Application instructions for Third Country Participation in the Baltic Sea Region (TCP), 2019

Final date of application: 28 May 2019 at 15.00 (CET)

Version 3 April 2019

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1 Purpose of the 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 the instructions in full before starting your application.

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

https://si.se/third-country-participation

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 (EUSBSR).[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 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 cooperation currently underway. A specific aim of TCP is to give the programmes 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. The cooperation and format of the TCP project depends on the EU-project/flagship set-up. [2]

3 Application period for the spring 2019 call

The application period is 1 April – 28 May 2019, 15.00 (CET).

Note that applications must be submitted by 15.00 (CET) on 28 May 2019.

[1] Read more about EU projects and flagships in Section 5.
[2] For examples of activities in TCP projects, see Section 12

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 meet 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 has an action plan[3] made up of the three overall objectives with 12 sub-objectives. The strategy itself has been divided into 13 policy areas and 4 horizontal actions addressing one or more of the main 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 through, among other things, so-called flagship. Flagships are always linked to a specific policy area/horizontal action and are 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)

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 document '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/

[3] The current version of the action plan can be found at the EUSBSR website: http://www.balticsea-region-strategy.eu/action-plan

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:

- Economic development and market opportunities;
- Strengthening institutions and good governance;
- Connectivity, energy efficiency, environment and climate change;
- Mobility and people-to-people 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.

To read more about the EU Eastern Partnership and for the "20 Deliverables by 2020" document, go to 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 context, 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.

EU projects

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

- financed by the European Structural and Investment Funds (ESIF)[4]
- 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 programme 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. A signed contract for the EU funding must be presented before the contract with SI may be signed. 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:

An ecologically sustainable region	-	projects relating to the environment and sustainable development.
Sustainable growth for increased prosperity	-	business-related projects and projects dealing for instance with innovation, regional development or tourism.
Regional challenges	-	projects relating to society such as ones involving social issues, public health or civil security.

[4] This refers to both national/regional programmes and Interreg programmes. Note, however, that the ongoing EU project which a third country cooperates with is expected to involve a partnership consisting partly or wholly of Baltic Sea region countries.

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

- Applications are to be submitted using the TCP form on SI's web portal and must be completed in full, with all attachments (in their specific templates) attached.
- Projects may start between 1 August 2019 and 1 December 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.[5]
- The Swedish main applicant must be a partner in the 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.
- Please note that the EU project must be able to demonstrate a valid subsidy contract with the EU financier before the TCP project can start. At the time of the application, it is sufficient to be able to present a decision from the EU financier to finance the EU project.
- 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 an actor based in Sweden 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 (as main applicant and if relevant also as partner)
- Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia, Ukraine (as a third country to be linked to an EU project/flagship)

[5] Read more about EU projects and flagships in Section 5.

9 Partnerships

The following actors based in Sweden 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.

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

Create an account which will then give you access to the application form. Applications can be saved and then completed at a later time.

Final date of application: 28 May 2019 at 15.00 (CET).

Once you have submitted 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)
- Details of contact person at applicant organisation
- Details of authorised signatory at applicant organisation
- Details of partner organisations from countries eligible for funding (only)
- Summary of the project
- Details of the project
- Connection to policies
- Attachments

A number of separate **attachments** are to be attached to the application form. In the case of Attachments 1, 4, 5 and 7, there are templates that **must** be used. These attachments are described in further detail below. All attachments are mandatory, except Attachments 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.

- **Attachment 1 (template).** Project description

- **Attachment 2.**
  For EU projects: 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

- **Attachment 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 attachment 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. The document should also confirm that the EU project intends to communicate the cooperation with the third country as a part of its regular communication activities.

  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 attachment must contain full contact details for the flagship leader, preferably with a link to the website as well. The document should also confirm that the flagship intends to communicate the cooperation with the third country as a part of its regular communication activities.

  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.

- **Attachment 4 (template).** Budget

- **Attachment 5 (template).** Organisation assessment and formalities

- **Attachment 6 (refers only to NGOs/business companies).**
  - For applications in which an ***NGO*** is the main applicant, three mandatory attachments are required: the statutes, the most recently adopted annual report, 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 attachments are required: form SKV4820 from the Swedish Tax Agency and a registration certificate from the Swedish Companies Registration Office (or equivalent). Please contact the Swedish Tax Agency well in advance of the closing date to ensure you receive this in time.

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

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

12 Instructions concerning the attachments

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

Attachment 1 – Project description

This attachment is for describing the project which you are applying 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 applying for funding and to the EU project/flagship you are cooperating with.

The attachment covers the following areas:

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

Below is detailed information on certain parts of Attachment 1.

Attachment 1 – Area 2: Context and connection 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 Attachment 1.

EU Strategy for the Baltic Sea Region

The EUSBSR has three overall objectives:

- save the sea
- connect the region
- increase prosperity

As mentioned previously, there is an Action Plan for the EUSBSR. The concrete work within the strategy takes place in 13 so-called Policy Areas (PA) and 4 Horizontal Actions (HA). These areas/actions contribute in various ways to one or more of the overall objectives.

- Each PA/HA is described in the Action Plan. When you write your application, you have to study the Action Plan and identify which PA/HA that your project contributes to.
- Each PA/HA also has its own underlying specific objectives and actions as described in the Action Plan. In your application you must identify which of these specific objectives/actions your project contributes to.
- Last but not least, you should describe in your own words how you see that the project you want to implement contributes to the chosen PA and/or HA and its underlying specific objectives/actions.

The Action Plan with its various policy areas and horizontal actions – as well as the specific objectives and actions identified by each PA/HA – can be found here:

The EU Eastern Partnership

In Attachment 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	**Name in the portal**
Strengthening institutions and good governance	EAP 2017 Strengthening institutions and good governance
Economic development and market opportunities	EAP 2017 Economic development and market opportunities
Connectivity, energy efficiency, environment and climate change	EAP 2017 Connectivity, energy efficiency, environment and climate change
Mobility and people-to-people 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 documents from that meeting can be found in 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)

Attachment 1 – Area 4: Short-term objectives, indicators and expected outputs.

It is important that the application conveys that there is a clear logic in the project. SI wants to see that your project shows a clear link between the identified common challenge, the aim of the project, the short-term objectives, activities, indicators and expected outputs.

The table below explains the logic of the project: that you set **short-term objectives** (to be achieved **no later than** the end of the project period). The short-term objectives need to be based on the common challenge you have defined and the overall aim of the project. It is important that the short-term objectives are not expressed as activities. The activities carried out within the project are, on the contrary, a way of **achieving** the objectives. Later, in Section 5 Work plan, you describe the project activities that should clearly contribute to the project's short-term objectives and expected outputs.

To measure how you succeed, enter one or more **indicators** for each short-term objective. These are used to assess how successful the project has been in relation to its set objectives. An indicator is a measure that should always be neutral, i.e., it should only be 'x young people who...' and not '100 young people who...'.

The project's expected outputs indicate what will be achieved/changed for the respective short-term objectives when the project is completed.

The table below provides explanations for facilitating the formulation of short-term objectives, indicators and expected results. Here you have to relate to the EU project / flagship within the EU strategy for the Baltic Sea region, but the objectives will be about the TCP project that SI finances.

Description of short-term objectives, indicators and expected outputs	
Short-term objectives	The project's short-term objectives should express what the partnership will have achieved (changed) at the latest once the project is over. Several short-term objectives are to be specified. ***Keep in mind:*** Activities and objectives are closely linked, but it is important to keep them apart. For example, arranging five seminars is not an objective but an activity. The objective may, however, be to increase the knowledge of those participating in the seminars. ***Example:*** Young entrepreneurs in the tourism sector know how to start a business.
Indicators	Establish indicators for the project's short-term objectives. There should be at least one indicator for each short-term objective. ***Keep in mind:*** There are two kinds of indicators: quantitative and qualitative. Both types are often needed to capture different aspects of fulfilling the objective. To show how your project meets the short-term objectives, we would like to see that the project as a whole contains both quantitative and qualitative indicators. *A quantitative indicator* can for example be a number (amount, average or median) or a percentage. One example could be the number of students with passing grades from secondary school. *Qualitative indicators* can be expressed in quantitative terms, but they then represent so-called 'soft' information – such as values, attitudes and behaviours of the target audience. One way to measure and quantify qualitative indicators could be through surveys that indicate the proportion of respondents who have certain behaviour or a certain attitude. It is important that you determine in advance how to measure the indicators, i.e., method of measurement, so that the expected results listed below can be confirmed. ***Example:*** • The number of young entrepreneurs who have participated in the project's seminars (quantitative indicator) • The number of young entrepreneurs who know how to start a business (qualitative indicator)
Expected outputs	For each short-term objective, state what will have been achieved/changed once the project has been completed. ***Keep in mind:*** If you find it difficult to put expected outputs into words, it is often because the objective is too extensive or too abstractly formulated. It is also important that the activities are designed in a manner that makes the outputs measurable. ***Example:*** 30 young individuals in the tourism sector know how to start a business.

Attachment 1 – Area 5: Work plan

In this section you are to describe the project's work plan. The work plan allows SI to assess whether your project is logically structured and if there is a relevant and clear division of responsibility in the partnership. SI does not request exact dates, but at a minimum, please provide overall timeframes. In addition to obvious activities such as workshops, conferences and meetings, please also describe ongoing activities such as preparation of meetings, planning, evaluation work, report writing etc. Also provide a brief description of the activities for us to understand the contents of planned workshops, conferences and meetings.

Attachment 1 – Area 6: Communication

Communication is not a separate part of a project, but rather an integral part of achieving a project's aim. In addition to the organisations that are partners in the project, you will certainly need to involve/reach additional groups in different ways if you are to achieve your objectives. In this section you are to briefly describe how you will work with internal as well as external communication. Below are a number of questions that may support the planning of the project's communication:

- Which target groups need to be made aware of the project and what you are doing in your project so as to influence the target group positively?
- What change would you like to see among these target groups? Do you want to increase knowledge, or influence their attitudes or actions?
- What information or message does the respective target group need? (Messages answer the questions: what, why and how?)
- Which methods/channels will you use to bring the message to each respective target group?

Set the ambition of your communication plans in relation to your project. It is most important to prioritise the target groups and the communication activities that can best support fulfilling your project aim.

Attachment 1 – Area 8: Risk analysis

Risk analysis 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 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 Attachment 1.

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

Instructions for presenting the risk analysis:

- How likely is it that the risks will happen (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).
- Estimate the total risk in terms of likelihood x consequence.
- For all identified risks, risk management is to be explained and the person(s) responsible for it is to be stated.

Attachment 4 - Budget

Attachment 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.
- 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 Attachment 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 Attachment 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. Refers 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	Includes the budget items *Internal project-wide tasks* and *External expertise*. In the budget item *Internal project-wide tasks* all of the project's partners can list costs for mutual activities within the project. This can for instance refer to qualified analysis and report work performed by an organisation from one of the partnership's eligible programme countries (Sweden or third country/ies). 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. 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).
Budget group	Communication costs	Refers 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

The budget category includes the two budget groups below i.e. meeting costs and travel and lodging.

If a workshop takes place in a third country, the project can finance a few participants from parties in the EU project / flagship (for participation in max. 1 - 2 workshops). **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.** Note that the Swedish main applicant and third country partner/s can use the travel budget freely for meetings within the TCP project and are not restricted to SEK 75,000.

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

Attachment 5 – Organisation assessment and formalities

This attachment describes and responds to formal issues. In addition to funding disbursement details (PlusGiro/BankGiro), the attachment should also include:

- 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 attachment 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 ((i.e. embassies and consulates) and with other financiers, such as Interreg-programmes, and actors who work 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 starts by doing a validity check to see if the application fulfills the basic requirements such as type of organisation, partnership, a complete application on correct templates etc. After that, SI assesses the 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 assessment area has a number of interim stages that are subject to detailed scrutiny during the assessment. 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 partnership as well as in 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, consideration is given to 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.

An assessment of the risk analysis based on both the partnership's risk awareness and management plan to deal with risk will be carried out.

In assessing the project's communication plans, special note will be taken 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.

The budget assessment looks at 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 application closing date. The estimated processing period is about 2-3 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 will be disbursed only if the full funds have been utilised, and after the final report, the financial report and the external audit 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, June 2018, "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
Website of the Swedish Agency for Economic and Regional Growth (Sw.)	https://tillvaxtverket.se/amnesomraden/regional-kapacitet/regionalt-tillvaxtarbete/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
Attachments to the call	https://si.se/third-country-participation
Contact information	https://si.se/third-country-participation
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