

# Financial webinar



## Interreg Baltic Sea Region 2021-2027

Online | 10 March 2022

MA/JS Interreg BSR



# Welcome to the financial webinar

Moderator: Marcin Kaczmarwski/Finance Officer





# Agenda

Interreg  
Baltic Sea Region



Co-funded by  
the European Union

- **Warming-up** 09:00 – 09:15
- **General principles of eligibility** 09:15 – 09:35
- **Budget** 09:35 – 10:30
  
- Questions & BREAK 10:30 – 10:50
- **Answers to your questions** 10:50 – 11:30
  
- **Final words and how to apply** 11:30 – 11:40





# General principles of eligibility

Dana Hennings

# Duration of projects



# Basic principles of reimbursement

- Reimbursement of costs
- Partner budget = Programme co-financing + own partner contribution

EU  
partners

- 80% of ERDF co-financing
- 20% own contribution

Norwegian  
partners

- 50% of Norwegian national co-financing
- 50% own contribution

- Reporting of costs and payment of Programme funds – in **EUR**



# General principles of eligibility for **CORE PROJECTS**



## Project budget

- No specific size limits
- Seven cost categories (incl. preparation costs)



## Project partner budget

- Each partner has its own budget
- Can be used only by given partner
- No combination with other EU funds
- Public procurement



## No service/supply/work contract

- ... with own employees
- ... with partner itself (e.g. internal invoices)
- ... with other project partners



## Further points for budget planning

- Varying VAT eligibility
- No gifts and awards
- No cost-sharing
- No double funding





# General principles of eligibility for **SMALL PROJECTS**



## Project budget

- **Max. EUR 500,000**
- **Three cost categories**  
(incl. preparation costs)



## Project partner budget

- Each partner has its own budget
- Can be used only by given partner
- No combination with other EU funds
- Public procurement



## No service/supply/work contract

- ... with own employees
- ... with partner itself (e.g. internal invoices)
- ... with other project partners



## Further points for budget planning

- **VAT eligible**
- No gifts and awards
- No cost-sharing
- No double funding





# Management verification

## Core projects

Simplified cost options – by MA/JS  
**no budget to be planned!**

Real costs – by national controllers

## Small projects

Simplified cost options – by MA/JS  
**no budget to be planned!**



## Aid to project partners

- **Risk-based approach:** State aid relevance shown immediately in BAMOS+
- **Plausibility check** for partners with low and medium State aid risk
- A partner's **entire Programme co-financing** is or is not State aid
- **Measures:**
  - Standard: General Block Exemption Regulation (max. EUR 2 million per PP per project)
  - Only on demand: De minimis (max. EUR 200,000 for three fiscal years)



## Aid to third parties

- Non-financial support through project partners' activities
- Examples:
  - Consultancy, product development or other subsidised services provided to companies
  - Access to research facilities for companies
  - Project output (e.g. digital service platform) transferred to a company
- Measure: General Block Exemption Regulation, Article 20a
  - **EUR 20,000 per the third party, per project**
  - Project partner has to calculate
  - Elimination of the aid elements if the value is beyond EUR 20,000





# Budget

- **Cost categories**
- **Simplified cost options**

Łukasz Korpala & Václav Kaplan



# Forms of support



## Core projects

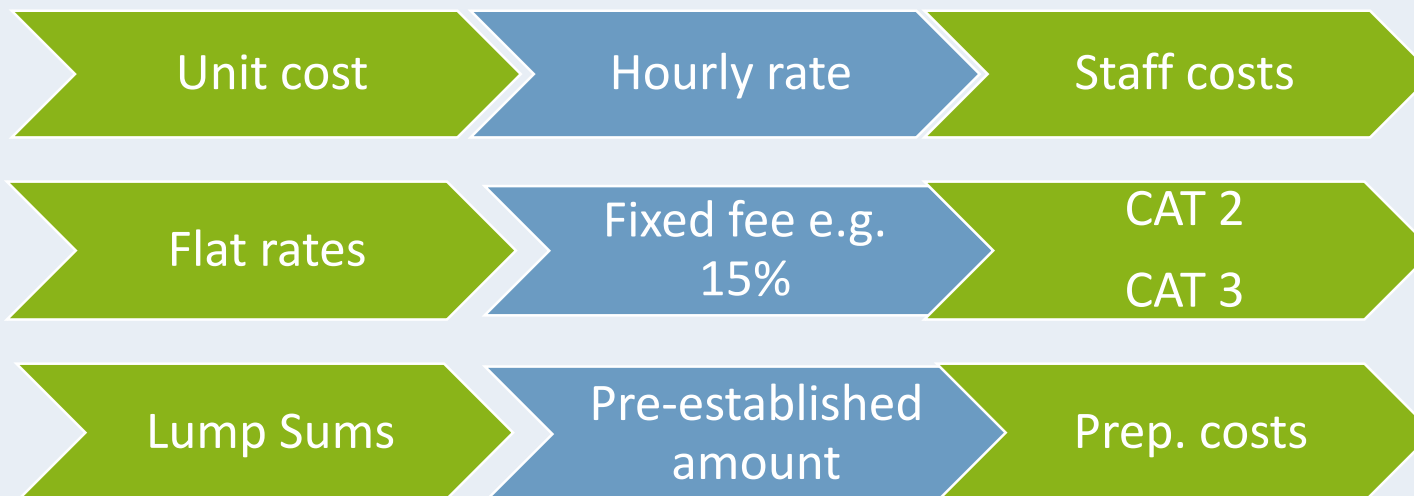


## Small projects

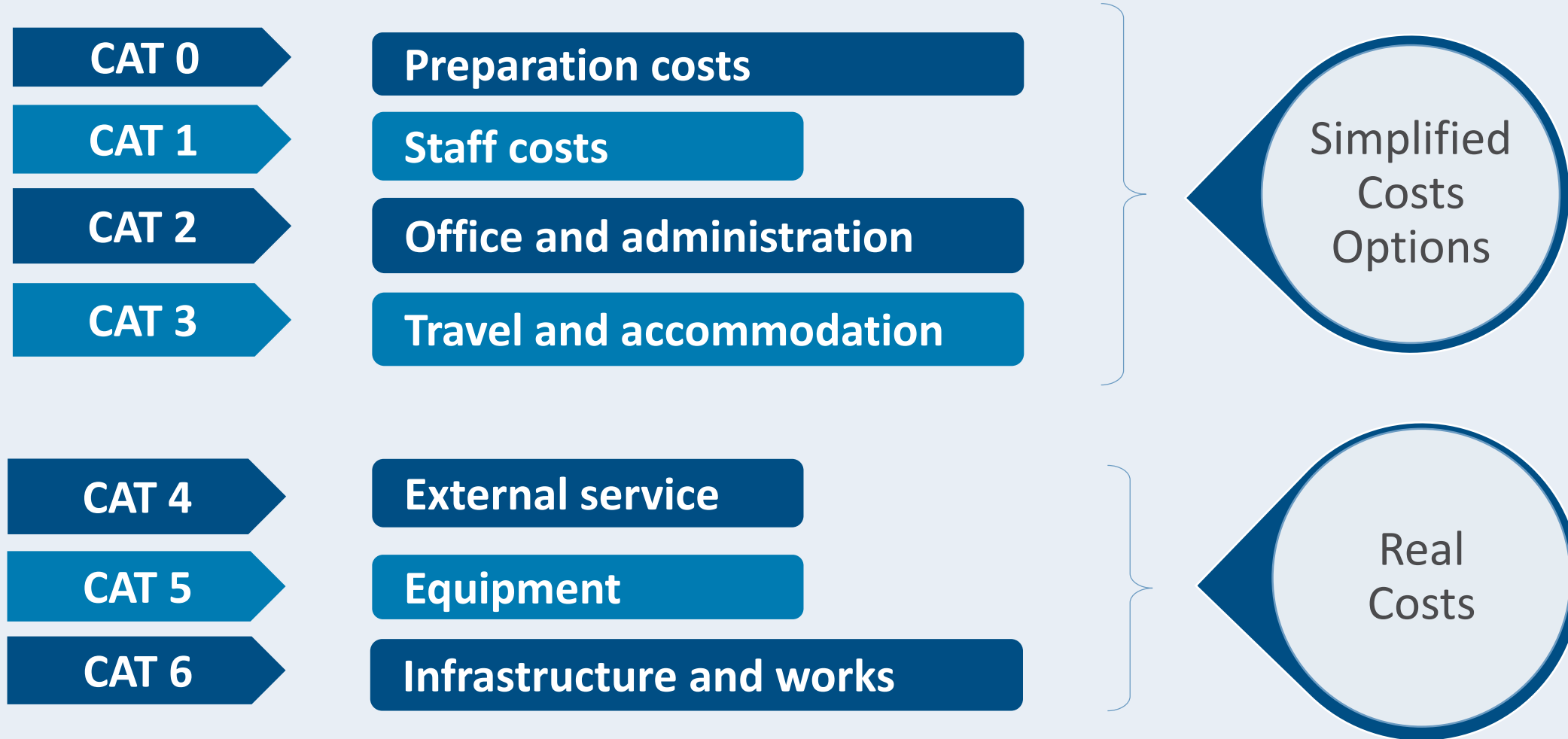


# Forms of support

## Simplified Costs Options



# What can be planned? – CORE PROJECTS



# What can be planned? – **SMALL PROJECTS**





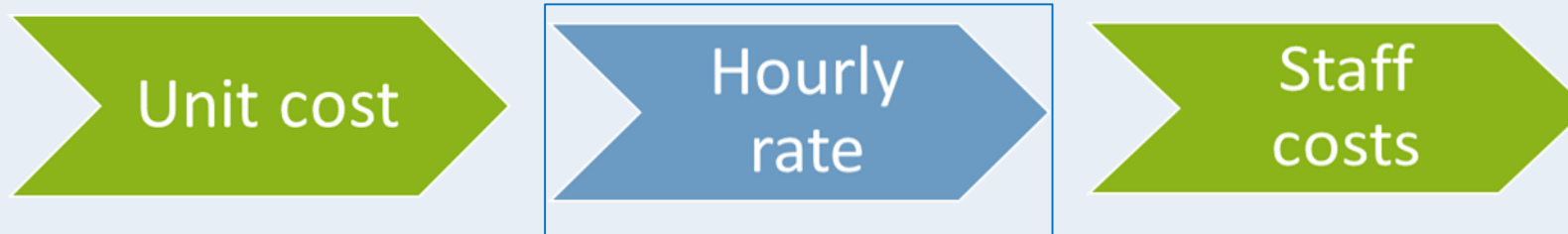
## Preconditions for reimbursement:

