

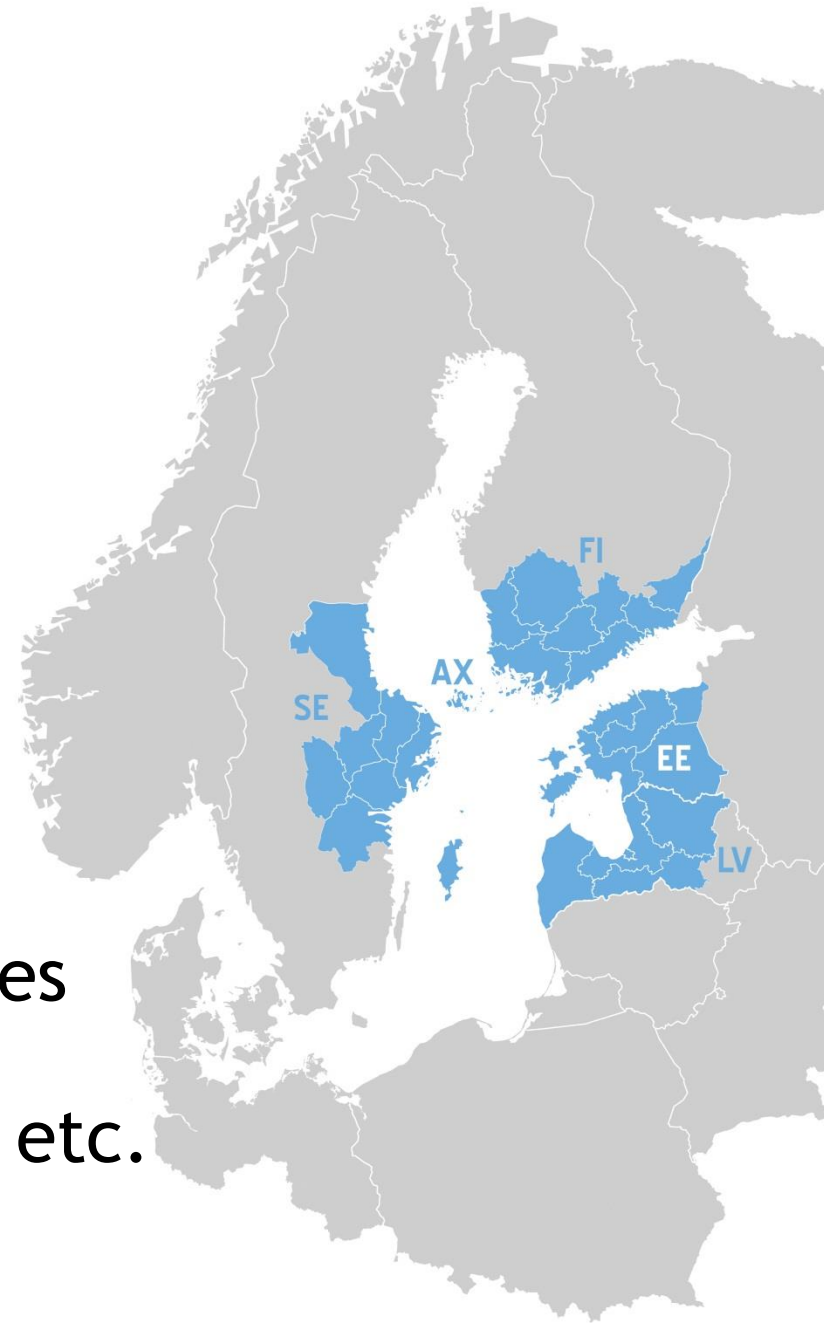


Project applicant seminar

Riga 11.6.2019

Goals of the seminar

- Learning to prepare and complete a good project application
 - Small projects
 - Regular projects
- Guidance for practical issues such as building work packages, budget planning etc.



Introduction and practicalities

- Who we are?
- Participants:
 - countries present
 - priorities targeted
 - previous CB project experience



Programme - project intervention logic



Result orientation in 2014-2020

- Result as *“the ability to deliver an effect that is advantageous and a measurable change from the starting point”*
- The project result is what justifies the need to carry out the project financed by the programme

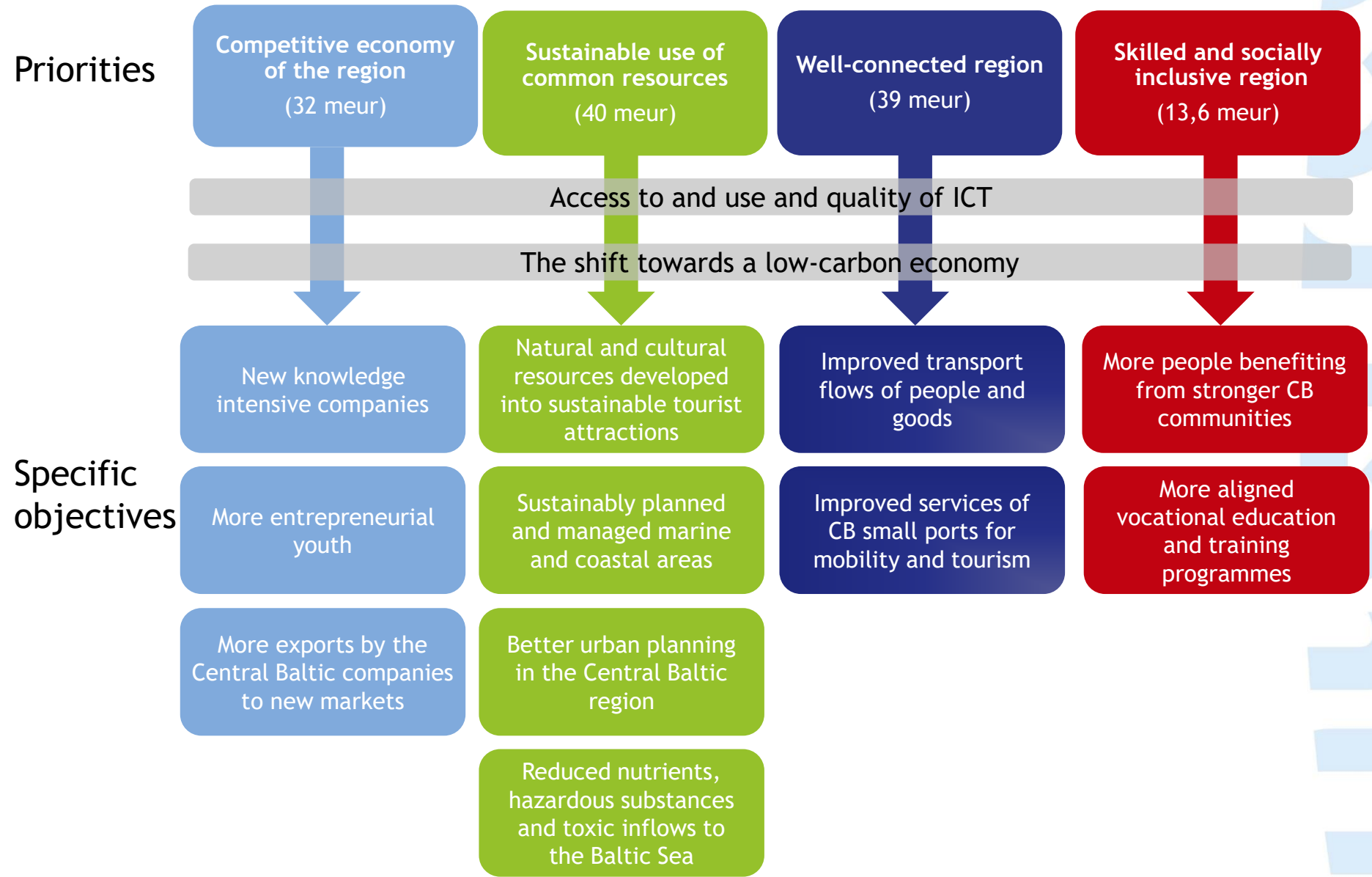
Does my project idea fit the programme?

- Does the project idea fit into the programme strategy (*Programme Document* and *Programme Manual*)
 - What are common territorial challenges, opportunities addressed by the project?
 - What will be achieved to contribute to the programme results?
- Is this a right programme for us?

CB Programme Approach

- To achieve changes together => cross-border partnerships
- Specific objective - Result indicator - Baseline value and - Target value work together
- **Projects** - only means to achieve programme results => choose projects with the best impact and realistic to implement by strong partners

Intervention logic



SO 1.1 New Central Baltic knowledge intensive companies

P1 - Competitive economy

Programme specific objective	Programme result indicator	Programme output indicator
1.1. New Central Baltic knowledge intensive companies	Number of joint or co-operating knowledge intensive enterprises	Number of new enterprises supported
		Number of enterprises receiving support

Joint business development process with mixed/joint target group which leads to the creation of „new joint Central Baltic companies“

New Central Baltic knowledge intensive companies

- Potential (sectors)
- In the case of the islands and archipelagos “new business models of existing SMEs” are equaled to “new businesses”.
- Knowledge intensive enterprises
- New enterprises - 2 y from start of operations
- “Joint” is defined as joint teams (key people), joint management or joint ownership by people from at least 2 Member States/Åland.
- The main approach is to implement complex development projects via intermediary bodies (for general purpose, not for profit) in the field of business development.

Lessons learned

- Difficult to create „joint companies“ based on already established companies => rather start from joint target group of wantrepreneurs, individuals!
- Be realistic to promise results (new joint companies) - we monitor and take it seriously
- In some sectors it is more realistic to create „CB joint companies“

SO 1.2 More entrepreneurial youth

P1 - Competitive economy

Programme specific objective	Programme result indicator	Programme output indicator
1.2. More entrepreneurial youth	Number of established joint student companies	Number of participating young people

Joint business simulations (joint student companies) with youth under the age of 18.

SO 1.2 More entrepreneurial youth

- Young generation is defined as people under 18 years old and involved in basic and upper secondary education.
- Joint student company (mini company) is defined as a mixed nations team formed for business simulation under adult supervision. It is not a legal entity according to business law.

SO 1.3 More exports by the Central Baltic companies to new markets

P1 - Competitive economy

Programme specific objective	Programme result indicator	Programme output indicator
1.3. More exports by the Central Baltic companies to new markets	Number of cluster co-operations exporting to new markets	Number of enterprises receiving support
		Number of enterprises receiving non-financial support
		Number of enterprises supported to introduce new to the market products

Supporting the companies (SME) to enter to new markets in cross border cluster co-operation. Sales, sales, sales!

SO 1.3 Exports to new markets via clusters' co-operation

- **Potential (sectors):** clustered Central Baltic SMEs
- **New markets** are defined as markets outside the European Union / EFTA.
- **Cluster** is defined as an established co-operation between similar or complementary businesses and research and development (R&D) institutions.
- Project should enable the SMEs to enter into the new markets with new or adapted products and services.

! No costs related to permanent costs of distribution networks, trade offices are eligible. No grants, financial instruments allowed to provide to companies.

Lessons learned

- Is cluster co-operation in place?
- Be closer to „real new market entry activities“
- Rather focus on small number of new markets
- Focus sector-wise



SO 1.1 and SO 1.3 projects - state aid De Minimis

- Partners as intermediary organizations
- Indirect state aid to the final beneficiaries - target group real companies

SO 2.1 Natural and cultural resources developed into sustainable tourist attractions

P2 - Sustainable use of common resources		
Programme specific objective	Programme result indicator	Programme output indicator
2.1. Natural and cultural resources developed into sustainable tourist attractions	More sustainable joint natural and cultural heritage based tourist attractions	<p>Number of targeted joint attractions</p> <p>Increase in expected number of visits to supported sites of cultural and natural heritage and attractions</p>

Based on joint joint natural and cultural resource to create „the attractive Centryal Baltic tourist attractions“.

SO 2.1 Sustainable joint tourist attractions

- Balancing the conserving and developing aspects of natural and cultural heritage resources in creating sustainable tourist attractions to improve the quality of living and visiting environment
- The key word is ‘Joint’, so a clear common thread is always needed for 2.1 projects
- It is important to focus and to identify a niche for the chosen project topic

Lessons learned

- Are you creating/improving an attractive Central Baltic tourist attraction?
- Balanced division of work
- Prepare well for investments
- Think about communication: market a JOINT attraction

SO 2.2 Sustainably planned and managed marine and coastal areas

P2 - Sustainable use of common resources

Programme specific objective	Programme result indicator	Programme output indicator
2.2. Sustainably planned and managed marine and coastal areas	Share of marine and coastal areas with improved management	Number of jointly targeted planning and management activities

Jointly planned marine spatial plans (MSP)
Jointly improved management of coastal zones

SO 2.2 Sustainably planned and managed marine and coastal areas

- Connecting to broader, official planning processes
- Providing solutions to, supporting and carrying out participatory processes
- Activities preceding or following the official planning processes
- Activities providing added value to the official planning processes

Lessons learned

- Should be a joint effort between countries
- Include all relevant levels and sectors
- Connect to the official process
- Aim at results that are as concrete as possible

SO 2.3 Better urban planning in the Central Baltic region

P2 - Sustainable use of common resources

Programme specific objective	Programme result indicator	Programme output indicator
2.3. Better urban planning in the Central Baltic region	Share of urban areas covered with integrated urban management	Number of targeted integrated urban plans

Jointly achieved improvements in integrated urban planning of complex urban environments.

SO 2.3 Better urban planning in the Central Baltic region

- Connecting to broader, official planning processes
- Large urban areas especially targeted, smaller areas can be involved as well
- A broader set of activities than the planning required by legislation
- Includes activities preceding or following the official planning processes and/or providing added value to it

Lessons learned

- Connect to the official process
- Ensure commitment of the responsible authorities
- It should be clear what the 'Joint' aspect and common challenge is



SO 2.4 . Reduced nutrients, hazardous substances and toxins inflow into the Baltic Sea

P2 - Sustainable use of common resources

Programme specific objective	Programme result indicator	Programme output indicator
2.4. Reduced nutrients, hazardous substances and toxins inflow into the Baltic Sea	Amounts of nutrients, hazardous substances and toxins inflows into the Baltic Sea	Number of targeted sources of nutrients, hazardous substances and toxins

Joint efforts to reduce and eliminate emissions to the Baltic Sea.

SO 2.4 Reduced nutrients, hazardous substances and toxins inflows into the Baltic Sea

- Reduce, prevent, remove
- Developing and implementing methods
- Adapting existing methods
- Achieving real results is very important
- Surveys, information collection, publications should not be the main focus

Lessons learned

- Be as concrete as possible
- Take the next step and achieve actual reduction of harmful substances
- Be ready to prove the reductions
- Water management plans, marine strategies and the HELCOM BSAP provide the framework for activities
- Have a clear focus

SO 3.1 Improved transport flows of people and goods

P3 - Well-connected region

Programme specific objective	Programme result indicator	Programme output indicator
3.1. Improved transport flows of people and goods	Travel time of passengers	Number of developed and improved transport corridors and nodes
	Transport flows of goods	

Improved flows of people and goods via transport nodes and corridors.

SO 3.1 Improved transport flows of people and goods

- Projects improving conditions in transport corridors and transport nodes
- Integration of different transport modes and the modal shift (incl. different sustainable transport means)
- Pilot investments leading to more efficient transport flows and lower CO2 emissions
- Planning and investing into ICT solutions to improve efficiency of transport nodes and corridors

Lessons learned

- Defining, demonstrating exact corridor is challenging
- Demonstrating time saving is challenging (baseline, target)
- Problems with public procurements

SO 3.2 Improved services of existing small ports to improve local and regional mobility and contribute to tourism development

P3 - Well-connected region		
Programme specific objective	Programme result indicator	Programme output indicator
3.2. Improved services of existing small ports to improve local and regional mobility and contribute to tourism development	Share of Central Baltic small ports with good services	Number of ports with improved services

Improved, more homogeneous core services of small ports to increase the attractiveness of the Central Baltic small ports network.

