

APPROVED BY
Order No. IV-260 on 20 of March 2024
by the Minister of Culture of the Republic of
Lithuania (Amendment of the Description since 1
of January 2025)

DESCRIPTION OF THE PROCEDURE FOR FUNDING PROJECTS PROMOTING LITERARY TRANSLATIONS OF LITHUANIAN LITERATURE THROUGH THE STATE BUDGET

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Funding Projects Promoting Literary Translations of Lithuanian Literature through the State Budget (hereinafter ‘the Description’) stipulates the requirements for Applicants, Applications and Projects, the procedure for announcement of the call for Applications and submission of Applications, the procedure for Application screening and making decisions on financing, the procedure for conclusion and performance of the contract, the procedure for reporting on the allocated financing, and the procedure for information provision and protection of personal data.

2. The purpose of funding Projects promoting literary translations of Lithuanian Literature is to encourage literary translations of Lithuanian Literature and their dissemination abroad.

3. Provision of financing through the state budget shall be administered by the Lithuanian Culture Institute (hereinafter ‘the Institute’) in the manner set out in the Description.

4. Financing shall be provided on the basis of the Description and without prejudice to the insignificant (*de minimis*) aid as stipulated in European Commission Regulation (EU) No. 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (hereinafter ‘the *de minimis* regulation’).

5. The financing stipulated in this Description shall be provided by way of direct grants. If the *de minimis* aid is paid in instalments, it shall be discounted as to its value at the moment it is granted, as stipulated in clause 6 of Article 3 of the *de minimis* regulation.

6. The concepts used in the Description are as follows:

6.1. **Financing Contract** – a contract with appendices for financing Project implementation in a form approved by order of the Director of the Institute, which shall be concluded between a person receiving the financing and the Institute;

6.2. **Illustrated Publication** – a work of Lithuanian literature, whether a children’s picture book or a graphic novel, published in the original language or in a foreign language in paper, electronic or audio format;

6.3. **Publication** – a work of Lithuanian literature, whether a fiction or non-fiction text, a collection of texts or an anthology, published in the original language or in a foreign language in paper, electronic or audio format;

6.4. **Lithuanian Literature** – a work or a literary work by a Lithuanian author or an author of Lithuanian descent, directly related to Lithuanian culture, history and (or) its artists;

6.5. **Application** – a document in a form approved by order of the Director of the Institute and presented to the Institute in order to obtain financing for Project implementation;

6.6. **Applicant** – a legal person engaged in publishing activities and submitting an Application to the Institute;

6.7. **Project** – the totality of time-bound measures of purposeful activity, the aim of which is to translate into a foreign language and publish a Publication or an Illustrated Publication and to organise its Distribution;

6.8. **Project Report** – a report with appendices on Project implementation and actual expenditure drawn up in a form approved by order of the Director of the Institute, which is submitted to the Institute by a Project Executor in the manner defined in the Description;

6.9. **Lifetime of the Project** – a time period at the beginning of which Project activities shall start and at the end of which everything shall be completed;

6.10. **Project Executor** – a legal person which is provided with financing in the manner determined in the Description and which has drawn up a Financing Contract with the Institute and is responsible for Project implementation.

6.11. **Distribution** – publishing, publicity and distribution of a Publication or an Illustrated Publication as well as events related to that and held in the country in which a Project is being carried out and (or) online;

6.12. Other concepts in the Description shall be understood according to their definition in the Law on Copyright and Related Rights of the Republic of Lithuania, the Law on the Management, Use and Disposal of State and Municipal Assets of the Republic of Lithuania and the Law on Public Sector Accountability of the Republic of Lithuania.

7. The documents indicated in the Description shall be drawn up and submitted in the Lithuanian or English languages; correspondence and other kinds of exchange of information shall be carried out likewise. If information is provided in another language, then it shall be obligatory to provide therewith its translation into the Lithuanian or the English language. The present translation shall not require a certificate verifying the authenticity of documents translated from one language into another issued by a notary.