- Possibility **stated in the announcement note**
- **Project applied** in the application
- **Project did not receive other EU funds** for the development of this project application

**CORE PROJECTS** - Lump sum EUR 24,000 – **EUR 19,200** Programme co-financing

**SMALL PROJECTS** - Lump sum EUR 10,000 – **EUR 8,000** Programme co-financing



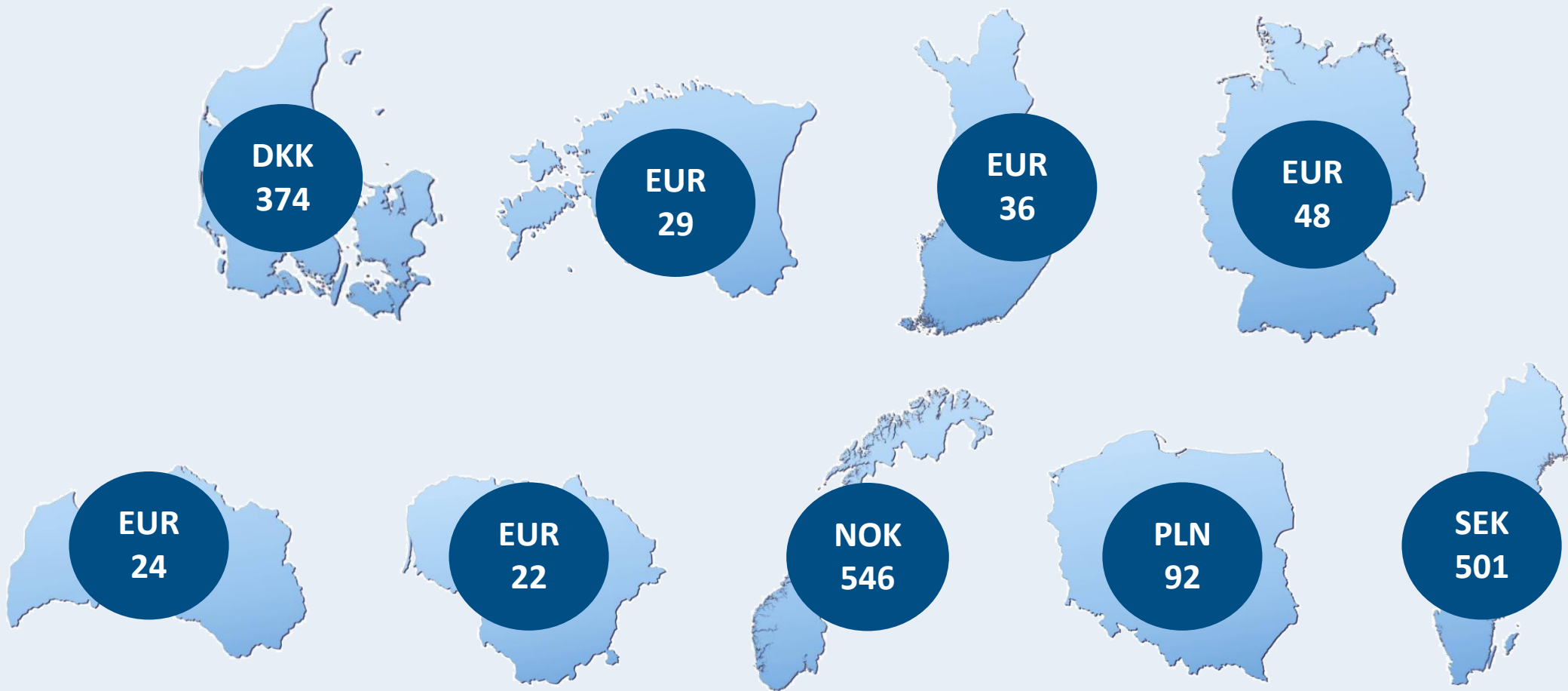


## Conditions:

- employment contract or equivalent
- 1,720 hours per full-time employee per calendar year
- productive hours only



# Hourly rate



# Hourly rate





# Calculation

FOR STAFF COSTS  
PLANNING

**1720  
rule**

Full-time  
100% for project

1720  
hrs/year

Part-time (50%)  
100% for project

50% x 1720  
hrs/year

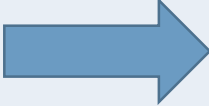
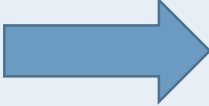
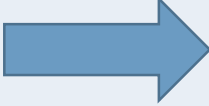
Part-time (X%)  
Y% for project

$X\% \times Y\% \times 1720$   
hrs/year



# CAT 1 – Unpaid voluntary work

## Specific case for small projects

- In small projects only  in other project types not allowed
- No indication in the application  limits to be considered in planning
- Max. amount of own contribution  only in addition to regular employees





