



Application instructions for Third Country Participation in the Baltic Sea Region (TCP), 2018

Final date of application: 17 April 2018 at 15.00 (CET)

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1 Purpose of instructions

These instructions are intended for organisations wishing to apply for project funding from the Swedish Institute (SI) for Third Country Participation in the Baltic Sea Region (TCP). There is information in the instructions about the requirements for applications, the priorities in the call, and the processing and assessment of applications.

We advise you to read through all the instructions before beginning to write your application.

If you have any questions about your project idea/application, please feel free to contact the SI programme manager concerned. See contact details on our website:

<https://si.se/en/apply/funding-grants/third-country-participation-baltic-sea-region/>

2 About Third Country Participation in the Baltic Sea Region

Third Country Participation in the Baltic Sea Region (TCP) offers Swedish actors the opportunity to apply for project funding for the inclusion of actors from one or more of the programme countries, i.e. Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia and Ukraine in a current EU project or in a flagship under the EU Strategy for the Baltic Sea Region.¹

The overall aim of this type of funding support is to help bring about sustainable development and greater global competitiveness in the Baltic Sea Region. The purpose is also to create conditions for mutual and long-term cooperation between actors in Sweden and other EU countries in the Baltic Sea Region and the countries listed above.

Projects are to **impact on a challenge** identified under the EU's Eastern Partnership and/or the EU Strategy for the Baltic Sea Region (EUSBSR) and must be of relevance to the countries involved in the application. The EUSBSR and its Action Plan call for the challenges in the region to be addressed through transboundary and cross-sectoral cooperation. The EUSBSR mentions the importance of involving non-EU countries located in the Union's immediate vicinity. The Eastern Partnership was established in 2009 and represents the EU's policy for deepening relations with six countries of Eastern Europe: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.

TCP project funding is intended to help broaden and deepen relations and cooperation between the countries in the region. Based on EU cooperation in general, it seeks to include non-EU countries in the immediate vicinity in EU partnerships currently underway. A specific aim of TCP is to give the partner countries involved a closer understanding of and greater access to the EU's structures and networks. This is expected to facilitate cooperation in the long term and also means that current EU projects/EUSBSR flagships will acquire a broader approach and a new dimension.

3 Application period for the spring 2018 call

The application period is 15 March – 17 April 2018, 15.00 (CET).

Note that applications must be submitted by 15.00 Swedish time on 17 April 2018.

¹ Read more about EU projects and flagships in Section 5.

4 Linkages to policy

In the application for TCP funding the applicant is to describe how the project relates to the EU's Eastern Partnership and/or the EU Strategy for the Baltic Sea Region.

Additional instructions on how to describe linkages to policies/frameworks in the application are to be found in Section 12.

EU Strategy for the Baltic Sea Region

The EUSBSR is one of the EU's macro-regional strategies, i.e. an agreement between member states in the EU and the European Commission on deepening cooperation between the countries around the Baltic Sea with a view to meeting the common challenges that the region faces. The strategy is a guide and an aid designed to help countries prioritise and engage in joint efforts in the region. It covers the EU member states in the region, i.e. Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland and Sweden. The EUSBSR mentions the importance of cooperating with non-EU countries located in the Union's immediate vicinity.

The strategy has three overall objectives:

- save the sea
- connect the region
- increase prosperity.

The EUSBSR includes an action plan², in which the three overall objectives have been broken down into 12 sub-objectives. The strategy itself has been divided into 13 policy areas and 4 horizontal actions addressing one or more of the overall objectives/sub-objectives. Each policy area/horizontal action in the strategy has its own coordinator, and each has specific objectives and actions for the work undertaken.

The EUSBSR is implemented by means of what are termed flagships. These are always linked to a specific policy area/horizontal action. A flagship is often the result of a policy discussion in a given policy area or horizontal action. Flagships are designed to show the aim or focus of each policy area/horizontal action in a given field. They may for instance serve as pilot examples of a desired change, or help develop important solutions, new methods, or networks seeking new forms for cooperation. Flagships might also involve important investments of macro-regional relevance.

