

## Two-step application procedure

During the programming period 2014 to 2020, Interreg Baltic Sea Region will follow a two-step application procedure. Firstly, applicants will submit an outline of their project idea, called “**concept note**”. The Monitoring Committee will select those Concept Notes that will best meet the Programme’s objectives. Following that, successful applicants will be invited to submit a fully-fledged **project application**. Based on this, the Monitoring Committee will finally select those projects that will receive co-financing from the Programme. The two-step procedure is expected to save resources for all parties, applicants, assessors and decision makers.

### STEP 1 – CONCEPT NOTE

1. **Opening of the call for applications:** The Managing Authority/Joint Secretariat (MA/JS) publishes an announcement note on the Programme website defining specific conditions of the call for applications, providing a concept note form and specifying the deadline for submission.
2. **Development of the concept notes:** The applicants have approximately two months from the opening of the call to prepare their concept notes. The concept note outlines the project: relevance, planned activities and outputs, planned partnership, and estimated budget. The MA/JS provides guidance and consultations.
3. **Submission of the concept notes:** The lead applicant submits the finalised concept note form to the MA/JS by the deadline. No additional supporting documents are to be delivered at this stage. *The only exception are projects applying as a flagship of the Action Plan to the EU Strategy for the Baltic Sea Region. These projects are requested to submit a so-called letter of commitment from a relevant Priority Area Coordinator/Horizontal Action Leader confirming their flagship status.*
4. **Admissibility check and assessment:** The MA/JS verifies the completeness and correctness of the submitted documents and performs content-wise assessment of the concept notes. The main focus of the assessment is put on the relevance and strategic dimension as well as potential of the partnership, whereas less attention is given to the operational aspects of the project.
5. **Decision on the concept notes:** The Monitoring Committee (MC) of the Programme represented by all the Programme countries takes the final decision on the concept notes to be further developed into complete project proposals. The decision of the MC may contain requirements which have to be fulfilled by the applicants approved for participation in the second step.

## STEP 2 - PROJECT APPLICATION

1. **Development of the project applications:** The selected applicants have approximately three months (from receiving information about the approval of the concept note) to prepare complete project applications. The content of the application form has to be based on the earlier developed concept note. The JS provides guidance and consultations.
2. **Submission of the project applications:** The lead applicants deliver the finalised project applications by the deadline given in the approval letter for the concept notes. The complete project applications consist of the application form and required attachments (e.g. partner declarations for each participating organisation) as well as non-obligatory enclosures (e.g. letters of support from the associated organisations, if relevant);
3. **Admissibility check and assessment:** the MA/JS verifies the completeness and correctness of the submitted documents. This procedure is followed by content-wise assessment of the applications. This stage includes also a detailed assessment of the operational feasibility of the project.
4. **Decision on the project proposals:** The MC takes the final decision on projects selected for funding. The decision of the MC may contain requirements which have to be fulfilled during contracting.
5. **Information about the outcomes:** the lead applicants will receive approval or rejection letters informing about the MC decision. The list of successful project proposals will be published on the Programme website.