# Calculation of budget **CORE PROJECTS**

# Calculation

## ESTONIAN PARTNER EXAMPLE

CAT 1

### STAFF COSTS

Employee 1

Scientist  
172 h planned

$$29 \times 172 = \underline{4,988}$$

Employee 2

Project assistant  
2,580 h planned

$$29 \times 2,580 = \underline{74,820}$$

Employee 3

Project manager  
5,160 h planned

$$29 \times 5,160 = \underline{149,640}$$

**YOUR BUDGET FOR STAFF COSTS – EUR 229,448**



# Application form in BAMOS+

## 7.1 Breakdown of planned project expenditure per cost category & per partner

No. & role	Partner name	CAT0	CAT1
		Preparation costs ⓘ	Staff ⓘ
1 - LP	PP1	12,000.00	229,448.00
2 - PP	PP2	5,000.00	190,000.00

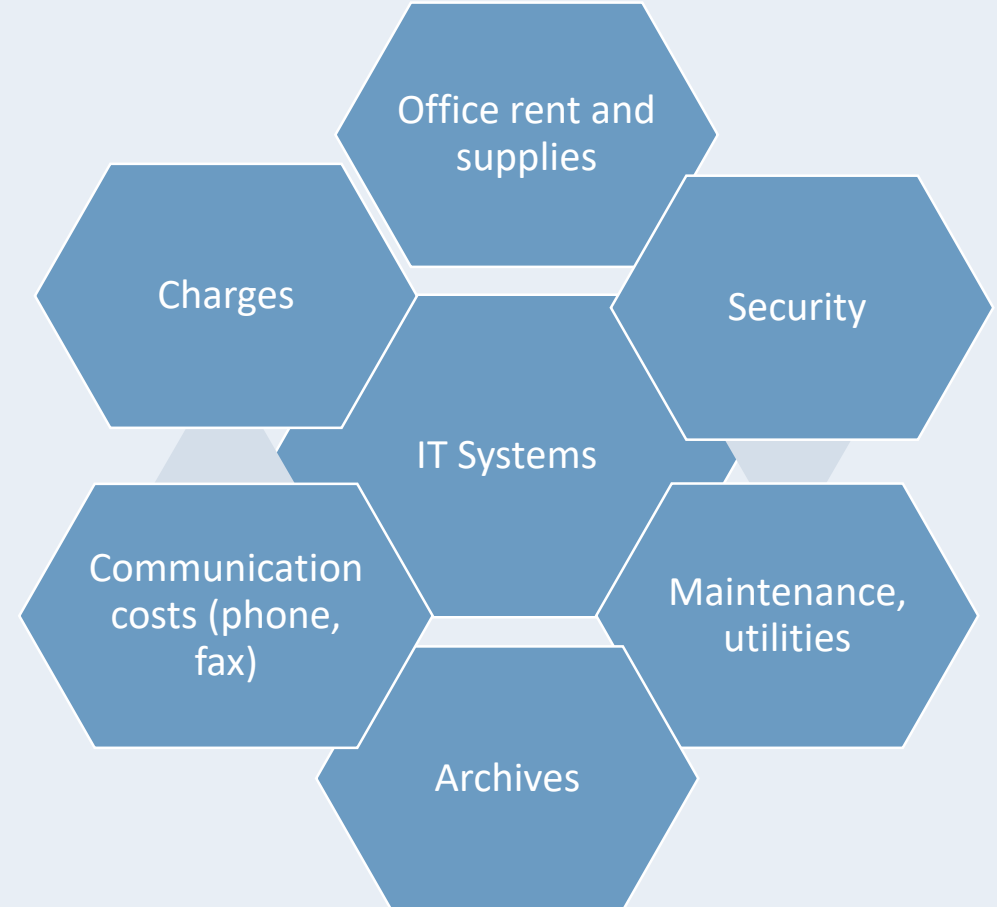


Flat rate – 15 % of eligible staff costs

Automatic calculation

No supporting documents

Over or under-compensation possible



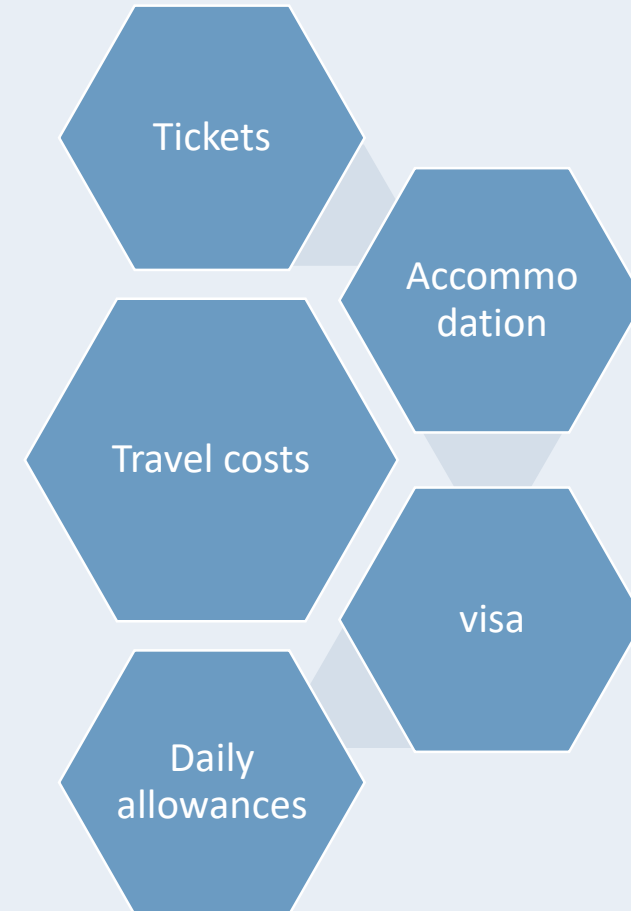
Flat rate – 15 % of eligible staff costs