A flagship could be:

- an individual project
- a group of projects contributing to the same action
- a process (e.g. a network, a new cooperation platform etc)³

New flagships are proposed by the coordinators of the respective policy areas/horizontal actions but decisions about them are taken at meetings between the countries' national coordinators.

For further information on current flagships, see the documents 'Ongoing and completed flagships of the EUSBSR' on the EUSBSR website.

<http://www.balticsea-region-strategy.eu/action-plan>

Read more about the EU Strategy for the Baltic Sea Region:

<http://www.balticsea-region-strategy.eu/>

² The current version of the action plan can be found at the EUSBSR website: <http://www.balticsea-region-strategy.eu/action-plan>

³ Ongoing and completed flagships of the EUSBSR, page 2

The EU Eastern Partnership

The Eastern Partnership was established in 2009 and is the EU's policy for deepening relations with six countries of Eastern Europe: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. The policy takes the form of a partnership with these countries. The principal focus in the partnership is on each partner country's bilateral relations with the EU. In addition, multilateral cooperation has been established for the purpose of supporting these bilateral relations and paving the way for cooperation between the countries.

The scope, objectives and principles of this multilateral cooperation have been adopted and confirmed at five summit meetings (Prague 2009, Warsaw 2011, Vilnius 2013, Riga 2015 and Brussels 2017). These are set out in the 'Eastern Partnership Summit Declarations'. Such cooperation takes place within platforms reflecting the four priority areas:

- Strengthening institutions and good governance (including security-related issues)
- Economic development and market opportunities
- Connectivity – transport infrastructure, energy efficiency, environment and climate change
- Mobility and international contacts.

At the Brussels summit in 2017, the countries reached agreement on 20 specific deliverables to be achieved by 2020. Each deliverable relates to a priority area.⁴

Read more at <http://www.euneighbours.eu/en/policy/eastern-partnership>

5 More about EU projects and flagships

As noted above, Third Country Participation (TCP) in the present context offers Swedish actors the opportunity to include one or more of the programme countries, i.e. Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia and Ukraine, in a current EU project or in a flagship initiative under the EU Strategy for the Baltic Sea Region.

The ongoing EU project that a third country cooperates with is expected to involve a partnership consisting partly or wholly of Baltic Sea Region countries, in order to further strengthen regional cooperation. In this connection, such countries are Denmark, Estonia, Finland, Germany, Latvia, Lithuania and Poland. In addition, other countries may also be involved in the EU project.

Since flagships are a component of the EUSBSR, flagship partnerships are by definition made up of Baltic Sea Region countries.

The Swedish main applicant to the Swedish Institute must be a partner in the EU project/flagship, but that project/flagship may be headed by a party other than the Swedish main applicant to SI.

The Swedish main applicant must have a clear and explicit interest in acting as a bridge in an ongoing EU project/flagship under the EUSBSR.

Below is a more detailed explanation of what may be described as an EU project or flagship under the EUSBSR.

⁴ The document "20 Deliverables by 2020" can be found at the website <http://www.euneighbours.eu/en/policy/eastern-partnership>.

EU projects

EU projects, in this context, refer to projects that are:

- financed by the European Structural and Investment Funds (ESIF)⁵
- financed by other EU programmes
- financed by some other type of programme partially funded by the EU, such as BONUS.
- project platforms in the Interreg Baltic Sea programme⁶ or similar project platforms/networking platforms within other EU-programmes.

An EU project must already have been approved by its principal financier before any application can be made for Third Country Participation funding from SI. The Swedish Institute will require applicants to supply documentation confirming that EU financing has been granted. See further details in Section 11.

Flagships in the EU Strategy for the Baltic Sea Region

Flagships are a process or project that is part of the work in a policy area or a horizontal action under the EUSBSR. They are described in closer detail in Section 4.

