

CENTRAL BALTIC INTERREG IV A PROGRAMME 2007–2013

Application and Assessment Process

Economically competitive and innovative region

Attractive and dynamic societies

Safe and healthy environment



INVESTING IN YOUR FUTURE

Central Baltic INTERREG IV A Programme 2007-2013
is co-financed by the European Regional Development Fund



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1. Application Form and Submission

2. Assessment and Decision Making



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SUBMISSION OF APPLICATIONS

Both an electronic (Microsoft Excel format) **and** a paper copy between the opening and closing date (18/06-18/09/2008) of the (1st) call for proposals **only to:**

Central Baltic INTERREG IV A Programme 2007-2013
Joint Technical Secretariat
P.O. Box 273
FI-20101 Turku, Finland

application@centralbaltic.eu

NB! No changes after application has been submitted!



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Paper copy and electronic copy must be identical
(*"Finalise and print"* button and check sum-function)



INVESTING IN YOUR FUTURE
EUROPEAN REGIONAL DEVELOPMENT FUND
European Territorial Cooperation Objective

Project Acronym: kölskfölsksfkl
Checksum: FEAECEC877BF2028FE7CB14F76BE739F

Application
1/60

Project Acronym: kölskfölsksfkl
Checksum: ED93F6E74BD7D26AC63DD588B3896A5E

Application
1/61





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APPLICATION FORM

- Application Form
 - Application
 - Annex 1 Partner Information
 - Annex 2 Work Packages
 - Annex 3 Budget
 - Annex 4 Indicators
 - Annex 5 Improvements
 - Checklist for submission
- Annex 6 Partner Budgets (NB! separate Excel file)
- Mandatory Annexes (not part of the application form)





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Application Form divided into different sections:

- White fields: to be filled in by the Lead Partner
- Grey fields: Data calculated and/or transferred automatically
- Blue fields: Instructions (cf. also Practical Guide)

23	1. Project identification		<p>Please the full title of the project which should reveal its content.</p> <p>The acronym (up to 20 characters, e.g. a short name or abbreviation to which the project can be referred) should allow easy identification of the project. The use of acronym or short name is necessary for communication with the Joint Technical Secretariat and other administration.</p> <p>Please indicate the length of the project in months. The advisable length of the projects is no more than three years (36 months).</p>
24	1.1. Project title:		
25			
26	1.2. Project acronym		
27			
28	1.3. Duration of the project		
30	Start: beginning of <input type="text"/>	Closure: end of <input type="text"/> Duration <input type="text"/> months	
33	1.4. Project budget		
34	Project budget	0 €	
36	ERDF funding applied for	0 €	
38	Amount of eligible national funding	0 €	





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APPLICATION

Asks for information about e.g.:

- project origin
- specific problem or development area to be addressed
- expected results
- method to be used
- cross-border value
- contribution on achievement of (sub-)programme targets





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ANNEX 1 PARTNERSHIP

- Information about partners and partner financing
- Justification for the chosen partnership
- List of additional partners

81	A1.2. Partnership details	
83	Partner no 1: Lead Partner	
85	Institution	<input type="text"/>
86	Name of the institution in the original language	
87	<input type="text"/>	
89	Legal Status	<input type="text"/>
91	Registry number of the institution	
92	<input type="text"/>	
94	Address	
96	Postcode	Town <input type="text"/>
98	Country	Region <input type="text"/>
100	Contact person	
102	Phone (office)	Mobile <input type="text"/>
104	Fax	
106	Email	
108	Website	
110	VAT is final cost for the partner <input type="checkbox"/>	
112	Bank information	
113	Name of the bank	
114	<input type="text"/>	
116	Address	
118	Postcode	Town <input type="text"/>
120	Country	
122	Account No / IBAN	
124	SWIFT code / BIC	
126	National bank code	
128	Internal reference (if needed)	
130	Holder of the account	
132	Please describe the specific role and tasks of the partner in the preparation of the application, implementation process and management of the project.	