Project partner's own employees only

Automatic calculation

No supporting documents

Over or under-compensation possible





# Calculation of CAT 2 and CAT 3

CAT 1

STAFF COSTS BUDGET – EUR 229,448

+

CAT 2

OFFICE AND ADMINISTRATION

FLAT RATE  
15% OF STAFF COSTS

EUR 34,417

+

CAT 3

TRAVEL AND ACCOMODATION

FLAT RATE  
15% OF STAFF COSTS





EUR 34,417

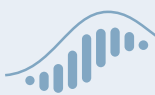
YOUR BUDGET SO FAR - EUR 298,282  
(CAT 1-3)



# Application form in BAMOS+

## 7.1 Breakdown of planned project expenditure per cost category & per partner

No. & role	Partner name	CAT0 - Preparation costs 	CAT1 - Staff 	CAT2 - Office & administration 	CAT3 - Travel & accommodation 
1 - LP	PP1	12,000.00	229,448.00	34,417.20	34,417.20
2 - PP	PP2	5,000.00	190,000.00	28,500.00	28,500.00
3 - PP	PP3	4,000.00	170,101.00	25,515.15	25,515.15
4 - PP	PP4	3,000.00	20,000.00	3,000.00	3,000.00



## Documentation:

- procurement documentation
- invoices
- proof of delivery of services
- payment proof



# CAT 4 Calculation

**YOUR BUDGET SO FAR - EUR 298,282**



Expert support – EUR 20,000

Organisation of event– EUR 8,000

Travel of external experts – EUR 5,000

Promotional campaign – EUR 10,000

**EXTERNAL SERVICE**


**EUR 43,000**

**YOUR BUDGET SO FAR - EUR 341,282**

**(CAT 1-4)**



## 7.1 Breakdown of planned project expenditure per cost category & per partner

No. & role	Partner name	CAT4	
		-	External expertise & services 
1 - LP	PP1		43,000.00



# Application form in BAMOS+



## 7.1.1 External expertise and services

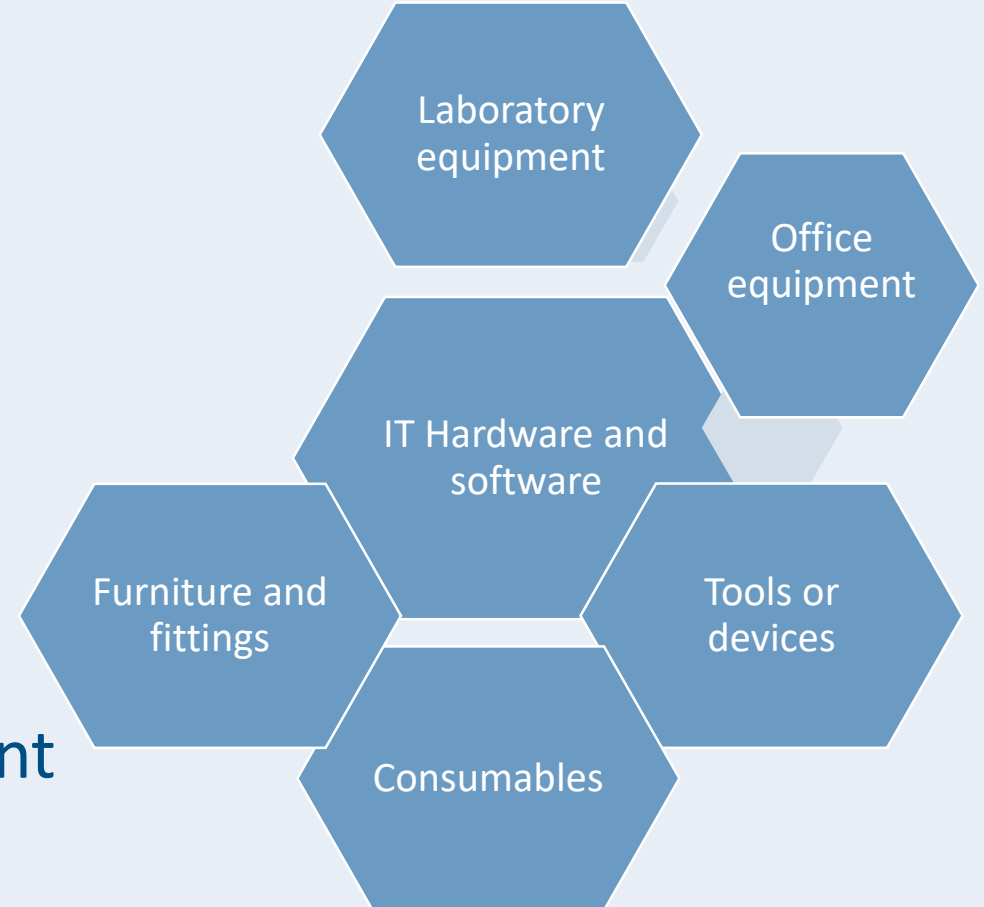
Contracting partner ⓘ	Group of expenditure ⓘ	Item no.	Specification ⓘ	Investment item? ⓘ	Group of activities no. ⓘ	Planned contract value
1. PP1 ▼	Specialist support ▼	CAT4-PP1-E-01	Expert support on macroalgae potential in the food sector. Qualitative analysis in DK, SE, EE, PL. 99 / 100 characters	No ▼	2.1 <a href="#">Select</a>	20,000.00
1. PP1 ▼	Events/meetings ▼	CAT4-PP1-A-02	Organization of a stakeholder event in Estonia (catering, room rental, transfers etc.) 86 / 100 characters	No ▼	2.3 <a href="#">Select</a>	8,000.00
1. PP1 ▼	Events/meetings ▼	CAT4-PP1-A-03	Travel and accommodation of external experts - final conference (active role as speakers). 90 / 100 characters	No ▼	2.5 <a href="#">Select</a>	5,000.00
1. PP1 ▼	Communication ▼	CAT4-PP1-C-04	Promotional campaign of algae as healthy food (org. of event, participation in fairs, social media). 100 / 100 characters	No ▼	3.3 <a href="#">Select</a>	10,000.00



