



CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007-2013

Practical guide

for filling in the Application Form

Version 6.0

6th call for applications



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTING IN YOUR FUTURE

Table of contents

GENERAL TECHNICAL INSTRUCTIONS.....	5
<i>Macros</i>	<i>5</i>
<i>Input fields</i>	<i>5</i>
<i>Drop-down menus.....</i>	<i>5</i>
<i>Copying text to the application form.....</i>	<i>6</i>
APPLICATION FORM.....	8
1. Project identification and reference of the applicant.....	8
1.1. <i>Project title</i>	<i>8</i>
1.2. <i>Project acronym</i>	<i>8</i>
1.3. <i>Duration of the project</i>	<i>8</i>
1.4. <i>Project budget</i>	<i>8</i>
1.5. <i>(Sub-)Programme and Priority applied within</i>	<i>8</i>
1.6. <i>Summarised description of the project.....</i>	<i>8</i>
1.7. <i>Previously submitted applications for funding in the Central Baltic INTERREG IV A Programme 2007-2013</i>	<i>9</i>
2. Origin of the project.....	9
2.1. <i>Specific problem or development area to be addressed.....</i>	<i>9</i>
2.2. <i>Objectives of the project.....</i>	<i>9</i>
2.3. <i>Expected results.....</i>	<i>10</i>
2.4. <i>Chosen methods</i>	<i>10</i>
2.5. <i>Location of activities</i>	<i>10</i>
2.6. <i>Work Packages and Milestones.....</i>	<i>11</i>
2.7. <i>Indicators and Policy Objectives</i>	<i>11</i>
3. Overall programme objectives and links with other programmes.....	11
3.1. <i>Cross-border added value</i>	<i>11</i>
3.2. <i>Relevance of the project for the (sub-)programme</i>	<i>11</i>
3.3. <i>Links to other programmes</i>	<i>11</i>
3.4. <i>Relevance of the project for the EU Strategy for the Baltic Sea Region</i>	<i>12</i>
4. Communication and publicity.....	12
4.1. <i>Target groups of the communication activities.....</i>	<i>12</i>
4.2. <i>Communication and publicity.....</i>	<i>12</i>
5. Sustainability.....	13
5.1. <i>Sustainability and follow-up actions</i>	<i>13</i>
5.2. <i>Institution implementing the results of the project.....</i>	<i>13</i>
5.3. <i>Sustainability of project results through investments</i>	<i>13</i>
6. Project management.....	13
6.1. <i>Project coordination.....</i>	<i>13</i>
6.2. <i>Financial management.....</i>	<i>13</i>
6.3. <i>Overall coordination and management of the project.....</i>	<i>14</i>
6.4. <i>Administrative and financial administration of the project.....</i>	<i>14</i>
7. Additional information.....	14
8. Project budget.....	14
9. Signature	15

ANNEX 1 PARTNERSHIP	16
A1.1. Partnership composition	16
A1.2. Partnership details	16
<i>Legal status</i>	16
<i>Financial information</i>	16
<i>Role and tasks of the partner</i>	17
ANNEX 2 WORK PACKAGES	18
ANNEX 3 BUDGET	19
A3.2. Budget break-down by work packages	19
A3.3. Imbalances in the project budget	19
A3.4. External support to the project	19
A3.5. Activities in the adjacent areas	19
A3.6. Activities outside the programme area	19
A3.7. Activities outside the European Union	20
A3.8. Investments	20
<i>A3.8.1. Specification of Budget Line 6 "Investments"</i>	20
<i>A3.8.2. Cross-border value of the investment</i>	20
ANNEX 4 INDICATORS AND POLICY OBJECTIVES	21
A4.1. Project level targets	21
A4.2. Programme level targets	21
A4.3. Indicators for the sub-programmes and directions of support	21
A4.4. Policy objectives	21
<i>A4.4.1. Equality – A4.4.2. Environment</i>	21
<i>A4.4.3. Competitiveness and economic development</i>	22
<i>A4.4.4. Information society</i>	22
ANNEX 5 IMPROVEMENTS	23
CHECKLIST TO THE APPLICATION FORM	23
ANNEX 6 PARTNER BUDGETS	24
A6.1. Partner budget by budget lines	24
A6.2. Specification by budget lines	24
<i>Budget Line 1 Office and Rent Costs</i>	25
<i>Budget Line 2 Personnel</i>	25
<i>Budget Line 3 Travel and accommodation</i>	26
<i>Budget Line 4 External expertise</i>	27
<i>Budget Line 5 Equipment</i>	28
<i>Budget Line 6 Investments</i>	28
<i>Budget Line 7 Other direct costs</i>	29
<i>Budget line 8 In-kind contributions</i>	29
<i>Budget Line 9 Incomes</i>	29
A6.3. Partner Financing	30
SUBMITTING THE APPLICATION	31
How to submit the application	31
When to submit the application	31
General remarks	31

Dear Applicant,

This Practical Guide contains instructions for how the Application Form of the Central Baltic INTERREG IV A Programme 2007-2013 should be filled in. It contains mainly the same information that has been placed in the instruction part of the Application Form (the blue non-printable section on the right hand side of the Application Form). For technical reasons the space in the instruction part is limited and therefore more detailed information can be found in this Practical Guide. The Practical Guide should not be considered as an independent file, but a complement to the Application Form.

When planning your project you should first read the Programme Document and Programme Manual for the respective call. All projects and activities must be in line with these documents. The Programme Document explains the objectives of the Programme and the content of the priorities. In the Manual you will find information for the development of your project idea, for the preparation of the project as well as for the preparation of the application. You are also advised to reflect on the recently approved EU Strategy for the Baltic Sea Region and see if and how your project contributes to it.

Please remember that all the information in the Application Form must be in English. Bear in mind that the information given in the Application Form should be easily understandable for anyone who reads the application. You should explain your project as you would to someone who knows nothing about your project or the partners. Be concrete whenever possible. Note that the assessment of the proposed projects is based on the information provided in the Application Form and no separate project plans are required. All of this is important as the Joint Technical Secretariat will not ask the projects for additional information during the content assessment.

Please keep in mind that the information presented in the Application Form is used not only for the assessment of the project proposals, but also in the monitoring of the accepted projects. In case your project is approved to be financed, you are expected to carry out the activities and make the expenditures as you have presented them in the Application Form.

On a general note we advise you to have the application ready in good time before the deadline. This allows you to double-check that all data has been filled in, that the budget figures match and that there are no technical problems. For details on the submission of your project application please check the Programme Manual.

