

Annex III to the Manual for Small Projects

Indicative lists of key element of a tasks, lump sum obtaining criteria, sources of verification

As foreseen by the p. 3.1.6.1 of the Manual for Small Projects, the project key element(s) shall be defined for each project task.

A key element of a task is defined as:

- **each project output** – a direct, tangible product of the project implementation, measured in concrete quantities by an output (Programme or a small project fund) indicator, e.g. project conference, measured by number of conference participants; **or**
- **each significant position in the small project draft budget** – each planned expenditure of 1000 EUR and above; **or**
- **each significant component within the task** – component, that significantly influences shape and character of the task, going beyond the standard format of the undertaking, and not falling under definition of the point 1 or 2.

In case of selection of the small project for financing, implementation of the key elements of the task will be verified by fulfilment of the lump sum obtaining criteria. Verification is conducted on the pass/fail basis, using the predefined documents as a source of verification.

All key elements of all project tasks shall be reflected, lump sum obtaining criteria and source of their verification shall be predefined before submission of the Application. Additional verification is conducted by the SPF Beneficiary and small project Lead Beneficiary at the contracting stage. Final list of key elements, lump sum obtaining criteria and list of documents, being the source of verification are presented in the small project grant agreement.

Failing to achieve any of the defined lump sum obtaining criterion means the small project loses the entire value of the lump sum, assigned to the task.

The table below presents typical key elements of the tasks, predefines lump sum obtaining criteria for them as well as relevant obligatory documents, being the source of the criterion fulfilment verification. If due to the small project specificity, other key elements of the tasks will be defined, the Applicant shall formulate the criterion and list of documents following the approach presented.

Implementation of the project in line with the Programme visibility requirements as a rule shall not be defined as a key element. Compliance of the Programme visibility requirements is a subject of the separate verification. Failure to meet these requirements will result in imposition of a financial correction of up to 2% of the project co-financing, according to p. 6.3 of MANUAL FOR SMALL PROJECTS

Key element of a task	Lump sum obtaining criterion	Sources of verification - Obligatory document(s), confirming fulfilment of the criterion
Conduction of events		
Conduction of the event with registered number of participants (offline participation)	[name the event ¹] is conducted for at least [indicate number] offline participants	1. Attendance List ² . 2. Agenda of the event. 3. Photo/video documentation confirming conduction of the event.
Conduction of the event with registered number of participants (online participation)	[name the event] is conducted for at least [indicate number] online participants	1. Agenda of the event. 2. Screenshot(s) showing the number of online participants in the event.
Conduction of the open event	[name the event] is conducted	1. Announcement (if applicable) and Program of the event. 2. Photo/video documentation confirming conduction of the event.

¹ Examples of the proper naming of the event: project starting conference, workshop for the Ukrainian children, study tour for culture institution representatives, exhibition, picnic. In case of several events of the same kind, please clearly distinct them providing further details or number of the event (e.g. first workshop, second workshop).

² Attendance list shall contain information on participant's first and last names, institution, signature, as well as any other information deemed necessary due to the specifics of the small project, e.g. country/city of residence of the participant. In case of underage participants or people with disabilities, signature of their legal representatives may be provided as confirmation of participation.

Premises for the event	Premises for the [name the event] are ensured	<ol style="list-style-type: none"> Contract with the company or individual that provides service, and Service acceptance protocol. <p>* For transportation, in case of independent travelling of participants and reimbursement of travel costs - Participants' Expense Reimbursement Sheet instead of the contract and the protocol.</p>
Interpretation during the event	[name the language pair] interpretation during the [name the event] is ensured	
Transport of the event participants	Transportation for at least [indicate number] participants of the [name the event] is ensured	
Accommodation of the event participants	Accommodation for at least [indicate number] participants of the [name the event] is ensured	
Meals for the event participants	Meals (i.e. [indicate what is foreseen – e.g. 1 dinner, 2 coffee breaks]) for at least [indicate number] participants of the is ensured ³ .	
Other supportive services for the event (e.g. services related to outdoor events, stage performance, materials for the participants, translation of the materials, acquisition/preparation of the participants' sets)	[name the service] during [name the event] for at least [indicate number] participants is ensured	
Equipment, equipping		
Equipping of the premises (e.g. school class, library, etc.)	[name the premises] is/are equipped and in use.	- Photo/video documentation confirming equipping and use of the object.
Purchase of equipment, listed in the cost catalogue (Annex II)	[name the equipment] is purchased and used in the project	1. Documentation confirming purchase and delivery of

³ Criterion may be split into several in case of different number of the participants (e.g. lower number of participants for the dinner).

<p>Purchase of the equipment, not listed in the cost catalogue (Annex II)</p>	<p>[name the equipment] is purchased and used in the project (minimum technical requirements are: [name one to several minimum technical requirements that influence the price])</p>	<p>equipment (e.g. acceptance protocols, consignment note, etc.)</p> <ol style="list-style-type: none"> 2. Photos of purchased equipment, presenting its use in the project.
<p>Publishing, media, creative, analytical, planning undertakings</p>		
<p>Conduction of publishing / media undertakings, e.g. publications (books, albums, brochures, leaflets), films, music recordings, radio/TV broadcasts.</p>	<p>[formulate criterion basing on examples: named book is prepared and published, named mobile application is developed. Where applicable define main requirement(s) that influenced the cost]</p>	<ol style="list-style-type: none"> 1. Product itself or photo/video documentation presenting the product. 2. Service acceptance protocol.
<p>Conduction of creative undertakings, e.g. development of innovative tools and technologies, e.g. creating a mobile application, multimedia presentations, e-learning platforms.</p>		
<p>Conduction of analytical and planning undertakings, e.g. development of strategies, research, and analyses.</p>		