

# INTERREG Baltic Sea Region

## Guidance to the extension stage project application

The extension stage project application of INTERREG Baltic Sea Region is an on-line form. Please use this separate guidance to the form and disregard the guidance provided in the on-line application (as it is used for the regular project applications). In addition, you will notice that the online application includes headings which are relevant for regular projects only. For your convenience, we have left them in this guidance, but provided relevant headings for extension stage projects too (e.g. Project summary / Extension stage project summary).

### 1. Project summary / Extension stage project summary

#### 1.1. Project name / Extension stage project name

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

#### 1.2. Project acronym / Extension stage project acronym

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

#### 1.3. Priority

The Programme priority is set in accordance with the preceding regular project. Details on the Programme priorities can be found in the Cooperation Programme (2. Priority Axes) and the Programme Manual (B.1 General objectives).

**Pre-selected, after the consultation with the MA/JS of the Programme when access to the online application system BAMOS is granted.**

1. Capacity for innovation
2. Efficient management of natural resources
3. Sustainable Transport

#### 1.4. Programme specific objective

Please select a Programme specific objective in accordance with the preceding regular project. 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 / Extension stage project duration

Please indicate the duration (in months) of your extension stage project implementation phase. The maximum duration of the extension stage project implementation phase is 9 months. Contracting phase of the second call extension stage project shall be carried out during the last three months of the implementation phase of the preceding regular project. The closure phase lasts three months. The durations of the contracting and closure phases are automatically calculated by the Programme. Further details on the project phases and linked cost eligibility rules can be found in the Programme Manual (D.2.4 Duration of extension stage projects, D.2.5 Budget and eligibility of costs and F.2 Overview on project phases and related costs).

#### 1.6. Summary of the project / Summary of the extension stage project

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

- name the regular project to which the extension stage is proposed
- the main objectives of the extension stage project;
- the main target groups the extension stage project will involve and interact with;
- the additionality of the extension stage project to the regular projects' results;
- the main outputs that the extension stage project will produce and who will use them;
- the expected results and change for the region.

Summaries of the extension stage projects selected for funding will be used for publicity activities. Therefore, please make your extension stage project summary easy understandable to a wider audience: use simple language and short sentences. Please avoid including technical details on the extension stage project and do not give any references to other parts of the application form.

### 1.7. Summary of the partnership

Please provide an overview of the extension stage project partnership. Please note that the core of the extension stage project partnership should be based on the partnership of the preceding regular project. Please describe the following:

- particular competences and know-how of the partners for a successful implementation of the extension stage project;
- partners from the regular project which are involved in this extension stage project;
- when relevant, involvement of new partners and their role in the extension stage project;
- when relevant, associated organisations and their role in the extension stage project;
- when relevant, necessity to involve reserved extension stage project partners;
- when 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. Changes compared to Concept Note

n/a (planned to be hidden in the application form)

### 1.9. 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.

## 2. Partnership

### 2.1. Overview: Project partnership / Extension stage project partnership

This section shows a list of all extension stage project partners and if relevant associated organisations. For details regarding the partnership please see the Programme Manual (chapter C Formal expectations towards project partners, D.2.3 Composition of extension stage project partnership).

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

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

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

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

### 2.2. Project partner details - Partner X / Extension stage project partner details - Partner X

<b>Website</b>	
Please enter a website address in the format www.interreg-baltic.eu (without "http://").	
<b>Organisation identification number</b>	
Please fill in a unique identifier of the partner organisation. This might be an identification number from a register for legal entities/court register/business register/tax authority/association or another relevant register. This number is used by the national authorities of your country to identify your organisation and to assess its eligibility, also as a lead partner.	
<b>Type of registry</b>	
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).	
<b>Legal representative</b>	
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.	
<b>Contact person</b>	
Please indicate the position of the contact person responsible for the implementation of the extension stage project within your organisation. This person will also be the main contact during the implementation if the extension stage project is selected for funding.	

