

Final tips for applying

Annual event 2019

Tallinn 9.10.2019

Interreg

Dates and deadlines for 5th call

- Call / eMS is open for applications 15.8.-15.10.2019
- Deadline at 15:00 on Tuesday the 15th of October 2019 (Finnish time)



Implementation time

- Project implementation must end 31.12.2022 at the latest
- The three-month closure period must be included into the implementation time



Read the Programme manual and the Guide for filling in the application form

- Make sure that you have filled the application fields in with relevant information
- Avoid repeating information
- Elaborate work plan and make sure you have activities, deliverables and their target values in place
- Make sure you have provided calculation methods to all sub-budget lines in your project budget



Check that your project acronym is...

- Easy to spell
- Meaningful
- Shareable on Social Media
- Descriptive
- Created with end users/project markets in mind



General tips

- Have an "outsider" read through the application
- Make sure you have chosen the right type of application form (regular or small project application)
- Make sure that you have started a Central Baltic application in the 5th call



General tips 2

- Check that the VAT/other registration number is filled in for all partners
- Make sure you have filled in the English name and abbreviation of each partner



Attachments

- Project applications will be evaluated based on the information provided in the application form
- Large documents such as text versions of project plans will not be included in the evaluation process, so please do not attach them
- Adding extra attachments must be agreed with the JS



Attachments 2

- Confirmation letter
- Document verifying who has a right to sign on behalf of the lead partner organisation
- Partner contribution statement from all partners, including the lead partner
- Letter of Intent from associated partners, if any



Attachments 3

- Other attachments that may be needed
 - Declaration of financial capacity to undertake project activities
 - Template for lumpsums
 - De minimis declaration
 - Verification of jurisdiction and role of partners located outside programme area
 - Supporting documentation for investments



Remember the Confirmation Letter!

- A signed confirmation letter must be sent on paper by post during 15th of October 2019 at the latest
- Make sure you have proof of sending the document in time (postal stamp, receipt or other)
- Use of registered mail or courier service is highly recommended



Final manual checks before submission

- Check that numbers match
- Check that information matches
- Check the technical eligibility criteria from the Guide for filling in the application
- Check content assessment criteria from the Programme Manual



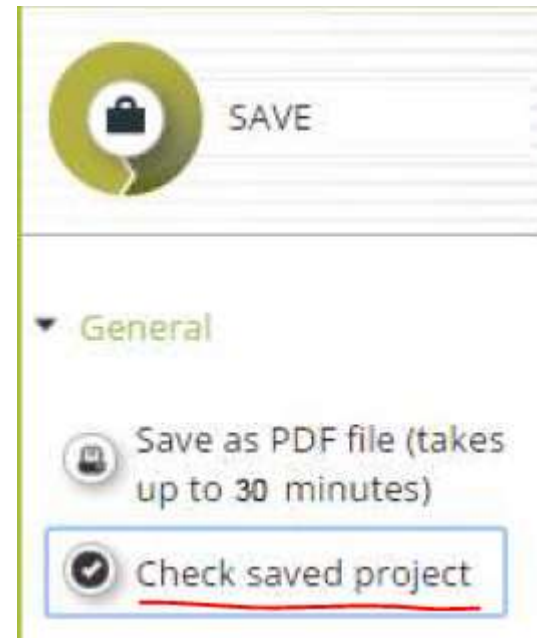
Preparing for submission of the application

- All applications are to be submitted via eMS (with mandatory attachments)
- The call will close at 15:00 on Tuesday the 15th of October 2019 (Finnish time), after which submission is no longer possible



Carrying out the automatic checks

- Click 'check saved project'
 - The project is automatically checked and any errors will be indicated
 - Note that automatic checks are not covering the whole application
- This check option can be used anytime during the filling in of the application form to check for missing information → checking does not require submitting!



Error messages when checking the project

- Error messages are usually not indicating specific fields in the application
- It may take a while to locate the error
- Common error message types:
- Partner contact information is inadequate
 - Part of an address is missing etc.



Error messages when checking the project 2

- Common error message types:
- Own financial contribution does not match

Partner contribution

Partner budget

	Amount	Co-financing rate
Program co-financing	€ 103.908,99	75,00 %
Partner contribution	€ 34.636,34	
Total eligible partner budget	€ 138.545,33	

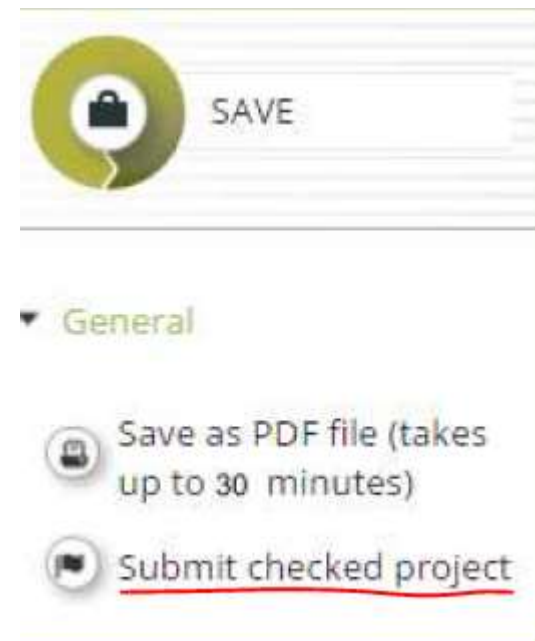
Source of contribution

Source Of Contribution	Legal Status	% of total partner contribution	Amount
Youth Association in Finlan	public	87,34 %	€ 30.000,00
NGO in Finland	private	12,66 %	€ 4.348,84

- If you are not able to locate the indicated error, contact the JS project team

Submission of the application

- Click 'submit checked project'
 - When the application is checked without error messages, the 'check saved project' button turns into 'submit checked project' button
 - Your project application is submitted to the JS and can no longer be modified



Submission of the application

- The eMS is automatically closed for submissions at the time (15:00 Finnish time) of the deadline
- Do not postpone submission to the last hours!



Perfect submission timeline

- A couple of days before the deadline...:
 1. Prepare a large cup of coffee
 2. Log into eMS to finalise the application, make sure that necessary attachments are uploaded
 3. Check the project (click 'Check saved project')
 4. Fix the found errors, if any
 5. Submit the project (click 'Submit checked project')
 6. Take the confirmation letter to the post office, send to JS as registered letter
 7. Go back to the office, sit down and lean back with a smile
 8. Finish the cold cup of coffee

Support

- All questions related to the content of the application shall be directed to the project managers or coordinators of the JS
- <http://centralbaltic.eu/organisational-structure/joint-secretariat>
- Questions related to the technical functioning of the database shall be directed to ems@centralbaltic.eu



What happens after submission?

- JS has the possibility of asking for missing technical information - quick responses expected
- Steering Committee selects project for funding in January 2020



Conditions and contracting

- The first possible starting date for a project is the 1st of February 2020
- In connection to a positive funding decision, conditions are likely to be set for projects
- When scheduling the project, remember that the fulfilling of conditions and contracting phase may take some time



Good luck with final preparations!