Be aware that in addition to partner level maximum ERDF rates, there is also a maximum ERDF rate set on project level. The maximum rates per Priority have been mentioned in chapter 8. Project budget.

Please do not hesitate to contact the Joint Technical Secretariat if you need any assistance!

Joint Technical Secretariat

Central Baltic INTERREG IV A Programme 2007-2013

GENERAL TECHNICAL INSTRUCTIONS

Please note that in order for the Application Form file to be compatible with the monitoring system of the Programme, you should always use (and/or save your Application Form as) Microsoft Excel 97-2003.

Do not use Open Office or Mac computers (e.g. Microsoft Excel for Macintosh), because the Joint Technical Secretariat cannot guarantee the compatibility of files filled with these software with the programme's monitoring system.

The Application Form has been locked apart from the input fields, which are left white. Do not attempt to unlock the Application Form. Furthermore, do not make any changes in the settings and do not add any new functions within the Application Form. Such changes will damage the Application Form and prohibit importing the form to the monitoring system of the Programme. Therefore, damaged Application Forms will be deemed ineligible and will be rejected.

We strongly suggest that the Lead Partner always keeps the original Application Form and adds to it information sent by the other partners. You should not circulate the original between the partners. This increases the likelihood of technical problems in the form.

Macros

Please note that the Application Form contains macros. Change the settings of your Excel application to allow the macros (tools/macro/security/security level -> medium). When opening the file, please select "enable macros" or "yes". This allows the calculations of the financial data, transfer of information between different sheets and enabling the "add partner" function.

Input fields

The input fields in which you are requested to fill in information are coloured white. Please note that all white fields should be filled in. If a given section is not relevant to you, insert e.g. "Not relevant" in the input field. For input fields for numbers, use a zero to indicate that the information is not relevant.

In case you need to break the line inside an input field, e.g. for using bullet points, please press "alt+enter".

All input fields in the Application Form are locked to guarantee that applicants have the same amount of space to describe their activities and to answer the questions. The number of characters allowed in each input field has been marked in the respective field in the Application Form and cannot be exceeded.

Drop-down menus

Certain input fields are in the form of drop-down menus. When clicking on the box, an arrow will appear. Please click on the arrow and select from the options that will appear on the screen.

If a choice done in the input fields that depend on each other ([Sub]programme/Priority/Direction of Support or Country/Region) needs to be corrected, start by correcting the first one by pressing "del".

Copying text to the application form

When copying the text to the application form please use following methods:

Right copy method

First possibility

The screenshot shows an Excel spreadsheet with a table of budget data. The table has columns for years 2008, 2009, 2010, 2011, and Total Costs per Budget Line. A context menu is open over the cell containing '500' in the 2010 column for 'Other partner personnel contributing to the project'.

Budget line	Specification	2008	2009	2010	2011	Total Costs per Budget Line
1	Office and Rent Costs	1 000	1 000	1 000	1 000	4 000
2	Personnel	8 500	8 500	8 500	8 500	34 000
	Personnel employed by the project	8 000	8 000	8 000	8 000	32 000
	Other partner personnel contributing to the project	500	500	500	500	2 000
	Unpaid voluntary labour					
3	Travel and accommodation	0	0	0	0	
	Travel costs in the programme area					
	Travel costs outside the programme area					
4	External expertise	0	0	0	0	
	Expert services					

Second possibility

The screenshot shows an Excel spreadsheet with a table of budget data. The table has columns for years 2008, 2009, 2010, 2011, and Total Costs per Budget Line. A context menu is open over the cell containing '500' in the 2010 column for 'Other partner personnel contributing to the project'.

Budget line	Specification	2008	2009	2010	2011	Total Costs per Budget Line
1	Office and Rent Costs	1 000	1 000	1 000	1 000	4 000
2	Personnel	8 500	8 500	8 500	8 500	34 000
	Personnel employed by the project	8 000	8 000	8 000	8 000	32 000
	Other partner personnel contributing to the project	500	500	500	500	2 000

Wrong copy method (for comparison)

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AA AB AC AD AE AF AG AH AI

3 Table of contents

4 [A3.1.: Project budget by budgetlines](#)

5 [A3.2. Budget break down by workpackages](#)

6 [A3.3. Imbalances in the project financial set-up](#)

7 [A3.4. Subcontracting activities](#)

8 [A3.5. Activities in adjacent areas](#)

9 [A3.6. Activities outside the programme area](#)

10 [A3.7. Activities outside European Union](#)

11 [A3.8. Investments](#)

13 A3.1.: Project budget by budgetlines **Total Costs**

14 All costs in EUR. **per Budget**

15 **Budget line Specification 2008 2009 2010 2011 Line**

16	1	Office and Rent Costs	1 000	1 000	1 000	1 000	4 000
17	2	Personnel	8 500	8 500	8 500	8 500	34 000
18		Personnel employed by the project	8 000	8 000	8 000	8 000	32 000
19		Other partner personnel contributing to the project	500	500	500	500	2 000
20		Unpaid voluntary labour					
21	3	Travel and accommodation	0	0	0		
22		Travel costs in the programme area					
23		Travel costs outside the programme area					
24	4	External expertise	0	0	0		
25		Expert services					
26		Audit, First Level Control					
27		Evaluations					
28	5	Equipment					
29	6	Investments					
30	7	Other direct costs					
31	8	In-kind contributions					
32	9	Income					
33		TOTAL COSTS PER YEAR	9 500	9 500	9 500		
34		<i>Total sum in work packages per year</i>	<i>0</i>	<i>0</i>	<i>0</i>		

27 [A3.2. Budget break down by workpackages](#)

Table of contents

Context menu: Cut, Copy, Paste, Paste Special..., Insert..., Delete..., Clear Contents, Filter, Sort, Format Cells..., Pick From Drop-down List..., Name a Range..., Hyperlink...

APPLICATION FORM

1. Project identification and reference of the applicant

You are asked to give your project a reference which allows securing that the Application Form and Confirmation Letter belong together. This reference may contain up to 25 letters and numbers and should be a unique set of characters. It is used for technical reasons and does not need to relate content-wise to the application.

1.1. Project title

Please fill in the full title of the project. This should reveal the content of the project.

1.2. Project acronym

You should also give the project an acronym (up to 20 characters) – that means a short name or abbreviation of the project. This should allow easy identification of the project. The use of the acronym is necessary for communication with the Joint Technical Secretariat and other programme administration. A well chosen acronym can also be helpful in, for instance, communication activities.

1.3. Duration of the project

Please choose the length of the project in months. Choose from the dropdown menu the month and year when you want to start and finish your project. The start date will be counted as the first day of that month and the end date as the last day of the month. The dates will be specified in the Subsidy Contract. The earliest possible start date is the first day of the month after the Steering Committee meeting.

