2.4. Payment order (PO) 02-01-2024 ...
 - 2.5. A copy of the generated result
 - 3. ...
 - 4.1. Invoice 01-01-2024 Name of the tour operator
 - 4.2. Act of transfer-acceptance 01-01-2024 Name of the tour operator
 - 4.3. Agreement No xxx Name of the tour operator
 - 4.4. Payment order (PO) 02-01-2024 Name of the tour operator
 - 4.5. Order on a business trip
 - 4.6. Business trip report
 - 4.7. Tickets
 - 5.1. Invoice 01-01-2024 Hotel name
 - ...

Example of provision of the supporting information (annexes) for a financial part

The most common documents required to be submitted together with the report:

DIRECT PROJECT EXPENSES		
1.	Fees for speakers, experts, their social insurance contributions	– supporting documents for salary expenses (as listed in point 2 of this table), including payment of taxes to the State Social Insurance Fund Board and the State Tax Inspectorate;

		<ul style="list-style-type: none"> - copies of copyright, service and/or other contracts; - copies of handover certificates (acts of transfer-acceptance); - copies of VAT invoices/invoices/receipts; - copies of documents proving payment; - examples and (or) copies of the results created (e.g. training materials, recommendations, etc.).
2.	Salary and salary-related expenses	<ul style="list-style-type: none"> - a copy of order of the Head of the institution concerning the additional functions assigned to the employee related with the project (the order must specify the title of the project, the number of the Project Implementation Agreement, the functions for which the increment is paid, the duration and timing of the work, and the labour rates); - copies of payroll records (all taxes related to the calculation of wages must be specified); - time sheets; - payroll declaration; - examples and (or) copies of the created results (e.g. training materials, recommendations, etc.); - copies of documents proving payment.
3.	Business trip (travel) expenses	<p>In all cases:</p> <ul style="list-style-type: none"> - a copy of order of the Head of the institution concerning the business trip of the employee, payment of daily allowance and other expenses (in all cases); - business trip / travel report; - copies of documents proving payment. <p>Notes:</p> <p>1. Only employees from Your own institution may be sent on a business trip. Service providers or other persons not related with employment relationships may not be sent on a business trip.</p> <p>2. If travel, accommodation, and meal expenses are planned/paid for a person acting under a service agreement (expert, lecturer, etc.), travel, meal, and accommodation expenses must be included in the price of the service or clearly defined in the service agreement as to what additional costs the buyer of such service undertakes to pay.</p>
3.1.	Travel expenses	<ul style="list-style-type: none"> - service agreement / order / transport agreement; - copies of VAT invoices/invoices/receipts; - travel tickets (copies of boarding passes when travelling by plane); - a copy of travel insurance policy; - a copy of the advance accounting (if paid with the personal funds of the employee);

		<ul style="list-style-type: none"> - copies of documents proving payment; - other documents referred to in Point 3.
3.2.	Accommodation expenses	<ul style="list-style-type: none"> - service agreement / order; - copies of VAT invoices/invoices/receipts; - a copy of the advance accounting (if paid with the personal funds of the employee); - copies of documents proving payment; - other documents referred to in Point 3. <p>NOTE: Invoices/receipts must indicate the exact date and location of the accommodation, the number of people staying, the names of the clients and other relevant information.</p>
3.3.	Daily allowance expenses	<ul style="list-style-type: none"> - copies of documents proving payment; - other documents referred to in Point 3. <p>Notes:</p> <ol style="list-style-type: none"> 1. Daily allowances and accommodation rental expenses, calculated in accordance with the procedure laid down in Resolution No 526 of the Government of the Republic of Lithuania of 29 April 2004 "On payment of daily allowance and other business trip expenses", or, if the project promoter or project partner is an entity of a partner country or an international organisation, – in accordance with the procedure laid down in the relevant legal acts of the partner country or international organisation on the payment of business trip expenses. 2. If a person is paid a daily allowance, no additional payment for meals may be made (except for the cases when the invoices issued by the accommodation service providers include the costs of breakfast, and the total amount specified in the invoice does not exceed the accommodation rental expense rate of the relevant country).
4.	Meal expenses	<ul style="list-style-type: none"> - service agreement / order; - copies of VAT invoices/invoices/receipts; - a copy of the advance accounting (if paid with the personal funds of the employee); - copies of documents proving payment; <p>Notes:</p> <ol style="list-style-type: none"> 1. Invoices/receipts must indicate the exact date, location, number of people catered for, type of meal (lunch, dinner, coffee break) and other information. 2. Meals do not have to be paid for employees who are paid daily allowance (except as indicated in the notes to Point 3.3).