<b>Legal status</b>	
<p>Please indicate the legal status of your organisation. Please note that only the lead partner organisation's legal status has to correspond to a category a) to 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><b>Drop down menu</b></p> <ul style="list-style-type: none"> <li>a) National (governmental), regional and local public authorities</li> <li>b) Bodies governed by public law</li> <li>c) Associations formed by one or several regional or local authorities</li> <li>d) Associations formed by one or several bodies governed by public law as defined under b)</li> <li>e) European Grouping of Territorial Cooperation (EGTC) as defined in the regulation (EU) No 1302/2013.</li> <li>f) Bodies established under private law, having legal personality, but not fulfilling criteria i and/or iii under category b)</li> <li>g) European Economic Interest Grouping (EEIG) as defined the regulation (EEC) No 2137/1985.</li> <li>h) International organisations acting under the national law of any country in the Baltic Sea Region Programme area.</li> </ul>	

<b>Type of partner</b>
This type of partner classification has a functional character. It gives the MA/JS 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.
<b>Drop down menu</b> 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
<b>Is your organisation entitled to recover VAT related to the EU funded project activities?</b>
Please select one of the three options. <b>YES</b> = our organisation <b>is entitled</b> to recover any paid Value Added Tax (VAT) by whatever means, and therefore all project related expenditure to be reported <b>will not include</b> VAT <b>NO</b> = our organisation <b>is not entitled</b> to recover any paid Value Added Tax (VAT) by whatever means, and therefore all project related expenditure to be reported <b>will include</b> VAT. <b>Partly</b> = our organisation is <b>in some cases</b> entitled to recover any paid Value Added Tax (VAT) by whatever means. <b>Please note:</b> 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 if the partner organisation could recover VAT for activities outside the project.
<b>VAT explanation</b>
This field is visible only after selecting "Partly" in the previous field. Please provide more details about the VAT status e.g. in which cases is the VAT recoverable, in which cases it is not.

### Adding Reserved Partner

*(Dialogue after pressing the button "+ Reserved Partner")*

<b>This part of the application is not relevant for extension stage project applicants.</b>
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### 2.3 Reserved Partners Details - Partner X

<b>This part of the application is not relevant for extension stage project applicants.</b>	
<b>Type of partner</b>	
<b>Drop down menu</b>	
<b>Funding source</b>	
<b>The latest date until when the extension stage project must apply for inclusion of the reserved partner(s)</b>	
<b>Reasons for not joining the extension stage project at the application phase</b>	
<b>Responsibility for extension stage project's reserved partner search</b>	

### 2.4 Associated Organisation Details - Partner X

<p>Please provide information on the associated organisations. If possible, submit their letters of support to the MA/JS together with the paper version of the application form.</p> <p>Associated organisations support the implementation of the extension stage project, but are not extension stage 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.2.3 Composition of extension stage project partnership and D.1.6.1 Associated organisations).</p>
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<b>Type of partner</b>	
<p>This type of partner classification has a functional character. It gives the MA/JS 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><b>Drop down menu</b></p> <ul style="list-style-type: none"> <li>Local public authority</li> <li>Regional public authority</li> <li>National public authority</li> <li>Sectoral agency</li> <li>Infrastructure and public service provider</li> <li>Interest groups including NGOs</li> <li>Higher education and research institution</li> <li>Education/training centre and school</li> <li>Small and medium enterprise</li> <li>Large enterprise</li> <li>Business support organisation</li> <li>EGTC</li> <li>International organisation, EEIG</li> </ul>	



## Relevance

### 3.1. Challenge to be addressed / Justification for the extension stage project

Please explain the need for your extension stage project. Your explanation should answer the following:

- The number and the title of the preceding regular project
- What are the main achievements (outputs and results) of the regular project that are used as a basis for the extension stage project development?
- What is the link (thematic, strategic, logical, functional, institutional) between the regular project and the extension stage project. E.g. which shortcomings identified in the regular project will be addressed during the extension stage project? Which practical solutions developed in the regular project will be implemented in the extension stage project?
- What target groups will be involved in practical use of the outcomes of the extension stage project? How does the extension stage project plan to increase the quality and durability of the main project?

### 3.2. Transnational value of the project / Transnational value of the extension stage project

Please describe the transnational value of the outputs of your extension stage project.

