**Swedish Institute Baltic Sea Cooperation**

***Application for seed funding – deadline February 13, 2018***

**Project description**

**Applicant organisation**

**Project acronym**

**Project title**

**Contact person**

**How to fill in this form**

* This document is password protected. You can only type in the textboxes.
* You can fill in any textbox by clicking in it or move around by pressing the “Tab” key or using the arrow keys.

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| **Strategy/policy** | **Countries** | **Link** |
| **The EU Strategy for the Baltic Sea Region (EUSBSR) – Action Plan** | Sweden, Estonia, Latvia, Lithuania, Poland  Denmark, Finland, Germany | [*http://www.balticsea-region-strategy.eu/action-plan*](http://www.balticsea-region-strategy.eu/action-plan) |
| **The EU’s Eastern Partnership** | Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine | [*http://www.euneighbours.eu/en/policy/eastern-partnership*](http://www.euneighbours.eu/en/policy/eastern-partnership)  [*https://eeas.europa.eu/headquarters/headquarters-homepage\_en/12269/Eastern%20Partnership%20Key%20documents*](https://eeas.europa.eu/headquarters/headquarters-homepage_en/12269/Eastern%20Partnership%20Key%20documents) |

1. ***Aim and background***
   1. State **the** overall aim of the seed funding project (why is this project important?).

*Maximum 200 characters*

* 1. Describe the background of this project proposal and how the partnership originated.

*Maximum 3000 characters*

* 1. Describe why it is important to solve this challenge through transnational cooperation instead of each country trying to solve it at national level.

*Maximum 3000 characters*

* 1. The project activities supported by the Swedish Institute must be based on mutual challenges for the region identified within the partnership. The cooperation should bring added value to each partner. A seed funding project always includes EU-countries committed to the EU Strategy for the Baltic Sea Region and therefore a project has to have a clear link to the EU Strategy for the Baltic Sea Region. Adding an Eastern Partnership country or Russia may, in some cases, increase the possibility to achieve the objectives of the EU Strategy for the Baltic Sea Region. Please choose one of the following options. (*This information is not an assessment criterion but rather an internal administrative necessity.)*



Russia or countries from the EU Eastern Partnership participate in this project which has identified mutual challenges for all partners. Their participation is also *crucial* for achieving the objectives of the EU Strategy for the Baltic Sea Region



Russia or countries from the EU Eastern Partnership participate in this project which has identified mutual challenges for all partners. Their participation will only to a limited extent help to achieve the objectives of the EU Strategy for the Baltic Sea Region



No countries from the EU Eastern Partnership or Russia participate in this project.

Please describe why you have chosen the above option (*maximum 2000 characters*):

***2 Context and connection to policy/frameworks***

***Remember: Your description should focus on the overall context for both the seed funding project that you apply for AND the extended, future project/collaboration that the seed funding project will contribute to.***

The project challenge or need must be related to the EU Strategy for the Baltic Sea Region (EUSBSR) and possibly also the EU’s Eastern Partnership. More specifically, the description below must contribute to at least one policy area or horizontal action and certain objectives and/or actions.

* 1. Describe the **challenge** or **need** in the Baltic Sea Region that your project has identified. *Maximum 3 000 characters.*

* 1. State the **policy area and/or horizontal action** in the EU Strategy for the Baltic Sea Region that your project contributes to (the same as checked in the online portal)

*Maximum 100 characters.*

* 1. State the **specific objective(s)/action(s)** (within your chosen policy and/or horizontal action) that your project contributes to.

*Maximum 500 characters.*

* 1. Describe **how** your project **contributes** to the specific objectives/actions mentioned above (2.3) – what is the relationship between your project and those objectives/actions?

*Maximum 3000 characters.*

* 1. If your project contributes to more objectives/actions in **different EUSBSR policy or horizontal actions**, please describe below.