SO 3.2 Improved services of existing small ports to improve local and regional mobility and contribute to tourism development

- Projects improving services in small ports on Central Baltic **coastal areas** (not inland ports)
- Small ports - mainly yacht harbours delivering services to maritime tourists
- Ports with minimal depth of 2 meters (for yachts)
- Basic services what port should deliver, e.g. facility services, rescue services, etc. (not accommodation or catering services)
- Investments are meant for improvements **on land** (not for dredging or constructing new piers)

Lessons learned

- Planning and local bureaucracy (building permits, etc.) may take long time -> involve prepared partners and ports
- Construction market is over heated, it's difficult to find contractors
- Follow carefully procurement rules
- State Aid and de minimis rule -> follow the 200 000 € per 3 year limit

SO 4.1 More people benefitting from stronger Central Baltic communities

P4 - Skilled and socially inclusive region

Programme specific objective	Programme result indicator	Programme output indicator
4.1. More people benefitting from stronger Central Baltic communities	Communities with improvements	Number of participating people

At least 2 communities from different CB countries with challenge/problem to work together to improve their situation.

Describe the initial situation and the targeted improved situation!

SO 4.1 More people benefiting from stronger Central Baltic communities

The social inclusion challenges tackled:

- Challenges related to participation in and access to labor market
- Challenges related to addictions
- Challenges related to health and disability
- Challenges related to minorities and immigrants

SO 4.1 More people benefiting from stronger Central Baltic communities

Projects within this specific objective are implemented by a simplified small project approach:

- Max budget eur 200 000 ERDF
- Max duration 2 years

Lessons learned

- Describe „baseline situation“ and „targeted new situation“ characterizing the improvement for the communities
- Both (all) participating communities should benefit, not teacher - student relationship

SO 4.2 More aligned vocational education and training (VET) programmes in the Central Baltic region

P4 - Skilled and socially inclusive region

Programme specific objective	Programme result indicator	Programme output indicator
4.2. More aligned vocational education and training (VET) programmes in the Central Baltic region	Share of aligned vocational education and training (VET) programmes in the Central Baltic region	Number of benefitting vocational education schools

Integrating Central Baltic labor market(s) by aligning curricula of the vocational education providers.

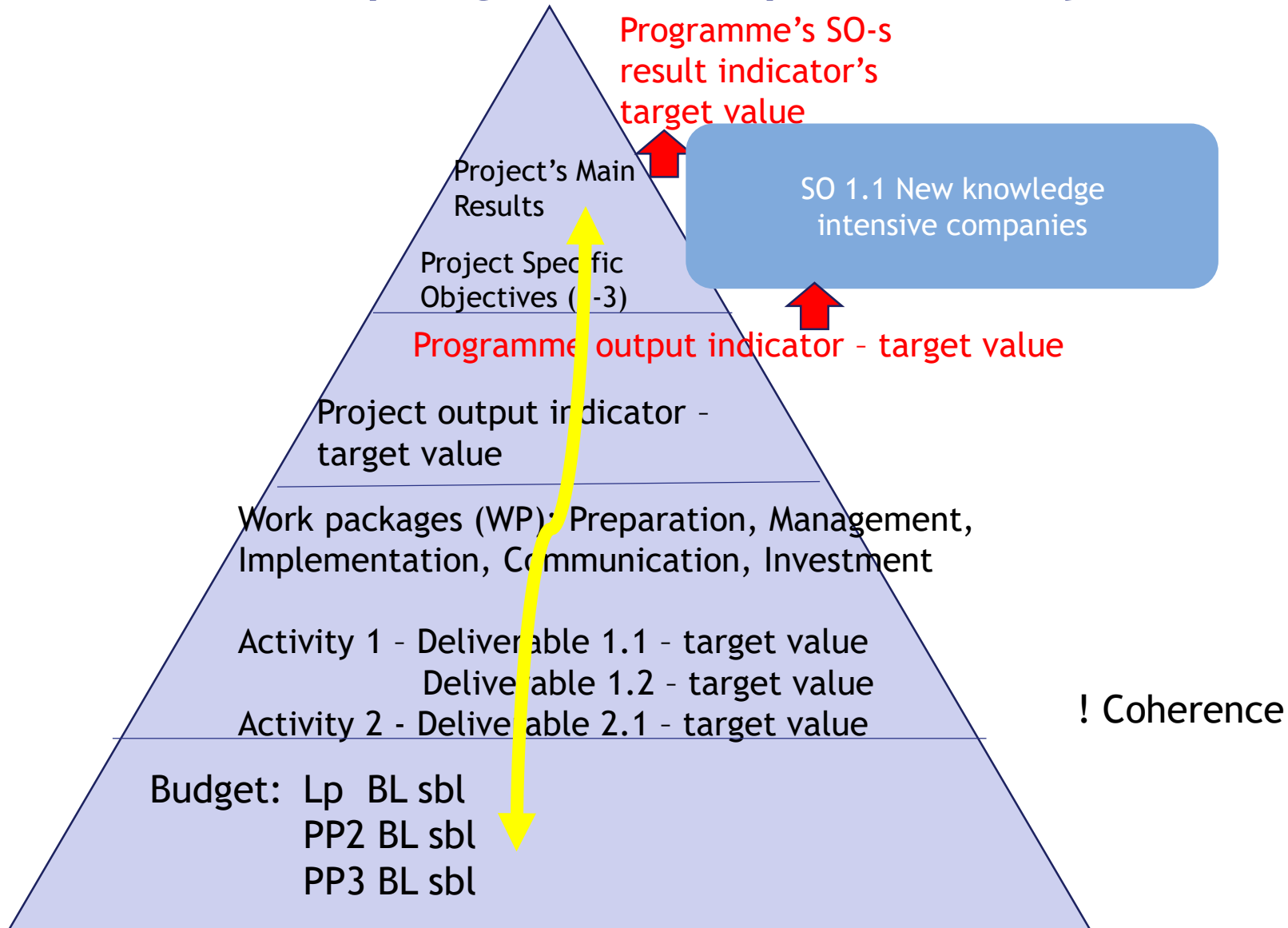
SO 4.2 More aligned vocational education and training (VET) programmes in the Central Baltic region

- Project must align curricula in participating countries
- Volume of curricula aligned in the project must be at least 5 ETCS
- Curriculum must be on the level of vocational education, in justified cases applied higher education

Lessons learned

- Projects targeting general development of vocational education or horizontal issues in vocational education are not eligible
- Define the name of curriculum that will be aligned
- When aligning partially already existing curricula, provide also the names of curriculum in each participating country
- Budget must be realistic

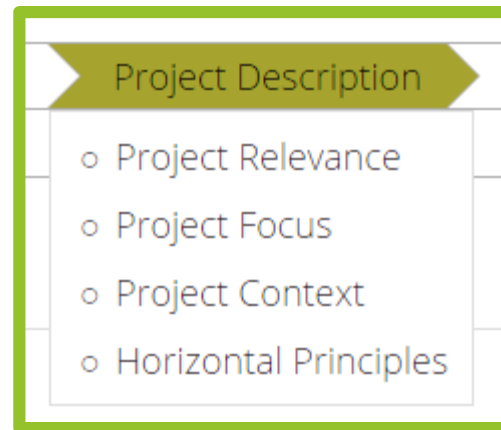
Project approach and programme specific objectives



Elements of good project

- **Demand-driven**
 - Identified target group will be able to benefit from the project
- **Relevance for the programme**
 - Project contributes to the programme objectives and results
- **Result oriented**
 - Project will make a change by addressing the need of the target groups
- **Real need for cross-border co-operation**
 - Project would not succeed without international co-operation
- **Sustainable**
- **Relevant partnership**

