

TELŠIAI DISTRICT MUNICIPALITY ADMINISTRATION (LT)

DESCRIPTION OF THE PROCEDURE FOR SELECTION AND FUNDING OF COMMUNITY INITIATIVE PROJECTS

I. GENERAL PROVISIONS

1. The Description of the Procedure for Selection and Financing of Community Initiative Project Ideas (hereinafter - the Description) establishes the procedure for submitting, evaluating, selecting and allocating project ideas, project idea proposals, municipal residents' initiatives financed from the budget of Telšiai District Municipality (hereinafter - the Municipality). The purpose of financing the ideas of community initiative projects is to increase the possibilities of involving citizens in the formation of the municipal budget. The main tasks are to promote the citizens' initiative in the district, to bring together the communities of the population to revitalize and improve the health, social, educational and living environment, to activate business creation and participation in the renewal of territories, to promote discussions on Telšiai district development.

2.2. The ideas of community initiative projects are implemented annually, providing funds for this in the municipal budget of each year.

3.3. Definitions used in this description of the procedure:

3.1. proposal - a document with annexes according to the prepared special form, which is submitted by the applicant, setting out the idea (the form is attached);

3.2. applicant - a resident who has declared a place of residence in the territory of Telšiai District Municipality, not younger than 18 years of age, who has collected 15 signatures and offers ideas of residents who have declared their place of residence in the eldership where the project is proposed to be implemented;

3.3. project - a timely defined set of targeted activities, which are implemented on land or premises managed by the municipality or municipal institutions, the volume of which does not exceed 20 thousand. EUR, implementation period - one year, the goal is to implement the strategic goals of Telšiai district municipality;

3.4. Consultative working group - a working group for the evaluation of project idea proposals formed by the decision of the municipal council. The functions of the working group are to evaluate proposals for project ideas, compile a list of selected projects and submit it to the next stage of project selection - public voting. A member of the working group whose participation in the evaluation of project idea proposals may cause a conflict of interest must withdraw from the evaluation of project ideas by notifying the other members of the working group;

3.5. "voting for the implementation of projects" means voting for a submitted project initiative at a specified place and in a specified form by card or electronic means;

3.6. call for proposals (hereinafter referred to as the call) - a notice published in a public space, which specifies the conditions and deadlines for the submission of proposals for project ideas.

II. PROCEDURE FOR SUBMISSION OF PROJECT IDEA PROPOSALS

4. Proposals of project ideas are submitted and may participate in Telšiai district health, social welfare, education, infrastructure improvement or other publicly announced project categories.

5. Proposals of project ideas may be submitted by residents not younger than 18 years of age who have declared their place of residence in the territory of Telšiai district municipality.

6. The form for submitting project idea proposals is published on the municipal website www.telsiai.lt or a paper version of the form can be found in the premises of the municipal administration and elderships.

7. Proposals for project ideas shall be submitted in accordance with this description and the procedure and deadlines set out in the call.

8. The applicant submits a completed project idea proposal (form attached) and other required information in accordance with the procedure and deadlines established in the call.

9. The call for proposals is published on the municipal website www.telsiai.lt. The call is published by a consultative working group.

10. Minimum requirements for proposing a project idea:

10.1 The proposal of the project idea must be approved by 15 persons who have declared their place of residence in the eldership and at least 18 years old. Approval of the project idea must be confirmed by signatures, indicating the date of birth, surname, first name, declared place of residence (form attached);

10.2 the project must be implemented in Telšiai district (city), on the land and premises managed by the municipality or its institutions;

10.3 the proposal of the project idea must be accompanied by the approval of the head of the municipal institution, if the project is implemented on land or premises managed by the municipal institution;

10.4 the project must comply with the conditions and deadlines for the submission of project idea proposals published in the public space.

11. Submitted project proposal proposals shall be registered in the municipal administration and elderships in accordance with the general procedure for registration of received documents.

12. Proposals for project ideas submitted after the deadline specified in the call will not be considered.

13. Consultations and methodological assistance to residents who wish to submit proposals for project ideas are provided in meetings with non-governmental organizations, community representatives and residents. Consulting persons and their contacts are published on the municipal website www.telsiai.lt.

III. EVALUATION AND SELECTION OF PROJECT IDEA PROPOSALS

14. Proposals for project ideas are accepted at the reception of the municipal administration in Žemaitės st. 14, Telšiai, in the premises of the municipal administration elderships and electronically - by e-mail. p. info@telsiai.lt. They are administered and information is provided by the Finance Department of the municipal administration.

15. Submitted project idea proposals are evaluated after the deadline for their adoption.

16. Proposals for project ideas and preliminary project estimates are evaluated by an advisory working group. It consists of 1 delegated representative of the factions of the municipal council, 1 delegated representative of the council of non-governmental organizations, 6 civil servants of the municipal administration divisions and 1 representative of the elderships of the municipal administration. The project's eligibility for funding is assessed and a list of selected projects is drawn up and a protocol is drawn up.

17. If the Consultative Working Group has any questions or doubts about specific provisions of the project that affect the evaluation process, the contact person indicated in the project form (e-mail, telephone) is contacted and written explanations are requested.

18. The list of projects eligible for financing and implementation shall be approved by an order of the director of the municipal administration.

19. Applicants shall be sent information by electronic means or by letter stating the reasons why the proposal has been declared ineligible. Alternative project implementation solutions may also be offered.
20. The decision of the advisory working group may be appealed in writing to the mayor of the municipality within 10 calendar days from the information sent to the applicant.
21. The mayor of the municipality, having read the documents submitted by the consultative group and hearing the explanations, shall submit a reply to the applicant.
22. The applicant has the right to withdraw the proposal for the project idea by submitting a written request until the list of projects eligible for financing and implementation is approved by the order of the director of the municipal administration.
23. Approved and depersonalized projects (in addition to the personal data of the applicant for the project idea and the persons who have supported the project idea) shall be announced in the public space and a voting procedure shall be carried out.

IV. THE PUBLIC SUPPORT TO IMPLEMENT THE PROJECT

24. The municipal council shall determine a sample voting card and indicate the essential elements of the interactive voting form.
25. Residents who have declared their place of residence in the territory of the municipality, not younger than 18 years, shall express their opinion on the implementation of projects by voting.
26. The voting person shall indicate the following data:
 - 26.1. when voting by card: date of birth, name, surname, declared place of residence, date and sign;
 - 26.2. when voting electronically: date of birth, name, surname, declared place of residence;
 - 26.3. consent to the processing of personal data. This data is used only to identify and verify the number of times the voter has voted and is not made public.
27. One resident has the right to vote for no more than 1 project of a certain category.
28. After several electronic votes, the last vote is valid.
29. After voting electronically and filling in a paper card, an electronically filled vote shall be valid.
30. If several paper cards are filled in, the most recently filled card is valid.
31. The personal data of the voted population shall be checked in the database of the Population Register. Voting cards are transferred to the municipal archives and stored in accordance with the established procedure.
32. Personal data shall be used only with the consent of the person to use them. Personal data shall be used only for the implementation of the objectives and tasks of financing Community Initiative project ideas, for the implementation of the voting procedures provided for in the description and shall be stored in accordance with the Law on Legal Protection of Personal Data of the Republic of Lithuania.

V. PROJECT FINANCING AND IMPLEMENTATION

33. Selected projects that have received the approval of the population and their descriptions are publicly published on the municipal website www.telsiai.lt.
34. The projects that have received the most votes of the population shall be implemented only when they obtain the minimum number of votes - 0.5% of the votes from the number of persons who have declared their place of residence in the respective eldership.
35. The list of projects with the largest number of votes shall be approved by the order of the Director of Administration.
36. Projects are implemented by the municipal administration. The department responsible for the implementation of the project idea is appointed by the order of the Director of the Municipal Administration.
37. Projects shall be implemented to the extent that they do not exceed the planned amount of financing approved in the municipal budget.
38. If calls are published in several categories of project ideas and funds remain unused in one of them, they may be used for the implementation of the winning projects in another category.
39. In justified cases, in order to maintain the principles of rationality, directionality and economy in the disposal of public funds, higher funds may be allocated to the winning projects, the increase of which shall not exceed 10% of the project value and the total amount allocated to the projects.
40. After the municipal council allocates funding for community initiatives, projects are launched.
41. The projects are 100 percent financed from the municipal budget.
42. The selected tasks shall be implemented within one budget year, but in justified cases, taking into account the procedures and deadlines necessary for the implementation of the project, the implementation of the project may be extended for a maximum of two years.
43. The municipal administration department responsible for the implementation of the project of the idea shall co-operate with the Applicant of the winning project:
 - 43.1 appoints the responsible employee as project manager and provides his / her contact details, including the company's phone number and email address;
 - 43.2 informs the Applicant about important stages of the project implementation;
 - 43.3 consider the remarks or applications submitted by the Applicant during the preparation and implementation of the winning project;
 - 43.4 notify the Applicant about the end date of the project implementation;
 - 43.5 if necessary, ensure that the documents and regulations necessary for the use and operation of the results achieved during the implemented project are prepared.
44. Projects evaluated by the Consultative Working Group as eligible for funding, which were not selected during the voting of the residents, may be implemented by the municipal administration or transferred to municipal enterprises, organizations, non-governmental organizations at their request.

VI. FINAL PROVISIONS

45. The control over the implementation of projects and the use of funds shall be performed by the Municipal Control and Audit Service, the Centralized Internal Audit Division of the municipal administration in accordance with the legal acts regulating their activities.
46. This description may be amended, supplemented or repealed by a decision of the municipal council.

(Project idea proposal form)

PROJECT IDEA PROPOSAL

(Data)

1. General information about the project and the applicant

1.1. Name of the project	
1.2. Applicant (resident of Telšiai district municipality, aged 18 and having declared residence in Telšiai district municipality)	
Name and Surname, date of birth, declared place of residence	
Contacts (address, phone number, e-mail)	
1.3. Project implementation location (it is recommended to indicate local coordinates)	

2. Project description

2.1. Project goal, target group, problem to be solved (no more than 0.5 pages)
2.2. Project results, their benefits to the population

3. Preliminary project estimate:

Name of expenditure	Planned amount of expenditure, Eur	Justification of costs

Total:		

4. Annexes to the proposal

Line no.	Title of the annex (eg photos, expert opinions, recommendations, visualizations, drawings, diagrams or other information supplementing the project description)	Number of pages in the appendix
1.		
2.		
3.		

5. I certify:

5.1. The information provided in this proposal and the accompanying documents is correct. 5.2. I agree that information about my proposal would be published on the website of Telšiai District Municipality and / or in another public space.

(signature)

(Name, Surname)

By signing, I agree that the personal data specified in this questionnaire will be processed by the Telšiai District Municipality Administration for the purposes of personal identification, verification of the accuracy of personal data, statistics, participation in the survey, voting for Telšiai initiatives. I am aware that I can find more information about the processing of my personal data in the rules of personal data processing in Telšiai district municipality administration, approved by the director of Telšiai district municipality administration in 15 November, 2019 order no. A1-1874 “On approval of the rules of personal data processing in Telšiai district municipality administration” (reference to the document in the information system - <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/868f2da00ada11eaa727fba41f42a7e9>).