

Baltic Sea Region Programme 2014 - 2020

Support to the EUSBSR example application form

Form version v. 3.0

This is only an example of the application form. The form cannot be edited because all data shall be filled in directly into the online system (BAMOS).

1. Identification

1.1 Project title

Please insert a full name of your project. The project name should relate to the content of your project. The name should have a maximum 250 characters.

1.2 Project acronym

Please insert an acronym for your project. The acronym is a short title which allows easy identification of the project (e.g. PA Education). The acronym should have a maximum of 20 characters.

1.3 Project duration months (excluding contract and closure phases)

Please indicate the duration of the implementation period of the project in months. In addition to the indicated project duration projects have at least two months for contracting (contracting phase always ends on a last day of a calendar month) and three months of closure phase (to conclude the final report). Further details on the project phases and linked cost eligibility rules can be found in the "Programme Manual for Coordination of macro-regional Cooperation".

1.4 Programme priority

4. Institutional capacity for macro-regional cooperation

1.5 Programme specific objective

4.2. Coordination of macro-regional cooperation: To increase capacity of public administrations and pan-Baltic organisations for transnational coordination in implementing the EU Strategy for the Baltic Sea Region and facilitating the implementation of common priorities with the partner countries.

1.6 Project summary

Please provide a brief summary of the project's background, objectives, partnership, main activities and expected outputs and results. It is strongly advised that this field is filled in after the entire application form has been completed. The description has to be self-explanatory and without references to other parts of the application form. **(Remaining characters:)**

1.7 Project budget summary [in EUR]

Amounts are generated automatically based on inputs in the section 6. Budget.

Programme co-financing (ERDF)	0.00
Own contribution	0.00
of it Public own contribution	0.00
of it Private own contribution	0.00
Total project budget	0.00

Checksum: 2447527914

2. Partnership

Amounts are generated automatically based on inputs in the sections 2.2. Project partner details and 6. Budget.

2.1 Overview: Project Partnership

	Name of organisation	Country	Total partner budget [in EUR]
1			0.00
Total budget of all partners [in EUR]			0.00

2.2 Project partner details

Please list below all project partners and give their details. The lead partner is listed as partner no. 1. Please add all partners in this section before you enter any data into the section 6. Budget!

Project partner no.

1

Name of organisation in original language

(max. 250 characters incl. spaces)

If relevant, name of department in original language

(max. 250 characters incl. spaces)

Name of organisation in English language

(max. 250 characters incl. spaces)

If relevant, name of department in English language

(max. 250 characters incl. spaces)

Address

(max. 250 characters incl. spaces)

Postal code

Town

(max. 250 characters incl. spaces)

Country

NUTS1 code

NUTS2 code

NUTS3 code

Website

(max. 100 characters incl. spaces)

Please enter your website address without "http://" e.g. www.interreg-baltic.eu.

Organisation identification number

(max. 250 characters incl. spaces)

Please provide your organisation's tax identification or other unique registration number. This number will be used by the Programme bodies to declare your eligibility to participate as a lead or project partner in the Programme. In case your organisation does not have any unique registration number please write "not applicable".

Place of registration

(max. 250 characters incl. spaces)

Please indicate the institution that has issued the registration number for your organisation (e.g. tax office, company register, association register etc.).

Contact of the legal representative

Please indicate the name, position and contact of the legal representative of your organisation. This is the person entitled to make legal and financial commitments on behalf of your organisation.

Given name	<input type="text" value="(max. 250 characters incl. spaces)"/>		
Family name	<input type="text" value="(max. 250 characters incl. spaces)"/>		
Position	<input type="text" value="(max. 250 char. incl. spaces)"/>	E-mail	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>

Contact of the Contact person

Contact person is the same as legal representative

Please indicate the name, position and contact of the person responsible for the implementation of the project within your organisation. This person will also be the main contact during the implementation of the project in case of its approval.

Given name	<input type="text" value="(max. 250 characters incl. spaces)"/>		
Family name	<input type="text" value="(max. 250 characters incl. spaces)"/>		
Position	<input type="text" value="(max. 250 char. incl. spaces)"/>	E-mail	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>

Legal status of the organisation

Source of contribution

Type of partner

This type of partner classification has a functional character. It gives the Joint Secretariat 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.

Is your organisation entitled to recover VAT related to the EU funded project activities?

+ Add a new partner

⊗ Delete the last partner

3. Relevance

3.1 Contribution to the EU Strategy for the Baltic Sea Region - policy and strategic aims

Coordination of macro-regional cooperation projects need to have a clear focus on the support of the implementation of the EUSBSR and its Action Plan. In this section, please describe the policy and strategy aims for the period covered by your project. Please describe, e.g. what will be the main policy focus of your activities and what changes you want to achieve on a strategic level (e.g. how to increase effectiveness, improve focus and bring added value to the implementation of the EUSBSR goals on your specific field).

(Remaining characters:)

3.2 Objectives and expected results of the project

In this section, please describe the objectives and expected results of your project. While doing so, please concentrate on operational level of your project and answer the following questions:

- *What are the main challenges/issues you are addressing by this project (e.g. what are the challenges/opportunities linked to the coordination of the specific Priority Area/Horizontal Action and/or EUSBSR)?*
- *What improvements/change compared to current situation the project wants to achieve?*
- *What are the expected results which will be achieved through the planned activities?*

(Remaining characters:)

3.3 Level of cooperation

It is mandatory for project partners to cooperate in the development and implementation of the project. Therefore the fields "joint development" and "joint implementation" must be checked. In addition, you should either jointly staff and/or jointly finance your project. Thus, at least one out of the "joint staffing" and "joint financing" levels has to be checked as well. Please check the fields accordingly.

Joint development Joint implementation Joint staffing Joint financing

Please confirm the level of cooperation as requested in the guidance, otherwise the project is not eligible!

4. Work plan

4.1 Work package 1 (WP 1)

Work package 1 (WP 1) sets out a structure and procedures of the strategic and day-to-day management and coordination of your project.

For projects applying for PAC/HAL support: *the Programme support aims to help the PACs/HALs to enable efficient and successful coordination of the Priority Area/Horizontal Action, thus helping to reach the targets set in the EUSBSR and the Action Plan. Work package 1 is, therefore, the core element of the application. In this work package the PACs/HALs have to describe the strategic and day-to-day management and coordination of the specific Area/Action.*

Title of the WP 1

A1 Coordination

WP 1 budget (indicative share of entire project budget in %)

Description of strategic management of your Area/Action (applicable to PACs/HALs support only)

Please describe how the strategic management of your Priority Area/Horizontal Action will be organised (structures, decision making principles, planned meetings etc.). Please also describe how facilitation and development of flagship projects is organised. Please also describe how the review of the targets of the Priority Area/Horizontal Action set in the Action Plan of the EUSBSR will be organised. In the Priority Areas and Horizontal Actions where different organisations share the responsibility of coordination of the specific Priority Area/Horizontal Action, please also describe how internal cooperation is organised. **This field is obligatory only for projects applying for PAC/HAL support. In case applying for targeted support, please fill in n/a.**

(Remaining characters:)

Description of the daily administration and internal coordination

Please describe how the internal communication, reporting and daily management of the project will be organised.

For projects applying for PAC/HAL support: please list and briefly describe the main coordination activities planned, for which you request the Programme's co-financing (e.g., day-to-day management and coordination of the specific PA/HA, steering committee/coordination group (or an equivalent structure) meetings). Please note that additional activities (e.g., policy discussions, policy papers, training for stakeholders) organised to support the policy dialogues/studies/target groups in the field, have to be described and planned in work package 2.

(Remaining characters:)

Additionality (applicable to PACs/HALs support only)

Please describe how the organisations responsible for Priority Area/Horizontal Action coordination will ensure necessary resources for the management of the Priority Area/Horizontal Action (e.g. allocation of personnel, covering of travel costs, communication support, ensuring general administrative support such as accountancy support, office support) outside the Programme co-financing. **This field is obligatory only for projects applying for PAC/HAL support. In case applying for targeted support, please fill in n/a.**

(Remaining characters:)

Description of the project financial management

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

- Whether the financial management is organised internally or by an external support?
- How many positions are planned for financial manager, financial assistant, financial accountant etc.;
- Do you plan to involve a public procurement expert, etc.