Project description



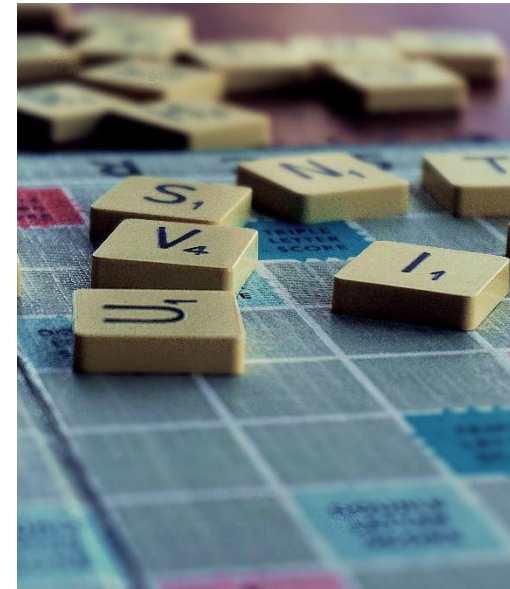
Project identification

- Choosing the right Priority and Specific Objective
- Project name and acronym
- Lead partner name
- Project duration
- Project summary (consider this as the last thing you write in the application)



Effective Acronyms

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



Project description - Project relevance

Demand-driven

- **Cross-border challenge and opportunity**
 - What is the cross-border challenge and opportunity the project will tackle?
 - What is the current situation?
 - Why the project is relevant to tackle the joint/ cross-border challenge?
 - Why the project can make the difference/ change?
- **Project approach**
 - How the project will approach the common cross-border challenge?
 - What is new and innovative about the approach?
 - New solutions that will be developed during the project
 - Existing solutions that will be adopted and implemented during the project
 - What way the approach goes beyond existing practice in the sector/programme area/participating countries

Project description - Project relevance

Real need for cross-border co-operation

- Cooperation reason
 - Why cross-border cooperation is needed to achieve the project objectives and results?
 - Why are the chosen partners important for successful implementation of the project?
- Cooperation criteria
 - How you will fulfil the four cooperation criteria?
 - Joint development
 - Joint implementation
 - Joint staffing
 - Joint financing

Project description - Project focus

Relevant

- **Contribution to the specific objective of the programme**
 - What the project is trying to achieve?
 - How project overall objective contributes to the chosen specific objective of the programme?
 - Keep in mind consistency between project objectives and programme specific objective
- **Project specific objectives**
 - What are the project's own specific objectives that it aims to fulfil?
 - Show direct and concrete contribution to the project overall objective
 - Maximum of three project specific objectives

Project description - Project focus

- Programme result indicator
 - Choose the relevant one
- Project main result
 - Provide information on how the project results link to the result indicator of your chosen specific objective
 - Aim to indicate to what extent the project will contribute to the programme result indicator

Relevant
Result-oriented

Programme Result Indicator

Programme Result Indicator ?

Project Main Result

What are the project's main results and how do they link to the programme result indicator? (chosen from a dropdown ? menu)

The project will focus on reduction of nutrients inflows in three pilot areas (Loviisa, Gauja, Dalälven and Kasari rivers) where holistic innovative approach on nutrient reduction is tested during the project. The main focus will be in the reduction of phosphorous (P) inflows from agriculture. During the project duration the project will decrease the amount of nutrients inflows XXXX. Besides resulting the reduced amount of phosphorous the project will establish a network of experts and regional support structures which will promote the use of piloted approach on phosphorous inflows from agriculture.

Project description - Project focus

- **Durability and transferability of main outputs**
 - What are the concrete measures taken during and after project implementation to ensure and/or strengthen the durability of the project outputs and results?
 - Aim to explain who will be responsible and/or who will be the owner of results and outputs

Sustainable

Project description - Project context

Relevant

Project context

- Demonstrate the priority status of your project in local and/or regional and/or national level strategy documents

Project contribution to EUSBSR

- Explain how the project activities and results contribute to the EU Strategy for the Baltic Sea Region (EUSBSR)
- Aim to specify the relevant priority area

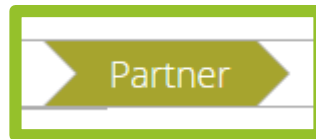
Project description - Project context

- Synergies with other projects
 - What are the synergies with other past or current EU and other -projects or (EU-)initiatives the project makes use of?
- Participation of countries
 - If all of the sub-programme countries are not involved, justify why it was not possible or considered to involve partners from those countries

Project description - Horizontal principles

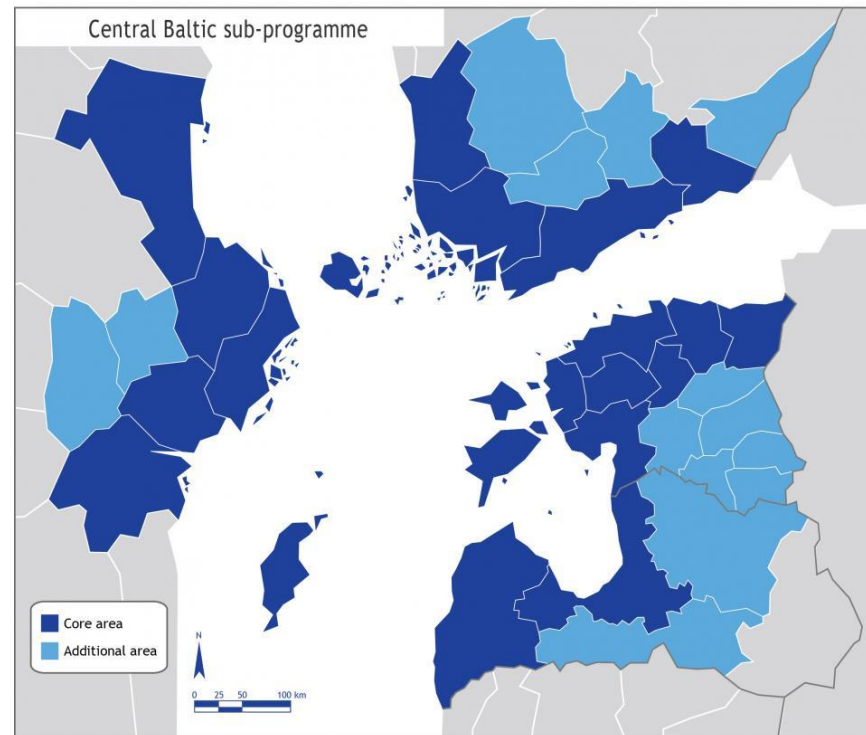
- Project contribution to
 - sustainable development
 - equal opportunities and non-discrimination
 - gender equality
 - low-carbon economy and ICT
- These have to be neutral or positive
- In case of positive impact give an explanation

Partner



Partners - geographical eligibility

- Two partners from two different countries is the minimum
 - At least one partner must be from the core area
 - Large partnerships can be challenging to manage
- Jurisdiction issues





legal status eligibility

SMEs

local, regional or
national public
authorities

higher education and
research institutions

organisation
established for
general interest needs
including NGOs

Other
organisations...



legal status eligibility

- Same rules apply for both the Lead Partners and Project Partners with one exception - an SME cannot act as an LP in the project
- Large companies are not eligible as project partners
- Relevance of the SMEs as partners has to be carefully considered and justified
 - State aid considered

Relevant and balanced partnership

- Necessary competence and expertise is available and balanced among countries
- PPs interests are closely linked with project aims
- Each PP has clear role
- PPs has institutional capacity to implement project
- APs are also possible
- End users, decision makers involvement

Financial liquidity of a partner must be considered

- Partners must be prepared to work with their own money first
- Payments will take place only after reporting and checks by the FLC and the JS
- This has sometimes been challenging for small organisations

Project summary

Partner

Project description

Work plan

Project budget

Project budget overview

Attachments

Attach

List of partners

Number ↕	Name ↕	Country ↕	Inside programme area	Abbreviation ↕
1	The lead partner organisation	SUOMI / FINLAND	Yes	LPorg
2	project partner No 2	SUOMI / FINLAND	Yes	PP2org

 New partner

 New Associated Partner

- Indicate PP abbreviation

Filling in the AF/Partners

- Main competences and role of the partner in project:
 - why the partner is best to fulfill the specific role and implement the tasks in the partnership. What are the key competences relevant for that?
- Benefit from the participating in the project
- Relevant experience in project implementation
 - organisation's experience in participating in and/or managing EU co-financed or other international projects