The advisable length of the projects is no more than three years (36 months). Note also that the project should initiate its activities within three months after the approval by the Steering Committee. The binding starting and finishing dates of the project will be fixed in the Subsidy Contract.

1.4. Project budget

Budget information will be automatically transferred into this section.

1.5. (Sub-)Programme and Priority applied within

Choose the right (sub)programme, priority and direction of support from the drop-down menus.

1.6. Summarised description of the project

Please give a short overview of the background, rationale and content of your project. This information will also be used to present approved projects on the programme website. It is advisable to fill in this section after the entire form has been filled in.

Please focus only on the most important aspects of your project. Please note that you are required to provide more detailed information about the content, aims and expected results of the project in the other sections of the application.

Give also an overview of which work packages you have chosen. Please explain the structure of the work packages and how the activities are separated, and on the other hand, how the different work packages are linked together to make up a logical project.

This description should include the following elements:

- How does the project relate to specific problems or development areas of the Central Baltic INTERREG IV A 2007-2013 Programme area, how will the project contribute to solving these problems or development areas?
- The circumstances from which your project originated.
- The starting situation and the main issues you would like to resolve by this project.
- The main objectives, activities and results.
- An explanation of the work packages and how they fit together and support the project as a whole.

1.7. Previously submitted applications for funding in the Central Baltic INTERREG IV A Programme 2007-2013

Please fill in information if you have earlier applied for funding for the same project idea in the Central Baltic INTERREG IV A Programme 2007-2013. In this case, please do not forget to fill in the Annex 5 "Improvements".

2. Origin of the project

2.1. Specific problem or development area to be addressed

Please describe the cross-border problems or development areas you wish to address and solve in your project. Explain the background of the problem or development area, clarifying why the project is needed. If there are national or regional strategies that the project supports, please mention them. You should always keep in mind the importance of the cross-border dimension, because the Central Baltic INTERREG IV A Programme 2007-2013 does not support local or national co-operation.

2.2. Objectives of the project

Please present the objectives you want to achieve during your project.

The objectives should arise from a problem or a need for improvement. They express the vision of your project partnership: why you are working together and what you want to achieve with the project. Remember, that the objective is not defined as an activity but as the situation that you want to achieve with the help of the project and by the time the project ends (e.g. improved condition of the regional environment or a heightened level of knowledge among the target group).

While defining the project objectives please consider what is realistic to achieve as a result of the project. Be as specific as possible while defining the objectives for your project.

2.3. Expected results

Please explain the expected results of your project. Results are the immediate advantages of carrying out the activities of your project. The results must be achieved during the project period or as a direct result of the project. Make sure that the results are not too many, too general or too ambitious to be achieved within the project period. The results of the project must always directly help to achieve the objectives of the project.

Results should not be confused with outputs. You will be asked to report on outputs in the work packages. Outputs are the very concrete and tangible results of a specific activity.

2.4. Chosen methods

Please explain how you will achieve the objectives of the project and reach the expected results. Please describe which methods you are going to use – for instance an investment, analysis or research, training, seminar, publication. In case you are conducting research or an analysis and you know the methodology to be used, please explain it.

You should also give a short justification to why you have chosen these methods and why they are the best to achieve the objectives of your project. You can explain the activities in more detail in Annex 2 "Work Packages". In Annex 2 you are asked to fill in also more detailed information about the role of each partner in the project activities.

2.5. Location of activities

Please provide information regarding the geographic scope of your project. Give an overview of where the activities related to your project will be carried out or have an impact. Depending on the project this could for instance be a list of municipalities or mentioning certain regions.

Adjacent areas:

Please provide information if there are partners located in adjacent areas in Annex 3 "Budget". (*For more information on adjacent areas, see the Programme Manual*)

Activities outside the programme area:

Please provide information on the activities outside the programme area in Annex 3 "Budget" (*For more information, see the Programme Manual*). Note that these activities are to be carried out inside the European Union.

EXAMPLE Developing the public transport system

PROBLEM – OBJECTIVE – METHOD – RESULT – OUTPUT

Problem: Insufficient public transport of a region

Objective: A well developed public transport system that is more efficient and user-friendly

Methods:

- Mapping the needs for public transport within the region by a survey
- Training of drivers
- Workshops to develop the toolboxes and guidebooks

Results:

- Adjustment of bus schedules to the actual needs of the passengers
- More skilled drivers

Outputs:

- Toolbox for planning better bus routes
- Guidebook for drivers on how to deal with difficult situations

Activities outside European Union:

Please provide information on the activities outside the European Union in Annex 3 "Budget" (*For more information, see the Programme Manual*)

2.6. Work Packages and Milestones

Please go to Annex 2 "Work packages" and fill in the relevant sections.

2.7. Indicators and Policy Objectives

Please go to Annex 4 "Indicators and Policy Objectives" and fill in the relevant sections.

3. Overall programme objectives and links with other programmes

3.1. Cross-border added value

Please explain what the cross-border added value of the project is. Explain why it is important to implement this project in a cross-border context, rather than in a national or regional context. As the cross-border added value is a key issue when deciding on the funding, you are advised to give good clarifications here.

3.2. Relevance of the project for the (sub-)programme

Explain how your project contributes to the achievement of the targets of the (sub-)programme in which you are applying for funding (e.g. in Archipelago and Islands Sub-programme how the project contributes to the development of island issues). *For more information please see the Programme Document and Programme Manual.*

3.3. Links to other programmes

3.3.1. Links with Interreg IIIA Southern Finland and Estonia programme, Interreg IIIA Skärgården projects, Baltic Sea Region INTERREG IIIB Neighbourhood Programme 2000-2006 and Phare programmes

Please indicate if your project has links to any projects co-financed under the Interreg IIIA Southern Finland and Estonia, Interreg IIIA Skärgården Programme, Baltic Sea Region INTERREG IIIB Neighbourhood Programme 2000-2006 or Phare programmes. If so, explain what is the added value or new approach in the current project proposal. Bear in mind that pure continuation projects are not to be funded under the Central Baltic INTERREG IV A Programme 2007-2013.

3.3.2. Links to other relevant programmes

Please list thematic and geographic links between your project and relevant existing and/or finalised EU financed projects under funding programmes in the programming period 2007-2013 (e.g. Baltic Sea Region Programme 2007-2013, South Baltic Programme, Estonia – Latvia Programme 2007-2013, Structural Fund's mainstream programmes or other relevant programmes) in the same thematic field.

Please highlight the joint interests and differences between these projects implemented under different programmes. Describe how the project has made sure that the project idea or a similar project has not been implemented and that there is no repetition and overlapping with work already done.

3.4. Relevance of the project for the EU Strategy for the Baltic Sea Region

The Central Baltic INTERREG IV A Programme 2007-2013 will actively support the implementation of the EU Strategy for the Baltic Sea Region, EUSBSR. For you as a project applicant this means that you are asked to explain if and how you see your project supporting the EUSBSR when you fill in the Application form (section 3.4). The relevance of a project application for the EUSBSR will be – based on the information provided in the application – assessed by the Joint Technical Secretariat and become part of the assessment reports provided to the Steering Committees for their funding decisions.

For all projects, please indicate and explain if and to which extent your project supports the EUSBSR.

In addition, projects in the Central Baltic Programme (not the Southern Finland-Estonia or the Archipelago and Islands Sub-programme) which consider their project to be **(part of) an EUSBSR flagship project** will have to provide a letter of recommendation by the relevant priority area coordinator to which the flagship project belongs. The template that should be filled in **by the relevant priority area coordinator** is available under documents at www.centralbaltic.eu. Please note, that the applicant should pre-fill certain data (data related to project identification/information as well as a summary of the project) in the template.

Further information on the Strategy and the contact information of the priority area coordinators will be made available on the European Commission website http://ec.europa.eu/regional_policy/cooperation/baltic/

4. Communication and publicity

4.1. Target groups of the communication activities

Please elaborate on the target groups of the project communication and explain what concrete means the project will use to reach each of the different target groups.

4.2. Communication and publicity

Please describe the communication and publicity strategy of the project. Give a brief summary of the major activities foreseen in the project to transfer the results of the project to a wider audience. Describe the methods to disseminate the results of the project to the relevant parties as well as to the wider audience. Indicate what tools will be used and what type of material will be produced (homepages, flyers, exhibitions etc.). Note that all projects funded by the programme must make the results of their projects available and known to the general public.

Please remember that all projects in Central Baltic INTERREG IV A Programme 2007-2013 must submit a separate communication plan with the first progress report.

5. Sustainability

5.1. Sustainability and follow-up actions

It is important that the project results, cooperation and outputs are not simply forgotten once the project has ended. Please describe the concrete methods to be applied during and after the project implementation, through which the sustainability of the project results, cooperation and outputs is ensured.

Please describe how and when the outputs produced by your project will be further used once the project has been finalised by project partners or external users; how strategies will be carried out or how the results from your project will be used. Explain also whether and how the project follow-up activities will be financially self-sufficient.

As the sustainability of the project results is an important selection criterion, you are advised to consider it thoroughly and give detailed explanations in these sections.

5.2. Institution implementing the results of the project

Please explain which institution(s) will maintain and implement the results of the project.

5.3. Sustainability of project results through investments

If the project lays ground for investment(s) please define who will be responsible for the realisation of the investments. This question refers only to projects, where the project leads to an investment after the project has ended and the applicant is aware of this already when writing the project application. Explain from which funds the investment will be paid and also list the potential investors that you will contact/have contacted about realising the investments.

6. Project management

6.1. Project coordination

Please fill in the contact information for the person that will act as contact person of the project towards the Joint Technical Secretariat. This person should come from the Lead Partner organisation. The Joint Technical Secretariat will be in contact with this person only in the project partnership.

Remember to give the contact details of someone who is familiar with the project. This is the main person the Joint Technical Secretariat will contact in all phases of the project lifecycle. During the technical admissibility check period it is important that this person is available and has the knowledge to answer possible questions.

Describe briefly the experience of the institution and the contact person in development activities, especially when it comes to the management of EU-financed cross-border projects.

6.2. Financial management

Please state the name of the person who is or will be appointed to manage the project's accounts. This person should come from the Lead Partner organisation.

If the name of the Financial Manager is not yet known, write the name of someone in the Lead Partner organisation who can take responsibility and answer possible questions until the Financial Manager will be employed.

Describe briefly the qualifications and experience of the institution and appointed Financial Manager when it comes to financial management and control of EU financed (cross-border) projects.

6.3. Overall coordination and management of the project

Please describe the management of the project on a strategic level. Explain the constitution of the project Steering Group and which institutions will be represented in it.

6.4. Administrative and financial administration of the project

Please describe the practical administrative and financial management of the project:

- How the monitoring, reporting and evaluation of different work packages and partners will be handled (*Programme Manual*); How the coordination or responsibilities between work packages and inside the work package have been defined; How the quality management will be handled in the project; Whether internal evaluations be used, etc.
- How the project budget will be controlled and followed up; How the payments to and from the partnership will be handled in accordance with the Lead partner principle.

If you intend to outsource project management or financial management, you should always provide a justification for this. Bear in mind that the purchase of these services, as all other, must be based on a call for tenders.

7. Additional information

Feel free to use this space according to your needs. Inform us about any issues you might find important regarding your application.

8. Project budget

Summary information will be transferred to this section from Annex 1 "Partnership".

Please note that the maximum ERDF spending rate on project level is limited. For each individual partner the maximum ERDF support rate (up to 75 %/85 %) applies as such. However, it is necessary to monitor the ERDF rate of the partnership as a whole and to ensure that the following maximum ERDF support rates are **not** exceeded on a project level:

Priority 1: 77,74%

Priority 2: 77,55%

Priority 3: 77,59%

9. Signature

To be able to complete the Application Form and sign the Confirmation Letter the Lead Partner should discuss and check the points mentioned in part 9 of the application "Signature" with all the partnership:

- The partnership must confirm that they have not received / will not receive any complementary EU financing for the implementation of the project.
- The Lead Partner must confirm that during the past three years project partners have not received over 200.000 € funding under de minimis rule. It is the responsibility of the project partners to provide the Joint Technical Secretariat with information on the funding received under de minimis rule. In unclear cases, please contact the Joint Technical Secretariat.
- The Lead Partner confirms that the partnership is aware of the permits needed for the implementation of the project. If investment related permits are not available they must be submitted before the signing the subsidy contract (*More information in the Programme Manual*).
- The Lead Partner has to confirm that national and EU public procurement rules and procedures will be followed during the project implementation
- The Lead Partner has to confirm that the project partners comply with the rules regarding eligible partners as defined in the Programme Document and Programme Manual
- The Lead Partner has to confirm that the project's partners as listed in Annex 1 "Partnership" of the Application Form are committed to participate in the project's activities.

The Lead Partner confirms this by signing the Confirmation Letter. The Lead Partner should provide information on the name and the position of the authorised signatory of the Lead Partner. The Lead Partner should annex proof that the person who has signed the Application does have the legal right to do so.

If your organisation does not have a stamp, please contact the Joint Technical Secretariat and inform about this. Write "the organisation does not possess a stamp" in the text field.

The institution acting as the Lead Partner will automatically be transferred to the signature section of the Application Form from the respective input field in Annex 1 "Partnership"

Note that no separate letters of intent, or similar, are required from the partners.

ANNEX 1 PARTNERSHIP

A1.1. Partnership composition

Please explain how the partnership of the project is composed. Please argue why this composition has been chosen and how it supports the realisation of the aims of the project. Explain also the role of possible additional partners: how they were chosen, how they support the project implementation, etc.

If there are imbalances (e.g. geographical or financial) in the project partnership they should be justified.

A1.2. Partnership details

In this section of the Application Form space for only two partners is visible. You do, however, have the possibility to add up to 30 partners by pushing the “Add partner” button in the end of the Annex. Please note that in the end of this Annex you can list also the Additional Partners participating in the project.

All project partners must be listed in this Annex of the Application Form. They shall be listed with their institutions' name in English (City of..., Municipality of..., County Council of..., University of...) as well as in the national language.

For Archipelago and Islands project partners located outside the Archipelago and Islands Sub-programme area please (Programme Manual, 3.1.3) also prove that you actively operate in the Archipelago and Islands Sub-programme area and that the expertise of the organisations located outside the Archipelago and Islands Sub-programme area is crucial for the implementation of the project. Explain why the participation of such organisations is important for the implementation of the project.

Also explain the role of the Additional Partners. Why were they chosen for the project and what do they contribute with? Remember to make sure that this information is also followed up on in the Work Packages. *For information about the eligible project partners see Programme Manual.*

Legal status

Please select the category that is most appropriate for each partner based on the legal status according to the registration certificate. Remember to use the same category for each partner consequently in the Application Form when filling in information about the partner and its funding.

Please note that private enterprises are eligible partners only in the Southern Finland – Estonia Sub-programme and that the private funding is eligible only for Estonian partners (*For more details, please see the Programme Manual*).

Financial information

Please note that each partner must contribute to the project financially. If the partner organisation is eligible (*see Programme Manual*), but its own budget money cannot be used as the part of the national co-financing, you have to explain that in the Application Form in Annex 1, 1.2. Partnership details. If another organisation gives co-financing to a partner, this organisation also has to sign a Co-Financing Statement for its contribution. Each project partner must define the financial resources for covering its expenses in the

project. The total financing must be supported by signed Co-Financing Statements. All figures must be presented in full euros.

The maximum ERDF support rate for partners from Finland (incl. Åland) and Sweden is 75% and for partners in Estonia and Latvia 85%.

Please remember that all budget information in the Application Form should be inserted rounded to full euros. In Annex 6 "Partner budget" you are requested to specify the costs included in your budget plan. That information will be used by the Joint Technical Secretariat when assessing the project applications and by the first level control in project monitoring. Please also remember to fill in the information in Annex 3 "Budget".

Please remember also to check that all Co-financing Statements are attached to the Application Form and sent as a single package to the Joint Technical Secretariat in Turku. The figures in the Co-financing Statements must correspond with budget figures both in the A1 "Partnership" and A6 "Partner Budgets". The standard form for the Co-financing Statement is included into the Application package and can be downloaded from www.centralbaltic.eu. No other Co-Financing Statements will be accepted.

Role and tasks of the partner

Please explain each partner's contribution (value added) to the project as well as how the partner will benefit from the project. Especially specify how the partners' different competences and know-how will be used in the project flow (partner's expertise in the field of the project proposal). Make sure that each partner has a clearly defined role in the project.

You should also explain the process of planning the project application. Tell about the roles and responsibilities of each partner in that process as well as about the process in general.

The Lead Partner may refer to the information provided in this section later on when writing the Partnership Agreement.

ANNEX 2 WORK PACKAGES

In this part of the Application Form you are asked to fill in information about the work packages divided into milestones, including an indicative budget for each work package. The milestones equal the reporting periods of the project. The work packages should be seen as a tool for the project partners for planning the content and structure of project activities.

In the Application Form you should define the strategic target or aim of each work package. This should highlight the specific objective of the work package. Also mark the relevant results (as described in section 2.3. Expected Results of the Application Form) of the work package and the partner responsible for the work package.

A brief overview of the work package content should be given. Here you should mention the main activities, the links or relation to other work packages as well as the relation of the work package to the overall project objectives.

When defining the content of the work packages, try to find coherent and clear entities within your project (such as trainings, communication, creation of a model etc).

You can use up to five work packages. Work package 1 has been assigned for project management. For the other four you can freely choose the content. Communication issues are something that each project must pay attention to. According to what fits your project best, you can make an own work package for communication or you can incorporate these issues in another work package. Whichever option you choose, please make sure that the activities aiming at communication and implementing your future project Communication Plan are adequately explained.

Within the milestones you should then define the concrete activities, who does what, where the activities take place, what the target group is, etc. Do keep in mind, that the work packages are a very crucial tool for the Joint Technical Secretariat in understanding what the project is about and what you plan to do. Remember to explain the idea as you would to someone who knows nothing about the need for, the content of or the partnership of your project. Explain the activities in as much detail as you can and provide the Joint Technical Secretariat with enough information. Just giving bullet points or naming activities on a very general level is not enough.

Please fill in information about which partners are participating in the planned activities during each milestone. The description of the project activities of each partner must be filled in as this information will be necessary later when reporting the activities of your project. (e.g. include information and details such as "Partner 2 will be responsible for organising the seminar "Development of yacht tourism in remote islands" in Mariehamn"...). You are also asked to define the cost per each milestone. This information will be transferred to Annex 3 "Budget" (*More information on budget planning in Programme Manual*).

While filling in the activities of your project make sure that they are in line with the programme objectives (cross-border value, policy objectives) and contribute to the achievement of the planned results of your project and the work package in question.

ANNEX 3 BUDGET

Remember to first fill in first Annex 6 "Partner budgets" (a separate Microsoft Excel file). Annex 6 "Partner budgets" is meant to be a tool for you in the preparation of the activities and budget of the project. In Annex 6 "Partner budgets" you are also requested to fill in information on how you have estimated the costs included in the project budget. After filling in Annex 6 "Partner budgets", please transfer the summary information to this sheet and information on budgets per partner and national co-financing to Annex 1 "Partnership". Make sure that the annual budget and the work package costs per year match in Annex 3.

A3.2. Budget break-down by work packages

Information will be transferred here automatically from Annex 2 "Work Packages".

The first milestone covers the period from the start of the project until April 2012. For technical reasons all costs of the first milestone will in the summary table A3.1. be shown in the budget of 2012.

A3.3. Imbalances in the project budget

If there are imbalances in the project budget (e.g. major differences in the financial contribution of the partners to the project) you should explain and justify that here.

A3.4. External support to the project

Please fill in detailed information on the sub-contracting activities (Budget Line 4: External expertise) that you are planning: why are these experts or services needed, what is their role and relation to the project objective, etc. Information on the planned tender procedures should also be included.

Please also provide information about all equipment (Budget Line 5: Equipment) that you intend to buy or rent: what is the equipment used for, how is it linked to project results, who will use it, etc.?

A3.5. Activities in the adjacent areas

Please fill in information about partners located in the adjacent areas. You are asked to fill in the full budget of the partners from the adjacent areas in this table.

A3.6. Activities outside the programme area

Please fill in information about activities that are to be carried out outside the defined programme area, but within the European Union (*For more information, please see the Programme Manual Chapter*). The activities outside the programme area must always be explained in detail in the Application Form so that they can be taken into account in the project assessment and their relevance be assessed.

A3.7. Activities outside the European Union

Please fill in this section if your project has activities outside the European Union. The activities outside the European Union must always be explained in detail in the Application Form so that they can be taken into account during the project assessment and their relevance assessed. Specify the added value that these activities or participants bring to the project. Specify what kinds of costs are related to these activities and in which partner's budget they are included.

These costs should be included in the general project budget (above) as well as in the partner budgets of **maximum 2 project partners** in Annex 6 "Partner budgets". Information in this section will be used for decision-taking and programme monitoring.

A3.8. Investments

A3.8.1. Specification of Budget Line 6 "Investments"

Fill in information about the investments that the project is planning.

Please check that the total cost for the investment is the same as in the Annex 3 "Budget" and they are identical with the amounts filled in Annex 6 "Partner Budgets"

Please remember that a detailed investment plan and related documents are a precondition for the decision of the Steering Committee on the project proposal. All relevant background material needs to be attached to the Application Form. *(For more information on investments see the Programme Manual)*

A3.8.2. Cross-border value of the investment

Please explain what the cross-border value of the investment(s) listed above is and how they contribute to the objectives of the project. Justify why the investment should be financed in a cross-border co-operation rather than by national programmes.

Please remember that the Central Baltic INTERREG IV A Programme 2007-2013 is a cross-border co-operation programme and does not support purely local/regional/national ideas or investments that could be financed by local/regional/national funding.

ANNEX 4 INDICATORS AND POLICY OBJECTIVES

The project is asked to fill in several different types of indicators. All indicator fields should be filled in (even when there is no impact). Keep in mind that you should be realistic in setting the targets and assessing the impact of your project – also remember that you are not required to show a positive impact on all indicators.

A4.1. Project level targets

Please define 2-3 own quantitative and qualitative targets for your project. The quantitative and qualitative targets should reflect the main idea, objectives and the most important results of your project.

EXAMPLES of the project level targets

- Quantitative:
- The number of certain material to be produced
 - The number of hours of training given
- Qualitative:
- To increase a target group's knowledge about a certain issue
 - To improve the quality of the capabilities to react to certain changes in the society

A4.2. Programme level targets

Please fill in information on the common indicators. You may choose several options in this part. Remember to choose yes/no in each of the input fields.

A4.3. Indicators for the sub-programmes and directions of support

The indicators in this section will be added here automatically after you have chosen the (sub-)programme, priority and direction of support in section 1.5. of the Application Form.

In the result indicator section please fill in your target values in the left input field. In those parts of the programme where some indicators are defined as two different values (namely indicators for "number of men/women" or "number of investments/investments in Euro") please use both input fields and fill in the information as described in the comment field.

If the direction of support you are applying within does not have those two indicators mentioned above, please **use only the left column** for the result indicators.

A4.4. Policy objectives

Each project is asked to assess how it supports the horizontal objectives of the Programme and the policy objectives. Filling in these assessments is mandatory and should be done carefully. The information will be used in the content assessment of the projects.

A4.4.1. Equality – A4.4.2. Environment

For each of the targets remember to mark whether your project has negative (-1), neutral (0) or positive (1) effects on the targets. Always provide a short explanation for each question. The explanation is especially important if you foresee a positive or negative impact. If your project should have negative environmental impacts it is crucial that you also provide an explanation of how you intend to mitigate these impacts. This explanation can be given under question 4.4.2.2. or Additional Information in the Application Form.

The environmental impact of a project may be either direct or indirect. The direct effects are the effects created immediately by project activities (e.g. building something, improving waste water handling, travelling etc.) The indirect effects can take place later or be a consequence of project activities (e.g. later implementation of a study done in the project).

Please mark "yes" in the column "I" if the impact of the projects lasts beyond the project implementation period.

A4.4.2.1. Sustainable development

Describe how the project will contribute to a sustainable development of the Central Baltic INTERREG IV A Programme 2007-2013 Programme area. Sustainable development takes into account environmental, economic, social and cultural issues. Therefore it covers much more than purely environmental issues.

A4.4.2.2. Other environmental impacts of the programme

If your project has environmental impacts that have not been accounted for in the sections above, please describe them here (e.g. impacts on people's health, indirect impacts of the project).

A4.4.3. Competitiveness and economic development

Describe how the project will contribute to the competitiveness and economic development of the programme area.

A4.4.4. Information society

Describe how the project will contribute to the development of the Information society.

ANNEX 5 IMPROVEMENTS

If you have submitted a project in a previous call, you should explain what changes you have made to the project. Explain how you have taken the feedback given by the Joint Technical Secretariat or Steering Committee into consideration. The changes might be technical or be related to the content.

CHECKLIST TO THE APPLICATION FORM

Please make sure that you have fulfilled each of these requirements before submitting your application. Note that these questions are the same that the Joint Technical Secretariat uses for the technical admissibility check. You should make sure that each question has been answered with a yes. Do not hesitate to ask the Joint Technical Secretariat for clarifications.

Remember to make sure that all mandatory annexes have been sent by post. The mandatory annexes are:

- A VAT declaration for each partner that has included the VAT is a final cost
- A registration certificate for each partner, showing the legal status of the partner
- Co-financing statements for each partner
- Documentation proving that the person signing the Application Form has the legal right to do so on behalf of the Lead Partner organisation
- For projects containing investments, the related documents (a detailed investment plan, financial plan, action plan including feasibility study and other possible documents and permits)
- For projects with Estonian private partners, a signed De Minimis declaration
- For projects including in kind, documentation justifying the value of the in kind contribution

There are also empty fields for other needed annexes. These should be used for instance in cases where the project requires permits (e.g. environmental or research projects).