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

(Remaining characters:)

Financial and control system

- Please confirm that each partner in your project partnership is aware that project expenditure must be verified by a first level controller
- Please confirm that partners with a decentralised first level control system have reserved sufficient funds in their partner budgets for these controls
- Please confirm each partner is aware it has to identify the costs allocated to the project in its accounting system
- Please confirm that the lead partner and its first level controller will monitor the progress report on finance and activities of each project partner before they are included in the project's progress report that is submitted to the JS

Please confirm all four points, otherwise the project does not fulfil the minimum requirement regarding the financial and control system!

Further details of the financial control and reporting system of your project

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.

(Remaining characters:)

4.2 Work package 2

Work package 2 presents specific project activities that are organised to support the policy dialogues/ studies/target groups in the field. This may include, e.g. Strategy Forums, policy discussions, policy papers, training for stakeholders.

Work package 2 is composed of blocks of activities. Each block of activities may lead to an output. Please group related activities as one block. You may define up to seven group of activities and outputs.

Title of the WP 2

WP 2 budget (indicative share of entire project budget in % = 100% - share WP1)

Aim of the WP2

Please describe the overall aim of this workpackage. (Remaining characters:)

WP 2 leader

Partner involvement

Select all partners

Unselect all partners

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please select from the list above partners which are involved in the work package 2 activities and explain the division of the tasks between involved partners.

(Remaining characters:)

Activities, outputs and responsibilities

Group of activities 1

Activity A2.1

Description of the group of activities

A group of activities consists of several related activities. Please describe the activities.
(Remaining characters:)

Output O2.1

Description of the outputs

A group of activities would usually result in an output. In case this activity results in an output, please describe the output and its purpose. Please also describe the transnational value of this output. Please also provide answers to following questions concerning the target group and use of the output:

- Who is the target group of the output (within and outside the partnership)?
- How the output will be used during and after the project?
- In which areas/regions the output will be used?

(Remaining characters:)

Timeline

Please indicate in the timeline the duration of the activities in periods. A period is six months. Please also indicate the in which period you estimate to finalise the output.

	Period 1	Period 2
A2.1	<input type="checkbox"/>	<input type="checkbox"/>
O2.1	<input type="checkbox"/>	<input type="checkbox"/>

+ Add Group of activities

⊗ Delete Group of activities

5. Output indicators

Output indicators of the "Priority 4, specific objective 4.2. Coordination of macro-regional cooperation" are listed below. Your project has to contribute to at least one of the priority specific output indicators.

Please describe how your project will contribute to the selected output indicators (please name the event or the document produced). Please also indicate the target value in numbers. In case of no contribution please mark the respective output indicator as not relevant.

Transnational meetings can be e.g., steering group meetings, meetings with stakeholders, conferences, Strategy Forums.

Strategic policy documents supporting the implementation of the EUSBSR are, e.g. studies, evaluation reports, action plans, recommendations, guidelines, proposals for amendments to legislation.

Support measures provided to the EUSBSR can be, e.g. events, Strategy Forums, data compilation, analysis, implementation reports.

5.2 Priority specific output indicators

ID	Output indicator	not relevant	Description	Target value in number
4.2.1	No of transnational meetings held to facilitate implementation of the EUSBSR targets	<input type="checkbox"/>	(max. 100 char.)	
4.2.2	No of transnational meetings held to facilitate joint work on common priorities with the partner countries	<input type="checkbox"/>	(max. 100 char.)	
4.2.3	No of strategic policy documents supporting the implementation of the EUSBSR targets and/or common priorities with the partner countries	<input type="checkbox"/>	(max. 100 char.)	
4.2.4	No of support measures provided to the EUSBSR	<input type="checkbox"/>	(max. 100 char.)	

6. Budget

Please present the project budget. Here only data at project level should be presented. Note that the lead partner needs its own internal planning calculations to be able to provide this information. For simplification the project is asked to indicate amounts in full euros only. Rules and definitions regarding the allocation of costs to the budget lines can be found in the Programme Manual.