Application / **A1 Partnership** / A2 Work Packages / A3 Budget / A4 Indicators and Policy object / A5





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ANNEX 2 WORK PACKAGES

- Description of project activities and budget by milestones/work packages
- Project activities: e.g. results, responsible partner, outputs
- NB! Role of each partner in the implementation of activities to be clearly defined for later reporting

Work Package 1	
Title of WP1	
Project management and coordination	
Strategic focus of WP1	
Planned results of the WP1	
Outputs of the WP1 and their quantifications	
Responsible partner for WP1	
Involved partners of the WP1	
Budget of the WP1	
0 €	
Please describe the major activities and main outputs of each milestone in four months intervals.	
WP1 Milestone 1 (Start - Dec 2008)	
Activities (Maximum 1000 characters)	
Outputs (Maximum 400 characters)	
Indicative costs for milestone	EUR





ANNEX 3 BUDGET

1. Project budget by budget lines

13	A3.1.: Project budget by budgetlines					Total Costs per Budget Line
14	All costs in EUR.					
15	Budget line Specification	2008	2009	2010	2011	
16	1 Office and Rent Costs		21 558	26 924		48 482
17	2 Personnel	0	78 225	96 485	0	174 710
18	Personnel employed by the project	0	78 225	96 485		174 710
19	Other partner personnel contributing to the project					0

2. Project budget by work packages

36	A3.2. Budget break down by workpackages						Total Costs per Milestone
38	WP1	WP2	WP3	WP4	WP5		
39	Total costs Milestone 1 (Start - Dec 2008)	0	0	0	0	0	0
40	Total costs Milestone 2 (Jan-Apr 2009)	0	0	0	0	0	0
41	Total costs Milestone 3 (May-Aug 2009)	0	0	0	0	0	0
42	Total costs Milestone 4 (Sep-Dec 2009)	0	0	0	0	0	0
43	Total costs Milestone 5 (Jan-Apr 2010)	0	0	0	0	0	0





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3. Information about the costs targeted to:

- Adjacent areas
- Activities outside the programme area
- Activities outside the European Union
- Investments





ANNEX 4 INDICATORS

- Project level targets (quantitative and qualitative)
- Programme level targets
 - Common indicators
 - Direction of support specific indicators
- Policy objectives

59	Central Baltic Programme		
61	Priority 1. Safe and healthy environment		
62	Environmental awareness raising and expertise		
63	Indicator	Comment	Target value
64	Output indicators Education or information activities on environmental awareness raising	Number of activities	
65	Activities of development and exchange of expertise	Number of activities	
66	Studies/assessments produced on environmental impacts of legislation, strategies and policies	Number of studies/assessments	
67			





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ANNEX 5 IMPROVEMENTS *(only for 2nd or later call)*

Gives applicants the possibility to explain clearly how the project idea has been developed / improved after the previous negative decision by the Steering Committee





CHECKLIST FOR SUBMISSION

- Technical issues that should be checked before submitting
- Criteria are the same as for the admissibility check by the JTS

1	Checklist for submission
2	
3	SUBMISSION OF APPLICATION FORM
4	<input type="checkbox"/> One electronic version of the application form has been submitted between the opening and closure of the call for proposals.
5	
6	<input type="checkbox"/> The paper version has been signed and mailed latest the day of the closure of the call for proposals (post stamp) to the Joint Technical Secretariat in Turku/Finland.
7	
8	<input type="checkbox"/> The application has been filled in English and all mandatory fields have been filled in adequately.
9	
10	PROJECT PARTNERSHIP
11	<input type="checkbox"/> All partners participating in the project are listed in Annex 1 of the application form. Each project must involve partners from at least two of the participating countries according to the geographic eligibility for the chosen (sub-)programme as defined in the Programme Manual.
12	
13	<input type="checkbox"/> All partners are eligible as defined in the Programme Manual (e.g. legal status)
14	
15	
16	PROJECT BUDGET AND FINANCING
17	<input type="checkbox"/> Annex 6 "Partner budgets" is attached to the application form and budget information has been filled in for all the partners.
18	
19	<input type="checkbox"/> The co-financing statements for each partner are attached to the application and they correspond with Annexes 1 and 6 of the application form. The standard form of the co-financing statement has been used and no changes to the standard form have been made.
20	
21	