Filling in the AF/Partners

- Include VAT or other registration number



Possibility to Recover VAT

VAT Number

40103:

yes



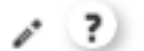
VAT Number

Other National Identifying Number

802476-2836

Type Of Identifying Number

Organisation number



Possibility to Recover VAT

no

Work plan

Workplan	Partner Bu
o Workpackage List	
o Target Groups	
o Reporting Periods	
o Activities Outside Union	



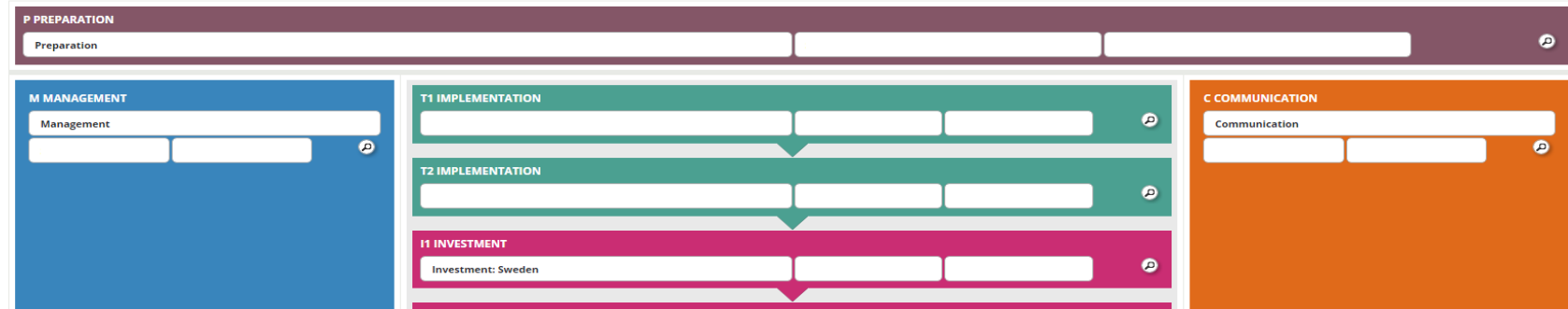
Specifics for the 5th call

- All SOs open for applications
- Implementation time
 - Projects may run up until 31.12.2022
- No possibility for extension for project implementation period
- Consider also the closure period and the contracting phase when scheduling the project

Work plan: requirements for structure

Project Summary > Partner > Project Description > **Workplan** > Project Budget > Project Budget Overview > Attachments > Attachments J T S

Workpackage List



P PREPARATION	M MANAGEMENT	T1 IMPLEMENTATION	T2 IMPLEMENTATION	I1 INVESTMENT	C COMMUNICATION
Preparation	Management			Investment: Sweden	Communication

Small project:

Preparation

Management

At least 1 Implementation

Regular project:

Preparation

Management

Implementation

Investment (if applicable)

Communication

Closure period - last three months of the project

WP PREPARATION

Preparation

Start date

End date!!!

Involvement of partners

Select partner(s) who will implement activities of this WP

<input type="checkbox"/>	Number ↕	Name ↕	Role ↕	Abbreviation ↕
<input type="checkbox"/>	1	Yrkeshögskolan Arcada Ab	LP	Arcada
<input type="checkbox"/>	2	Tallinna Ülikool	PP	TLU

Summary

Define the responsible partner(s) for the work package and other partners' involvement in it.



- Preparation activities and involvement of partners
- Partnership can agree on how to divide the lump sum

Dates of WP: not earlier than 1 January 2014
not later than the submission deadline for the application

Sum: LUMP SUM: project preparation
EUR 10.000 ERDF + own contribution

1 MANAGEMENT

WP Management

Start date

End date

Summary of WP Management:

- Project management structures, procedures on operational level (project management group) and strategic level (project steering group)
- Responsibilities of project partners
- **Internal** communication within the partnership
- Measures identify and manage project risks
- Measures to ensure project quality
- Indicate if management will be outsourced and how related risks will be managed

1 MANAGEMENT

WP Management

Start date

End date

WP summary

- Project management structures, procedures on operational level (project management group) and strategic level (project steering group)
- Responsibilities of project partners
- **Internal** communication within the partnership
- Measures identify and manage project risks
- Measures to ensure project quality
- Indicate if management will be outsourced and how related risks will be managed



Project activities, deliverables

Activity 1 *project kick off*

Deliverables:

agenda of kick off
updated detailed work plan

Activity 2 *project steering group meetings (target value - 6)*

Deliverables:

agenda of meeting
minutes of meetings

Activity 2 *project management group meetings (target value - 6)*

Deliverables:

agenda of meeting... etc...

Example!

1 MANAGEMENT

WP Management

Start date

End date

- Operational and steering functions separated
- List each activity separately (e.g. kick off, project management meetings, steering group meetings)
- Enough cooperation (meetings) to ensure joint implementation
- Plan how to ensure project quality
- Plan how to identify and monitor project risks

T1 IMPLEMENTATION

Title of WP

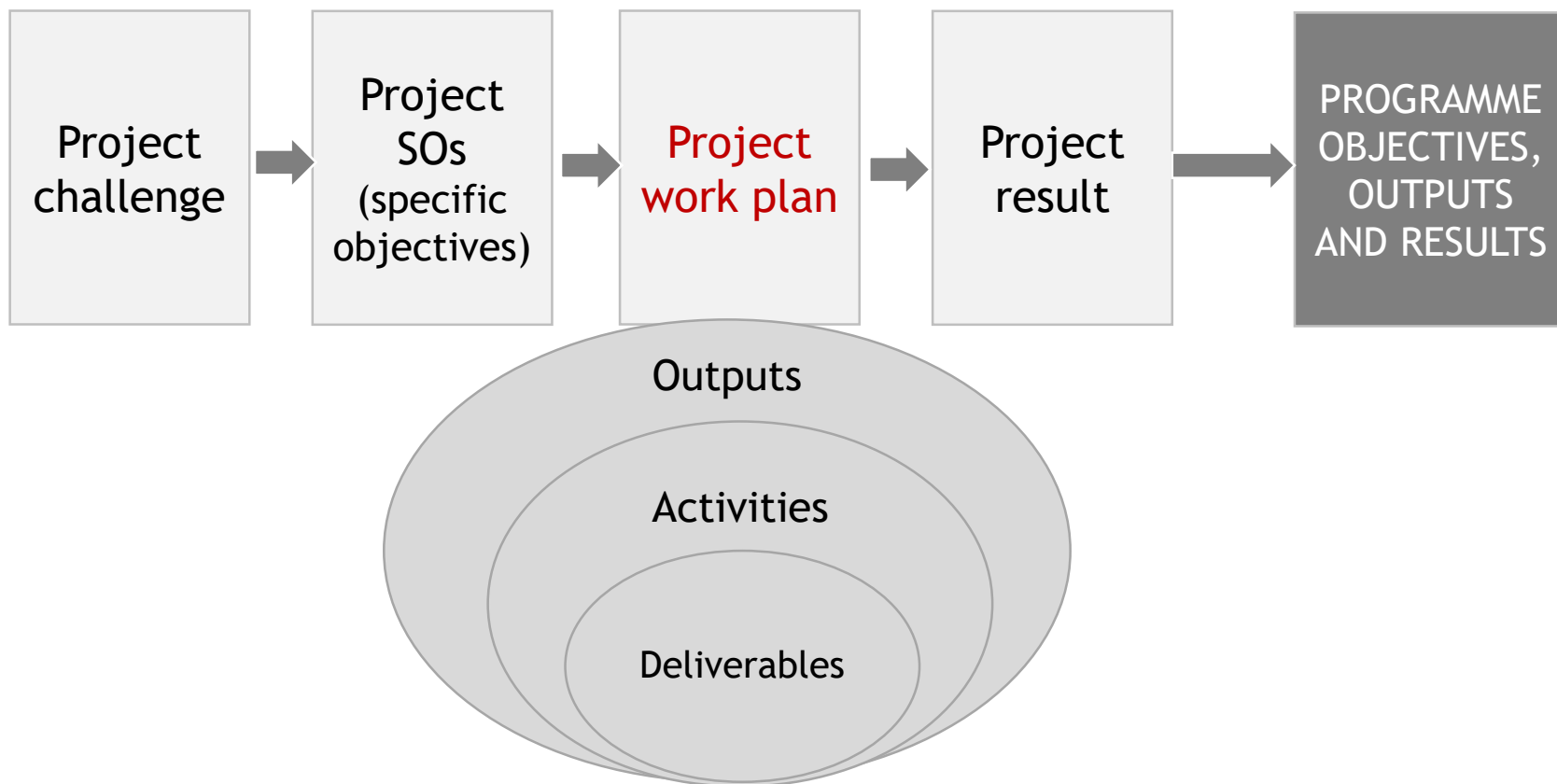
WP start date

WP end date

How to define Implementation WP(s)?