CHAPTER II REQUIREMENTS FOR APPLICANTS AND PROJECTS

8. Applications may be submitted by legal persons fulfilling all the requirements set out in this clause:

8.1. they are carrying out publishing activities;

8.2. in accordance with Article 1(1) of the *de minimis* Regulation, *de minimis* aid may not be granted to Applicants carrying out activities in the following sectors:

8.2.1. activities in the primary production of fishery and aquaculture products;

8.2.2. activities in the primary production of agricultural products;

8.2.3. export-related activities in third countries or Member States, namely activities directly linked to quantities exported, to the establishment and operation of a distribution network, or to other costs linked to export activity;

8.3. an enforcement order has not been issued in respect of the Applicant to recover funds pursuant to a decision of the European Commission under which State aid previously received in the Republic of Lithuania has been declared unlawful and incompatible with the internal market;

8.4. they are organisationally and financially capable of implementing the Project properly and on time. An Applicant is considered to be organisationally and financially capable of implementing the Project properly and on time if it fulfils all of the following criteria:

8.4.1. the Applicant has not acquired the status of a legal entity subject to bankruptcy, restructuring or liquidation due to bankruptcy, or is not in the process of reorganisation;

8.4.2. the Applicant has not been convicted of a criminal offence against the financial system, the economy and business order by a final court judgement, or a conviction for the aforementioned offences has not fully expired (this also applies to the head of a legal entity);

8.4.3. the Applicant has not been the subject of a decision by the Institute and/or other competent authority to recover funding received from the Institute and not more than one year has passed since the decision was fully implemented;

8.4.4. within two years prior to the date of submission of the Application the Applicant has not transferred (as defined by Commission Regulation (EU) No 651/2014 of 16 June, as amended by Articles 2(61a) and 14(16), under which certain categories of aid are declared compatible with the internal market in accordance with Articles 107 and 108 of the Treaty) an activity identical to or similar to the activity referred to in the application or part thereof from an undertaking located in another state of the European Economic Area to an undertaking located in the Republic of Lithuania, for which funding is requested, and undertakes that he/she shall refrain from doing so during the implementation of the Project, as well as for a period of 2 years following the end of the implementation of the Project (only applicable to applicants registered in the Republic of Lithuania);

8.4.5. at the time of the assessment of the Application, the Applicant is not subject to a restriction (for up to 5 years) not to receive European Union financial assistance on account of illegal employment of third-country nationals (only for Applicants registered in the European Union or in the Member States of the European Economic Area).

9. Funding awarded by means of the competition shall cover only the following Project implementation costs:

9.1. Translation costs of a Publication or an Illustrated Publication;

9.2. Editing, layout, design and (or) printing costs of the Illustrated Publication as well as the costs of acquiring copyright to the Illustrated Publication.

10. The Publication or the Illustrated Publication intended to be published during the Lifetime of the Project shall have an initial print run of no less than 500 copies except poetry and drama publications, for which the initial print run shall be no less than 300 copies.

10¹ The Project must not have a negative impact on the horizontal principles of sustainable development, innovation/creativity and equal opportunities for all set out in the Lithuania's National Progress Plan.

11. Translation of the Publication and the Illustrated Publication shall be financed only if an agreement or other kind of written document is drawn up with a natural person (a translator) whereby it is agreed to translate the Publication indicated in the Application, and all the property rights of the author to the translation of the Publication belongs to him/her (the translator).

12. The costs indicated in clause 9 of the Description may not exceed more than 70% of the total costs needed for the Project implementation.

13. The amount requested to be financed in clause 9.2 shall not exceed EUR 1,000.

14. In accordance with the Description, *de minimis* aid shall be granted in accordance with the following requirements:

14.1 in all cases, an Applicant shall not be provided with such an amount of financing that, once provided, would exceed the ceiling of aid granted to one legal person and persons related to it (legal persons and natural persons that are engaged in business activities) over any period of three years amounting to EUR 300,000 *de minimis* aid (hereinafter '*de minimis* aid');

14.2. in accordance with Article 3(5) of the *de minimis* Regulation, for the purposes of calculating the intensity of the *de minimis* aid and eligible costs, all figures used shall be taken before any deduction of taxes or other charges;

14.3. in accordance with Article 1(2) of the *de minimis* Regulation, if the applicant carries out activities in the sectors referred to in sub-paragraphs 8.2.1 and 8.2.2 of the Description and in one or more other sectors or other areas of activity falling within the scope of the *de minimis* Regulation, *de minimis* aid may be granted on condition that the applicant ensures, by appropriate measures such as the separation of activities or the separation of costs, that the activities in the sectors excluded from the scope of application of the *de minimis* Regulation do not receive *de minimis* aid under the Description;

14.4. in the case of mergers or acquisitions of legal persons, when calculating whether new *de minimis* aid to the new or acquiring legal person exceeds the amount of *de minimis* aid, all previous *de minimis* aid granted to the merging legal persons under the *de minimis* Regulation shall be taken into account *De minimis* aid granted under the *de minimis* Regulation prior to the merger or acquisition of legal persons shall be considered lawful;

14.5. where a single legal person is divided into two or more separate legal persons, *de minimis* aid granted under the *de minimis* Regulation before the division shall be attributed to the legal person which benefited from it, namely the legal person which has taken over the activity. If such attribution is not possible, the *de minimis* aid shall be apportioned on the basis of the balance sheet value of the equity capital of the new legal persons on the date the division takes effect;

14.6. the aid granted may be cumulated with other *de minimis* aid and/or State aid in accordance with the provisions of Article 5 of the *de minimis* Regulation.

15. Financing shall not be provided for the expenses of completing those Project activities which have already received financing from other sources (state or municipal budgets and funds, the member states of the European Union and (or) the European Economic Area or resources of other states).

16. Financing shall be provided to cover only those Project implementation costs which are incurred no earlier than the year a Financing Contract is drawn up except costs incurred on the basis of the documents indicated in clauses 23.1 and 23.2 of the Description.

17. The end of the Lifetime of the Project shall not be later than 1 December of the year when the Financing Contract is drawn up, unless some of the Project activities are planned to be completed during the year following the year the Financing Contract is concluded. In such cases, the end of the Lifetime of the Project shall not be later than 1 December of the year following the year the Financing Contract is concluded.

18. Every copy of the Publication or the Illustrated Publication financed shall indicate in the language of the Publication or the Illustrated Publication that it has been financed by the Institute as well as indicate any other data provided by the Institute (the Institute logo, etc.) in the manner the Financing Contract stipulates.

19. Applications shall not be considered and financing shall not be provided to those Applicants which have previously not discharged the obligations stipulated in a Financing Contract concluded with the Institute or have only partially discharged them, and it is less than two years between the new Application submission and the time when the Institute made a decision over such a breach and restricted the right of a Project Executor to further submit Applications.

CHAPTER III ANNOUNCEMENT OF CALL FOR APPLICATIONS AND APPLICATION PROCEDURE

20. At least two calls for Applications shall be announced each year: the first call for financing for the coming year shall be announced in the fourth quarter of the current year, the second call – in the first quarter of the year for which the financing is provided, except the calls announced in 2024. In 2024, the first call shall be announced in the first quarter of this year.

21. A call for Applications and all the information related to the call shall be announced in Lithuanian and English on the website of the Institute www.lithuanianculture.lt at least 3 working days before Applications open.

22. The call for Applications shall indicate:

22.1. an Application period, which shall not be shorter than 20 working days;

22.2. the way(s) in which Applications shall be submitted;

22.3. A position, name, surname, telephone number and an e-mail address of an employee of the Institute responsible for the call;

22.4. any other information required.

23. An Application shall be completed and submitted to the Institute directly on the Institute website. The following information shall be provided together with the Application:

23.1. a copy of a contract or other kind of written agreement concluded between an Applicant and the copyright holder of the Publication specified in the Application, giving the Applicant the right to use the Publication to the extent specified in the Application;

23.2. a copy of a contract or other kind of written agreement concluded between the Applicant and the translator agreeing on the translation of the Publication specified in the Application, except the cases when the Publication is published in the original language;

23.3. a free-format description of the professional activities of the translator who concluded the agreement referred to in clause 23.2 of the Description and a list of translated works or, if this information is publicly and freely available online, a link to such a website, except when the Publication is published in the original language;

23.4. a free-format document accompanying the Application confirming the correctness of the information specified in the Application and its annexes. The document accompanying the Application shall be signed by the head of the legal person submitting the Application or a person authorised by him/her, and in the latter case a copy of the power of attorney or other kind of document shall be provided together with the Application.

23.5. the completed Annex to the Description.

24. The date of drawing up the documents specified in clauses 23.1 and 23.2 of the Description shall not be later than the date the Application is submitted to the Institute. If the documents do not meet the requirement specified in this clause, the Application shall be rejected in accordance with the procedure stipulated in clause 29 of the Description.

25. In order to ensure transparency of Project screening and the equality of Applicants, any corrections, clarifications, provision of additional information or documents by Applicants shall not be possible after Applications have been submitted.

26. The Institute shall provide all notifications, documents and other pieces of information related to an Application to the e-mail address specified by the Applicant in the Application. If the Institute has provided the information pursuant to the procedure specified in this clause, it shall be considered that the information been properly presented to the Applicant, and that the Applicant has had and has been able to get acquainted with it.

CHAPTER IV

EVALUATION OF APPLICATIONS AND DECISION-MAKING ON FINANCING

27. Evaluation of Applications comprises two stages:

27.1. administrative compliance assessment;

27.2. expert evaluation.

28. The administrative compliance assessment of Applications shall be carried out by a civil servant of the Institute or an employee working under an employment contract and who has been authorised by the Director of the Institute. The administrative compliance assessment shall be carried out once Applications have closed but no later than within 15 working days after the Application submission deadline which shall be specified in the call for Applications. During the administrative compliance assessment it shall be determined whether an Application has been submitted in accordance with the administrative requirements set out in the call for Applications and the Description, and also whether the amount of the *de minimis* aid will not be exceeded if the requested amount of financing is granted to an Applicant.

29. If during the administrative compliance assessment of the Application it is determined that the Application was submitted after the deadline specified in the call for Applications or that the Application does not meet the administrative requirements set out in the Description and the call, and these shortcomings cannot be remedied, the Application shall be rejected. Within 3 working days from the day the relevant decision is made by the Director of the Institute or his/her authorised person, the Institute shall inform the Applicant about the decision taken, by communication to the email address specified in the Application, indicating the reasons for rejection of the Application and the procedure for appealing this decision.

30. When it is determined during the administrative compliance assessment of the Application that the Application does not meet the administrative requirements set out in the Description and the call, and these shortcomings may be remedied, the Institute shall inform the Applicant, by communication to the e-mail address specified in the Application, about the identified shortcomings of the Application and the possibility of correcting them within a deadline set by the Institute, which shall not be shorter than 3 working days. If the Applicant does not remove the shortcomings within the set period of time or does not remove them properly, the Director of the Institute or the employee of the Institute authorised by him/her shall make a decision not to consider such an Application. Within 3 working days from the day the decision is made, the Institute shall inform the Applicant about the decision, by communication to the e-mail address specified in the Application, indicating the reasons for the rejection of the Application and the procedure for appealing this decision.

31. No later than within 25 working days from the Application deadline specified in a call, the Applications that meet the administrative requirements specified in the call for Applications and the Description shall be submitted for evaluation by experts who have special knowledge and skills required by the Institute in the area of Lithuanian literature, literary translation and publishing.

32. Selection and work of experts shall be organised in accordance with the Regulation of the Work of the Commission of Experts Evaluating Applications for Projects Promoting Translations of Literature of Lithuania (hereinafter 'the Regulation').

33. Expert evaluation of an Application shall be carried out by an expert commission consisting of at least 3 members in accordance with the Regulation. Applications shall be evaluated individually by the members of the commission before they are considered during a meeting(s) of the expert commission.

34. The expert evaluation shall assess an Application by scoring it on a scale from 0 to 100 points, based on the following evaluation criteria:

34.1. the evaluation criteria of the Applications submitted for financing of Publication Projects:

34.1.1. artistic value and/or relevance of the Publication (0–30);

34.1.2. experience and professional qualifications of the translator of the Publication (0–20);

34.1.3. experience of the Applicant (0–20);

34.1.4. implementation of the Publication Distribution plan (0–20);

34.1.5. the rationale behind the Project implementation cost estimates and translation costs (0–10);

34.2. the evaluation criteria of the Applications submitted for financing of Illustrated Publication Projects:

34.2.1. artistic value and relevance of the Illustrated Publication (0–40);

34.2.2. experience of the Applicant (0–20);

34.2.3. implementation of the Illustrated Publication Distribution plan (0–20);

34.2.4. the rationale behind the Project implementation cost estimates and (or) translation costs (0–20);

35. Detailed rules for scoring shall be determined in the Description of the Procedure for Evaluation Criteria of Projects Promoting Literary Translations of Lithuanian Literature approved by the Director of the Institute.

36. Financing may be provided to those Applicants whose Applications are accorded a score, pursuant to the Description, of at least 60.00 points. Having regard to the amount of allocated state budget funds, priority shall be given to those Applications which are accorded, in line with the evaluation criteria, the highest number of points.

37. Experts shall carry out their individual evaluation no later than within 15 working days from the day they receive Applications and submit evaluation results to a civil servant or an employee of the Institute who works under an employment contract and who has been authorised by the Director of the Institute; such civil servant or employee then shall sum up the individual evaluation data, derive averages for each Project separately and submit a scoreboard in a form established by the Director of the Institute for consideration by the expert commission during its meeting. During its meeting, the expert commission shall conclude the final evaluation of the Projects and proposed financing for those Projects which have collected the most points (hereinafter ‘the conclusion of the expert commission’).

38. A decision on Project financing shall be made by the Director of the Institute after evaluating the conclusion of the expert commission no later than within 5 working days after its submission. The order of the Director of the Institute shall indicate the Applicant(s), the author(s) and title(s) of the Publication(s), the name(s) and surname(s) of the translator(s) (if applicable), the scores of the Application(s), the amount(s) of financing provided and the order of an appeal procedure. The order of the Director of the Institute shall be announced on the website of the Institute www.lithuanianculture.lt no later than within 3 working days from the day the order is issued.

39. The Director of the Institute may make a decision without taking into account the conclusion of the expert commission, if:

39.1. certain circumstances arise that make it necessary to remove an expert(s) who has evaluated an Application from Application evaluation pursuant to the Regulation;

39.2. it becomes clear that an Application does not meet the requirements set out in a call for Applications and/or the Description;

39.3. other circumstances arise that prevent Project implementation and which were not known at the time of expert evaluation, i.e. a geopolitical, economic or epidemiological situation or some other kind of significant change in society;

39.4. there are other exceptional and substantiated cases.

40. If the Director of the Institute makes a decision provided for in clause 39.1 of the Description, the Applications shall be returned to the expert commission for evaluation.

41. Once the Director of the Institute has made a decision to provide financing to a Project, the Institute shall submit data to the Register of State Aid and Insignificant (*de minimis*) Aid within 5 working days after granting the *de minimis* aid.

CHAPTER V CONCLUSION AND PERFORMANCE OF CONTRACT

42. The Institute shall conclude a Financing Contract with an Applicant which has been allocated financing. The Financing Contract shall be concluded in the Lithuanian and English languages. During the term of validity of the Financing Contract, a Project Executor shall not have the right to unilaterally transfer any of its rights and obligations arising from this contract to third parties.

43. Having regard to the Lifetime of the Project specified in the Application, the following documents shall be concluded with the Applicant:

43.1. a single-stage Financing Contract, if the end of the Lifetime of the Project is before 1 December of the year in which the Financing Contract is concluded;

43.2. a two-stage Financing Contract, if the end of the Lifetime of the Project is later than 1 December of the year in which the Financing Contract is concluded but no later than 1 December of the year following the year in which the Financing Contract is concluded.

44. The Project Executor shall submit a properly completed and signed contract in the form approved by order of the Director of the Institute indicating an estimate of the costs of the allocated financing no later than 40 working days following the order of the Director of the Institute on the allocation of financing. The Financing Contract shall be signed by the Project Executor and the Director of the Institute or a person authorised by him/her. If the Project Executor does not submit the signed Financing Contract and an estimate of the Project costs in accordance with the deadlines and procedures stipulated in this clause, the Director of the Institute shall make a decision to cancel the financing allocated to the Project Executor.

45. The financing allocated to the Project Executor shall be transferred after:

45.1. conclusion of the single-stage Financing Contract. 100% of the allocated financing shall be transferred once the Project Executor meets the requirements set out in clause 50.1 of the Description;

45.2. conclusion of the two-stage Financing Contract. Up to 60% of the allocated financing shall be transferred once the Project Executor meets the requirements set out in clause 50.2.1 of the Description, while the remaining part shall be transferred after meeting the requirements stipulated in clause 50.2.2 of the Description.

46. When financing is allocated for translation of a Publication or an Illustrated Publication, at the request of the Applicant, a tripartite agreement may be signed in a form approved by order of the Director of the Institute on direct transfer of financing to a translator and shall be concluded between the Institute, the Project Executor and the translator indicated in the Financing Contract.

47. The Project Executor must ensure that the allocated financing is used only in accordance with the procedure and deadlines stipulated in the Financing Contract.

48. The Project Executor has the right to submit a reasonable request to the Institute to change the Lifetime of the Project but not later than 10 working days before the end of the Lifetime of the Project specified in the Financing Contract. A decision on complying with such a request shall be made by the Director of the Institute within 5 working days following the date of receipt of the request. If the request is not granted, the Project Executor shall comply with the conditions stipulated in the Financing Contract.

49. The Institute shall provide all the notifications, documents and other pieces of information related to the Financing Contract to an e-mail address specified by the Applicant in the Financing Contract. If the Institute has provided the information pursuant to this clause, it shall be considered that the information has been properly presented to the Project Executor, and that the Project Executor has had and has been able to get acquainted with it.

CHAPTER VI REPORTING FOR ALLOCATED FINANCING

50. A Project Executor shall report on the allocated financing in the following way:

50.1. if a single-stage Financing Contract has been concluded, the Project Executor shall submit a Project Report to the Institute for the entire Lifetime of the Project no later than within 10 working days of the end of the Lifetime of the Project and send 6 copies of the Publication specified in the Financing Contract at its own expense, except when the Publication is produced in the form of an audiobook or an e-book. In such a case, the Project Executor shall submit the file of such Publication to the Institute pursuant to the Financing Contract;

50.2. if a two-stage Financing Contract has been concluded, the Project Executor shall:

50.2.1. submit a Project Report to the Institute, no later than 10 December of the year in which the Financing Contract was signed, reporting on the Project implementation up to the day of the submission of the report;

50.2.2. no later than within 10 working days of the end of the Lifetime of the Project submit a Project Report to the Institute for the entire Lifetime of the Project and send 6 copies of the Publication specified in the contract at its own expense, except when the Publication is produced in the form of an audiobook or an e-book. In such a case, the Project Executor shall submit the file of such Publication to the Institute pursuant to the Financing Contract.

51. If the Project Executor fails to submit a Project Report within the deadline set in the Description, the Director of the Institute shall make a decision on the unilateral termination of the Financing Contract concluded with the Project Executor. In such a case, the Project Executor shall lose the right to submit Applications and receive financing administered by the Institute for two years from the day the decision of the Director of the Institute is made and must return the financing received from the Institute within a deadline set by the Institute, which shall not be shorter than 10 working days and no longer than 60 working days.

52. If the Project Executor submits a Project Report that does not meet the requirements set out in the Description and fails to eliminate these shortcomings within the deadline set by the Institute, which cannot be shorter than 3 working days, the Director of the Institute shall make a decision on unilateral termination of the Financing Contract concluded with the Project Executor. In such a case, the Project Executor shall lose the right to submit Applications and receive financing administered by the Institute for two years from the day the decision of the Director of the Institute is made, and if the financing has been paid to the Project Executor in accordance with clause 45.2, it shall be returned within a deadline set by the Institute, which shall not be shorter than 10 working days and no longer than 60 working days.

53. If, pursuant to the deadlines and terms in the Description and the Financing Contract, the Project Executor fails to provide the Institute with copies of the Publication or the Illustrated Publication specified in the Financing Contract or some other kind of evidence proving that such a Publication is being distributed and its copies are being sent to the Institute, and if these shortcomings are not eliminated within a deadline set by the Institute, which shall not be shorter than 2 working days, a Project Report shall be considered as not having been submitted, and clause 52 of the Description shall apply.

54. Should the Institute request, the Project Executor shall submit copies of all the documents justifying the expenditure and proving the payments indicated in a Project Report, which shall be certified by the signature of the head of the Project Executor, within 5 working days. Documents justifying expenditure include invoices submitted by providers of goods (services), electronic invoices, VAT invoices, purchase and sale receipts, data sheets of payroll records, travel documents, contracts and delivery and acceptance certificates as well as other documents justifying and proving the expenditure incurred and their rationale. Documents proving payment of expenditure are documents showing payment orders, cash disbursement from a cash register and other documents demonstrating that a payment has been made on the basis of the documents justifying the expenditure.

55. If the Institute determines that the Project Executor has not incurred the Project implementation costs for the purpose specified in the Financing Contract, or has not submitted the documents required to be submitted under the Financing Contract, or has not discharged other obligations provided for in the Financing Contract or has discharged them only partially, and if the Project Executor has not eliminated these shortcomings within a deadline set by the Institute, which shall not be shorter than 3 working days, the Director of the Institute shall make a decision on the cancellation of the financing allocated to the Project Executor, and the Institute shall unilaterally terminate the Financing Contract concluded with the Project Executor. In such a case, the Project Executor shall lose the right to submit Applications and receive financing administered by the Institute for two years from the day the decision of the Director of the Institute is made, and if the financing has been paid to the Project Executor in accordance with clause 45.2, it shall be returned within a deadline set by the Institute, which shall not be shorter than 10 working days and no longer than 60 working days.

56. Project implementation expenses shall be considered to have been incurred in accordance with the purpose specified in the Financing Contract, if all the activities specified in the Financing Contract have been implemented and the expenses are appropriate.

57. Appropriateness of Project expenditure shall be determined by assessing whether it:

57.1. has actually been incurred during the Lifetime of the Project provided for in the Financing Contract and paid no later than within 10 working days of the end of the Lifetime of the Project;

57.2. corresponds to the costs specified in the Financing Contract in terms of its purpose;

57.3. is related to the Project implementation;

57.4. has not been financed by other financial sources, as clause 15 of the Description stipulates;

57.5. has been incurred without prejudice to the requirements of legal acts, has been entered in the accounts of the Project Executor and can be identified, checked and confirmed by relevant accounting documents containing all the particulars of accounting documents established by legal acts, and the content specified in the documents justifying expenditure and proving payments allows one to identify that the expenditure and the Project are related;

57.6. has been incurred in accordance with the provisions of the Law on Public Procurement of the Republic of Lithuania (hereinafter 'LPP'), if the Project Executor has its registered office in Lithuania and, as the provisions of the LPP stipulate, it is a contracting entity.

58. If it turns out that illegal and/or incompatible state aid has been granted, the Project Executor shall voluntarily return the amount paid to it no later than within 10 working days after the Institute makes the decision to recognise the granted state aid as illegal and to be returned to the state budget, or this amount shall be recovered in the manner of an out-of-court settlement in accordance with the Article 55 of the Law on Competition of the Republic of Lithuania.

59. In order to ensure that Projects are completed under the terms and conditions set out in a Financing Contract, the Institute retains the right to supervise and monitor Project implementation and, as long as the Project Reports referred to in clause 50 of the Rules are not submitted, it has the right to ask the Project Executor to provide information on the progress of the Project implementation and/or submit data related to the Project implementation.

60. The Institute shall distribute the 6 paper copies of the Publication or the Illustrated Publication sent by the Project Executor in the following way: 2 copies shall be handed over to the Martynas Mažvydas National Library of Lithuania, 1 copy to the Vilnius County Adomas Mickevičius Public Library, and 1 copy to the Library of the Institute of Lithuanian Literature and Folklore, while 2 copies shall be kept by the Institute.

61. The Institute shall use the audiobook or the e-book provided by the Project Executor in accordance with a procedure agreed upon in advance with the Project Executor and established in the Financing Contract.

CHAPTER VII INFORMATION PROVISION AND PROTECTION OF PERSONAL DATA

62. Applicants and Project Executors shall not be provided with individual expert evaluations, although the Institute, at the request of an Applicant or a Project Executor, shall provide them with an extract of the conclusion of an expert commission by e-mail, where the evaluation data of the Applicant's or Project Executor's Application is indicated. The Institute shall provide Applications, Financing Contracts and Project Reports to third parties only after obtaining the consent of the Applicants and Project Executors, except when the Institute must submit such documents pursuant to the provisions of legal acts.

63. Identities (name and surname) of the experts who have evaluated the Applications shall be disclosed at the request of the Applicant, the Project Executor or other third party no earlier than the day the order specified in clause 38 of the Description is announced on the Institute website.

64. Information not indicated in clauses 62 and 63 of the Description shall be provided pursuant to the Law on the Right to Receive Information and Data Re-use of the Republic of Lithuania.

65. Personal data indicated in the Application, the Financing Contract and the Project Report shall be processed by the Institute as the data controller for the purposes of administration of the Projects, and their monitoring and document management. The personal data shall be processed in the public interest and in compliance with the requirements of the legal acts applicable to the Institute, pursuant to clauses d, c, e of Article 6 (1) of Regulation (EU) No. 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive No. 95/46/EC (General Data Protection Regulation). The personal data shall be stored for the periods of time indicated in a documentation plan of the Institute and as stipulated in the legal acts regulating the processing of personal data in the Institute.

66. The Institute shall keep the information about the granted *de minimis* aid for 10 years after the day the last aid under such measure was granted.

CHAPTER VIII FINAL PROVISIONS

67. A Project Executor must keep and, should the Institute request, submit all Project implementation documents, for at least 10 years after the end of the Lifetime of the Project.

68. Relations stemming from the Description between the Institute, Applicants, Project Executors and other third parties shall be governed by the law of the Republic of Lithuania.

69. Decisions of the Institute may be appealed pursuant to the procedures and deadlines stipulated in the Law on Public Administration of the Republic of Lithuania or to the Administrative Disputes Commission of Lithuania pursuant to the Law of the Republic of Lithuania on the Procedure of Pre-trial Administrative Disputes, or to the Regional Administrative Court pursuant to the Law on Administrative Proceedings of the Republic of Lithuania.