Full costs depreciation/rental/lease  
Second-hand equipment possible



Equipment which is a productive investment





# CAT 5 Calculation

**YOUR BUDGET SO FAR - EUR 341,282**



Laptop (full) – EUR 1,500

Laboratory consumables (full) – EUR 6,000

Slurry tank (2 months renting) – EUR 6,000

**EQUIPMENT**

**EUR 13,500**

**YOUR BUDGET SO FAR – 354,782 EUR  
(CAT 1-5)**



# Application form in BAMOS+



## 7.1.2 Equipment

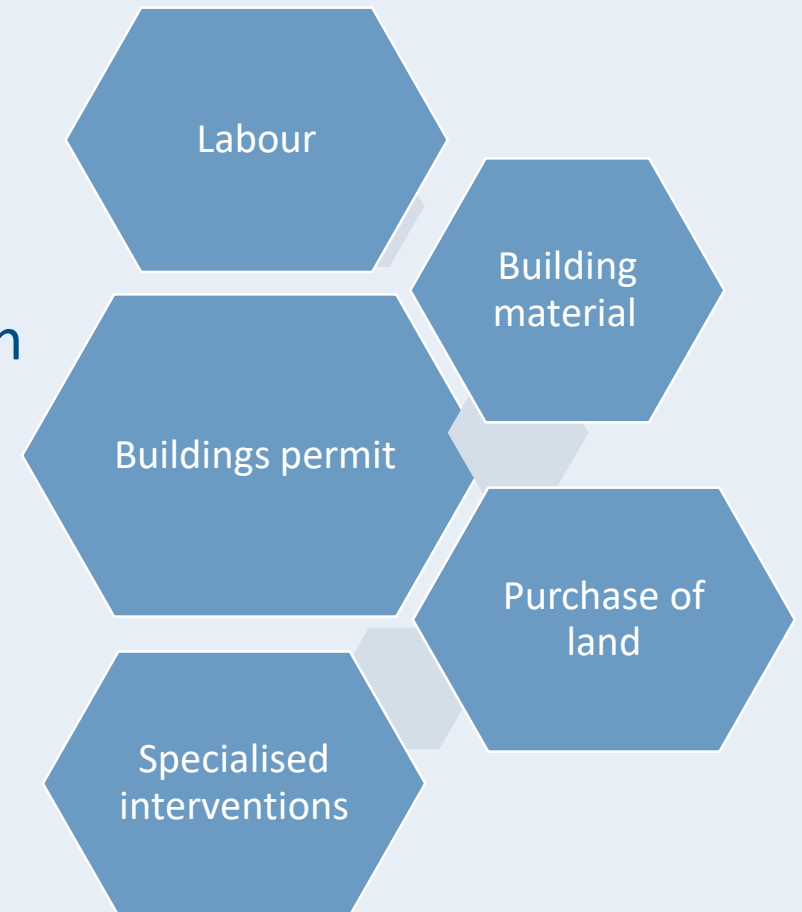
Contracting partner	Group of expenditure	Item no.	Specification	Investment item?	Group of activities no.	Planned contract value
1. PP1	IT hardware and soft	CAT5-PP1-B-01	Laptop (full cost, low value asset) for the Project Manager. 61 / 100 characters	No	1.3 	1,500.00
1. PP1	Laboratory equipmen	CAT5-PP1-D-02	Lab. consumables (kits, lab gases, etc.) needed for the analysis of samples taken during pilot. 95 / 100 characters	No	2.5 	6,000.00
1. PP1	Other specific equipn	CAT5-PP1-H-03	Slurry tank. 2 months renting. Need for pilot action in Tartu. 62 / 100 characters	No	3.3 	6,000.00



Design and realisation of infrastructure and works  
Site preparation, delivery, handling, installation, renovation



Documents specifying the ownership of land or buildings  
Durability



# CAT 6 Calculation

**YOUR BUDGET SO FAR – EUR 354,782**



Revitalisation of peatland EUR 25,000

Construction of mobility point EUR 30,000

**INFRASTRUCTURE  
AND WORKS**










**EUR 55,000**

**YOUR TOTAL BUDGET - EUR 409,782  
(CAT 1-6)**



# Application form in BAMOS+

## 7.1.3 Infrastructure and works

Contracting partner 	Group of expenditure 	Item no.	Specification 	Investment item? 	Group of activities no. 	Planned contract value
1. PP1 	Specialised interventi 	CAT6-PP1-E-01	Revitalization of peatland. Installation of mass airflow sensors + sampling unit and monitoring site  100 / 100 characters	Yes 	I2.4_1 	25,000.00
1. PP1 	Labour (related to con 	CAT6-PP1-D-02	Construction of mobility point in Tallinn. Construction design + installation.  78 / 100 characters	Yes 	I3.3_1 	30,000.00



# Lead Partner. Budget Summary.

Preparation costs – EUR 12,000

Staff costs – EUR 229,448

Office and administration – EUR 34,417

Travel and accommodation – EUR 34,417

External service – EUR 43,000

Equipment – EUR 13,500








Infrastructure and works – EUR 55,000

**Lead Partner  
budget  
EUR 421,782**



# Application form in BAMOS+

## 7.1 Breakdown of planned project expenditure per cost category & per partner

Partner name	CAT0 - Preparation costs 	CAT1 - Staff 	CAT2 - Office & administration 	CAT3 - Travel & accommodation 	CAT4 - External expertise & services 	CAT5 - Equipment 	CAT6 - Infrastructure & works 
PP1	12,000.00	229,448.00	34,417.20	34,417.20	43,000.00	13,500.00	55,000.00







# Calculation of budget **SMALL PROJECTS**

# Calculation

ESTONIAN PARTNER  
EXAMPLE



CAT 1

## STAFF COSTS

Employee 1

Assistant  
344 h planned

$$29 \times 344 = \underline{9,976}$$

Employee 2

Project manager  
3,440 h planned

$$29 \times 3,440 = \underline{99,760}$$

**YOUR BUDGET FOR STAFF COSTS – EUR 109,736**

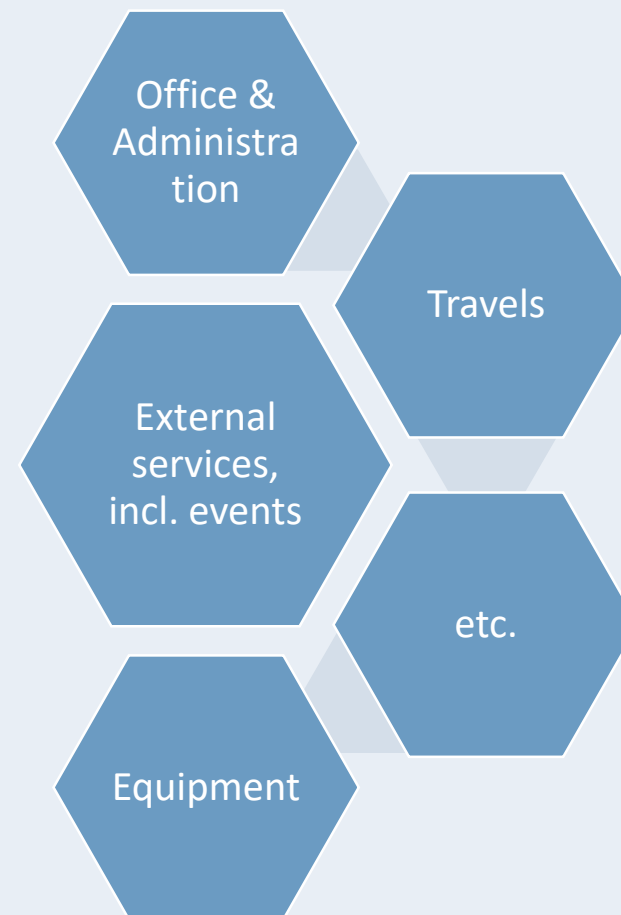


Flat rate – 40 % of eligible staff costs

Automatic calculation

No supporting documents

Over or under-compensation possible



**CAT 0**

**PREPARATION COSTS - EUR 6,000**

**CAT 1**



**STAFF COSTS BUDGET - EUR 109,736**

**CAT 7**



**OTHER COSTS  
FLAT RATE  
40% OF STAFF COSTS**

**EUR 43,894**

**YOUR TOTAL BUDGET - EUR 159,630**



# Application form in BAMOS+

Interreg  
Baltic Sea Region



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## 7.1 Breakdown of planned project expenditure per cost category & per partner