5.	Expenses related to the event / training	<ul style="list-style-type: none"> - Training service purchasing expenses (see Point 6) - Travel expenses for participants (see Point 3.1) - Accommodation expenses (see Point 3.2) - Catering expenses for participants (see Point 4) - Expenses related to the rent of event spaces (see Point 6) - Expenses related to the rent of the equipment and facilities for the events (see Point 6) - Expenses related to transport for the event (see Point 6) - Expenses related to shared materials, office accessories for the event (see Point 7) <p>Note: training or other event documents must be attached (event programme, list of participants, photos, etc.)</p>
6.	Service purchasing expenses	<ul style="list-style-type: none"> - copies of agreements; - copies of handover certificates (acts of transfer-acceptance); - copies of VAT invoices/invoices/receipts; - copies of documents proving payment; - copies and (or) links to the results created (e.g. training material, video report, article, etc.).
7.	Expenses related to the purchase of goods, equipment	<ul style="list-style-type: none"> - copies of agreements; - copies of handover certificates (acts of transfer-acceptance); - copies of VAT invoices/invoices/receipts; - copies of documents proving payment; - Photographs, copies and (or) etc. of goods/equipment purchased (e.g. shared event materials, computer equipment, etc.).
8.	Publication expenses	<ul style="list-style-type: none"> - copies of agreements; - copies of handover certificates (acts of transfer-acceptance); - copies of VAT invoices/invoices/receipts; - copies of documents proving payment; - copies, photographs and (or) links of the publication created (e.g. article, published article, press release, etc.).
9.	Other expenses	- supporting documents for the expenses incurred and paid.
INDIRECT PROJECT EXPENSES		
10.	Project management salary expenses incurred (actual and related salary expenses of the project manager, coordinator, project financier, other project team members)	See Point 2.
11.	Project management expenses incurred (project administration,	See Point 6.

	purchase of accounting services)	
12.	Expenses related to rental of premises, utility and communication services:	<ul style="list-style-type: none"> - a copy of the order of the Head of the institution attributing a part or all expenses related to rental of premises, utility and communication services to the project; - an accounting certificate on the calculation of the part of utility and communication service expenses attributed to the project; - a copy of order of the Head assigning telephone numbers to the project; - a copy of the lease/use agreement (if not own premises); - copies of VAT invoices/invoices/receipts; - copies of documents proving payment.
13.	Bank transfer expenses	<ul style="list-style-type: none"> - a copy of the agreement (with the applicable rates); - copies of statements.
14.	Other expenses	- supporting documents for the expenses incurred and paid.

NOTE: At the request of the CPMA, the project promoter must provide other additional documents proving the expenses.

RECOMMENDATIONS:	KEY MISTAKES:
<ul style="list-style-type: none"> - Start preparing the report earlier, leaving time to solve issues. If expenses incurred by the partner are also declared, ask him to submit the documents earlier so that You have time to check and ask for additions (if necessary); - Consult the CPMA employee responsible for the supervision of Your project when preparing the Project Implementation Report; - Answer all questions in the report in a detailed, reasoned and justified manner, describing the activities implemented, the results achieved, publicity activities, supporting information, references, etc.; - Beside references to articles, publication material, etc., please indicate the project activity number, the author of the article and other relevant information that will allow easy identification of project activity numbers and project estimate lines; - In the report, describe any minor changes to the terms of the Agreement, any deviations from the plan, and provide a reasoned justification for the changes. 	<ul style="list-style-type: none"> - An unsigned report was submitted or the submitted report was not signed by the Head of the institution; - The report is prepared in improper manner, contains mistakes and does not answer all questions; - No annexes to the Activity report to justify the activities implemented and the results achieved are provided; - The Financial report is in PDF format only, Excel format is not submitted; - The report is not accompanied by all supporting documents; - The documents supporting the expenses were issued before the services or works were provided; - Documents supporting the expenses are issued before the project implementation start date or after the end of the project; - Failure to provide the documents proving payment; - Invoices/receipts for accommodation or meals do not specify the exact location, date, number of guests and other information; - Business trip/travel expenses exceed the limits established by legal acts.

***WE WISH YOU A SMOOTH IMPLEMENTATION OF THE PROJECT!
IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CONTACT PERSON INDICATED
IN YOUR PROJECT IMPLEMENTATION AGREEMENT.***