



# CENTRAL BALTIC INTERREG IV A PROGRAMME 2007-2013

Cross-border co-operation programme under  
the European Territorial Co-operation objective


Economically competitive and innovative region  
Attractive and dynamic societies  
Safe and healthy environment



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Varsinais-Suomen liitto  
Egentliga Finlands länsråd  
Regional Council of Southwest Finland





## APPLICATION – GENERAL GUIDELINES

BEAR IN MIND WHEN FILLING IN THE APPLICATION:

- Use "old" microsoft excel (97-2003)
- No changes after the submission
- Application Form and Confirmation letter
- All information in English!
- Be clear!
- All relevant information must be in the form




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## SELECTION PROCESS

- Assessment in JTS:
  - Technical assessment – Checklist
  - Content assessment – Selection Criteria
- Steering Committee decision




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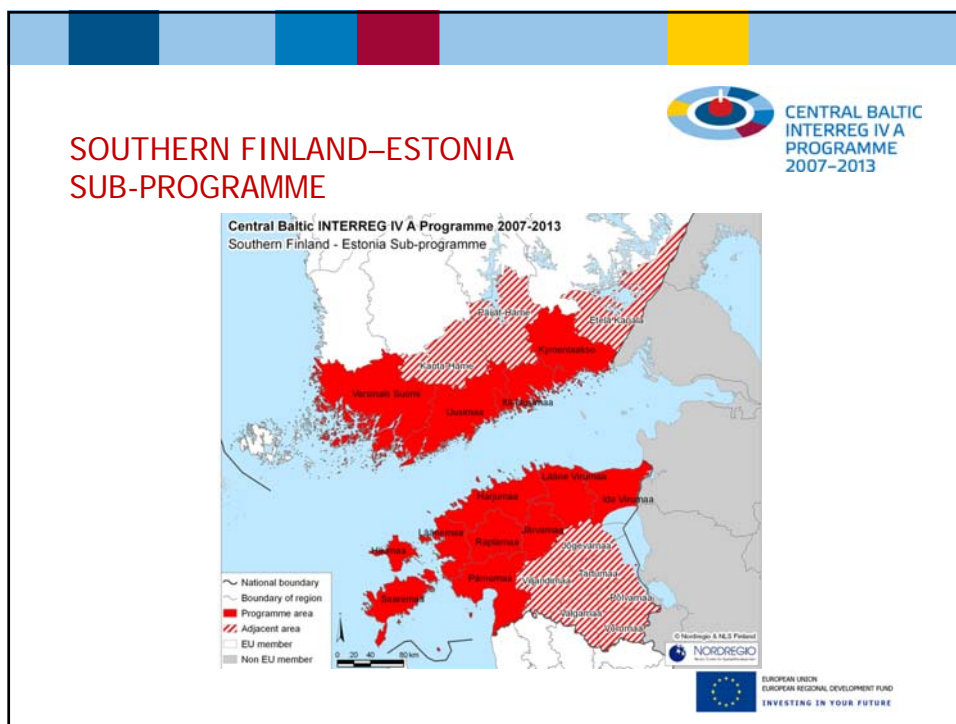
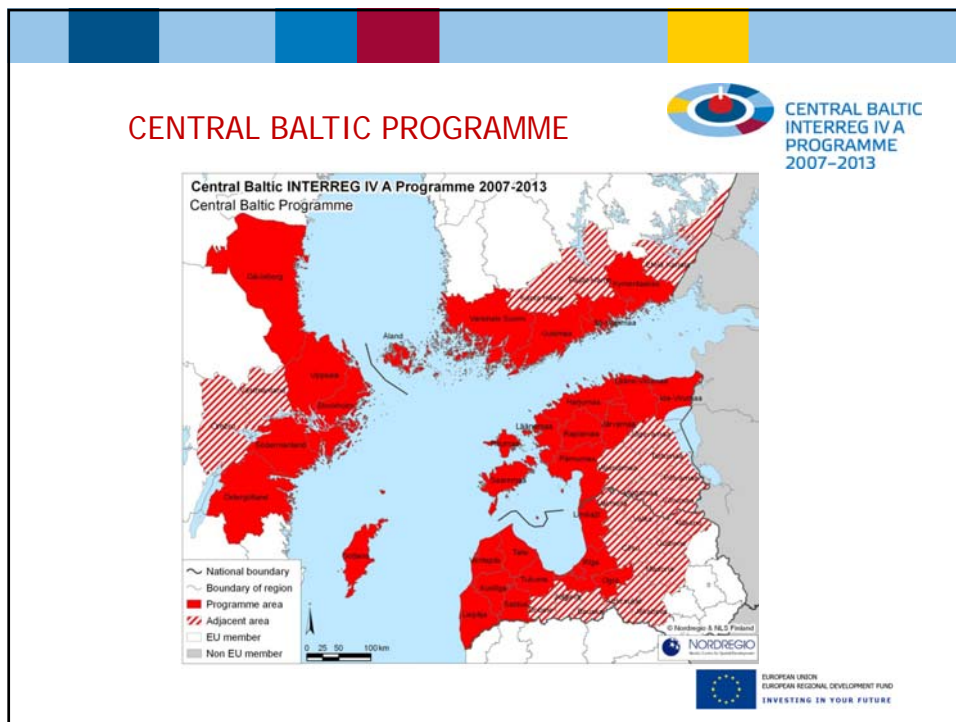
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## APPLICATION

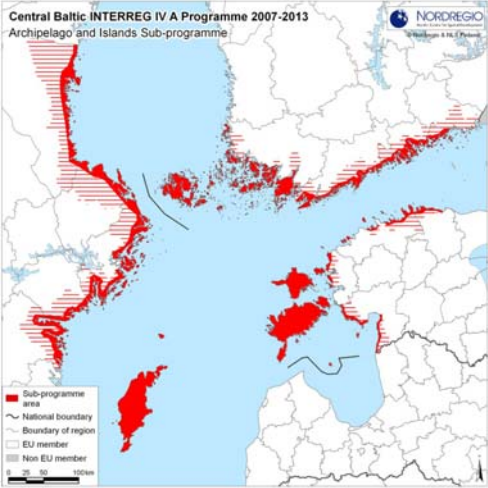
- DURATION OF THE PROJECT
  - Start
  - Closure
- CHOOSING THE RIGHT SUB-PROGRAMME – PRIORITY – DIRECTION OF SUPPORT



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**ARCHIPELAGO AND ISLANDS  
SUB-PROGRAMME**



Central Baltic INTERREG IV A Programme 2007-2013  
Archipelago and Islands Sub-programme

Legend:

- Sub-programme area
- ~ National boundary
- - - Boundary of region
- EU member
- Non EU member

Scale: 0 25 50 100km

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**APPLICATION (2)**

EXPLAINING THE PROJECT IDEA IN THE APPLICATION



- Origin
- Objectives
- Expected results
- Chosen methods



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### APPLICATION (3)

- LOCATION OF ACTIVITIES
- ACTIVITIES TARGETED TO THE ADJACENT AREAS
  - Reported on project partner basis
- ACTIVITIES OUTSIDE THE PROGRAMME AREA
- ACTIVITIES OUTSIDE THE EUROPEAN UNION
  - Must be included in (max 2) project partner budgets



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### APPLICATION (4)

- EXPLAINING THE PROJECT IDEA IN THE APPLICATION
  - Cross-border relevance
  - Links to other Programmes
  - Communication and publicity
  - Sustainability of project results
  - Project management



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## ANNEX 1

- THE ELIGIBILITY OF PARTNERS
  - Legal status
  - Legal address or jurisdiction/activities
  - Public equivalent criteria
- HOW MANY PARTNERS SHOULD THERE BE?
  - Project partners
  - Additional partners
- DIVISION OF TASKS BETWEEN LEAD PARTNER AND PROJECT PARTNERS



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## ANNEX 2

### PLANNING ACCORDING TO WORK PACKAGES

- Thematic division of project activities (max 5)
- How to fill in information?
- Division of tasks between the partners
- Strategic focus - Results - Activities - Outputs - Costs

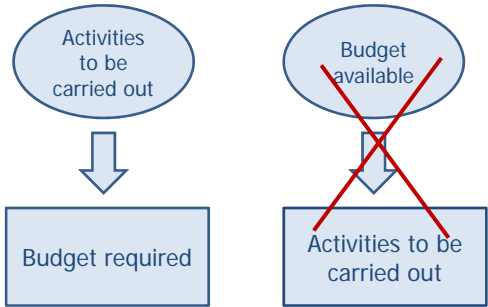



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**ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)**

**TWO APPROACHES TO PLANNING THE PROJECT BUDGET**




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**ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)**


**MINIMUM AND MAXIMUM BUDGETS**


**BE REALISTIC**


- The budget is always in relation to the content
- Do not make the budget too tight or too big

**PLAN ACCORDING TO**

- Partners
- Work Packages / Milestones
- Budget Lines


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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)


**WRITING THE PROJECT BUDGET**

- No lump sums
- Show calculation method (number of hours, m2, days, trips, people, copies...)
- EXPLAIN subcontracting and equipment
- EXPLAIN the travel costs of key stakeholders and others



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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)

**PLANNING THE FINANCING**

- ERDF CO-FINANCING:
  - Estonia and Latvia up to 85%
  - Finland/Åland and Sweden up to 75%
- OWN CONTRIBUTION
  - What is eligible?
  - Where do we get the money from?
  - What is in-kind?




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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)  
ELIGIBILITY OF COSTS, BASIC GUIDELINES

- EU Regulations, Programme rules and National rules
  - national eligibility rules made (partly) available (www...)
  - the strictest rule always applies
- Only real paid out costs incurred during the duration of the project



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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)

- No double financing
- No shared costs
- No financing from other projects
- No advance payments
- No seed/preparation money



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**Be aware that:**

- The First Level Control plays a crucial role in determining the eligibility
- The Lead Partner principle requires a lot from the LP
- The Subsidy Contract sets the limits and obligations to the LP
- Partnership Agreement between the LP and the project partners is required
- All project documents must be kept until 2025
- Audit Trail: LP must notify the MA/JTS of all organisations and people responsible for holding project documents e.g. records of invoices



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**BUDGET LINE 1**  
**Office and Rent Costs**

- **NO FLAT RATES ACCEPTED**
  - The calculation method for the costs is mandatory
  - The costs are to be divided between several projects pro-rata in case the costs cannot be directly allocated to these projects technically



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**BUDGET LINE 2**  
Personnel

- PERSONNEL EMPLOYED BY THE PROJECT (2.1.)

- Salary levels must follow the national average
- Obligatory social security costs, bonuses etc. according to national legislation
- Full-time project managers recommended
- Timesheets for part-timers on daily basis and reported monthly



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**BUDGET LINE 2 (2)**  
Personnel

- OTHER PARTNER PERSONNEL CONTRIBUTING TO THE PROJECT (2.2.)

- For project partners from FINLAND/ALAND and SWEDEN
- Internal decision on assignment to work for project
- Interpreted as in kind contribution, must be supported by bookkeeping and timesheets



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**BUDGET LINE 2 (3)**  
**Personnel**

- UNPAID VOLUNTARY LABOUR (2.3.)

- For project partners from ESTONIA and LATVIA
- Always consult JTS and ensure that unpaid voluntary work is acceptable
- In kind contribution



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**BUDGET LINE 3**  
**Travel and accommodation**

**TRAVEL COSTS WITHIN THE PROGRAMME AREA**

- Mainly for project personnel
- Travel costs for the key stakeholders and others need to be justified
- Reasonable and cost-effective
- Daily allowances according to the national rules of the public sector
- Public transportation whenever possible
- Travel costs for public officials as steering group representatives usually covered by their own organisation



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**BUDGET LINE 3 (2)**  
**Travel and accommodation**

**TRAVEL COSTS OUTSIDE THE PROGRAMME AREA**

- Always exceptions that must clearly support project implementation
- Always discuss these with the JTS before submitting the application
- Must be included in the AF to be eligible




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**BUDGET LINE 4**  
**External expertise**

- Partner activities should be outsourced with caution and these cases should always be justified
- Partner organisation's fixed contracts are in general allowed
- Project partners cannot be paid for external expertise **VS.** The use of the expertise within a partner organisation is possible as a result of a tender process that a separate department of the organisation has won
- Can be purchased outside programme area
- Remember FLC costs for Finnish partners



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**BUDGET LINE 5**  
**Equipment**

- Depreciation limit 1 500 €
- Depreciation allowance/deductions according to national (organisation's) accounting method and period - In most cases the 36 month rule is applied
  - difference: Laptop vs. laboratory simulator
  - difference: one year project vs. 3 year project
- Only depreciation costs from the project duration time are eligible
- Rental/leasing procedure recommended e.g. in cases of various laboratory equipment



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**BUDGET LINE 6**  
**Investments**

- Not an investment programme in the first place
- Cross-border character and relevance crucial
- Consider sustainability in planning and implementation
- Lower co-financing rates may apply
- Plans, permits, licences, feasibility studies etc must be annexed to the application
- Ownership issues are set in the Subsidy Contract
- No planning of AND implementing investments in the same project
- Always consult the JTS before-hand



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**BUDGET LINE 7**  
**Other direct costs**

- Only costs essential for the project implementation – Supported by invoices directly attributable to the project
- Only justified costs – no lump sums for reserve
- A list of examples in the Programme Manual



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**BUDGET LINE 8**  
**In-kind contributions**

- NB! In-kind contributions included in Personnel costs, BL 2.2. (FI/AX, SE) and BL 2.3. (EE, LV)
- Provision of land or real estate, equipment or raw materials or availability of premises (for office use, seminar use etc.)
- **NB! Included in the budget as well as on the financing side;** The budgeted amount cannot be exceeded during the project implementation
- The values of the in-kind contributions must be evaluated and documentation annexed to the application
- Always discuss with the JTS



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**BUDGET LINE 9**  
**Income**

- Estimations during the Application phase for all projects; projects with a budget that exceeds 1 meur will have to deduct the income
- Examples of income:
  - The participation fees of seminars and various events
  - The sales of publications or other project products
- Not considered to be income:
  - Maintenance costs
- Remember reporting of income also after the project has ended



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**FINANCIAL ISSUES:**  
**Value Added Tax (VAT)**

- Eligible expenditure only if genuinely and definitely borne by the project partner
- Each project partner considered separately
- VAT declaration a mandatory Annex in the AF if the VAT is reported as a final cost for the partner
- In unclear cases the VAT will always be deemed ineligible



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**FINANCIAL ISSUES (2)**

**Expenditure incurred outside the European Union**

- Max 10% of the ERDF contribution 2007-2013
- Clear benefit for the project and Programme region
- Must always be discussed with the JTS
- All costs must be borne by max 2 project partners

- Strictly limited to the following items:

- 1) Expert Services
- 2) Organisation of joint seminars/events (not occasional events)
- 3) Travel costs



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**FINANCIAL ISSUES (3)**

**Shared Costs**

- Sharing invoices is **not allowed**
- Instead: Plan the project costs and responsibilities well.  
If needed, arrange separate invoices for each partner.




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**FINANCIAL ISSUES (4)**

**State Aid and the De Minimis Rule**

- EU competition policy, applied to private enterprises
- 200 000 EURO limit over a three-year-period including the CBOP financial decision
- All aid forms (EU/national) under the scheme notified by the European Commission (The information **should be** available also in the previous financing decisions granting the specific aid)
- Responsibility of the project partner to provide information





**FINANCIAL ISSUES (5)**

**Public Procurement Procedures**

- Subject to EU/National rules – stricter rule applies
- Three-step procedure
  - 0-500 No tendering is required
  - 501-1499 Phone call or e-mail comparisons, documented
  - 1500- Official written tender procedure
- Documentation must be sent with Payment Claim





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## FINANCIAL ISSUES (6)

### Reporting and First Level Control

- Reporting based on milestones and the information provided in the Application Form
- Each partner must have their costs verified by the national FLC
- After FLC has controlled and verified the costs, the LP compiles the PR/PC and sends it to the JTS for control
- Certifying Authority pays the ERDF funding to the Lead partner



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## FINANCIAL ISSUES (7)

### Closing the project

- The project activities must be finished in good time before the project ends – leave enough time for final reporting and closing the project.




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## ANNEX 4 (INDICATORS)

- PROGRAMME INDICATORS
- HORIZONTAL OBJECTIVES
- PROJECT INDICATORS
  - QUALITATIVE
  - QUANTITATIVE



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## CHECKLIST – MANDATORY AND OTHER ANNEXES

- CO-FINANCING STATEMENT
- REGISTRATION CERTIFICATE
- IF RELEVANT – VAT DECLARATION
- IF RELEVANT - DE MINIMIS DECLARATION
- IF RELEVANT – DOCUMENTATION ABOUT IN KIND
- IF RELEVANT – DOCUMENTS ABOUT INVESTMENTS  
(Long-term financial plan, action plan, feasibility study, permits, SEA and others...)



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## SENDING THE APPLICATION FORM

- SEND THE APPLICATION FORM BY E-MAIL
- FILL IN AND SEND CONFIRMATION LETTER IN PAPER

**KEEP IN MIND**

- REQUIREMENT TO FOLLOW THE UPDATED MANUALS



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## MORE INFORMATION:

**Joint Technical Secretariat**

[WWW.CENTRALBALTIC.EU](http://WWW.CENTRALBALTIC.EU)



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