In order to apply to the Swedish Institute, flagship status must already have been confirmed. SI will require applicants to supply documentation confirming such status. See further information in Section 11.

6 Thematic areas for the application

You must state on the application form which of the general thematic areas the application comes under. This division into areas is only for administrative purposes and does not affect assessments. It is important to remember that the project focus should be able to fit into several different areas, but you should choose the one you think most appropriate. This may for instance involve a project in the cultural field which, depending on its focus and/or how the challenges are defined, could come under both ‘Sustainable growth for increased prosperity’ and ‘Regional challenges’. Social entrepreneurship is another example of a focus that could apply in several different areas. The areas are:

- | | |
|--|---|
| <i>An ecologically sustainable region</i> | - Pertains to projects in the field of the environment and sustainable development. |
| <i>Sustainable growth for increased prosperity</i> | - Pertains to projects relating to business and projects concerning for instance innovation, regional development or tourism. |
| <i>Challenges to the region</i> | - Pertains to projects relating to society such as ones involving social issues, public health or civil security. |

⁵ This refers to both national/regional programmes and Interreg programmes.

⁶ TCP funding may also be used to include the above-mentioned countries in the project platforms funded as part of the Interreg Baltic Sea programme. Formally, such platforms are regarded as EU projects, the difference being that their main purpose is to disseminate results.

7 Directions for applications concerning Third Country Participation in the Baltic Sea Region

- Applications are to be sent in via the TCP form in SI's web portal and must be completed in full, with all appendices (in their specific templates) attached.
- Projects may start between 1 August 2018 and 1 January 2019.
- The project may run for no more than two years. It must be at least 6 months long and end at roughly the same time as the main project.
- The applicant must be an actor based in Sweden and must also be the main party responsible for completion of and reporting on the project.
- The application must involve at least two actors, i.e. a Swedish main applicant and an actor from at least one programme country.
- The application must be linked to a current EU project/flagship under the EU Strategy for the Baltic Sea Region.⁷
- The Swedish main applicant must be a partner in an existing EU project/flagship.
- SI does not grant funding for outright research projects. Research activities may however be a part of the projects applied for.
- SI applies the EU rules on state aid.

If the application is not considered for formal reasons, the applicant organisation will be notified in writing of the grounds for this. SI's decisions are final and may not be appealed.

8 Programme countries

The main applicant must be a Swedish actor participating in the EU project or flagship under the EUSBSR that the third country will be joining. Besides Sweden, a TCP project must include at least one country eligible for support. **If the plan is to include several countries to a single (1) EU project/flagship under the EUSBSR, only one (1) application encompassing all the countries is to be made.**

Programme countries eligible for support:

- Sweden (main applicant)
- Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia, Ukraine (as a third country to be linked to an EU project/flagship)

9 Partnerships

The following Swedish organisations from the public, private and voluntary sectors can apply for funding to pursue a project under TCP:

- Non-governmental organisations
- Business companies
- Local authorities, regional authorities, regional development councils and county councils
- Higher education institutions and research institutes
- Intergovernmental organisations
- Business and trade organisations
- Central government agencies

The party or parties from the non-EU partner countries on whose behalf the funding is being applied for must represent one or more of these actors.

⁷ Read more about what is meant by EU projects and flagships in Section 5.

10 Creating an account for an application

You apply for TCP funding by means of a web application on the Swedish Institute's application portal – <https://applications.si.se/Login>

There, you create an account that gives you access to the application form. Applications can be saved and then completed at a later time.

Final date of application: 17 April 2018 at 15.00 (CET).

Once you have sent in your application you will receive an email with a registration number. If you need to contact us, always refer to this registration number.

11 Filling in an application

The application portal has a special **application form** for TCP entitled 'Third Country Participation in the Baltic Sea Region'.

The form has the following tabs:

- Details of applicant organisation (Swedish organisation)
- Contact for the applicant organisation
- Person in charge/authorised to sign for the applicant organisation
- Information about partners from countries eligible for funding.
- Summary of the project
- Information about the project
- Linkages to relevant policies
- Appendices

A number of separate **appendices** are to be attached to the application form. In the case of Appendices 1, 4, 5 and 7, there are templates that **must** be used. These appendices are described in further detail below. All appendices are mandatory, except Appendices 6 and 7, which are only mandatory when an NGO or a business company is the main applicant. All templates can be found on the SI website. **Each appendix must be no larger than 4 MB.**

- **Appendix 1 (template).** Project description
- **Appendix 2.**
For EU projects⁸: Documentation verifying the **decision** on the granting of EU funding – including details of the EU project's duration and financiers (contact details) – scanned as one (1) joint document.
For Flagships: Written confirmation by a Policy Area Coordinator (PAC) or Horizontal Action Coordinator (HAC) of the **decision** on flagship status under the EU Strategy for the Baltic Sea Region, including details of duration. Contact details for the PAC/HAC are also to be included. The document 'Ongoing and completed flagships of the EUSBSR' on the EUSBSR website lists the flagships that have been approved under the strategy. See <https://www.balticsea-region-strategy.eu/action-plan>
- **Appendix 3.**
For EU projects: A brief **summary** of the EU application and a **document** from the EU project's main applicant certifying that the EU project intends to cooperate with the third-country project concerned. **Also, the document must clearly show that the Swedish main applicant is part of the EU project's formal partnership.** This appendix must contain full details (contact information) of the EU project's main applicant, and a link to the project's website (where such exists), and must be attached, even if the Swedish applicant to SI is the main applicant for the EU project as well.

⁸ In this case, project platforms financed under the Interreg Baltic Sea programme are counted as EU projects.

For Flagships: A brief *summary* of the flagship and a *document* from the flagship leader certifying that the flagship intends to cooperate with the third-country project concerned. *Also, the document must clearly show that the Swedish main applicant for third-country participation is a part of the flagship partnership.* Further, in the case of flagships, the appendix must contain full contact details for the flagship leader, preferably with a link to the website as well.

NB Please note that it is up to the Swedish main applicant to ensure that cooperation in the TCP project complies with the regulations governing the EU project/flagship.

- **Appendix 4 (template).** Budget
- **Appendix 5 (template).** Organisation assessment and formalities
- **Appendix 6 (refers only to NGOs/business companies).**
 - For applications in which an *NGO* is the main applicant, three mandatory appendices are required: the statutes, the most recently adopted annual financial report and the audit report, plus the Swedish Tax Agency's civic registration certificate.
 - For applications where a *business company* is the main applicant, two mandatory appendices are required: form SKV4820 from the Swedish Tax Agency and a registration certificate from the Swedish Companies Registration Office (or the equivalent). To ensure that this appendix can be included in the application, you should make a point of contacting the Swedish Tax Agency in good time beforehand.

There is no special template for these appendices. The appendices are to be attached as a joint document.

- **Appendix 7 (template)** State aid (refers to business companies).

12 Directions concerning the appendices

Below are instructions for filling in appendices 1, 4 and 5. Please note that not all areas in each respective appendix are mentioned below. These instructions are intended as an additional aid in filling in the appendices.

Appendix 1 – Project description

The purpose of Appendix 1 is to describe what you are applying for funding for. The call for TCP funding applications is intended to provide actors in the programme countries with an opportunity to join existing EU projects/flagships under the EUSBSR. Be aware that in certain cases the questions in the application may refer both to the TCP project for which you are seeking funding and to the EU project/flagship you are cooperating with.

The appendix covers the following areas:

- Aim and background
- Context and connection to policy/frameworks (see below)
- Composition of the partnership
- Compilation: objectives, activities, indicators and expected outputs (see below)
- Work plan
- Communication
- Sustainability
- Risk analysis (see below)
- State aid to third parties/organisations

Below is detailed information on certain parts of Appendix 1.