- Follow the project intervention logic
- Agree on the basis for defining WPs (processes, themes)
- Number of WPs?

Project intervention logic



T1 IMPLEMENTATION

Title of WP

WP start date

WP end date

Outputs

The main achievement of a set of project activities

Activities

The actions or tasks necessary to implemented in order to achieve project outputs and objectives

Deliverables

The outcome or prove of implemented activity

T1 IMPLEMENTATION

Title of WP

WP start date

WP end date

Involvement of partners

Select responsible partner for this WP

1 - The lead partner organisation ▼

Select partner(s) who will implement activities of this WP

<input type="checkbox"/>	Number ↕	Name ↕	Role
<input checked="" type="checkbox"/>	1	The lead partner organisation	LP
<input type="checkbox"/>	2	project partner No 2	PP

Summary of the WP implementation

Provide short overview of the WP activity plan: shortly name the main aim of the WP, present logical sequence of activities, indicate clear roles and responsibilities of project partners.

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T1 IMPLEMENTATION

Title of WP

WP start date

WP end date

1. Description must be concrete enough to understand what, why and in which sequence will be done
2. Avoid general information further justifying necessity of the project
3. Realistic responsibilities of the PPs

T1 IMPLEMENTATION

Title of WP

WP start date

WP end date

Project outputs

Project output .T1.1

Title



Description



255 Characters Remaining

2000 Characters Remaining

Output indicator of chosen specific objective



Number of new enterprises supported

Date



Target value



March

2016

0,00 Number

WP target groups

Select WP target groups from drop-down menu

Select target groups

Specify how target groups (including stakeholders, if relevant) will be involved in development of foreseen output(s) and benefit from this WP activities

2000 Characters Remaining

- Define the project outputs

T1 IMPLEMENTATION

Title of WP

WP start date

WP end date

Project Main Outputs

Programme Output Indicators	Project Output Indicator Targets	Measurement Unit	Project Main Output Quantification Target	Project Main Output Number	Project Main Output Title
Number of targeted joint attractions	1.0	Number	1.00	O.T1.1	Identified underwater cultural heritage sites with tourism potential designed into joint tourist attractions
			0.00	O.T1.2	Destination development
			0.00	O.T2.1	Testing the developed tourist attraction
Increase in expected number of visits to supported sites	2000.0	Number	2,000.00	O.T3.1	Increased number of visits to the Central Baltic area thanks to developed tourist attractions

1. The sum of project outputs' target values are automatically calculated in the output table in project summary.

Project output



Programme output indicator

Programme output ind.	Project output indicator target	Measurement Unit	Project output target	Project output	Project output
Number of joint attractions	1		0	T.1.1	Identified underwater cultural heritage sites with tourism potential designed into joint attractions
			1	T.1.2	Destination development
Increase in number of visits	2 000		0	T.2.1	Testing the developed tourist attraction
			2 000	T.3.1	Increased number of visits to the sites thanks to developed attractions

T1 IMPLEMENTATION

Title of WP **WP start date** **WP end date (3 months before the project end)**

Activity A.T1.1

Activity title 255 Characters Remaining Start date End date

Deliverable D.T1.1.1

Title 255 Characters Remaining Target value

1. Group activities in the WP in a logical way and in chronological order
2. No every day tasks which are not essential for project results.
3. Realistic time plan - if activity is longer than 1 period, include intermediate deliverables for monitoring and indicate in which period the results will be reported
4. List each activity separately and indicate (a) deliverable(s)
5. Take the closure period into account!

C COMMUNICATION

Communication

WP start date

WP end date



Summary

Summary description of activities carried out and contribution of each partner

Objectives

Project Objectives



Communication objectives



Describe how it is planned to meet project communication objectives !

Raise awareness



Increase knowledge



Change behaviour



C COMMUNICATION

Communication

WP start date

WP end date



1. Plan concrete communication measures for your project target groups
2. Describe separate activities separately
3. Include here only external communication activities
4. Take into account the closure period!

I3 INVESTMENT

WP title

WP start date

WP end date



1.

Summary of WP Investment

Describe what investments are planned in the project, in what way investments are considered as cross border relevant.

2.

Justification of investment

Justify why investments are necessary to reach project objectives.

3.

Location of investment

Location

Nuts 0

SUOMI / FINLAND (FI)

Name of other region

From all regions

Nuts 2

Etelä-Suomi (FI1C)

Nuts 3

Kymenlaakso (FI1C4)

- Provide a description of investments, explain in which way the investment is joint
- Provide justification for why investment is needed

I3 INVESTMENT

WP title

WP start date

WP end date



4.

Risks associates with investment(s)

Describe risks in relation to the steps that have to be taken to complete planned investments.

5.

Investment documentation

Indicate what investment documentation is necessary (in case it is not ready during submission of application, specify indicative timetable).

6.

Ownership

Indicate owner(s) of the investment during and after project.

- Provide concrete information on the status of technical documentation, attach available technical documentation to eMS (no possibility of extension)!





Timeline

- Created automatically based on time allocations for activities under WPs (remember closure period)!

Timeline	Period 1						Period 2						Period 3						Period 4						Period 5					
	2016						2017						2017						2018						2018					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WP1 - Management	Activity 1.1						Activity 1.2.						Activity 1.12.						Activity 1.12.						Activity 1.12.					
	Act						Act						Act						Act						Act					
	Act						Act						Act						Act						Act					
WP2 - Implementation 1	Activity 2.1.						Activity 2.2.						Activity 2.7.						Activity 2.8						Activity 2.12.					
	Act						Act						Act						Act						Act					
	Act						Act						Act						Act						Act					
	Act						Act						Act						Act						Act					
WP3 - Implementation 2	Activity 3.1.						Activity 3.2.						Activity 3.3.						Activity 3.4.						Activity 3.4.					
	Act						Act						Act						Act						Act					
	Act						Act						Act						Act						Act					
	Act						Act						Act						Act						Act					
WP4 - communication	Activity 4.1						Activity 4.4.						Activity 4.4.						Activity 4.5.						Activity 4.5.					
	Act						Act						Act						Act						Act					
	Act						Act						Act						Act						Act					
	Act						Act						Act						Act						Act					

Work plan: other parts

Target groups

Target groups  	Description  	Target value
local public authority	<input type="text"/> 255 Characters Remaining	<input type="text"/>
regional public authority	<input type="text"/> 255 Characters Remaining	<input type="text"/>

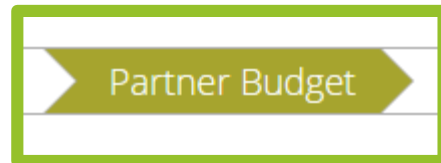
- Focus on the main target groups
- Identified in work packages and automatically transferred to this section
- Provide description and indicate target value you plan to reach during project (be realistic, follow the same logic throughout the project!)

