**Swedish Institute Baltic Sea Cooperation**

***Seed funding – deadline February 15, 2022 (15.00 CET)***

**Project description**

**Applicant organisation**

**Project acronym**

**Project title**

**Contact person**

**Short project summary incl major activities and expected main achievements**

**(max 1 000 characters incl blank spaces)**

**How to fill in this form and text box limitations**

* 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.
* Please note that the textbox limits below include characters + blank spaces.
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. We recommend to at least check:** [**www.keep.eu**](http://www.keep.eu) **and the SI project database at** [**www.si.se/en/seedfunding**](http://www.si.se/en/seedfunding)

*Maximum 2 000 characters*

* 1. **Specify also in what way your project proposal differs from and/or complements above mentioned 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 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/ 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.* | *Please note that the specific objective(s) / actions can be found under the description of the PA in the current action plan.**Current action plan:* [*http://www.balticsea-region-strategy.eu/action-plan*](http://www.balticsea-region-strategy.eu/action-plan)*Read the instructions for more information.*  |

* 1. **State the policy area (obligatory) 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 action(s) (within your chosen policy specified in 2.1) that your project contributes to.**

*Maximum 500 characters*

* 1. **Describe how your project contributes to the action(s) mentioned above**

*Maximum 2 000 characters*

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

*Maximum 2 000 characters*

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

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| **Countries** | **Link** |
| Armenia, Azerbaijan, Belarus[[1]](#footnote-1), Georgia, Moldova, Ukraine***Please note:*** *Due to the current situation in Belarus, the Swedish Institute (SI) has decided that as of 1 October 2020, public partners from Belarus may currently only participate in SI funding projects if no financial support from SI is offered. Any updates on this decision will be published on the website* [*https://si.se/projektinitiering*](https://si.se/projektinitiering) *(Swedish) and* [*https://si.se/en/seedfunding*](https://si.se/en/seedfunding) *(English)* | *“Joint Staff Working Document: Recovery, Resilience and Reform: post-2020 Eastern Partnership priorities adopted in July 2021“:*<https://eeas.europa.eu/sites/default/files/swd_2021_186_f1_joint_staff_working_paper_en_v2_p1_1356457_0.pdf>*Read the instructions for more information.* |

* 1. If your project includes countries within the **EU’s Eastern Partnership** (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine), please describe how the project **contributes to the 5 objectives for post-2020 Eastern Partnership priorities.**

*Maximum 2 000 characters*

**C/ OTHER INTERNATIONAL STRATEGIES/FRAMEWORKS**

* 1. **If your project connects to other international strategies/frameworks, please describe below which ones and in what way.**

*Maximum 2 000 characters*

***3 Composition of the partnership***

This question is divided into following sections:

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

3.2 details on the Swedish main applicant

3.3 listing the project partners (please note that a partner letter must be enclosed for every partner)

3.4 listing associated partners, if any

When indicating type of organization, please choose one of the ones mentioned below:

Non-governmental organisation,

Intergovernmental organisation,

Government agency,

Local and regional authority,

Higher education institution (HEI) or research institute,

Business and trade organisation,

Business company

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

*Maximum 2 000 characters*

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

Please note: if the main applicant is an international/intergovernmental organisation based in Sweden, the partnership needs a partner from Sweden.

| Name of main applicant (based in Sweden) | Type of organisation (see list under 3 above) |
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* 1. **List all project partners, including name of organisation, country and type of organisation.**

Please note that all project partners mentioned below must be from core countries or additional countries. Maximum 11 project partners in total. One partner letter from every partner must be enclosed. Associated partners, if any, are not registered here.

 ***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 of partner organisation | Country | