

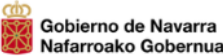
HOW TO BE AN AREA COORDINATOR IN A (VERY) SMALL-SCALE PROJECT CALL... AND SURVIVE IT



ESTRATEGIA PIRENAICA
STRATÉGIE PYRÉNÉENNE
ESTRATÈGIA PIRINENCA
PIRINIOETAKO ESTRATEGIA
ESTRATEGIA PIRENENCA



Funding:



Call launcher:

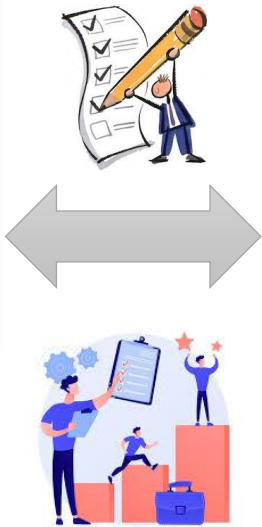


Beneficiaries:

APPEL À MICROPROJETS PYRÉNÉES
CONVOCATORIA DE MICROPROYECTOS PIRINEOS

25 PROYECTOS SELECCIONADOS
PROJETS SÉLECTIONNÉS

#MICROPYR



Area coordinators:

Main tasks of the area coordinator

1- Initial meeting with the beneficiaries of each project

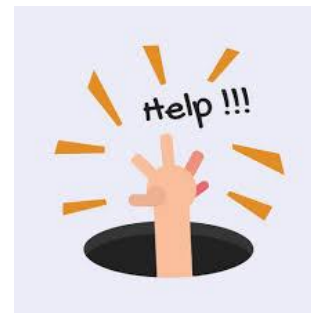
- Objectives:
 - Get to know each other
 - Re-explain the project obligations in terms of communication and financial monitoring
 - Be able to redirect the project in the event of incidents or modifications with respect to the application



2- **Keep in regular touch** with beneficiaries to check that everything is going well

3- **Maintain closer contact with the beneficiary in the event of an incident.**

Provide personalised support and make sure the project can go on.



Main tasks of the area coordinator

4- **Supervise the technical and financial execution of the project:** depending on the project's experience in justifying grants, more in-depth work needs to be done on drafting the justification report and on the justifying documents to be provided.



5- **Join the beneficiaries in a seminar** to present the results of the projects when it is over.



6- Keep in touch with the promoter of the call (or with the responsible for the payment of the grant) to inform beneficiaries about payment deadlines (most of the times they are DYING to be paid!)



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Main difficulties in a coordinator's daily work

Characteristics of small organisations:

- **Feature no salaried staff:** Therefore, it is important for them not to underestimate the work of implementing a project and justifying it. It can be difficult in talking to the person in charge, as they usually carry out the project in their spare time.
- **Have little or no experience in justifying grants:** the coordinator should insist BEFORE beneficiaries make the related expenses in the documents they will have to submit AFTER (invoice, bank transfer, etc.).
- **Differences between countries in terms of payment methods:** widespread use of cheques in France, which do not have the same probative value as a bank transfer in Spain for example.
- **Beneficiaries not always have enough money** to make advance payments and cannot go long without receiving the grant.
The promoter of the call should consider making at least a pre-payment or allow an on-going justification of the grant (E.G: action 1 done, expenses of the action done = payment of the justified part of the project)
- Organisations are **not used to working in cross-border cooperation:**
 - o language barrier
 - o differences between organisations (E.G. difficulties in cooperation between a non-profit organisation and a public administration) with the consequent difference in involvement in the project.



Smile 😊... small-scale projects are beautiful!