*Maximum 2000 characters.*

* 1. If your project includes countries within the **EU’s Eastern Partnership (**Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine), please describe how it **contributes to specific themes under the 4 platforms** or other themes mentioned in the summit declarations.

*Maximum 3000 characters.*

* 1. If your project connects to other regional, national or international strategies, please describe below which ones and in what way (optional).

*Maximum 3000 characters.*

* 1. To the best of your knowledge, briefly describe other similar/complementary initiatives or projects in the Baltic Sea Region, financed by INTERREG or other sources.

*Maximum 3000 characters.*

* 1. Specify also in what way your project proposal **differs** from/**complements** other initiatives.

*Maximum 3000 characters.*

***3 Composition of the partnership***

***Your description should focus on the partnership for the seed funding project you apply for.***

* 1. **Swedish main applicant (coordinator)**

| Name, country and type of organisation | Role of organisation in this project | Competence of organisation that contributes to this project | Added value this organisation gains from participating |
| --- | --- | --- | --- |
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* 1. Please state how this project relates to the main applicant’s other **core activities and strategies/goals as well as projects**. Please also reflect on the main applicant’s **commitment** to the project.

*Maximum 2000 characters*

* 1. Describe all project partners, including name of organisation, country and type of organisation. For each organisation, specify briefly its **competence and role** in this project. Describe the **added value** each gains from participating in it. Maximum 11 partners in total.

***How to use tables below***

* *Start in the selected cell or choose another cell by clicking in it*
* *You can add/delete a row by selecting the row in the left margin, then pressing the right mouse button and selecting ‘Add row’/‘Delete row’.*
* *You can use the ‘Table tools’ function in Word to add/delete rows.*
* *To leave this section after filling it in you have to move to another section manually.*
  + 1. Core countries within EU - Estonia, Latvia, Lithuania, Poland, Sweden (partner, not main applicant)

| Name, country and type of organisation | Role of organisation in this project | Competence of organisation that contributes to this project | Added value this organisation gains from participating |
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3.3.2 Core countries outside EU - Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia, Ukraine

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| Name, country and type of organisation | Role of organisation in this project | Competence of organisation that contributes to this project | Added value this organisation gains from participating |

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3.3.3 Additional countries (Denmark, Finland, Germany) – prerequisite of 2 core countries within EU

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| Name, country and type of organisation | Role of organisation in this project | Competence of organisation that contributes to this project | Added value this organisation gains from participating |

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* 1. Describe in what way the project strives to make the partnership and/or project activities reflect a cross-sectoral and multi-level governance perspective.

*Maximum 2000 characters*

***4 Summary: Objectives, activities, indicators and expected outputs***

* ***Specify the SMARTER (Specific, Measurable, Accepted, Relevant, Time-bound, Emotionally attractive and Realistic) short-term objectives to be achieved during the seed funding project, along with the project’s activities, indicators and expected concrete outputs and/or its established structures.***
* ***Please note that these exact objectives are to be reported in the final project report.***
* ***Please see the instructions for detailed information on how to fill in the compilation table.***

***How to use this table***

* *Start in the selected cell or choose another cell by clicking in it*
* *You can add/delete a row by selecting the row in the left margin, then pressing the right mouse button and selecting ‘Add row’/‘Delete row’.*
* *You can use the ‘Table tools’ function in Word to add/delete rows.*
* *To leave this section after filling it in you have to move to another section manually.*

| Short-term project objective | Activity/Operation | Indicator | Expected output |
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***5 Work plan***

***Make a work plan using the table below. Please make sure that all activities mentioned in the table compilation in section 4 above******are also mentioned here. If dates are not available, state the expected time frame in as much detail as possible. Also day-to-day activities in the project should be mentioned.***

***How to use this table***

* *Start in the selected cell or choose another cell by clicking in it*
* *You can add/delete a row by selecting the row in the left margin, then pressing the right mouse button and selecting ‘Add row’/‘Delete row’.*
* *You can use the ‘Table tools’ function in Word to add/delete rows.*
* *To leave this section after filling it in you have to move to another section manually.*

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| Date(s) | Place/Country | Events and day-to-day activities | Responsible partner | Stakeholders/parti-cipants |

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***6 Communication***

***Describe your main communication goals and how the objectives, activities and outputs of the project will be disseminated and communicated***

*Maximum 2000 characters per textbox*

* 1. Main communication goals

* 1. Dissemination and communication within each partner organisation.

