

INTERREG Baltic Sea Region

Guidance to the application

The application of the INTERREG Baltic Sea Region is an on-line form. This form contains guidance for users: after clicking on the symbol  next to a field, the relevant guidance appears in a separate window. As this guidance is not visible in the print-out of the application (PDF format), you may use it as an off-line guidance for your convenience.

Project Summary

1.1. Project name

Please insert a full name of your project. The name should relate to the content of your project.

1.2. Project acronym

Please insert an acronym for your project. The acronym is a short project title which allows easy identification of the project. The acronym should have a maximum 20 characters.

Good acronym is short (max. 20 characters), gives a hint to the topic of the project, is unique and allows the project to be quickly identified. It should be easy to remember and last forever: project partners, MA/JS and others will use it for communication with you/for promotion/for registering and to administer documents. Please avoid the word "Baltic" in the acronym. Instead: use it freely in the project full name.

Good examples are:

<u>Acronym</u>	<u>The full project name</u>
EcoDesign Circle	Ecodesign as Driver of Innovation in the BSR
VillageWaters	Water emissions and their reduction in village communities – villages in Baltic Sea Region as pilots
Go LNG	LNG Value chain for clean shipping, green ports and Blue growth in Baltic Sea Region

1.3. Priority

The programme priority is set according the information provided in the Project Idea Form (PIF). Further details on Programme specific objectives can be found in the Cooperation Programme (2. Priority Axes) and the Programme Manual (B.1 General objectives).

1.4. Programme specific objective

Please select a Programme specific objective which is most relevant for your project.

Further details on Programme specific objectives can be found in the Cooperation Programme (2. Priority Axes) and the Programme Manual (B.1 General objectives).

Drop down menu

- 1.1. Research and innovation infrastructures: To enhance market uptake of innovation based on improved capacity of research and innovation infrastructures and their users
- 1.2. Smart specialisation: To enhance growth opportunities based on increased capacity of innovation actors to apply smart specialisation approach
- 1.3. Non-technological innovation: To advance the Baltic Sea Region performance in non-technological innovation based on increased capacity of innovation actors
- 2.1. Clear waters: To increase efficiency of water management for reduced nutrient inflows and decreased discharges of hazardous substances to the Baltic Sea and the regional waters based on enhanced capacity of public and private actors dealing with water quality issues
- 2.2. Renewable energy: To increase production and use of sustainable renewable energy based on enhanced capacity of public and private actors involved in energy planning and supply
- 2.3. Energy efficiency: To increase energy efficiency based on enhanced capacity of public and private actors involved in energy planning
- 2.4. Resource-efficient blue growth: To advance sustainable and resource-efficient blue growth based on increased capacity of public authorities and practitioners within the blue economy sectors
- 3.1. Interoperability of transport modes: To increase interoperability in transporting goods and persons in north-south and east-west connections based on increased capacity of transport actors
- 3.2. Accessibility of remote areas and areas affected by demographic change: To improve the accessibility of the most remote areas and regions whose accessibility is affected by demographic change based on increased capacity of transport actors
- 3.3. Maritime safety: To increase maritime safety and security based on advanced capacity of maritime actors
- 3.4. Environmentally friendly shipping: To enhance clean shipping based on increased capacity of maritime actors
- 3.5. Environmentally friendly urban mobility: To enhance environmentally friendly transport systems in urban areas based on increased capacity of urban transport actors

1.5. Project duration

Please indicate the duration of your project implementation phase (in months). The minimum duration of the project implementation phase is 12 months and the maximum duration is 30 months. The duration of the project contracting and closure phases is automatically calculated by the Programme. Further details on the project phases and linked cost eligibility rules can be found in the Programme Manual (F.2 Overview on project phases and related costs).

1.6. Summary of the project

Please provide an overview of the project and describe the following:

- the common challenge the partnership is jointly tackling in the project;
- the main objective of the project;
- the main outputs that the project will produce and who will use them;
- the expected change for the region.

Summaries of approved projects will be used for publicity activities. Therefore make your project summary easy understandable to a wider audience: use simple language and short sentences. Avoid including technical details on the project constellation and do not give any references to other parts of the application form.

The summary will also be automatically published on the Programme's website.

1.7. Summary of the partnership

Please provide an overview of the partnership and describe the following:

- the particular competences and know-how of the partners for a successful implementation of the project;
- (if relevant) the associated organisations and their role in the project;
- (if relevant) necessity to involve reserved project partners;
- (if relevant) justification of imbalances in the partnership composition (e.g. missing partners from a specific country or sector; one country/partner with significantly higher share of the budget).

1.8. Lead applicant declaration

(only visible in printed version)

Please date, sign and stamp the application form. The lead applicant declaration must be signed by a person entitled to make commitments on behalf of the lead applicant organisation. Photocopies cannot be accepted.

Partnership

2.1. Overview: Project partnership

This section shows a list of all project partners and if relevant of the reserved partners and the associated organisations. For details regarding the partnership please see Programme Manual (chapter D.1.6 Composition of regular project partnerships).

If you would like to add a project partner, a reserved partner or an associated organisation, please press the respective button on top of the section.

Please note: To activate the possibility of adding reserved partner please consult the JS beforehand.

For editing the data of the listed organisation please click directly on the organisation, which you would like to edit.

For deleting of an organisation from the list, please press the cross sign at the end of the respective line and confirm the deletion in the following dialog.

The "Complete" column indicates whether the provided partner data is complete.

2.2. Project partner details - Partner X

Website	
Please enter your website address in the format www.interreg-baltic.eu (without "http://").	
Organisation identification number	
Please fill in a unique identifier of your organisation. This might be e.g. identification number from a register for legal entities/court register/business register/tax authority/association or other relevant register. This number is used by the national authorities of your country to identify your organisation and to assess its eligibility as lead partner.	
Type of registry	
Please enter where your organisation is registered with the above indicated Organisation ID (e.g. register for legal entities/court register/business register/tax authority/association or other relevant register).	
Legal representative	
Please indicate the position of the legal representative of your organisation. This is the position of the person entitled to make legal and financial commitments on behalf of your organisation.	
Contact person	
Please indicate the position of the contact person responsible for the implementation of the project within your organisation. This person will also be the main contact during the implementation of the project in case of its approval.	

Legal status	
<p>Please indicate the legal status of your organisation. Please note that only the lead partner organisation's legal status has to correspond to category a-e.</p> <p>For more information on the legal status please consult the Programme Manual (C.1 Eligible project partners). In case of doubts regarding your legal status please consult your national Monitoring Committee representatives of the Programme.</p> <p>When choosing b), please note that 'Bodies governed by public law' are defined in Article 2(1) of DIRECTIVE 2014/24/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014).</p> <p>This means any body</p> <ul style="list-style-type: none"> i) established under public or private law for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character; and ii) having legal personality; and iii) financed, for the most part, by the State, regional or local authorities, or by other bodies governed by public law; or subject to management supervision by those authorities or bodies; or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law. All legal entities applying for funding in category b) must fulfil criteria i), ii) and iii). 	
Drop down menu	
<ul style="list-style-type: none"> a) National (governmental), regional and local public authorities b) Bodies governed by public law c) Associations formed by one or several regional or local authorities d) Associations formed by one or several bodies governed by public law as defined under b) e) European Grouping of Territorial Cooperation (EGTC) as defined in the regulation (EU) No 1302/2013. f) Bodies established under private law, having legal personality, but not fulfilling criteria i and/or iii under category b) g) European Economic Interest Grouping (EEIG) as defined the regulation (EEC) No 2137/1985. h) International organisations acting under the national law of any country in the Baltic Sea Region Programme area. 	

Type of partner
This type of partner classification has a functional character. It gives the Joint Secretariat a quick overview on the composition of the partnership and helps to generate statistics to the stakeholders of the Programme. Please choose a category best representing the function of your organisation.
Drop down menu Local public authority Regional public authority National public authority Sectoral agency Infrastructure and public service provider Interest groups including NGOs Higher education and research institution Education/training centre and school Small and medium enterprise Large enterprise Business support organisation EGTC International organisation, EEIG
Is your organisation entitled to recover VAT related to the EU funded project activities?
Please select one of the three options. YES = our organisation is entitled to recover any paid Value Added Tax (VAT) by whatever means, and therefore all project related expenditure to be reported will not include VAT NO = our organisation is not entitled to recover any paid Value Added Tax (VAT) by whatever means, and therefore all project related expenditure to be reported will include VAT. Partly = our organisation is in some cases entitled to recover any paid Value Added Tax (VAT) by whatever means. Please note: The VAT status does not refer to the general VAT status of the partner organisation but to the VAT status in relation to the EU-funded BSR project. E.g. if VAT cannot be recovered for any BSR project activity you may select "NO" even the partner organisation could recover VAT for activities outside the project.

Adding Reserved Partner

(Dialog after pressing the button "+ Reserved Partner")

Reserved project partners may join the project at the stage of its implementation phase to carry out a specific and pre-defined activities for which its specialised expertise is needed. Please consult the Joint Secretariat before adding reserved project partners (RPP). Only after the consultation the application form's function of adding reserved project partners will be unlocked. For more information about the reserved project partners please consult the Programme Manual (D.1.6.2 Reserved partners). You are entitled to add X more reserved partners. Do you want to add a reserved partner?
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2.3 Reserved Partners Details - Partner X

<p>Please state the type of the reserved project partners. The rest of the reserved project partner details (name, address, country etc.) should be provided once known at the project implementation phase.</p> <p>The necessary reserved project partners' expertise and activities assigned to them have to be presented in the work plan. Whereas the reserved partners' budget has to be indicated in the respective budget lines.</p>	
Type of partner	
<p>This type of partner classification has a functional character. It gives the Joint Secretariat a quick overview on the composition of the partnership and helps to generate statistics to the stakeholders of the Programme. Please choose a category best representing the function of your organisation.</p>	
<p>Drop down menu</p> <ul style="list-style-type: none"> Local public authority Regional public authority National public authority Sectoral agency Infrastructure and public service provider Interest groups including NGOs Higher education and research institution Education/training centre and school Small and medium enterprise Large enterprise Business support organisation EGTC International organisation, EEIG 	

2.4 Associated Organisation Details - Partner X

<p>Please provide information on the associated organisations. If possible, submit their letters of support to the Joint Secretariat.</p> <p>Associated organisations support the implementation of the project, but are not project partners and they cannot receive the Programme co-financing.</p> <p>Further information on the involvement of associated organisations can be found in the Programme Manual (D.1.6.1 Associated organisations).</p>
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Type of partner	
This type of partner classification has a functional character. It gives the Joint Secretariat a quick overview on the composition of the partnership and helps to generate statistics to the stakeholders of the Programme. Please choose a category best representing the function of your organisation.	
Drop down menu Local public authority Regional public authority National public authority Sectoral agency Infrastructure and public service provider Interest groups including NGOs Higher education and research institution Education/training centre and school Small and medium enterprise Large enterprise Business support organisation EGTC International organisation, EEIG	

Relevance

3.1. Challenge to be addressed

Please describe the transnational challenge and/or opportunity your project is going to address in relation to <chosen objective>. Your explanation should answer the following:

- What is the current situation in the field addressed?
 - What are the main gaps that your project is addressing?
 - What needs of the selected target groups will be addressed by the project?
- If possible, support your statements with statistical information and examples.

3.2. Transnational value of the project

Please demonstrate the need for transnational cooperation. Describe how the cooperation on a transnational level will help address the challenges and/or opportunities that you have outlined in the section 3.1. Why it is not enough to address them on an organisational or national level?

3.3. Political and strategic background of the project

Please present a political and strategic background of your project and describe the contribution of your project to any of the policies and strategies.

You might refer to EU, national level, regional or sectorial policies and strategies (e.g. EUSBSR, EU2020, Water Framework Directive, Marine Strategy Framework Directive, TEN-T, RU North-West Strategy).

3.4 Project's contribution to the EU Strategy for the Baltic Sea Region

Please describe the contribution of your project to the EU Strategy for the Baltic Sea Region and its Action Plan. Please indicate the relevant Priority Area or Horizontal Action of the Strategy.

3.5. Seed money support

Please indicate whether your project is based on a project developed under the EU Strategy for the Baltic Sea Region (EUSBSR) Seed Money Facility or seed money of the Baltic Sea Region Programme.
In case you received seed money support, you would not be eligible for preparation costs granted by the Baltic Sea Region Programme.

Drop down menu (if yes selected, no possibility to apply for preparation costs reimbursement)

- Yes, we have received the seed money support from the EUSBSR Seed Money Facility/Baltic Sea Region Programme
- No, we have not received any seed money support from the EUSBSR Seed Money Facility/Baltic Sea Region Programme

EUSBSR/BSRP seed money (displayed if "yes" selected above)

Please indicate the name and the acronym of the seed money project from EUSBSR Seed Money Facility/Baltic Sea Region Programme for which you already have received support.

Please note that your project is not eligible for preparation costs by the Baltic Sea Region Programme

For more information on preparation costs please consult the Programme Manual (D.1.8.8 Reimbursement of preparation costs).

3.6. Synergies with projects / other initiatives

Please present your project's relation to former or other current projects, programmes (e.g. Baltic Sea Region INTERREG III B NP and/or its IIIA Priorities; Baltic Sea Region Programme 2007-2013, North Sea Region Programme, BONUS etc.) or initiatives.