Work plan: other parts

Reporting periods

- Periods calculated automatically by the eMS
- Need to be recreated by the lead applicant if project start or end dates are modified
- Activities outside of the programme area
 - If applicable, list activities to be carried out outside the programme area
 - Justify the activities
 - Add the total budget of these activities as well as the ERDF share

Budget



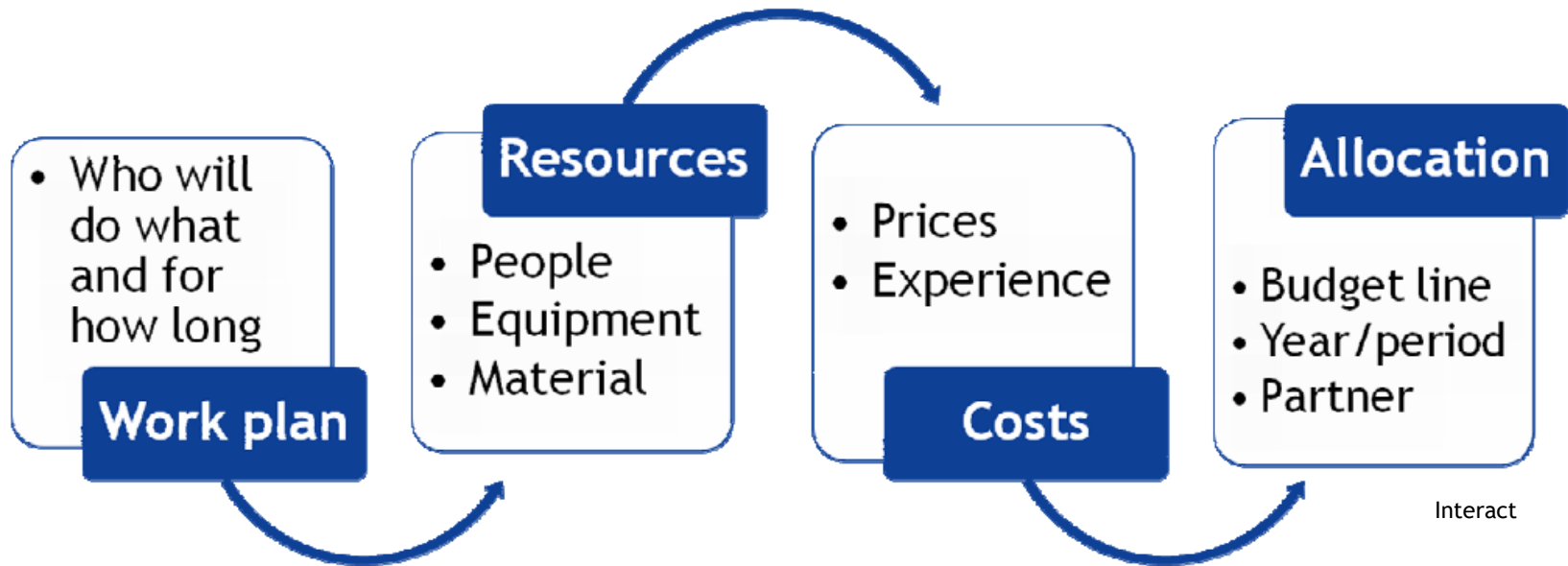
General issues

- Concentrate your resources towards achieving results
- Check coherence with activities
- Be realistic
- Involve financial experts from your organisation
- All costs are subject to applicable public procurement rules and each partner organisation is responsible for ensuring that these rules have been respected
- Include VAT only if it cannot be recovered by any other means

General issues

- Remember that the PARTNER budget is three-dimensional (budget lines - reporting periods - work packages)
- Same calculation method used in budgeting must be used also in reporting
- Not any unforeseen cost can be budgeted

Budget planning steps



Amount of ERDF support

- The maximum ERDF rate for
 - Finnish and Swedish partners 75 %
 - Estonian and Latvian partners 85 %
- Maximum ERDF on project level is 81%

Eligibility of partner contribution

- Both public and private partner contribution is accepted
- Partner contribution can consist of
 - the project partner's own funding
 - funding from other eligible organizations
 - Partner contribution statement

Budget lines

1. Staff costs
2. Office and administration
3. Travel and accommodation
4. External expertise and services
5. Equipment
6. Infrastructure & works
7. Net revenue

Budget - Staff costs

- Salary levels must be comparable to salaries paid for similar tasks in partner organisation or a comparable organisation in partner country + eligible components of staff cost
- Divide staff cost according to the relevant work packages and reporting period

Budgetline	Subbudgetline
Staff costs	Project Manager 100% , 3500 euro/ month x 1,3 co-efficiency
	Financial Manager 25%, 3200 euro/ month x 1,3 co-efficiency
	Communication manager hourly rate 25 euro (including 1,3 co-efficiency), total 300 hours

Calculation of staff cost

- Full-time working for the project
- Part-time with a fixed percentage

Staff cost - Full-time

- 100 % working time for the project
- Basis for calculating monthly cost: total of the gross employment cost (gross salary + social and other eligible employment cost)
- Budgeting: project manager 100%, 2000 euro/month x 1,3 co-efficiency
- Monitoring: no timesheet needed

Staff cost - part-time with a fixed percentage

- Fixed percentage working time dedicated for the project per month
- Basis for calculating monthly cost: fixed percentage of the gross employment cost (gross salary + social and other eligible employment cost)
- Budgeting: financial manager 25%, 1600 euro/ month x 1,3 co-efficiency
- Monitoring: no timesheet needed, reported as fixed percentage

Staff cost

- Based on Staff cost calculation method select:
 - Unit-type: full-time, or part-time with a fixed percentage
- The same calculation method will apply for all duration of the project

T1' - 'Staff costs ()'









Unit Type
<input type="text" value="Select One Staff Type"/>
<ul style="list-style-type: none">Select One Staff TypeFull-timePart time with a fixed percentagePart time with a flexible number of hoursHourly basis

Budget - Office and administration

- Calculated automatically as 15 % flat rate on top of the salary costs
 - Remember to “Recalculate budget” when changing the amount of staff cost
- Check the eligible costs from the Programme Manual and make sure they are not presented under other budget lines

Budget - Travel and accomodation

- Expenditure on travel and accommodation costs of the partner organisation that relate to delivery of the project
- Travel costs, accommodation costs, visa costs, and/or daily allowances
 - Daily allowances only for project staff
- Travel cost outside the programme area as separate cost item
- LUMP SUM: Preparation cost

Travel and accomodation	+	Central Baltic seminars (2 seminar, 2 persons)		
		Local travels to pilot sites (approx. 50 travels)		
		Project management team meetings (6 meetings, 3 persons)		
		Steering group meetings (3 meetings, 3 persons)		

No additional information to

Unit Type

Comment

Budget - External expertise and services

- The work by external experts and service providers must be essential to the project
- All costs related to external experts must be recorded under this budget line and foreseen in the service contract
- Costs of external expertise and services that are linked to an investment must be included under this budget line
- Remember procurements and be aware of conflict of interest!









No additional information to

Unit Type

Comment

Budget - External expertise and services

- No sub-contracting between project partners or associated partners is allowed
- Remember First Level Control cost for Finnish partners
- List each external expertise or service cost item above 5000 € to separate sub-budget line

External expertise and services	+	FLC (6 reports)		
		LUMP SUM: 3 workshops for developing aligned curricula		
		Premises and catering for final conference (2 d, 70 persons)		
		Technical expert on ICT-tools for curricula (200 hours, 90 e/ hour)		







No additional information to

Unit Type

Comment

Budget - Equipment

- The equipment must be essential to project implementation
 - Purchased, rented or leased
- Full cost eligible only if used solely by project
 - In case of fixed investments in equipment and when equipment forms part of an investment in infrastructure, full cost is approved
- Depreciation apply if economic life-time exceed duration of project
- Cost items have to be listed separately

Equipment	+ Laptop (1) for project manager	 
	Mobile phone (1) for project manager	 
	Mobile phone for financial manager (25%)	 

No additional information to

Unit Type

Comment

Budget - Infrastructure and works

- Covers costs related to investments in infrastructure that do not fall into the scope of other budget lines
- Includes costs for site preparation, delivery, handling, installation, renovation, and purchase of land, when applicable
- Explain each cost item separately in details - *“procurement by procurement”*

