

TELŠIAI DISTRICT MUNICIPALITY ADMINISTRATION (LT)

**ORDER ON IMPLEMENTATION OF THE DESCRIPTION OF THE PROCEDURE FOR
SELECTION AND FINANCING OF PROJECTS OF COMMUNITY INITIATIVES OF
TELŠIAI DISTRICT MUNICIPALITY**

**Plan for selection, financing and implementation of ideas for Telšiai district municipality
community initiative projects 2020 – 2021**

No.	Name of the measure	Responsible for implementation	Implementation data
I.	TRAININGS AND DISSEMINATION OF INFORMATION		
1.	Organizing and conducting training for municipal administration employees, non-governmental organizations, community representatives, elders, librarians and others. Filming of the trainings and opportunities for public viewing of the trainings.	Klaipeda University, Finance Department of the Municipal Administration, Information Technology Specialists of the Municipal Administration	Until 30 June, 2020
2.	Adaptation of the Telšiai District Municipality website for the provision of information on the legal acts regulating the submission of community initiative projects, selection, consulting persons and other necessary information.	Information Technology Specialists of the Municipal Administration, Finance Department	Until 15 June, 2020
II.	SUBMISSION OF PROJECT IDEA PROPOSALS		
1.	Formation of a call for proposals for project ideas.	Consultative Working Group on the Evaluation of Community Initiative Project Ideas.	Until 19 June, 2020
2.	Publication of the call for proposals on the website, in the media, on social networks, in meetings with the population.	Municipal Administration Strategic Planning and Investment Division, Municipal Administration Information Technology Specialists	Until 30 June, 2020
3.	Acceptance and registration of project idea proposals.	Law and Administration Division of the Municipal Administration, Elders of the Municipal.	From 1 July, 2020 until 14 August, 2020

III.	EVALUATION AND SELECTION OF PROJECT IDEAS		
1.	Verification of the identity and residence of the persons approving the project ideas in the population register.	Elders of the Municipal.	Until August 21, 2020
2.	Evaluation of project ideas submitted by residents, including legal, technical, financial and other aspects.	Consultative Working Group on the Evaluation of Community Initiative Project Ideas.	From 24 August, 2020 until 21 September, 2020
3.	Sending to applicants information on the reasons why the project has been declared unsuitable or unfeasible.	Consultative Working Group on the Evaluation of Community Initiative Project Ideas.	Until 25 September, 2020
4.	Appeal of the decisions made by the Consultative Working Group to the Mayor of the Municipality and preparation of answers to complaints.	Applicants, Advisors to the Mayor of the Municipality.	Until 6 October, 2020
5.	Preparation of an order of the Administrative Director on the approval of the list of projects eligible for funding and implementation.	Municipal Administration Strategic Planning and Investment Division.	Until 9 October, 2020
6.	Publication of the list of projects eligible for funding and implementation (media, website, social networks).	Municipal Administration Strategic Planning and Investment Division, Municipal Administration Information Technology Specialists.	Until 16 October, 2020
IV.	POPULATION APPROVAL OF PROPOSED PROJECTS		
1.	Organization of electronic population voting for the best project idea.	Information technology specialists of the municipal administration.	10 October, 2020/13 November, 2020
2.	Organization of card voting for the population.	Municipal administration, elderships.	10 October, 2020/13 November, 2020
3.	Verification of the identity and residence of the persons who supported the proposal for the project idea in the population register during the voting.	Elderships.	Until 20 November, 2020
4.	Assessment of compliance with the requirement to obtain a minimum number of votes.	Municipal Administration Strategic Planning and Investment Division.	Until 15 November, 2020

5.	Preparation and publication of the order of the Administrative Director on the approval of the list of projects with the most votes (media, website, social networks).	Municipal Administration Strategic Planning and Investment Division, Municipal Administration Information Technology Specialists.	Until 30 November, 2020
V.	PROJECT FINANCING AND IMPLEMENTATION		
1.	Planning of funds for the implementation of the winning projects in the Municipal Strategic Action Plan in 2021-2023 and in the Municipal Budget in 2021.	Finance Division of the Municipal Administration, Coordinator of the relevant program of the Municipal Strategic Action Plan	Until approval of the municipal budget, 2021
2.	Implementation of the winning project	The department of the municipal administration responsible for the implementation of the project	Until July 1, 2021
