

INTERREG Baltic Sea Region

Guidance to the project platform application

The project platform 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 third call regular project applications). In addition, you will notice that the online application includes headings relevant for regular projects. For the convenience, we have left them in this guidance, but provided relevant headings for project platforms too (e.g. Project Summary / Project Platform Summary).

1. Project Summary / Project Platform Summary

1.1. Project name / Project platform name

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

1.2. Project acronym / Project platform acronym

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

1.3. Priority

The Programme priority is set based on the information provided in the project platform idea form and a consultation with the MA/JS, after which access to the online application system BAMOS is granted. Further 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 the Programme specific objective which is most relevant for your project platform. Further details on Programme specific objectives can be found in the Cooperation Programme (2. Priority Axes) and the Programme Manual (B.1 General objectives).

Please take a note that only selected specific objectives are open for project platform applications (bold in the list below). Further information is provided in the announcement note for the first call for project platform applications, available on the Programme website.

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 / Project platform duration

Please indicate the duration (in months) of your project platform implementation phase. The minimum duration of the project platform implementation phase is 12 months and the maximum duration is 36 months. Please note, the project platform implementation phase will start on the 1st calendar day and end on the last calendar day. The duration of the project platform 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 (D.3.4 Duration of project platforms, D.3.5 Budget and eligibility of costs and F.2 Overview on project phases and related costs).

1.6. Summary of the project / Summary of the project platform

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

- the common challenge the partnership is jointly tackling in the project platform;
- the main target groups the project platform will involve and interact with;
- the main objective of the project platform;
- the additionality of the project platform to the regular projects' results and the existing coordination and cooperation among the running projects;
- the main outputs that the project platform will produce and who will use them;
- the expected change for the region.

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

The summary may be published on the Programme website

1.7. Summary of the partnership

Please provide an overview of the project platform partnership. Please take a note that the core of the platform partnership should be based on Interreg Baltic Sea Region projects.

Please describe the following:

- particular competences and know-how of the partners for a successful implementation of the project platform;
- regular projects from Interreg Baltic Sea Region and other EU funding programmes, partners from which are involved in this project platform (please specify, if applicable, which countries outside the Interreg Baltic Sea Region Programme area are covered by the partnership);
- when relevant, involvement of coordinators of the EU Strategy for the Baltic Sea Region and their role in the project platform;
- when relevant, associated organisations and their role in the project platform;
- when relevant, plans to involve reserved platform partners e.g. from new projects selected later in Interreg BSR;
- when relevant, justification of imbalances in the partnership composition (e.g. missing partners from a

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.

2. Partnership

2.1. Overview: Project partnership / Project platform partnership

This section shows a list of all platform partners and if relevant of the reserved partners and the associated organisations. For details regarding the partnership please see the Programme Manual (chapter C Formal expectations towards project partners, D.3.3 Composition of project platform partnership).

If you liked 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 partners please consult the MA/JS beforehand.

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 / Project platform partner details - Partner X

Partner information	
Please enter partner information: name of the organisation in the original language and in English as well as name of the department in the original language and in English, if applicable.	
Localisation	
Please complete the address of the partner organisation, including the NUTS region.	
Website	
Please enter a website address in the format www.interreg-baltic.eu (without "http://").	
Organisation identification number	
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.	
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 platform within your organisation. This person will also be the main contact during the implementation if the project platform is selected for funding.	

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 a category a) to e).</p> <p>For more information on the legal status please consult the Programme Manual (C.1 Eligible project partners).</p> <p>In case of doubts regarding your legal status please consult your national Monitoring Committee representatives of the Programme.</p>	
<p>Drop down menu</p> <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. 	

Type of partner
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.
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.
VAT explanation
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")

Reserved project platform partners may join the project platform at the stage of its implementation phase to contribute to the platform with specific knowledge and outputs they work on in regular projects. Such regular projects with these partners are e.g. selected for funding later than the application stage for project platforms.

You have to consult the MA/JS before this option is unlocked for your application.

For more information about the reserved project partners please consult the Programme Manual (D 3.3 Composition of project platform partnership and D.1.6.2 Reserved partners).

2.3 Reserved Partners Details - Partner X

It is possible to reserve a budget for further partners that will join a project platform later, e.g. from new projects selected later than the application stage of the project platforms.
Please indicate the type of a reserved project platform partner, that could be involved. Further details of reserved project partners (name, address, country etc.) should be provided once known at the project platform implementation phase.

The potential reserved partners' expertise and main activities assigned to them should be indicated in the work plan, to the extent possible. Whereas the reserved partners' budget has to be indicated in the respective budget lines.

Type of partner	
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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 a potential partner organisation that you would like to include later, at the implementation stage of the project platform.

- 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

Fund source	
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Please select one of the three funding sources: ERDF (for reserved partners from the EU member states), Norway (for reserved partners from Norway) or ENI/Russia (for the reserved partners from Russia).

The latest date until when the project platform must apply for inclusion of the reserved partner(s)	
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Please indicate the date until when the platform lead partner will submit an official request to the MA/JS on including reserved partners to the project platform.

Reasons for not joining the project platform at the stage of application	
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Please explain the reasons why these potential partners do not join a project platform at the stage of the application. Please indicate which EU funding programmes these partners would represent.

Responsibility for reserved project platform partner search	
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Please explain what project platform partner(s) will be responsible for identifying and negotiating inclusion of this reserved platform partner.

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 project platform, but are not project platform 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.3.3 Composition of project platform partnership and D.1.6.1 Associated organisations).</p>	
Partner information	
Please enter associated organisation information: name of the organisation in the original language and in English.	
Localisation	
Please select the country of the associated organisation.	

Type of partner	
<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>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 	

Relevance

3.1. Challenge to be addressed

Please describe the transnational challenge and/or opportunity your project platform 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 achievements of EU funded projects that are used as a basis for the project platform development?
- What are the main gaps that your project platform is addressing?
- What are the main needs of the selected target groups for the project platform in the field addressed?
- What is the main added value of the project platform to existing projects and cooperation forms in the field?

If possible, support your statements with statistical information and examples.

3.2. Transnational value of the project / Transnational value of the project platform

Please describe the main added value of the project platform on transnational level.

3.3. Political and strategic background of the project / project platform

Please present a political and strategic background of your project platform 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/Project platform's contribution to the EU Strategy for the Baltic Sea Region

Please describe the contribution of your project platform to the EU Strategy for the Baltic Sea Region and its Action Plan. Please indicate the relevant Policy Area or Horizontal Action of the Strategy. Please explain the involvement of the relevant coordinators of the EUSBSR to the project platform activities. Please indicate how outputs and results of the project platform will feed into the work of the policy area or horizontal action coordinators.

3.5. Seed money support

This part of the application is not relevant for project platform applicants. For technical reasons please select "No, we have not received any seed money support from the EUSBSR Seed Money Facility/Baltic Sea Region Programme".

Please be aware that project platforms are not eligible for preparation costs granted by Interreg Baltic Sea Region.

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

Please present the added value of your project platform in relation to clustering or capitalisation activities of Interreg and other EU funding programmes and initiatives as well as coordination activities implemented by EUSBSR coordinators. The provided information should help to understand the additionality of the current project platform application to other programmes and initiatives.

Please select "yes" and provide the requested information, e.g.:

- Please indicate the names of programmes and initiatives where there is potential for cooperation, coordination or mutual learning.
- Please explain how your current project platform proposal uses or will use the experience and/or capitalisation results of other initiatives.

~~If relevant, please describe the complementarity of the continued or parallel activities.~~

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

Project platform partners must cooperate in the development and implementation and financing of the project platform. 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 platform.

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 platform objectives and project platform results contribute to this change, i.e. how your project platform contributes to enhancing the institutional capacity of your platform's target groups within the selected thematic field.

Please define at least one project platform objective and describe the intended result for each objective. Choose one to five institutional capacity dimensions in which your project platform 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.3.1 Objectives and main activities of project platforms).

Project objective/Project platform objective

Please define at least one objective for the project platform. This objective should be referable to the <Programme objective>.

Institutional capacity building

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

Project result/Project platform result

Firstly please name target groups whose institutional capacity will be enhanced in the selected dimensions. Then describe the platform 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 project platforms have to promote these principles whenever possible.

Below please present how you will integrate these horizontal principles in your activities and outputs. Consider your platform'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).

3.9. Sustainable development

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

Then describe the impact on the sustainable development that your project platform will have. Outline how you will promote the sustainable development via the project platform 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 project platform would have on equal opportunities from the drop-down menu.

Then please describe how your project platform 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 platform 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 project platform 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 platform 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 platform. 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 / Project platform management

This work package sets out the structure and procedures of your project platform's content and financial management and coordination. It should explain how the platform partners will run the project platform administration, ensure efficient financial flow and eligible spending, coordinate the platform content related activities and enable the cooperation among the partners within the project platform.

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

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

4.1. Description of strategic project management/project platform management

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

Please outline the main responsibilities of the steering group in leading the project platform towards its set objectives on administrative and content levels. If possible, mention the professional and project related background of the steering group members, its national composition, etc. In addition, 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 other project platform partners are involved in the strategic steering of the project platform (including the involvement of the content, finance and communication managers).

4.2. Description of project content management/project platform 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 project platform coordinator, communication manager, assistant, etc.?
- Whether you plan to involve any other expert in the project platform 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?

4.3. Description of the project financial management/project platform financial management

Please describe the composition and competences of the financial management team of the project platform 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 platform

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.

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 platform);
- Face-to-face meetings/visits at partner premises;
- Online communication tools.

Work package [2-6]

Please present project platform activities, outputs, timeline and partner responsibilities. Depending on your needs you may plan from one up to five project platform 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 define a title reflecting the activities and outputs of this work package.

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

4.2. Aim of the WP

Please describe the overall aim of this work package. Please explain how it supports further use of outcomes of the participating projects and how it increases their visibility.

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 the 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 the 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 deliver outputs? - In case some specific partners have a significantly more active role than others, please explain this imbalance.
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<p>4.6 Reserved partner involvement <i>(only if reserved partner indicated in the partnership)</i></p> <p>Please select from the list the reserved project partners which are involved in the work package activities. Please add some examples how these partners from newly joining projects could contribute to achieving the aims of the project platform.</p>

<p>4.7. Associated organisations involvement</p> <p>Please select from the list the 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 describe the project platform 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.3.1 Objectives and main activities of project platforms, D.3.2 Outputs of project platforms).</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 the 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>	Drop down menu
<p>Title</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 that are planned in this group. In addition, please answer the following questions:</p> <ul style="list-style-type: none"> •Are these activities of a particular transnational relevance? How? •Do the activities serve a pilot action purpose? •How are the target groups involved in the activities and in the development of the output? 	

State aid relevant?	
Please note that for project platforms no State aid is granted by the Programme. State aid regulations which determine exemptions will not be applied. All partners participating in the platform are expected to be familiar with the relevant State aid rules to ensure that their activities do not constitute State aid. Please do not tick-mark this question.	
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. 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.3.2 Outputs of project platforms).	
Main Output	Tick box
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.	
Investment	Tick box
Please note: Project platforms should not plan any investments as the costs of equipment and investments are not eligible for project platforms.	
4.14. Target group(s) and use of the main output (to be completed only if a main output is produced)	
The practical application of main outputs is what determines the change a project platform 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 established business support structures)? - In which areas/regions the main output will be used?	
4.15. Environmental assessment	
Not relevant for project platforms. Project platforms should not plan any investments as the costs of equipment and investments are not eligible for project platforms.	
4.16. Timeline	
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

5.1. Obligatory output indicator	
<p>The output indicator 'Documented learning experience' is obligatory for all projects, including project platforms, in Interreg Baltic Sea Region.</p> <p>In the context of project platforms, this indicator relates to the process through which platform partners and further target groups outside the formal partnership acquire institutional knowledge in the transnational context. The process is based on utilising outcomes of participating projects through networking, joint development or testing. It results in a jointly produced output (e.g. policy paper, agreement, collection of best approaches, political statement).</p> <p>Please describe how your project platform will contribute to this obligatory output indicator. You may define up to three 'learning experiences'.</p>	
5.2. Project specific output indicators / Project platform specific output indicators	
<p>Please describe how your project platform 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.</p>	
P1	No. of local/regional public authorities/institutions involved
Number of local/regional public authorities/institutions involved as beneficiaries receiving grants from the Programme (i.e. project partners).	
P2	No. of national public authorities/institutions involved
Number of national public authorities/institutions involved as beneficiaries receiving grants from the Programme (i.e. project partners).	
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 training, coaching or business plan implemented by projects funded in this priority.	
P5	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 funding
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

The total budget for a project platform can be up to EUR 1,000,000. Platform partners have to provide their own contribution to receive Programme co-financing.

The majority of the platform funding would be required to cover the staff costs, travel and accommodation costs as well as costs related to organisation of events and other communication activities. External expertise may be included, if needed.

Please note that the costs of platform preparation and the costs of equipment and investments are not eligible for project platforms.

Please present the project platform's budget. Here only the data on the project platform level should be given.

If reserved partners are planned for the project platform, their budgets have to be presented in the respective budget lines as any other regular 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.

Rules and definitions regarding the allocation of costs to the budget lines can be found in the Programme Manual: (chapter D.3.5. Budget and eligibility of costs and chapter F Project budget and eligibility rules)

6.1 External expertise and services

As noted above, in the guidance for section 6. Budget, external expertise may be included to the project platform's budget, if needed.

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 platform 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 - As no investments may be 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, 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

Project platforms must not plan any equipment as the costs of equipment and investments are not eligible for project platforms.

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

Project platforms must not plan any infrastructure and works as the costs of investments are not eligible for project platforms.

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 BL3 "Travel & accommodation" per partner. Amounts for BL 2 "Office and administration costs" are calculated automatically (based on BL 1 inputs). Amounts for BL 4 "External expertise & services" and BL7 "Specific project activities" are taken from other sections of the application.

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>
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This section is inactive as no State aid is granted for project platforms by the Programme. State aid regulations which determine exemptions will not be applied. All partners participating in the platform are expected to be familiar with the relevant State aid rules to ensure that their activities do not constitute State aid.

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 project platform partners expects to generate net revenues within the project platform activities. The definition of net-revenues and other details can be found in the Programme Manual (chapter F.1.8 Cash inflows). In general, it is not expected that platform partners will generate any net revenues.

Preparation cost

7.1 Preparation costs

Please note that the costs of platform preparation are not eligible for projects platforms. 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