### 3.3. Political and strategic background of the project

This part of the application is not relevant for extension stage project applicants.

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

This part of the application is not relevant for extension stage project applicants.

### 3.5. Seed money support

This part of the application is not relevant for extension stage project applicants.

#### Drop down menu

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

### 3.6. Synergies with projects / other initiatives

This part of the application is not relevant for extension stage project applicants.

Is your project based on any former or related to any current project/programme/initiative?	<b>Drop down menu</b> Yes No
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### 3.7. Level of cooperation

Extension stage project partners must cooperate in the development, implementation and financing of the extension stage 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 extension stage project.

### 3.8. Objectives and results

Please select at least one of the objectives of the regular project as the objective (s) of the extension stage project.

In the following section please explain how your extension stage project results will contribute to the results of the regular project. Please also explain how they will help achieving the objective(s) of the preceding regular project.

For more information about objectives, results and the institutional capacity dimensions please consult the Programme Manual (B.1 General objectives; D.2.1 Objectives and main activities of extension stage projects).

#### Project objective

Please select at least one objective of the preceding regular project.

#### Institutional capacity building

Please select which institutional capacity dimensions of target groups your extension stage 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 extension stage project result in terms of the enhanced capacity of your target groups, in particular through ensuring better usage, durability and transferability of the individual project outcomes. Please explain what change in the region/field this will lead to.

### 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 Interreg Baltic Sea Region. Supported extension stage 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 extension stage 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.7 Horizontal principles).

### 3.9. Sustainable development

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

Then describe the impact on the sustainable development that your extension stage project will have. Outline how you will promote the sustainable development via the extension stage 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).

**Drop down menu:** Positive - Neutral - Negative

### 3.10. Equal opportunities and non-discrimination

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

Then please describe how your extension stage 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 extension stage project and its main outputs.

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 extension stage 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 extension stage 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 extension stage 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 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 / Extension stage project management

This work package sets out a structure and procedures of your extension stage project's content and financial management and coordination. This should explain how you/the extension stage project partners will run project administration, ensure efficient financial flow and eligible spending, coordinate project content related activities and partner cooperation within the extension stage project.

As extension stage projects are implemented as regular projects, content and financial management of both is similar. For more information regarding project management and administration please consult the Programme Manual (C.4 Project and financial management).

<b>Work package budget</b>	5%-100%
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Please choose from the drop-down menu the approximate work package budget in % of the entire extension stage project budget.

### 4.1. Description of strategic project management

Please describe how the strategic extension stage 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 consider whether the extension stage project will involve national/regional decision-makers and EUSBSR coordinators from the relevant field to strategic management of the extension stage project. If yes, please explain how it will be implemented.

Please outline their main responsibilities in leading the extension stage 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 present whether and how work package leaders and extension stage project partners are involved in the strategic steering of the extension stage project (including the involvement of the content, finance and communication managers).

### 4.2. Description of project content management

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

- Whether the content management will be organised internally or by an external support?
- How many positions are planned for extension stage project coordinator, communication manager, assistant, etc.?
- Whether you plan to involve any other expert in the extension stage project management team?

Please also describe the working relations between the lead partner, the work package leaders and the activity leaders when it comes to the content and communication management and answer the following questions:

- How are the work package leaders coordinating the work at a work package level?
- How are the responsibilities for the content work and communication divided between the work package leaders, activity leaders and the lead partner as well as the partners?

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

### 4.3. Description of the project financial management

Please describe the composition and competences of the financial management team of the extension stage 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.