For information on annexes to be attached to the Application Form, please see the Programme Manual.

ANNEX 6 PARTNER BUDGETS

Please discuss your project plan and budget with the Joint Technical Secretariat as early as possible to have comments on them.

In this separate file all project partners are asked to fill in their budgets and explain how they have estimated the costs, how the costs will be divided between different years and how they have planned to finance their activities.

Bear in mind that you must plan your budget according to several dimensions. Each project partner must plan and make its own budget. These partner budgets are then put together to make up the total project budget. The other dimension is the cost for each milestone in each work package. All the costs for the partners should be divided between the different milestones and added together. The total sums of work packages and budget lines and the divisions per year must always match.

Making such calculations usually means that the partners must make internal "shadow budgets". These do not need to be sent with the actual application and are just a tool for the partnership.

You should start filling in the partner information from the section "Specification by Budget Lines". *For information about the eligibility of costs and budget lines please see the Programme Manual.* After you have defined how the costs have been estimated, please return to the upper part of this sheet and fill in information on how the costs will be divided between different years.

At the end of this sheet you are also requested to fill in information about financing provided by each project partner (ERDF and national co-financing). Please check that the information on annual and total project budgets and financing are identical. You will then have to transfer this information to the Annex 1 "Partnership" and Annex 3 "Budget" of the Application Form.

As each partner makes its own budget it is the responsibility of the Lead Partner to make sure that the budgets are sufficiently filled in and that the activities and costs match.

Please note that in order for the Annex Partner Budgets file to be compatible with the monitoring system of the Programme, you should always use (and/or save your Application Form as) Microsoft Excel 97-2003.

A6.1. Partner budget by budget lines

After having filled in the specification of project costs please fill in here how these costs will be divided between the different years. When you have filled in the information the Excel file will compare the total sum with the sums you have inserted in Specification of Budget Lines. If the numbers do not match there will be an error message on the right hand side of the table. In such a case, please make the necessary corrections before sending the Application Form.

A6.2. Specification by budget lines

In this part of the Application Form you are asked to explain how you have estimated the costs included in your partner budget. No lump sums should be included. Include as much information as possible on **how you have calculated the cost** (for instance how many days, square meters, hours, people etc are included in the price). This is crucial for the Joint Technical Secretariat to be able to assess whether the

costs are realistic and reasonable. *More information about the budget lines can be found in the Programme Manual.*

The following tables contain only explanations on how the fields should be filled and **cannot be considered as examples of amounts of eligible costs per item in those budget lines.**

Budget Line 1 Office and Rent Costs

This budget lines contains office related costs, e.g. office rent, telephone costs, office furniture, photocopying). You should explain what the price per unit is and how this has been multiplied to reach the total sum.

Budget line 1: Office and Rent Costs	
Office rent (Project Manager 100% working time) 20sqm, 10€/sqm/month, 12 months	2400
Telephone costs (Project Manager, Financial Manager), 50€/months 12 months	1200

Budget Line 2 Personnel

Whenever budgeting salary costs, make sure to include the working time (whether full or part time). It is important to include this information so that the total salary is clear.

Under **sub-budget line Personnel employed by the project** you should fill in the information on the full and part time personnel of the project (employee's gross salary + employer's charges in accordance to the national legislation and collective decisions). The personnel must be directly engaged with the project and employed by the project partner institution in question.

For part time personnel the percentage of working time for the project must always be shown. The calculation of the salaries of the part time personnel must be based on the hourly rate resulting from the actual salary divided by the total number of hours worked.

Sub-budget Line Other partner personnel contributing to the project refers only to the Finnish (incl. Åland) and Swedish project partners. This will be considered as in kind contribution to the project.

The cost should be included into sub-budget line "Other partner personnel contributing to the project" when an employee of the project partner organisation has been assigned by an internal decision of the project partner organisation to provide research or professional work temporarily for the project and the salary is paid from another accounting centre of the partner organisation and not the project accounting centre. The assignment to work for the project must be done in writing and provided to the First Level Controller with the first Progress Report and Payment Claim.

Finnish partners should remember that the level of in kind on this Budget Line and Budget Line 8 In-kind may not be more than 50% of their own co-financing.

Sub-budget line Unpaid voluntary labour refers only to Estonian and Latvian partners. This is considered as in kind contribution to the project.

You are asked to fill in information about the unpaid voluntary labour done for the project. Note that the eligibility of unpaid voluntary labour must always be evaluated and approved by an independent evaluator

and the Joint Technical Secretariat before co-funding can be granted. Documentation regarding the value of in kind should be sent with the application form.

Please note that the same people cannot work directly within the project and be temporarily assigned for the project elsewhere in the organisation. Neither can one person both receive salary or payments from the project and report unpaid voluntary labour for the project. Please note also that the maximum working time for the full and part time project personnel including their tasks outside the project is 100%.

Please note while reporting the project costs that the values for the voluntary labour cannot exceed the values approved in the application and they must be documented in a detailed way for the National First Level Controllers.

Budget line 2: Personnel	
Personnel employed by the project	
Project manager: 3000€/month (100% working time, incl. Social security costs), 12 months	36000
Project assistant: 1200€/month (50% working time) (incl. Social security costs), 10 months	12000
Other partner personnel contributing to the project	
Bookkeeper: 15€/hour, 12 hours/month, 12 months	2160
Expert in Logistics Mr Matti Korhonen 20€/hr, 200 hrs	4000

Budget Line 3 Travel and accommodation

This budget line is for project travel and accommodation costs for the implementation of the activities defined in the project application. All costs for travel and accommodation must be reasonable and the most cost-effective option should be chosen. Public transport should be used whenever possible. Daily allowances for project staff occurring from travelling for the project implementation are eligible.

Please remember that if you have planned travels outside the (sub-)programme area they must always be included and clearly defined in the project plan.

Please also remember to include travel costs to events organised by the Programme (such as the Lead Partner seminar for the Project Manager and Financial Manager; Communication seminar for the person responsible for communication issues; and the Programme Annual Conference).

Budget line 3: Travel and accommodation	
Project Steering Group meetings (4 meetings/ 200€/ meeting (ferry+ hotel + allowances), 2 people)	1600
Travels in Finland Turku- Helsinki, 2 meetings 100€/meeting (train + allowance) , 2 people	400

Budget Line 4 External expertise

Eligible external expert services must contribute to actions and targets described in the project plan.

For Finnish partners (excluding Åland) it is important to remember to include also the costs of the First Level Control to the budget line External expertise. Note that the Finnish partners of approved projects must contact the Finnish Ministry of Employment and the Economy to certify the chosen First Level Controller. In other participating countries (Estonia, Latvia, Sweden) and Åland the First Level Control is centralised and free of charge. *For more information about the First Level Control please see the Programme Manual.*

Budget line 4: External expertise	
Translation of the Best practice manual (200 pages)	2000
Layout of the Best practice manual (black and white, 200 pages)	2000
Expert contribution in workshop on "Accessibility of remote Islands in Central Baltic Area", 4 hours including preparatory work	2000

All costs under this budget line should also be explained in Annex 3, question 3.4.

Budget Line 5 Equipment

The budget line for equipment refers to equipment needed in the project partner organisation for the implementation of project activities.

Remember to take depreciation into account. *For more information on the details, see the Programme Manual.*

Budget line 5: Equipment	
Mobile phones for Project Manager and Project Assistant 200€/phone	400
Computer (Laptop) / Project manager 1000€	1000

All costs under this budget line should also be explained in Annex 3, question 3.4.

Budget Line 6 Investments

While planning investments, please keep in mind that investment financed by the programme must have a cross-border character.

In this part you are requested to fill in the information on the costs related to the possible investment. Please remember to fill this information also to the investment section in Annex 3 "Budget".

Please check that the costs in these Annexes are identical. Also remember to annex the relevant documents (*please see the Programme Manual*).

Budget line 6: Investments (Summary information to be filled in jointly to A3 "Budget", section 3.8.)	

Budget Line 7 Other direct costs

This budget line is meant for those costs that cannot be included in any of the other budget lines. Please remember that these costs must fulfil the following conditions: the costs must be essential for the project implementation, they would not have incurred if the project had not been carried out and they must be supported by necessary documentation directly attributable to the project.

Budget line 7: Other direct costs	
Premises for the seminar "Development of services for yacht tourism in remote islands", incl. catering (30 persons, 1 day)	1000

Budget line 8 In-kind contributions

The eligible in-kind contributions consist of provision of land or real estate, equipment or raw materials by a private or public beneficiary (in-kind contributions in the form of other partner personnel contributing to the project (Finland (incl. Åland) and Sweden) and unpaid voluntary labour (Estonia and Latvia) are included in the Budget Line 2)

The values of the in-kind contributions must be certified by an independent, qualified evaluator or duly authorised body. The project should send documentations of the value of the used in-kind with the Application Form.

Budget line 8: In kind contributions	

Budget Line 9 Incomes

Income refers to all funds received by the project except for co-financing. **The incomes that a project receives from its activities will proportionally reduce the ERDF co-financing.** Therefore the eligible costs of these projects are the total project costs minus the incomes of the project.

All projects must estimate their income and report it. If your project will have income or investments that may generate income, **you must always contact the Joint Technical Secretariat in good time**

before submitting the application for further information on how to estimate and report the income. *Please see the Programme Manual.*

Budget line 9: Incomes (Notice that the Incomes will be deducted from the total project costs)	

A6.3. Partner Financing

In this part you are requested to give information on how the activities defined in the partner budget will be financed (*More information on the eligible financing, please see Programme Manual.*) As mentioned above, please remember to check that the annual total sums in partner budget “Partner budget by budget lines” and financing “Partner financing” are identical.

In the in-kind contribution field you must add together the amounts marked in Budget line 2 Sub-budget line (for Estonian and Latvian partners) “Unpaid voluntary labour” and (for Finnish (incl. Åland) and Swedish partners) Sub-budget line Other partner personnel contributing to the project and Budget line 8 “In-kind contributions”.

The financing should always be filled in on the line that matches the legal status (as stated in the registration certificate) of the project partner:

State financing	This line refers to all funding of state organisations. In Finland/Åland also National State Co-financing must be filled into this line.
Municipal financing	This line refers to funding of municipalities or organisations of municipal ownership
Other public financing	Public funding that does not come from state or municipal organisation should be marked into this line. The funding of NGO’s and Organisations established for general interest needs should be marked under this line.
Private financing	This line refers to funding that is of private origin e.g. enterprises. Please note that private funding is eligible only in Estonia in the Southern Finland – Estonia Sub-programme.

Please make sure that the information in this table matches the information in the corresponding Co-Financing Statements.

SUBMITTING THE APPLICATION

How to submit the application

The Lead Partner must send the **Application Form and Annex6 electronically** to the Joint Technical Secretariat at application@centralbaltic.eu.

The mandatory **confirmation letter** has to be sent **in paper form** by traditional mail to:

Central Baltic INTERREG IV A Programme 2007-2013 Joint Technical Secretariat
c/o Regional Council of Southwest Finland
P.O. Box 273
FI-20101 Turku, FINLAND

The confirmation letter has to be signed by the authorised representative of the Lead Partner organisation. The reference number of the confirmation letter and Application Form is the legally binding link between the documents and an **identical** code should therefore be provided in both of them.

The **mandatory annexes** can be sent **either by e-mail** as scanned copies (pdf-format) **or in paper** together with the confirmation letter.

When to submit the application

The applications (Application Form, Annex6, Confirmation Letter and mandatory annexes) can be submitted between the day the call is launched and closed. All times mentioned below are in **Finnish time**.

The Application Form and Annex6 must be received by e-mail at the latest at 23:59 on the last day of the call.

The confirmation letter must also be sent within the deadline (confirmed by the postal stamp). If a postal stamp is missing, it is decisive if the Confirmation Letter has been received and registered in the Joint Technical Secretariat the latest by 15:00 on the last day of the call.

If you want to submit the Confirmation Letter in person, it must be brought to the registry of the Regional Council of Southwest Finland at the latest by 15:00.

If either the Application Form or Confirmation Letter has not been sent within the deadline, the application cannot be considered complete and it will be deemed ineligible.

General remarks

Once your e-mail has been received, an **automatic confirmation notification will be sent to you**. Please note, that the system only sends one e-mail for each address – if you send the application and its annexes in several e-mails, there will only be a reply to the first e-mail.

It is advisable to send the documents in several e-mails to **avoid the size of each e-mail growing very large**. There is no exact size limit for the centralbaltic.eu e-mail, but anything larger than 6MB may not be received.

If and when sending several e-mails for one project, always indicate the acronym on the project in the title field. Grouping and naming the files according to the partner number is also helpful.

When sending the supporting documents of project partners in electronic form, make sure the files are not password protected.