**Swedish Institute**

***Application for third country participation in the Baltic Sea Region (TCP) – deadline 28 May 2019, 15.00 (CET)***

**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 text boxes.
* You can fill in any text box by clicking in it or move around by pressing the “Tab” key or using the arrow keys.
* This document only works with a PC. If you have problems contact the Swedish Institute.

|  |  |  |
| --- | --- | --- |
| **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) |

# *Aim and background*

* 1. State the **overall aim** of the TCP project (why is this project important?).

*Maximum 200 characters*

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

*Maximum 2000 characters*

1. ***Context and connection to policy/frameworks***

***Remember: your description should focus on the overall context for both the TCP project that you apply for AND the EU project/flagship. Please note that the policies you tick in the application portal should be commented on here.***

* 1. Describe briefly the **national context** and/or **challenge** for the participating third country/countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia, Ukraine).

*Maximum 2000 characters*

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

*Maximum 2000 characters.*

* 1. Specify why it is relevant to include the third country/ countries to the EU-project /flagship? What is the added value for the EU-project /flagship of including these actors?

*Maximum 2000 characters*

* 1. Specify, if relevant, which policy area (PA) or horizontal action (HA) of the EU Strategy for the Baltic Sea Region your TCP project links to (*the same as in the online application*).

*Maximum 100 characters*

* 1. If relevant, state which specific objectives/actions of the chosen PA/HA your project contributes to. Explain how your project contributes to them.

*Maximum 500 characters*

* 1. If relevant, specify which priority of the EU Eastern Partnership your project links to. (*the same as in the online application*).

*Maximum 500 characters*

1. ***Composition of the partnership***

***Your description should focus on the partnership for the TCP project that you apply for and the EU project/ EUSBSR flagship you include them to.***

***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. **Swedish main applicant (coordinator of the TCP project)**

| 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 |
| --- | --- | --- | --- |
|  |  |  |  |

* 1. Please indicate how this project relates to the main applicant’s other **core activities and strategies/goals**. Reflect on your role in the EU project/flagship. Please also reflect on the main applicant’s **commitment** to the TCP project.

*Maximum 2000 characters*

* 1. List the TCP project partner(s), by name of country, organisation and type of organisation. For each organisation, specify briefly their competence, and role. Describe the added value for each of the third country participant(s) of connecting the TCP project with the EU project or the EUSBSR flagship.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

* 1. List the most relevant **EU project partners**, or **flagship partners**, by name of country, organisation and type of organisation. Also specify their role in the EU-project/flagship. Indicate the main lead partner. For EU projects, all partners from Baltic Sea Region countries should be listed (Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland)

| Name of organisation | Country | Type of organisation | Role in the EU-project/flagship |
| --- | --- | --- | --- |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Further comments to your list (optional):

*Maximum 2000 characters*

1. ***Short-term objectives, indicators and expected outputs***

* ***Specify the short-term objectives to be achieved during the Third country participation 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*
* *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 | Indicator(s) | Expected output(s) |
| --- | --- | --- |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

1. ***Work plan***

***Make a work plan for the TCP project using the table below. If dates are not available, state the expected time frame in as much detail as possible. Also activities carried out over a longer phase in the project should be mentioned i.e. report writing etc.***

***Note that the TCP project can include activities such as participation in meetings/activities of the EU project/EUSBSR flagship, individual meetings/activities in third country/ies or in Sweden, joint studies/reports/studies, supplementary case studies in third country/ies etc.***

 ***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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time frame | Place/Country | Short description of main events and day-to-day activities | Responsible partner | Participating partners and other stakeholders. Please show joint activities of the TCP and EU project/flagship. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. ***Communication***

***Describe your main communication plans and how the objectives, activities and outputs of the TCP project will be disseminated and communicated to relevant target groups.***

*Maximum 1000 characters per textbox*

* 1. Dissemination and communication within each partner organisation and within the TCP project.

* 1. Dissemination and communication between the TCP project and the EU project/the EUSBSR flagship.

* 1. Dissemination and communication to relevant stakeholders (for example other networks), including policymakers and possible end users of the project’s outputs (EU project/flagship/TCP project). Consider also how to share your experiences from working with the partnership consisting of both EU countries and third countries. Describe how the communication regarding the TCP project will be part of the EU-project/flagship communication activities (as confirmed in annex 3).

1. ***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 2000 characters per textbox***

* 1. Please identify **possible practical uses of the TCP project outputs** for different stakeholders.

* 1. Describe how participating third country/countries can continue to cooperate with

the Swedish and EU partners. Indicate potential future sources of funding, both internal and external.

1. ***Risk analysis***

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

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

***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 Instruction regarding more detailed explanations of estimated probability and consequence.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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** |
| --- | --- | --- | --- | --- | --- |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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** |
| --- | --- | --- | --- | --- | --- |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |

1. ***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.***

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.