<b>4.4. Financial control system</b>
Please confirm the below elements of the sound financial control system.
<b>4.5. Further details of the financial control and reporting system of your extension stage project</b>
If relevant, please describe in this section those details of the financial control and reporting system which were not mentioned in any of the sections above.
<b>4.6. Internal coordination and communication</b>
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: <ul style="list-style-type: none"> <li>- Setting up a Financial/Content/Communication Management Manual;</li> <li>- Carrying out partner training/seminars (at least at the start of your extension stage project);</li> <li>- Face-to-face meetings/visits at partner premises;</li> <li>- Online communication tools.</li> </ul>

## Work package [2-6]

Please present extension stage project activities, outputs, timeline and partner responsibilities. Depending on your needs you may plan from one up to three extension stage 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).
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<b>4.1. Title</b>	
Please define a title reflecting the activities and outputs of this work package.	
<b>Work package budget</b>	5%-100%
Please choose from the drop-down menu the approximate work package budget in % of the entire extension stage project budget.	
<b>4.2. Aim of the WP</b>	
Please describe the overall aim of this work package. Please explain how it helps to increase quality and durability of regular project.	
<b>4.3. Communication strategy in WP2</b>	
Please describe how the communication will contribute to achieving the work package aim by: <ul style="list-style-type: none"> <li>- Choosing the level of effect (what do you want to achieve with communication?);</li> <li>- Listing the main target groups (whom do you have to target with communication activities?);</li> <li>- Briefly describing the approach (how will you interact with the target groups?).</li> </ul>	
<b>No.</b>	<b>Communication aim</b>
1-3	<b>Drop down menu</b> Receive an input from Raise awareness among Increase knowledge among Change attitude of Change behaviour of
<b>4.4. WP leader</b>	<b>Drop down menu</b>

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><b>4.5. Partner involvement</b></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"> <li>- Which are the particular competences of involved partners that are needed to successfully realise planned activities and deliver outputs?</li> <li>- In case some specific partners have a significantly more active role than others, please explain this imbalance.</li> </ul>
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<p><b>4.6 Reserved partner involvement (only if reserved partner indicated in the partnership)</b></p> <p>This part of the application is not relevant for extension stage project applicants.</p>
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<p><b>4.7. Associated organisations involvement</b></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>
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## Activities, outputs and responsibilities

<p>Please present extension stage project activities, outputs, timeline and partner responsibilities. Depending on your needs you may plan from one up to three 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.2.1 Objectives and main activities of extension stage projects, D.2.2 Outputs of extension stage projects).</p>
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## WP [2-6] Group of activities/Reserved project partners activities [2.1-6.7]

<p><b>4.13. Group of activities leader</b></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.</p>	<p>Drop down menu</p>
<p><b>Title</b></p> <p>Please define a title (maximum 6 words) of the group of activities.</p>	
<p><b>Description of the group of activities</b></p> <p>A group of activities consists of several related activities. Please describe the activities that are planned in this group. In addition, please answer the following questions:</p> <ul style="list-style-type: none"> <li>•Are these activities of a particular transnational relevance? How?</li> <li>•Are the activities based on the achievements of the regular project? Do the activities serve a pilot action purpose?</li> <li>•How are the target groups involved in the activities and in the development of the output?</li> <li>•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.1.6 State aid rules), the guidance provided in the State aid self-declaration as well as the relevant fact sheets published by the Programme.</li> </ul>	



<b>State aid relevant?</b>	
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.1.6 State aid rules), the guidance provided in the State aid self-declaration as well as the relevant fact sheets published by the Programme.	
<b>Output title</b>	
Please define a title (maximum 6 words) for this output.	
<b>Output description</b>	
A group of activities would usually result in an output or a main 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.2.2 Outputs of extension stage projects).	
<b>Main Output</b>	<b>Tick box</b>
Please note: You are not expected to produce a main output for each group of activities. Please check if you consider the output of this group of activities a main output.	
<b>Investment</b>	<b>Tick box</b>
Please note: The extension stage project may be centred on an investment as its main output. For more information about investments please consult the Programme Manual (D.2.2 Outputs of extension stage projects).	
<b>4.14. Target group(s) and use of the main output (to be completed only if a main output is produced)</b>	
The practical application of the main outputs, based on the achievements of the regular project, is what determines the change an extension stage 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. application of the developed solutions, pilot installation of equipment)? - In which areas/regions the main output will be used?	
<b>4.15. Environmental assessment</b>	
Please confirm that you are aware that a screening of your investment activities can be required and might result in an environmental assessment under the involvement of environmental authorities. Please note, the Programme is not responsible for the environmental assessment. An environmental assessment may be required for your project. If you are uncertain about this, please contact the relevant national environmental authorities.	
<b>4.16. Timeline</b>	
Please indicate in the timeline the duration of the activities in periods. A period is six months. Please also indicate in which period you estimate to finalise the (main) output.	