No. & role	Partner name	Partner status	CAT0 - Preparation costs	CAT1 - Staff	CAT7 - Other costs	Total partner budget
1 - LP	PP1	Active 16/06/2022	6,000.00	109,736.00	43,894.40	159,630.40
2 - PP	PP2	Active 16/06/2022	2,000.00	122,714.50	49,085.80	173,800.30
3 - PP	PP3	Active 16/06/2022	2,000.00	112,857.50	45,143.00	160,000.50
Total			10,000.00	345,308.00	138,123.20	493,431.20

**TOTAL  
PROJECT BUDGET  
MAX.  
EUR 500,000**



# How to apply - The timeline

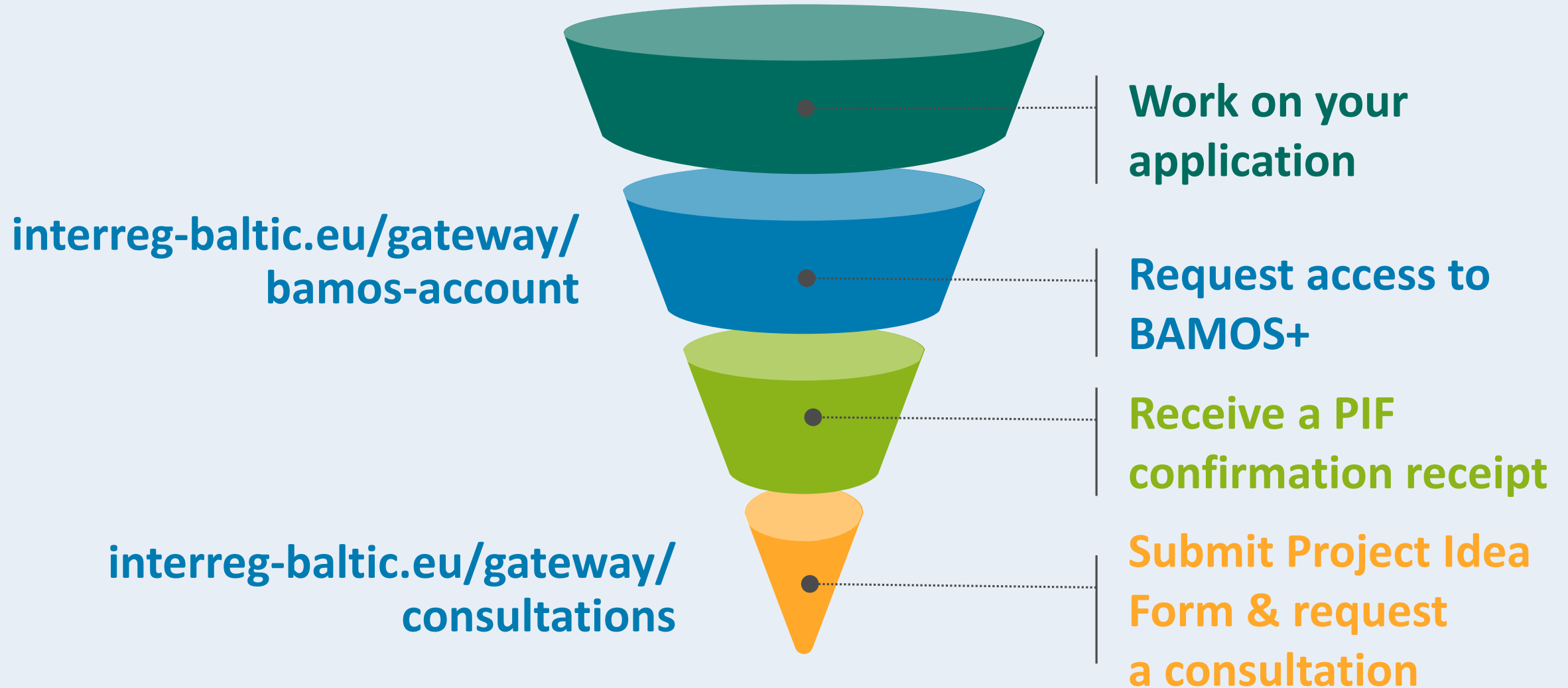
## Core projects



## Small projects



# How to apply - From PIF to application





## Submission of the application and other documents

- All documents are submitted in digital format in BAMOS+ only
  - ✓ application form
  - ✓ partner declarations
  - ✓ contact information
  - ✓ bank information
  
- Must be submitted not later than:
  - ✓ 30 March 2022 – small projects
  - ✓ 26 April 2022 – core projects





# Gateway for applicants

[interreg-baltic.eu/gateway](https://interreg-baltic.eu/gateway)

- Details about **open calls**
- **Programme manual**
- Information material: **stay tuned**
- **Video tutorials:** check available and stay tuned for more!



## Stay tuned

[Interreg-baltic.eu/subscribe-newsletter](https://interreg-baltic.eu/subscribe-newsletter)

- Sign up for the **newsletter**
- Be our frequent guest at the **gateway**
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[youtube.com/user/BSRprogramme](https://youtube.com/user/BSRprogramme)

The Programme is managed by **Investitionsbank Schleswig-Holstein (IB.SH)** in Kiel, Germany.

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**Thank you and goodbye!**





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