Appendix 1 – Area 2: Context and linkage to policy/frameworks

Projects are to impact on a challenge identified under the EU’s Eastern Partnership and/or the EU Strategy for the Baltic Sea Region and must be of relevance to the countries involved in the application. In the application portal you are asked to state which of the above mentioned strategies the project contributes to, and also which parts of such strategies (policy areas, horizontal actions and priorities). The choices you make are then to be described in closer detail in Appendix 1.

EU Strategy for the Baltic Sea Region

If you have stated in the application portal that your project contributes to the EU Strategy for the Baltic Sea Region, you need to describe in Appendix 1 how it contributes to the specific objectives and actions described in the EUSBSR action plan in your chosen policy area and/or horizontal action.

You can read about the strategy’s various policy areas and horizontal actions in the EUSBSR action plan. The plan describes which objectives and actions have been identified and also which policy areas/horizontal actions. The current action plan that you will be referring to is the one on the strategy’s website.

Read more in the action plan at:

The EU Eastern Partnership

In Appendix 1 and in the application portal you state which of the four priority areas in the EU’s Eastern Partnership your project contributes to, if you consider this relevant. You are to choose one of the four priority areas.:

Priority area in Swedish	Name in the portal
Strengthening institutions and good governance (including security -related issues)	EAP 2017 Strengthening institutions and good governance
Economic development and market opportunities	EAP 2017 Economic development and market opportunities
Connectivity – transport infrastructure, energy efficiency, environment and climate change	EAP 2017 Connectivity, energy efficiency, environment and climate change
Mobility and international contacts.	EAP 2017 Mobility and people-to-people contacts.

The applicable document is the documentation from the latest summit meeting, i.e. in the present case the Eastern Partnership Summit Declaration from the 2017 summit. The documentation from that meeting can be found on the link below. The Eastern Partnership Summit Declaration from the 2017 summit contains a description of the four priority areas and the 20 reform targets (‘deliverables’) associated with them. The website also contains a brief fact sheet about the 20 deliverables.

Read more at:

<http://www.consilium.europa.eu/en/meetings/international-summit/2017/11/24/> (on the 2017 summit)

<http://www.euneighbours.eu/en/policy/eastern-partnership> (general information about the Eastern Partnership)

Appendix 1 – Area 2: Compilation – short-term objectives, activities, indicators and expected outputs.

The table below contains explanations designed to facilitate the formulation of short-term objectives, activities, indicators and expected outputs (the ‘Compilation’ area above). Here, you must relate to the EU project/flagship under the EUSBSR, but the objectives are to refer to the project being funded by SI.

Short-term objectives	Short-term objectives (to be achieved within the project period)	<p>The problem to be solved in the project often describes a negative state of affairs. The objective should describe the positive opposite.</p> <p>The project’s short-term objective should express what the partnership will have changed/achieved once the project is over. Short term objectives must be measurable via one or more indicators.</p>
Activities	Activities	Describe what you specifically intend to do in the project. The activities concerned should lead to the achievement of the project’s stated aims. Several activities can contribute to one and the same objective.
Indicators	Indicators	<p>Indicators are to be drawn up for the project’s measurable, short-term objectives. It is important to establish in advance how the indicators are to be measured. An indicator is a concrete sign of what has been achieved in relation to the initial state of affairs.</p> <p>If it is difficult to show what the objective is specifically supposed to achieve, or what changes the project is to bring about, this is often because the objective is too wide-ranging or formulated in too abstract a way. Where this is the case, try to reduce the project to a level at which it is possible to show what is specifically to be achieved or changed.</p>
Expected outputs	Expected outputs	For each objective, state what will have been achieved/changed once the project has been completed based on what the situation looked like before the project began.

Appendix 1 – Area 8: Risk analysis

Risk analysis (the ‘Risk analysis’ area above) is an important part of the application, since it increases the likelihood of the project objectives being achieved. The purpose of the analysis is to predict conceivable events that may jeopardise implementation of the project and thereby achievement of the short-term objectives. Some risks can be mitigated through good planning, and sometimes adverse consequences can be avoided through appropriate action. There are also risks that can be neither prevented nor managed but which must still be included in the risk analysis in Appendix 1.

Such risks may for instance be associated with project management, economic reporting, formal problems, key actors/individuals, costs, further financing, activities, or interest/participation on the part of partners/stakeholders.

A careful analysis of relevant risks and a concrete plan of action benefit both the application and your cooperation in the project. Please note that risks involving corruption **must** be described in the risk analysis.

Instructions for presenting the risk analysis:

- Which risks are present internally within the partnership or in relation to individual partners?
- What external risks are there?
- How likely is it that the risks will transpire (1 – unlikely, 2 – possible, 3 – likely, 4 – certain)?
- Weight the risks according to how serious the consequences may be (1 – negligible, 2 – mild, 3 – perceptible, 4 – severe).
- Then estimate the total risk in terms of likelihood x consequence.
- For all risks involved, risk management is to be made clear and the person(s) responsible for it is to be stated.

Appendix 4 - Budget

Appendix 4 is to be enclosed with the application using the .xls eller .xlsx format. The budget template comprises a tab with instructions, a compilation tab and tabs for detailing costs.

It is important to follow the directions outlined below and in the budget template.

Make clear which item in the budget corresponds to the activity concerned. Specify how the various costs have been calculated. If a project budget is seriously lacking in detail, this may mean that the application will not be considered.

General information

- Application amount: a maximum of **SEK 350 000 for one year** or a maximum of **SEK 700 000 for two years**. The minimum amount that may be applied for, irrespective of the project's duration, is **SEK 200 000**.
- Salary expenses must be given as an **actual** cost, including statutory employer contributions (LKP).
- SI does not fund the purchase of equipment.
- SI does not fund expense allowances, i.e. if these occur in the project over and above board and lodging they are to be itemised as co-financing.
- SI may revise the applicant's project budget before a decision is made.

Costs for non-eligible programme countries:

- EU project/flagship participants from other Baltic Sea countries – Denmark, Estonia, Finland, Germany, Latvia, Lithuania or Poland – do **not** qualify for this funding.
- However, **certain activities** taking place in eligible countries and relating to meetings/travel may be funded in the case of participants from the above countries, i.e. EU countries in the Baltic Sea Region. Read more about this in the section headed Budget breakdown, Budget category 2 on meetings and mobility, and in Appendix 3.
- Other EU countries taking part in the EU project can also participate in activities in accordance with the above, but only if this is deemed to be **of particular relevance** for the activity being undertaken. If this is the case, it must be noted in Appendix 1, Area 5 Work plan, so that it is made clear which parties are taking part in the activity.

Budget breakdown

The budget is divided into two main budget categories comprising a number of budget groups.

Budget category 1: Project management, overheads, analysis and communication

Please note that this budget category may constitute at most 60 % of the amount applied for from SI. This budget category consists of the budget groups below.

Budget group	Project management	Includes the budget items Project management and Project administration . Only the Swedish main applicant may apply for project management and project administration funding within the scope of these budget items, since this organisation is responsible for the project's financial control and follow-up.
Budget group	External audit	Remuneration for the mandatory external auditing may not exceed SEK 25 000.
Budget group	Overheads:	May constitute no more than 10% of the total amount applied for from SI. Pertains to costs for such things as administration in support of core activities. Organisations applying for compensation for overheads must specify which costs are included but must state a total amount for all overheads without itemising them. Examples of overheads are costs for premises, supplies, telecommunications and post, and staff expenses for support functions.
Budget group	Analysis, performance and follow-up	<p>Includes the budget items Internal project-wide tasks and External expertise.</p> <p>Internal project-wide tasks refers for instance to qualified analysis or report work performed by an organisation from a country that is eligible for funding and is included in the formal partnership.</p> <p>Costs for the work of organising and administering project-wide activities may also be recognised under this item. Costs for financial management, auditing and reporting may not be included in this budget group. It must be clearly shown in the specification which partner in the project performs the work.</p> <p>The external expertise category may only cover activities/services provided or undertaken by external parties (i.e. not by project partners, either in the SI project or the EU project/flagship).</p>
Budget group	Communication costs	Pertains to costs for external communication. Costs for the communication-related activities of external expertise engaged for the project are also to be included here.

Budget category 2: Meetings and mobility

Includes the two budget groups below.

Note that 1–2 workshops may take place in a third country participating in the partnership, with funding opportunities for a small number of participants from parties in the EU project/flagship. **In total, a maximum of SEK 75 000 may be used for this purpose. Approved budget items are national travel (within countries); international travel (between countries); visa costs, food and lodging.**

Budget group	Meeting costs	The budget items <i>external speakers/debate moderators, costs for premises, conference equipment, refreshments etc; interpreter and translation costs</i> . External speakers may come from non-eligible countries.
Budget group	Travel and lodging	The budget items <i>travel, national</i> (within countries); <i>travel, international</i> (between countries); <i>visa costs; food and lodging</i> . Remuneration for food and lodging may be applied for to cover a maximum of ten consecutive working days.

Appendix 5 – Organisation assessment and formalities

The purpose of Appendix 5 is to describe and respond to formal issues. Besides funding disbursement details (PlusGiro/BankGiro), the appendix is to include the following:

- Basic information about the main applicant
- Assessment of the main applicant organisation (self-assessment)
- Any previous funding from the Swedish Institute
- Possible forwarding of funds to other parties/countries

The appendix is to be signed by the person who is familiar with the information supplied. This is not always the same as the person identified as the project leader.

13 Processing applications

A submitted application is a public document.

Information on how SI handles personal details

In applications for Third Country Participation in the Baltic Sea Region, SI collects details of the main applicant organisation, the first name and surname of the project leader, and the person responsible for the application. The details cover the name of the organisation, its corporate identity number and its address, including country, email, website and telephone number. SI collects similar details for co-applicant parties. This information is collected so that we can handle applications properly at each stage and so that we can communicate with the parties concerned. It is also used for the purpose of analysing application rounds currently under way. Once the application has been decided on, the personal details in it are used for information purposes and/or analysis/follow-up. Where relevant, the details are shared with Swedish missions abroad and with other financiers and/or actors within for instance the EU Strategy for the Baltic Sea Region. To apply for funding from the Swedish Institute, the main applicant must confirm in the application portal that it has taken note of these conditions.

Assessment criteria

SI assesses applications for TCP project funding on the basis of three main aspects: *relevance*, the *composition of the partnership* and the project's *feasibility* and *sustainability*.

Each main area has in turn a number of interim stages that are subject to special scrutiny when assessing an application. These interim stages are outlined below.

Relevance of the project

Here, assessment is made of the project's relevance in relation to the challenge that the partnership intends to tackle. Also, the project's links with the EU's Eastern Partnership and/or the EU Strategy for the Baltic Sea Region is assessed. SI assesses what added value accrues to the EU project/flagship as a result of including a third country. SI also assesses what added value accrues to the third country/countries as a result of its/their participation in the project.

Composition of the partnership

SI assesses the partners' capacity to implement the project. In the case both of partnerships and of project management and reporting, it is vital to show that there is a mandate, sufficient capacity and active ownership of the proposed project, so as to ensure implementation. SI assesses whether the actors taking part in the project are adequate for the purpose. In addition, it assesses the Swedish main applicant's role as a link between the EU project/flagship and the third country/countries being brought in.

Feasibility and sustainability

Here, assessment is made of whether the project objectives and the planned outputs are feasible, and whether they are achievable within the project period. In addition, SI assesses the way the project is designed in relation to the EU project/flagship – how cooperation with the EU project/flagship is structured and how the EU project/flagship network is made accessible to the TCP project's actors.

SI further assesses the project's ability to create the potential for broader and/or deeper cooperation/partnerships between EU countries and non-EU countries in the Baltic Sea Region in the future.

SI assesses the risk analysis on the basis both of the partnership's risk awareness and of how the partnership intends to apportion and deal with each risk that exists.

In assessing the project's communication plans, SI takes special note of how the partnership intends to achieve results by reaching out to actors in partner countries and in EU projects/flagship networks. SI also looks at how communication between the EU project/flagship and the TCP project is to be shaped.

Where the budget is concerned, assessment is made of how reasonable the project costs are in relation to the objectives, activities and outputs that the project is expected to achieve, and how the money is divided between budget items.

Decisions

Submitted applications are processed after the final date of application. The estimated processing period is about 3 months. SI's decisions are final and may not be appealed.

Disbursement of funds granted

- *1-year projects:* Disbursement of the funds granted (90 per cent of the amount awarded) takes place once the signed agreement has been submitted to SI. The remaining 10 per cent is disbursed, insofar as the funding has been utilised, after the final report, the financial report and the external audit – undertaken by an authorised/approved public accountant – have been received and approved by SI.
- *2-year projects:* Disbursement of the funds granted (90 per cent of the amount awarded) takes place in two stages. Payment of the second sum is conditional upon reporting of the first stage. Here, too, the remaining 10 per cent is disbursed as above.

All projects are to be audited by an external authorised/approved public accountant. Funding for this purpose (maximum SEK 25 000) may be included in the project budget.

14 Links

EU Strategy for the Baltic Sea Region

International website (Eng.)	http://www.balticsea-region-strategy.eu/
The Action Plan (Eng.)	https://www.balticsea-region-strategy.eu/action-plan
Flagships adopted under the EU Strategy for the Baltic Sea Region, updated list, November 2017, “Ongoing and completed flagships of the EUSBSR”.	https://www.balticsea-region-strategy.eu/action-plan
Swedish Government website (Sw.):	http://www.regeringen.se/sb/d/12827
Swedish Government website (Sw.):	https://tillvaxtverket.se/aktuella-amnen/regional-utveckling/samordning-och-uppfoljning/samarbeta-i-ostersjoregionen.html
Brochure: ‘The Baltic Sea Strategy for Beginners’ (Sw.)	https://tillvaxtverket.se/vara-tjanster/publikationer/publikationer-2016/2016-10-17-ostersjostrategin-for-nyborjare.html
Brochure: ‘The Baltic Sea Strategy for Beginners’ (Eng.)	https://www.balticsea-region-strategy.eu/news-room/documents-materials/26-beginner-s-guide-to-eusbsr/download

The EU Eastern Partnership

EU website (Eng.)	http://www.euneighbours.eu/en/policy/eastern-partnership
Swedish Government website (Sw.):	http://www.regeringen.se/internationella-organisationer-och-samarbeten/ostliga-partnerskapet
The 2017 Summit (Eng.)	http://www.consilium.europa.eu/en/meetings/international-summit/2017/11/24/

Call for applications

Application portal:	https://applications.si.se/LogIn
Appendices to the call:	https://si.se/utlysningar/bidrag-finansiering/tredjelandssamverkan-i-ostersjoregionen/
Contact information:	https://si.se/utlysningar/bidrag-finansiering/tredjelandssamverkan-i-ostersjoregionen/
Swedish Government website (Sw.):	http://www.regeringen.se/regeringens-politik/naringspolitik/statsstod/
EU website on state aid (Eng.)	http://ec.europa.eu/competition/state_aid/overview/index_en.html