The provided information should help to understand the added value and complementarities between the current project application and other projects/programmes/initiatives.

Is your project based on any former or related to any current project/programme/initiative?

Drop down menu

Yes
No

3.7. Level of cooperation

Project partners must cooperate in the development and implementation and financing of the project. Therefore the fields "joint development", "joint implementation" and "joint financing" are already checked by the Programme. In addition, you can indicate whether you jointly staff your project.

3.8. Objectives and results

Each priority of the Programme is divided into specific objectives that describe the Programme's contribution to a change in the Baltic Sea Region within the respective thematic field.

In the following section please explain how your project objectives and project results contribute to the Programme's intended change in the region, i.e. how your project contributes to enhancing the institutional capacity of your project's target groups within the selected thematic field.

Please define at least one project objective and describe the intended result for each objective. Choose one to five institutional capacity dimensions in which your project will enhance the institutional capacity of your target groups.

For more information about objectives, results and the institutional capacity dimensions please consult the Programme Manual (B.1 General objectives; D.1.1 Objectives, results and main activities of regular projects).

Project objective

Please define at least one project objective. This objective should be referable to the <Programme objective>. Please present it in one sentence.

Institutional capacity building

Please select which institutional capacity dimensions of target groups your project will improve. You may select more than one dimension.

Project result

Firstly please name target groups whose institutional capacity will be enhanced in the selected dimensions. Then describe the project result in terms of the enhanced capacity of your target groups; what change in the region/field this will lead to? Note, that the project result has to contribute to the Programme result.

Horizontal principles

Sustainable development, equal opportunities and non-discrimination, and equality between men and women are three major horizontal principles that constitute an integral part of the EU policy and the Baltic Sea Region Programme. The supported projects have to promote these principles whenever possible.

Below please present how you will integrate these horizontal principles in your activities and outputs. Consider your project's influence on these principles as well.

For more information regarding horizontal principles please refer to the Cooperation Programme (8. Horizontal Principles) and Programme Manual (B.6 Horizontal principles; Annex II - Quality assessment criteria for Step 2).

3.9. Sustainable development

Please select the level of influence your project would have on sustainable development from the drop-down menu.

Then, describe the impact on the sustainable development that your project will have. Outline how you will promote the sustainable development via the project and its main outputs (among others, related to environmental protection, resource efficiency, climate change mitigation and adaptation, disaster resilience and risk prevention and management, food supply, welfare).

In addition, consider environmental impacts of the intended investments and their location. Please note, projects have to comply with the respective rules and regulations on the environment and sustainable development, and make sure the selected investment does not cause environmentally negative effects.

Drop down menu: Positive - Neutral - Negative

3.10. Equal opportunities and non-discrimination

Please select the level of influence your project would have on equal opportunities from the drop-down menu.

Then, please describe how your project will help promote equal opportunities and non-discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation. If applicable, outline how you will promote the principle via the project and its main outputs (among others, related to transport solutions for areas that are geographically remote or have limited accessibility, inclusive business support addressed to groups that are at risk or are under-represented, innovative social services or products for elderly).

In addition, explain how you will address the principle on the operational level of the project implementation.

Drop down menu: Positive - Neutral - Negative

3.11. Equality between men and women

Please select the level of influence your project would have on equality between men and women in the Baltic Sea Region.

Then, please describe how you will help promote equality between men and women. If applicable, outline how you will promote the principle via your project and its main outputs. In addition, explain how you will address the principle on the operational level. Possible contributions can include e.g. female entrepreneurship, equal pay for work of equal value, equal decision-making capacity, consideration of various gender needs in social or urban planning.

Drop down menu: Positive - Neutral - Negative

3.12. Cross-cutting Issues

If applicable, please describe how you will integrate one or more cross-cutting issues in the approach of your project. Outline the intended methods of addressing the selected issue(s), as well as name the possible outputs through which the issue(s) will be addressed. In addition, explain how the involvement of different partners and target groups will help address the selected cross-cutting issue(s).

Note, that the contribution to the cross-cutting issues is not obligatory. However, the contribution to one or several of the issues is assessed as additional quality features of applications, which may be considered as an advantage by the Monitoring Committee when approving applications.

Please select the relevant cross-cutting issue(s) from the drop-down menu.

For more information regarding cross-cutting issues and additional quality features please consult the Programme Manual (B.7.2 Projects' contribution to cross-cutting issues) and Cooperation Programme (4.4 Contribution of planned interventions towards macro-regional and sea basin strategies).