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ANNEX 6 PARTNER BUDGETS

- Tool for project partners to plan their partner budget
- Gives the Lead Partner information about the partners' shares
- To be used by JTS while assessing the applications and by the FLC
- Separate Excel file for technical reasons





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MANDATORY ANNEXES TO THE APPLICATION FORM

- VAT declaration for each partner (if presented as expenditure)
- National Co-financing Statements
- Registration Certificate of each project partner
- Necessary permits for the project implementation
- Private enterprises in Estonia: confirmation from state aid registry that De Minimis Threshold has been observed





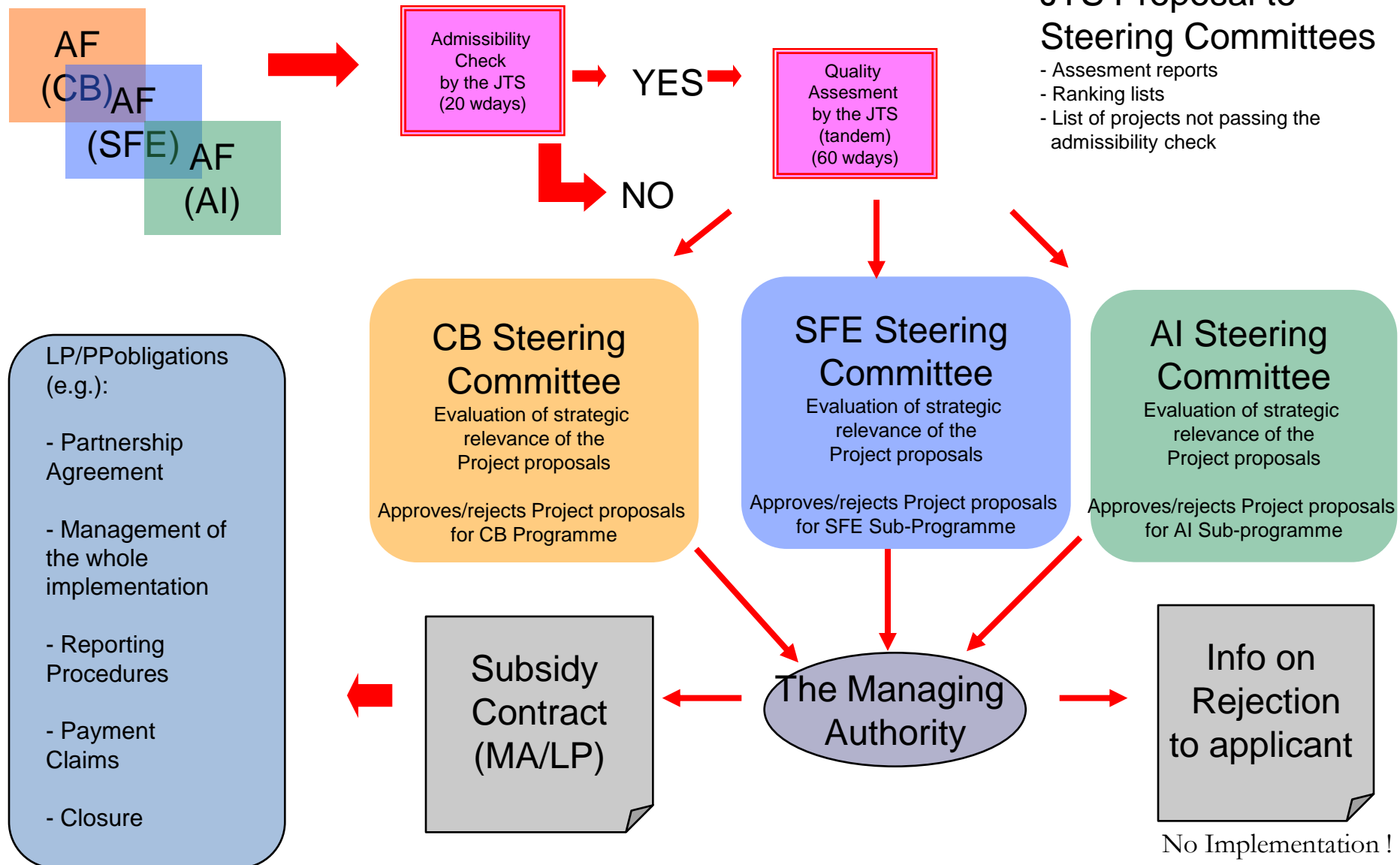
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2. ASSESSMENT AND DECISION MAKING



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APPLICATION, ASSESSMENT AND DECISION MAKING PROCESS





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ADMISSIBILITY CHECK

- Technical criteria to be checked (e.g. application submitted in time, all mandatory annexes included, fulfills at least two of the jointness criteria)
- JTS can ask for complements or minor technical adjustments
- If the application has severe failures or is dramatically incomplete, it does not pass the admissibility check -> no content assessment





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CONTENT ASSESSMENT

1. Quality evaluation conducted (JTS + external expertise), e.g.:
 - Relevance of the project proposal for the programme (incl. cross-border impact)
 - Quality and maturity of the proposal
2. Evaluation of the strategic relevance (SC)



CB
AF

SFE
AF

AI AF

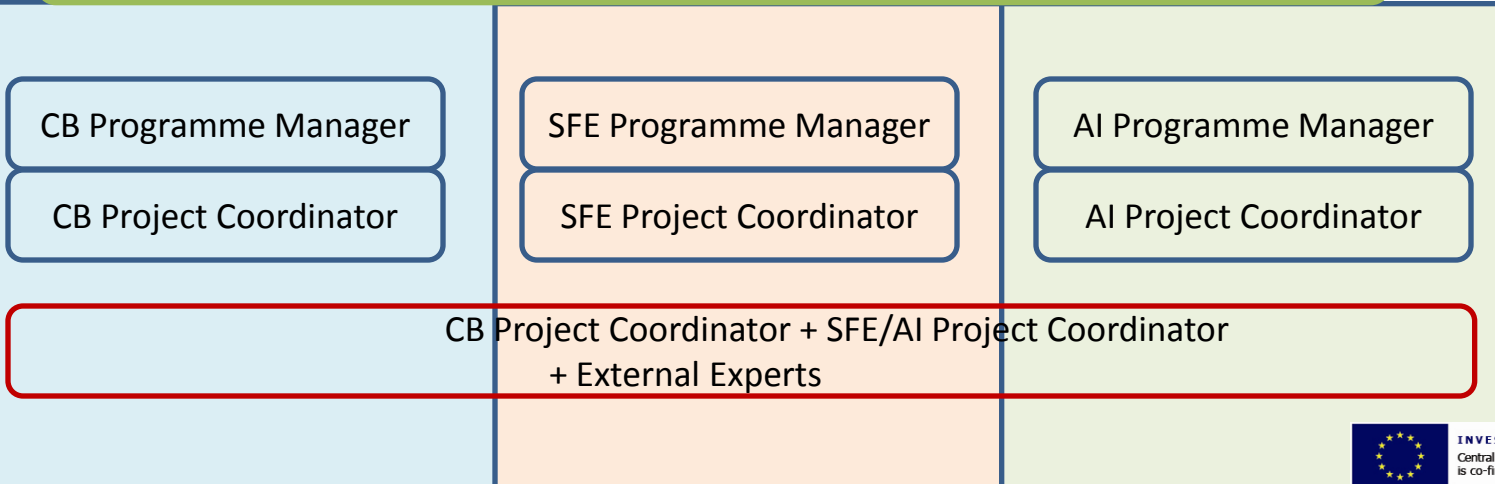


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Registration of
applications
(importing to CBMS
and notification)

ADMISSIBILITY CHECK

QUALITY CHECK (Joint Tandem Assessment)





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Good luck!



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