**Swedish Institute Baltic Sea Cooperation**

***Seed funding – deadline February 5, 2019***

**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.
1. ***Aim and background***
	1. Describe the common challenge or need in the Baltic Sea Region that your project has identified.

*Maximum 2 000 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 2 000 characters*

* 1. State the overall aim of the seed funding project.

*Maximum 200 characters*

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

*Maximum 2 000 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. We recommend to at least check: [www.keep.eu](http://www.keep.eu)

*Maximum 2 000 characters*

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

*Maximum 2 000 characters*

***2 Context and connection to strategy***

The project challenge or need must be related to the **EU Strategy for the Baltic Sea Region (EUSBSR)** and, when applicable, 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.

This part of the application is divided into three sections:

* A/ EU Strategy for the Baltic Sea Region (EUSBSR)
* B/ EU´s Eastern Partnership
* C/ Other (regional, national, international) strategies

**A/ EU STRATEGY FOR THE BALTIC SEA REGION – ACTION PLAN**

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| --- | --- |
| **Countries** | **Link** |
| Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland, Sweden. | [*http://www.balticsea-region-strategy.eu/action-plan*](http://www.balticsea-region-strategy.eu/action-plan)*Please note that the specific objective(s) / actions can be found under the description of the PA / HA in the action plan.* |

* 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 specified in 2.1) that your project contributes to.

*Maximum 500 characters*

* 1. Describe **how** your project **contributes** to the specific objectives/actions mentioned above

*Maximum 2 000 characters*

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

*Maximum 2 000 characters*

**B/ EU’S EASTERN PARTNERSHIP – SUMMIT DECLARATION**

|  |  |
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| **Countries** | **Link** |
| Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine | *https://www.consilium.europa.eu/en/meetings/international-summit/2017/11/24/* |

* 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 declaration from **2017**.

*Maximum 2 000 characters*

**C/ OTHER (REGIONAL, NATIONAL AND INTERNATIONAL) STRATEGIES**

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

*Maximum 2 000 characters*

***3 Composition of the partnership***

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

This question is divided into three sections:

3.1 focusing on the cross-sectorial and multi-governance perspective of the partnership

3.2 focusing on the Swedish main applicant

3.3 focusing on the partners

* 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*

* 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 partner 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 (for Sweden that means other possible project partners in Sweden besides the 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 a full partnership consisting of three countries including at least one core country 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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 ***4 Short-term objectives, indicators and expected outputs***

* ***Specify the short-term objectives to be achieved during the seed funding project, along with the project’s indicators and expected concrete outputs.***
* ***Please note that these exact objectives are to be reported upon 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*
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* *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 | Indicator(s) | Expected output(s) |
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***5 Work plan***

***Make a work plan using the table below. 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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| Time frame | Place/Country | Short description of main events and day-to-day activities | Participating partners and stakeholders | Responsible partner |

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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.***

* 1. Describe how you will disseminate and communicate your project
1. within your partnership?

*Maximum 2 000 characters*

1. to relevant external stakeholders (including policymakers and possible end users of the project’s outputs)?

*Maximum 2 000 characters*

***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.***

* 1. Please identify **possible practical uses of the seed funding project outputs** for different stakeholders/end users.

*Maximum 2 000 characters*

* 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.

*Maximum 2 000 characters*

* 1. Indicate potential future sources of **funding**, both internal and external.

*Maximum 2 000 characters*

***8 Risk analysis***

**The risk analysis report must be provided using the template below. Note that the template in grey is only an example.**

***Risks associated with corruption are obligatory (see table risks associated with corruption).***

***Other risks: 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.***

***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 (1 – 4)** | **Conse-quence (1 – 4)** | **Total risk** | **Risk management** | **Person responsible** |
| --- | --- | --- | --- | --- | --- |

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| Please describe the risk(s) associated with corruption here  |   |   | 0 |       |       |

| **Other risks** | **Proba-bility (1 – 4)** | **Conse-quence (1 – 4)** | **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)***

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.