Cross-cutting issue

1. Cooperation with the partner countries (Belarus, Russia)
2. Multi-level governance
3. BSR common identity
4. Spatial planning/maritime spatial planning
5. Climate change adaptation and mitigation
6. Adaptation to demographic change

WP1 Project management and administration

This work package sets out a structure and procedures of your project's content and financial management and coordination. The project financial and content management and coordination is to run project administration, ensure efficient financial flow and eligible spending, coordinate project content related activities and partner cooperation within the project.

For more information regarding project management and administration please consult the Programme Manual (C.4 Project and financial management).

Work package budget	5%-100%
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Please choose from the drop-down menu the approximate work package budget in % of the entire project budget.

4.1. Description of strategic project management

Please describe how the strategic project management will be organised. If planned to be set up, describe responsibilities and a composition of a steering group (or an equivalent structure). Please outline their main responsibilities in leading the project towards its set objectives on administrative and content levels. If possible, mention a professional and project related background of steering group members, its national composition, etc. Additionally, please give brief information on main principles of the decision making by the steering group or an equivalent structure. In your description please also present whether and how work package leaders and project partners are involved in the strategic steering of the project (including the involvement of the content, finance and communication managers).

4.2. Description of project content management

The programme priority is set according the information provided in the Project Idea Form (PIF). Further details on Programme specific objectives can be found in the Cooperation Programme (2. Priority Axes) and the Programme Manual (B.1 General objectives).

4.3. Description of the project financial management

Please describe the composition and competences of the financial management team of the project by providing the following information:

- Whether the financial management is organised internally or by an external support?
- How many positions are planned for financial manager, financial assistant, financial accountant etc.;
- Do you plan to involve a public procurement expert, etc.

Please note that the financial management team is organised by the lead partner.

4.4. Financial control system

Please confirm the below elements of the sound financial control system.

4.5. Further details of the financial control and reporting system of your project

Please indicate the duration of your project implementation phase (in months). The minimum duration of the project implementation phase is 12 months and the maximum duration is 30 months. The duration of the project contracting and closure phases is automatically calculated by the Programme. Further details on the project phases and linked cost eligibility rules can be found in the Programme Manual (F.2 Overview on project phases and related costs).

4.6. Internal coordination and communication

Please describe the internal coordination within and among the content and financial management teams, as well as the coordination between the partners. We strongly recommend that you foresee measures to spread the knowledge of Programme rules and requirements to the entire partnership, as well as ensure tools to keep a track on each other's activities. To this end, please outline the main tools and procedures of internal coordination, among others:

- Setting up a Financial/Content/Communication Management Manual;
- Carrying out partner training / seminars (at least at the start of your project);
- Face-to-face meetings / visits at partner premises;
- Online communication tools.

Work package [2-6]

Please present project activities, outputs, timeline and partner responsibilities. Depending on your needs you may plan from one up to five project specific work packages. For each work package you may define up to seven group of activities and outputs. Please group related activities in the same work package.

For more information on the work plan please consult the Programme Manual (D.1.2 Work plan and D.1.3 Outputs of regular projects).

4.1. Title

Please choose from the drop-down menu the approximate work package budget in % of the entire project budget.

4.2. Aim of the WP

Please describe the overall aim of this work package.

4.3. Communication strategy in WP2

Please describe how the communication will contribute to achieving the work package aim by:

- Choosing the level of effect (what do you want to achieve with communication?);
- Listing the main target groups (whom do you have to target with communication activities?);
- Briefly describing the approach (how will you interact with the target groups?).

No.	Communication aim
1-3	Drop down menu Receive an input from Raise awareness among Increase knowledge among Change attitude of Change behaviour of

4.4. WP leader

Drop down menu

Please select from the list a work package leader. The work package leader is responsible for the implementation of the work package and the coordination of the work package activities.

<p>4.5. Partner involvement</p> <p>Please select from the list partners which are involved in the work package activities and answer the following questions:</p> <ul style="list-style-type: none"> - Which are the particular competences of involved partners that are needed to successfully realise planned activities and outputs? - In case some specific partners have a significantly more active role than others, please explain this imbalance. - If relevant, please describe to role of partners from the private sector.
<p>4.6 Reserved partner involvement (only if reserved partner indicated in the partnership)</p> <p>Please select from the list reserved project partners which are involved in the work package activities. What are the particular competences of the reserved partners that are needed to successfully realise the planned activities and outputs?</p>
<p>4.7. Associated organisations involvement</p> <p>Please select from the list associated organisations which are involved in the work package activities and answer the following questions and describe their role in the work package.</p>

Activities, outputs and responsibilities

<p>Please present project activities, outputs, timeline and partner responsibilities. Depending on your needs you may plan from one up to five project specific work packages. For each work package you may define up to seven group of activities and outputs. Please group related activities in the same work package.</p> <p>For more information on the work plan please consult the Programme Manual (D.1.2 Work plan and D.1.3 Outputs of regular projects).</p>
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WP [2-6] Group of activities/Reserved project partners activities [2.1-6.7]

<p>4.13. Group of activities leader</p> <p>Please select from the list a group of activities leader. The group of activities leader is responsible for the implementation of the activities and for the delivery of the (main) output/investment.</p>	<p>Drop down menu</p>
<p>Titel</p> <p>Please define a title (maximum 6 words) of the group of activities.</p>	
<p>Description of the group of activities</p> <p>A group of activities consists of several related activities. Please describe the activities and answer the following:</p> <ul style="list-style-type: none"> •Are these activities of a particular transnational relevance? How? •Do the activities serve a pilot action purpose? •If relevant, how are the target groups involved in the activities and in the development of the output? •If relevant, please shortly describe any State aid relevant activity. The partner carrying out the State aid relevant activity will be asked to identify and name the activity in the State aid self-declaration, which is a separate document. For further information on State aid please also refer to the Programme Manual (chapter F.1.5 State aid rules), the State aid self-declaration as well as the relevant fact sheets published by the Programme. 	

State aid relevant?	
In case this group of activities includes State aid relevant activities, please indicate by a tick mark. For further information please refer to the Programme Manual (F.1.5 State aid rules), the State aid self-declaration as well as the relevant fact sheets published by the Programme.	
Output title	
Please define a title (maximum 6 words) for this output.	
Output description	
A group of activities would usually result in an output or a main output/investment. Please note that each investment is a main project output. In case this activity results in a (main) output, please describe the output and its purpose. Please also describe the transnational value of this output. For more information about outputs please consult the Programme Manual (D.1.3 Outputs of regular projects).	
Main Output	Tick box
Please note: You are not expected to produce a main output for each group of activities. Please check in case you consider the output of this group of activities a main output.	
Investment	Tick box
Please check in case your main output is an investment.	
4.14. Target group(s) and use of the main output (to be filled in only in case of a main output)	
The practical application of main outputs is what determines the change a project brings to its target groups and helps enhance their institutional capacity. Please provide answers to the following questions: - Which target groups will apply the main output (e.g. manage it, implement it, apply in their daily practice)? - If applicable, which end-users will benefit from the main output (e.g. use the newly established services)? - In case of investment, please explain who will own it? - In which areas/regions the main output will be used?	
4.15. Environmental assessment (to be filled in only in case of an investment)	
An environmental assessment may be required for your project. If you are uncertain about this, please contact the relevant national environmental authorities.	
4.16. Timeline	
Please indicate in the timeline the duration of the activities in periods. A period is six months. Please also indicate the in which period you estimate to finalise the main output/investment.	

Output indicators

5.1. Obligatory output indicator

The output indicator 'Documented learning experience' is obligatory for all projects in the Baltic Sea Region Programme. This indicator relates to the process of acquiring institutional knowledge in the transnational context through joint testing, piloting or any other type of demonstration activities related to newly developed, transferred or adapted services, products, structures, processes or strategic documents. Please describe how your project will contribute to this obligatory output indicator. You may define up to three 'learning experiences'.

For more information about this obligatory output indicator please consult the Programme Manual (D.1.4 Output indicators).

5.2. Project specific output indicators

Please describe how your project will contribute to the selected output indicators. Please also indicate the target value in numbers. In case of no contribution please mark the respective output indicator as not relevant.

For more information about these specific output indicators please consult the Programme Manual (D.1.4 Output indicators).

P1	No. of local/regional public authorities/institutions involved
	Number of local/regional public authorities/institutions involved as beneficiaries receiving grants from the programme.
The	No. of national public authorities/institutions involved
	Number of national public authorities/institutions involved as beneficiaries receiving grants from the programme.
P3	No. of enterprises receiving support
	Number of enterprises receiving support in any form from ERDF.
P4	No. of enterprises receiving non-financial support
	Number of enterprises with non-financial support benefitting from project activities/outputs, e.g. from trainings, coaching or business plan implemented by projects funded in this priority.
Please	No. of enterprises cooperating with research institutions
	Number of enterprises (both, as beneficiaries receiving funds as well as with non-financial support) cooperating with research institution(s).
P6	No. of documented newly developed market products and services
	Number of new products and services offered on the market developed and documented by projects supported in this priority. The projects will have to proof that the products and services are newly introduced or adopted to the Baltic Sea Region.
P7	Amount of private investments matching public support in innovation or R&D projects
	Amount of private contribution in supported innovation and R&D projects, including non-eligible parts of the project.
P8	Amount of documented planned investments to be realised with other than the Programme
	Amount of investments defined in investment plans or equivalent documents produced by the projects in the priority. Investments could be implemented also after project closure.

Budget

6. Budget

Please present the project's budget. Here only the data on the project level should be presented. Note that the lead partner needs its own internal planning calculations to be able to provide this information.

In case the reserved project partners are planned, their budgets have to be presented in the respective budget lines as any other regular partner's budget. In the sections 6.1 – 6.3 the relevant reserved partner has to be selected from the list. In the sections 6.5 and 6.6. the reserved partners are already pre-filled. Please note that in the initial application form the reserved project partners cannot plan any costs under the budget line "Other costs" (section 6.4).

Rules and definitions regarding the allocation of costs to the budget lines can be found in the Programme Manual: (chapter F Project budget and eligibility rules).

6.1 External expertise and services

Please list the planned contracts with external experts and service providers belonging to the budget line 4 (Programme Manual, chapter F.3.4 Budget line 4 – External expertise and services costs) and describe their links to the project activities. As a general rule each planned contract has to be listed in a separate line. Only similar contracts of a value below 5,000 EUR may be grouped per partner and described within one line (e.g. "translations of publications").

Column B - A concise contract specification has to clearly describe a type and subject of the contracted service/expertise (e.g. "Analysis of market data collected by partner 5 " instead of e.g. "Analysis").

Column C - In case you have foreseen any investments in the section 4. Activities, you have to mark all the investment related contracts (e.g. costs related to design plans of the investment). If no investments were planned, the column is inactive.

Column D - For each item you have to indicate at least one activity no. (for investment items just one) to identify the relation to the activity plan. Please focus on the main activities.

Column E - The contracting partner is the partner responsible for tendering and concluding the contract(s).

Column F - Please indicate the estimated contract value.

Column G - Please indicate the planned award/procurement procedure. Rules regarding public procurement (see Programme Manual, chapter F.1.4 Procurement procedures) must be observed.

PLEASE NOTE: The responsibility to use the correct award procedure remains with the responsible partner. An approval of the application does not mean an approval of the planned award procedure.

6.2 Equipment

Please list the planned contracts related to the equipment belonging to the budget line 5 (Programme Manual, chapter F.3.5. Budget line 5 - Equipment costs) and describe their links to the project activities. As a general rule each planned contract has to be listed in a separate line. Only similar contracts of the same category and of a value below 5,000 EUR may be grouped per partner and described within one line.

Columns B1+B2 - Please select a category and provide further specification (e.g. B1: "laboratory equipment"+ B2:"measuring devise for CO2 emissions").

Column C - In case you have foreseen any investments in the section 4. Activities, you have to mark all equipment items being a part of the investment. If no investments were planned, the column is inactive.

Column D - For each items you have to indicate at least one activity no. (for investment items just one) to identify the relation to the activity plan.

Column E - The contracting partner is the partner responsible for tendering and concluding the contract(s).

Column F - Please indicate the estimated contract value.

Column G - Please indicate the planned award/procurement procedure. Rules regarding public procurement (see Programme Manual, chapter F.1.4 Procurement procedures) must be observed.

PLEASE NOTE: The responsibility to use the correct award procedure remains with the responsible partner. An approval of the application does not mean an approval of the planned award procedure.

The programme priority is set according to the information provided in the Project

Please list the planned infrastructure and works contracts belonging to the budget line 6 (Programme Manual, chapter F.3.6 Budget line 6 - Infrastructure and works) and describe their links to the project activities. As a general rule each planned contract has to be listed in a separate line. Only similar contracts of a value below 5,000 EUR may be grouped per partner and described within one line.

Column B - The concise contract specification shall clearly describe the type and subject of the costs related to infrastructure and works.

Column C - The budget line 6 is relevant only for projects with investments. Therefore answer "no" is not possible.

Column D - For each items you have to indicate at least one activity no. (for investment items just one) to identify the relation to the activity plan.

Column E - The contracting partner is the partner responsible for tendering and concluding of the contract(s).

Column F - Please indicate the estimated contract value.

Column G - Please indicate the planned award/procurement procedure. Rules regarding the public procurement (see Programme Manual, chapter F.1.4 Procurement procedures) must be observed. **PLEASE NOTE: The responsibility to use the correct award procedure remains with the responsible partner. An approval of the application does not mean an approval of the planned award procedure.**

6.4 Expenditure for specific project activities

This section is visible only after it is activated by the JS. The section is activated only in the exceptional cases defined in the Programme Manual (chapter F.3.7 Budget line 7 – Expenditure for specific project activities (E.g. expenditure for large research activities at sea etc.)) and after a successful consultation with the JS. When completing this section, please follow the individual guidance provided by the JS during the consultations.

Please specify which partner will report the Other costs, describe the unit(s) and add the relevant activity numbers. Furthermore, add a maximum no. of units needed and the justification. Finally, indicate the amount per unit with a brief justification. In addition, please add a supporting document with detailed justifications (e.g. with historical data, which was the basis to calculate the amount per unit).

6.5 Breakdown of planned project costs per budget line & partner

Please add the costs planned for BL 1 "Staff costs" and BL 3 "Travel & accommodation" per partner. Amounts for BL 2 "Office & administration" are calculated automatically (based on BL 1 inputs).

For more information regarding the division of costs into the budget lines please refer to the Programme Manual (chapter F Project budget and eligibility rules)

6.6 State Aid expenditure

Does the project plan any State Aid relevant activities?

Drop down: YES/NO

If the project plans any State aid relevant activities, this has to be specified in the work plan the following data per partner have to be indicated in the table:

- the budget planned for the State aid relevant activities;
- the related co-financing rate (in case of de minimis it equals the co-financing rate for the not State aid relevant activities (e.g. 75%); in case of the General Block Exemption Regulation (GBER) the co-financing rate defined by the particular GBER article has to be indicated. As the programme bodies can set this co-financing rate only after approval of the project, please use 50% for the application.);
- State Aid instrument (in most cases: de minimis; only a few applicants might have to use GBER).

Please take into account guidance in the Programme Manual (chapter F.1.5 State aid rules), in the State aid self-declarations as well as in the relevant fact sheets published by the Programme.

Please note that only direct State aid granted by the Programme to project partners listed in the application has to be considered in section 6.5. Aid to third parties has to be covered by the project partners and must not be included in this section.

6.7 Planned project budget per funding source & per partner

This section provides a summary of the planned costs per partner and calculates the amount of the budgeted Programme co-financing as well as the partners' own contributions.

6.8 Spending plan - per reporting period

Please indicate the planned spending per reporting period for each group of partners. In case reserved partners have been planned in the Section 2. Partnership, please also indicates the sub-amounts related to the reserved partners. Further details about the financial planning and the consequences for the de-commitment can be found in the Programme Manual (chapter F.6 Financial planning and de-commitment).

6.9 Net-revenues

Please indicate whether any of the project partners expects to generate net revenues within the project activities. The definition of net-revenues and other details can be found in the Programme Manual (chapter F.1.8 Cash inflows).

Preparation cost

7.1 Preparation costs

The Baltic Sea Region Programme offers reimbursement of preparation costs to the approved projects. The Programme contribution to the preparation of the approved project amounts to 15,000 EUR. Preparation activities must not be double-financed, in particular the preparation costs cannot be paid to the projects which received support from the EU Strategy for the Baltic Sea Region (EUSBSR) Seed Money Facility or seed money of the Baltic Sea Region Programme.

For more information on the preparation costs please consult the Programme Manual Chapter D.1.8.3.

Would you like to apply for reimbursement of the preparation costs?

Drop down menu

Yes
No

7.2 Other EU support of preparatory cost

Please indicate whether you have received any other EU funds specifically designated to the development of this project application?

Did you receive any other EU funds specifically designated to the development of this project application?

The programme priority is set according the information provided in the Project Idea Form (PIF). Further details on Programme specific objectives can be found in the Cooperation Programme (2. Priority Axes) and the Programme Manual (B.1 General objectives).

7.3 Payment request to reimburse preparation cost

The partnership has to agree on the division of the lump sum among the partners. The indicative division has to be indicated in the payment request below.

For more information on preparation cost please consult the Programme Manual: Chapter D.1.8.3.

The project herewith applies for reimbursement of the preparation cost. This reimbursement is based on a lump sum which means that no real cost have to be certified by the first level controller. Please note that for the lump sums no accounting documents proving expenditure will be required by the Programme. The only preconditions to receive this lump sum payment are:

- the approval of your application;
- the conclusion of the grant contract;
- no double financing of the preparation cost.

7.4 Bank information

Please indicate data of the bank account to which the preparation cost reimbursement shall be transferred.