* 1. Dissemination and communication internally within the partnership.

* 1. Dissemination and communication to relevant stakeholders (for example other networks), including policymakers and possible end users of the project’s outputs.

***7 Sustainability***

***Indicate how you intend to achieve long-term sustainability for the project results and how you intend to ensure durability for your project/partnership.***

***Maximum 3000 characters per textbox***

* 1. Please identify **possible practical uses of the outputs,** from the seed funding project, both within the partnership and in reference to external stakeholders/target groups.

* 1. Describe your **plans for an extended future project/collaboration;** how to develop the **partnership, conditions and (financial) resources necessary** as well as long-term goals.

* 1. Indicate potential future sources of **funding**, both internal and external. The external funding sources must be defined and linked to **specific calls** within different **funding programmes** and you should describe how your partnership – either the current one or the one developed through the project – fits into those calls.

***8 Risk analysis***

***Your description should focus on the seed funding project you are applying for. Risks associated with corruption are obligatory (see separate table).***

***The risks might relate to project management, financial reporting, formal problems, key people and staff, costs, funding issues, activities, or partners’ and stakeholders’ availability and interests. If you foresee risks in other areas than those mentioned above, it is important that these risks are also addressed in the risk analysis below.***

The risk analysis report must be provided using the template below. (**Note that the template in grey is only an example**.) ***Please see the instructions regarding more detailed explanations of estimated probability and consequence.***

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| Example  Risk | **Proba-bility** | **Conse-quence** | **Total  risk** | **Risk management** | **Person responsible** |
| Key person leaves the project | 2 | 4 | 8 | Delegate a back-up person for all key people, create a system for continuous documentation. | Project leader/all key people |

| **Risks associated with corruption** | **Proba-bility** | **Conse-quence** | **Total  risk** | **Risk management** | **Person responsible** |
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| Please describe the risk(s) associated with corruption here: |  |  | 0 |  |  |

| **Other risks** | **Proba-bility** | **Conse-quence** | **Total  risk** | **Risk management** | **Person responsible** |
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***9 State aid to third parties/organisations***

***The Swedish Institute has to comply with EU rules on state aid. In order to ensure compliance, it has to assess the relevance of each project’s activities. The information you provide below facilitates such assessment.***

***Detailed information about state aid can be found:***

[***http://www.regeringen.se/regeringens-politik/naringspolitik/statsstod***](http://www.regeringen.se/regeringens-politik/naringspolitik/statsstod) ***(Swedish)***

[***http://ec.europa.eu/competition/state\_aid/overview/index\_en.html***](http://ec.europa.eu/competition/state_aid/overview/index_en.html) ***(English)***

***It may be that project partners grant state aid to third parties outside the project partnership. This is because other entities engaged in economic activities, not included as project partners in the project partnership (e.g. associated organisations, target groups, etc.), could receive an advantage through the project’s activities that they would not have received under normal market conditions. This implies that they may be receiving state aid.***

***Examples:***

***• Consultancy or other subsidised services provided to SMEs***

***• Training courses provided to SMEs***

***• Free access to research facilities (e.g. laboratories) for companies***

***Please note: Giving state aid to third parties does not influence the assessment of the project or affect the chances of being granted financial support by the Swedish Institute. However, the de minimis rule will be applied.***

9.1 Do economic operators outside the project partnership (i.e. not listed as project partner in the application) receive an advantage through your activities in the project?



Yes, certain project activities give economic operators outside our project partnership an advantage.



No, there are no project activities that give economic operators outside our project partnership an advantage.