No additional information to

Unit Type

Comment

Budget - state aid

- Programme uses the *de minimis* aid regulation
- Organisation can receive up to 200 000 euros (ERDF) for a period of 3 (fiscal) years
- Project needs to self-assess the possibility of state aid
 - Economic activity
 - Economic advantage
 - Effect on competition and trade
- Consult with the Joint Secretariat

Budget - Net revenue

- Net revenue means cash inflows directly paid by users for the goods and services provided by the project
 - e.g. charges borne directly by the users of the project goods or services less any operating costs
- If a project receives income, the net revenue is what should be taken into account
- Net revenue received from the project activities will proportionally reduce the ERDF co-financing
 - To be reported 5 years after the project closure









No additional information to

Unit Type

Comment

Budget - Applying for lump sums

- Bigger set of cost where a lot of individual cost are foreseen
 - production of a toolkit, organisation of a small local seminar, etc.
- Paid only after the whole set of the activities are fully implemented and indicators reached
- Lump sum is budgeted for the most relevant budget line
 - Present the cost as “LUMP SUM: name of lump sum”
- Each lump sum must be explained in details when submitting the application - prepare an annex (template available)
 - Explanation on activities
 - Costs in details with calculation method
 - Indicator for the lump sum; e.g. “Organised seminar to present implementation tools” or “100 participants in seminar”

External expertise and services	+	FLC (6 reports)	 
		LUMP SUM: 3 workshops for developing aligned curricula	 
		Premises and catering for final conference (2 d, 70 persons)	 
		Technical expert on ICT-tools for curricula (200 hours, 90 e/ hour)	 

No additional information to

Unit Type

Comment

Lump sum example

Lump sum description table

Name of the lump sum	LUMP SUM: 3 workshops for developing aligned curricula
Activity/content of lump sum	3 workshops will be organised to develop aligned tourism curricula (30 ECTS). The curricula will be developed in three parts (3x 10 ECTS). Thus each workshop will cover one 10 ECTS entity development: 1) International marketing, 2) International hotel services, 3) International practical training. Each workshop will result as a draft version of 10 ECTS study module which will be part of the aligned curricula. Participants of the workshop are relevant thematic field experts and project manager from each partner organization and external expert (approx. 20 participant/ workshop). Duration of the workshops are 2 days. Two of them is organised in Finland and one in Estonia.

Lump sum example

<p>Detailed calculation methods for lump sum</p>	<p>2 workshops in Finland</p> <ul style="list-style-type: none"> - meeting room with equipment 400 e/day x 4 days = 1600 euro - coffee á 10 euro x 20 persons x 2 coffee breaks x 4 days = 1600 euro - small materials for creative part of the workshop 100 euro/ workshop = 200 euro - external expert 2000 euro/ workshop = 4000 euro <p>1 workshop in Estonia</p> <ul style="list-style-type: none"> - meeting room with equipment 150 euro/ day = 300 euro - coffee á 7 euro x 20 persons x 2 coffee breaks x 2 days = 560 euro - small materials for creative part of the workshop 100 euro/ workshop = 100 euro - external expert 2000 euro/ workshop = 2000 euro <p>TOTAL = 10 360 euro</p>
<p>Total lump sum (EUR)</p>	<p>10 360 euro</p>
<p>Indicator</p>	<p>draft of study modules developed in each workshop = 3 x 10 ECTS draft study modules</p>
<p>Sources of verification</p>	<p>documented draft study modules per each workshop, workshop agendas, minutes from the workshops, list of participants from the workshops.</p>

Budget - Other parts

- Define contribution
 - Indicate the amount and source(s) of own contribution of each project partner
 - Check compliance with partner contribution statement
 - Remember separate partner contribution statement from each "source of contribution"

Source Of Contribution	Legal Status	% of total partner contribution	Amount
Youth Association in Finl	public	87,34 %	€ 30.000,00
NGO in Finland	private	12,66 %	€ 4.348,84
Sub total public contribution		87,34 %	€ 30.000,00
Sub total private contribution		12,66 %	€ 4.348,84
Total			€ 34.348,84
Total target value of partner contribution			€ 34.348,84
Total eligible partner budget			€ 133.046,49

Budget

- Project Budget Overview
 - Calculated automatically

Project summary

Partner

Project description

Work plan

Project budget

Project budget overview

At

Project budget overview (total values)

Total project budget

Partner			Programme co-financing			
Partner	Partner abbreviation	Country	ERDF	ERDF Co-financing rate (%)	Percentage Of Total ERDF	Public co

Defining periods for staff cost

- Choose correct unit type and add total cost for the period - do not add any comments

Specialist, 10% working time, monthly salary 3900 euro x 1,3 co-efficient € 0,00 € 2.920,00

T1 - Empowering young people with special needs' - 'Staff costs ()

Unit Type	Total	Comment
Part time with a fixed percentage	€ 13.600,00	
period		
Part time with a fixed percentage	€ 13.600,00	
period		

01.01.2017 - 30.06.2017

Wp T1 - Empowering young people with special needs

€ 54.400,00
€ 2.920,00
€ 3.560,00
€ 60.880,00
€ 9.132,00
€ 9.132,00
€ 1.200,00

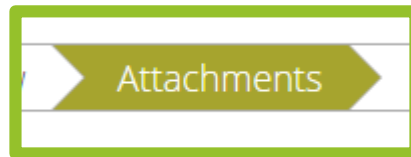
Defining periods for other budget lines than staff cost

- Define total cost for the period - no unit type or comments to be added

Project manager, 50% working time, 3500 euro x 1.3 co-efficient € 0.00 € 54.400.00
Package Budget For 'Wp T1 - Empowering young people with special needs' - 'Travel and accomodation (Workshop in Sweden x 2, 10 persons, 3 days)

Period	Unit Type	Total	Comment
- 31.12.2016	<input type="text"/>	€ 0,00	<input type="text"/>
- 30.06.2017	<input type="text"/>	€ 4.000,00	<input type="text"/>

Attachments to application



Attachments

- Confirmation letter
- Partner contribution statement
- Document verifying who has a right to sign on behalf of the lead partner organisation
- Letter of Intent from associated partners
- Other attachments
 - 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

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

Submitting the project application



Final checks before submission

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

Submission of the application

- All applications are to be submitted via eMS (with mandatory attachments)
- Check saved project - submit checked project
- Do not postpone submission to the last minutes!

Dates and deadlines for 5th call

- Call / eMS is open for applications 15.8.-15.10.2019
- Deadline at 15:00 on the 15th of October 2019 (Finnish time)
- Confirmation letter sent by post (stamped by 15th of October 2019)
- Steering Committee selects project for funding in January 2020
- First possible project start date 1st of February 2020
- Projects have to end by 31th December 2022

Assessment process

- Projects passing technical admissibility check will be assessed for their content
 - JS has the possibility of asking for missing information - quick responses expected
- Tandem assessment in the JS
- Conditions for projects may be set

New simplified cost option

- A 40% flat rate option for the 5th call
- The project reports only staff costs
- A sum corresponding 40% of the approved staff costs will be paid as flat rate cost
 - No invoices etc. are attached to reports
- Suitable for certain types of projects
- The project will indicate interest towards using the option, JS assesses and decides
- A full budget is delivered at first

General information - before starting to fill in the application

- All information must be in English
- Be clear
- Do not repeat same information in different parts of the application but be precise
- All information must be presented in the Application Form - not in annexes
- Read the Programme Manual and the Guide for Filling in the Application Form
- The eMS is not a planning tool but a tool for submitting the application

eMS support



eMS

- e-Monitoring System (eMS) is a monitoring system software for INTERREG programmes
- Developed by INTERACT programme in co-operation with NWE, Central Europe, Central Baltic and AT-HU programmes

Using eMS

- Used with a web browser
- Access is gained by registering on the front page
 - Recommended that lead applicant will fill in the application, other partners will provide content
 - During project implementation all partners and programme bodies use the system, rights given by the JS/MA

Support

- All questions related to the content of the application shall be directed to the project managers or coordinators of the JS
- Questions related to the technical functioning of the database shall be directed to ems@centralbaltic.eu



Thank you!