## Output indicators

<b>5.1. Obligatory output indicator</b>
Please name 'Documented learning experience' of the preceeding regular project your extension stage project will contribute to. Please describe how your extension stage project will contribute to this obligatory output indicator.

<b>5.2. Project specific output indicators / Extension stage project specific output indicators</b>	
Please describe how your extension stage 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.	
<b>P1</b>	<b>No. of local/regional public authorities/institutions involved</b>
Number of local/regional public authorities/institutions involved as beneficiaries receiving grants from the Programme (i.e. project partners).	
<b>P2</b>	<b>No. of national public authorities/institutions involved</b>
Number of national public authorities/institutions involved as beneficiaries receiving grants from the Programme (i.e. project partners).	
<b>P3</b>	<b>No. of enterprises receiving support</b>
Number of enterprises receiving support in any form from ERDF.	
<b>P4</b>	<b>No. of enterprises receiving non-financial support</b>
Number of enterprises with non-financial support benefitting from project activities/outputs, e.g. from training, coaching or business plan implemented by projects funded in this priority.	
<b>P5</b>	<b>No. of enterprises cooperating with research institutions</b>
Number of enterprises (both, as beneficiaries receiving funds as well as with non-financial support) cooperating with research institution(s).	
<b>P6</b>	<b>No. of documented newly developed market products and services</b>
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	
<b>P7</b>	<b>Amount of private investments matching public support in innovation or R&amp;D projects</b>
Amount of private contribution in supported innovation and R&D projects, including non-eligible parts of the project.	
<b>P8</b>	<b>Amount of documented planned investments to be realised with other than the Programme funding</b>
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 extension stage project's budget. The total budget for an extension stage project can be up to EUR 1,000,000. Extension stage project partners have to provide their own contribution to receive Programme co-financing.

Please note that the costs of extension stage project preparation are not eligible for extension stage projects. Moreover, any costs of the extension stage projects are not eligible as long as the main stage project is still in its implementation phase.

In case reserved partners for extension stage projects are planned, their budgets have to be presented in the respective budget lines as any other partner's budget. In sections 6.1 – 6.3 the relevant reserved partner has to be selected from the list. In 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 D.2.5. Budget and eligibility of costs and 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 extension stage 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 the 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. 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, chapters F.1.4 and F.1.5) 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, chapters F.1.4 and F.1.5) 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.**

## 6.3 Infrastructure and works (relevant only if investments are planned)

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.

For more information regarding costs related to infrastructure and works please refer to the Programme Manual, Section F.3.6

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, chapters F.1.4 and F.1.5) 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 MA/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 MA/JS. When completing this section, please follow the individual guidance provided by the MA/JS during 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 & per partner**

Please add the costs planned for BL 1 "Staff costs" and BL 3 "Travel & accommodation" per partner. Amounts for BL 2 "Office and administration costs" 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?	<i>Drop down: YES/NO</i>
<p>If the project plans any State aid relevant activities, this has to be specified in the work plan and also in the State aid self-declarations. 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.);</p> <p>State Aid instrument: the Programme Manual (chapter F.1.6 State aid rules) provides more details on the instruments that can be applied by each partner; in most cases: de minimis; only a few applicants might have to use GBER.</p> <p>Please take into account the guidance provided in the Programme Manual (chapter F.1.6 State aid rules), in the State aid self-declaration, as well as in the relevant fact sheets published on the <a href="#">Programme website</a>.</p>	

**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 Section 2. Partnership, please indicate sub-amounts related to the reserved partners too.

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 extension stage project partners expects to generate net revenues within the extension stage project activities. The definition of net-revenues and other details can be found in the Programme Manual (chapter F.1.9 Cash inflows).

## Preparation cost

### 7.1 Preparation costs

Please note that the costs of extension stage project preparation are not eligible for extension stage projects.

Thus, please select "no" in the drop-down menu in this section.

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

**Drop down menu**

Yes

**No**