6.1 External expertise and services

Please list the planned contracts with external experts and service providers belonging to the budget line 4 (see Programme Manual for Coordination of Macro-regional Cooperation) and describe their links to the project activities. As a general rule each planned contract has to be listed in a separate line. Only similar contracts of a value below 5,000 EUR may be grouped per partner and described within one line (e.g. "translations of publications during events").

Contract specification - 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 within activity 3.1" instead of e.g. "Analysis").

Activity no. - For each item you have to indicate at least one activity no. (for investment items just one no.) to identify the relation to the activity plan. Please focus on the main activities.


Contracting partner - The contracting partner is the partner responsible for tendering and concluding the contract(s).

Planned contract value - Please indicate the estimated contract value.

Planned award procedure - Please indicate the planned award/procurement procedure. Rules regarding public procurement (see Programme Manual) 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!

For more information regarding external expertise and services please refer to the Programme Manual for Coordination of Macro-regional Cooperation.

	Item	Contract specification	Activity no.	Contract. partner	Planned contract value [in euro]	Planned award procedure
	1					
				Total		

6.2 Equipment

Please list the planned contracts related to the equipment belonging to the budget line 5 (see Programme Manual for Coordination of Macro-regional Cooperation) and describe their links to the project activities. As a general rule, each planned contract has to be listed in a separate line. Only similar contracts of the same category and of a value below 5,000 EUR may be grouped per partner and described within one line.

Contract specification - Please select a category and provide further specification (e.g. B1: "laboratory equipment"+ B2:"measuring devise for CO2 emissions").

Activity no. - For each item you have to indicate at least one activity no. (for investment items just one) to identify the relation to the activity plan.



Contracting partner - The contracting partner is the partner responsible for tendering and concluding the contract(s).

Planned contract value - Please indicate the estimated contract value.

Planned award procedure - Please indicate the planned award/procurement procedure. Rules regarding public procurement (see Programme Manual) 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.

For more information regarding equipment please refer to the Programme Manual for Coordination of Macro-regional Cooperation.

		Contract specification					
	Item	Category	Additional specification	Activity no.	Contract. partner	Planned contract value [in euro]	Planned award procedure
 	1						
					Total		

6.3 Planned project costs per budget line & per partner

Please add the costs planned for BL1 and BL3 per partner. Amounts for BL2 are calculated automatically (based on BL1 inputs).

For more information regarding the division of costs into the budget lines please refer to the Programme Manual for Coordination of Macro-regional Cooperation.

Project partner		BL1 Staff	BL2 Office & administration	BL3 Travel & Accommodation	BL4 External experts & services	BL5 Equipment	Total
		[in euro]	[in euro]	[in euro]	[in euro]	[in euro]	[in euro]
1			0.00		0.00	0.00	0.00
Total			0.00		0.00	0.00	0.00

6.4 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.

Project partner		Partner country	Legal status	Funding source	Co-financing rate	Total	Programme co-financing	Own contribution
					[in %]	[in euro]	[in euro]	[in euro]
1			Public expenditure	ERDF	85%	0.00	0.00	0.00
Total						0.00	0.00	0.00

6.5 Spending plan - per reporting period

Please indicate the planned spending per reporting period for the whole project. You should add only the amount related to Period 2 - all other amounts are calculated automatically!

	Period 1	Period 2	Total
	[Month 1-6]	[Month 7-12]	
EU partners (ERDF)	0.00		0.00

Declaration of the lead partner

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.

By signing this application form with the checksum **###checksum###** we on behalf of all project partners confirm that:

1. the project, neither in whole nor in part, has or will receive any other additional EU funds (except for the funds indicated in this application form) for any of the activities presented in the work plan during the whole duration of the project;
2. all organisations that will receive programme co-financing have been listed as project partners in this application form;
3. the project partners listed in the application form are committed to take part in the project's activities and financing;
4. the project is in line with and the entire project partnership will act according to the relevant EU legislation, Programme rules, as well as national/regional legislation and policies;
5. the project respects equal opportunities and non-discrimination and has no harmful impact on the environment;
6. information in this application form is accurate and true to the best of our knowledge;

In case of approval of the project proposal by the Monitoring Committee our organisation will take the role of the lead partner with all the responsibilities assigned to it.

Name and position:

Signature and stamp:

Date and place: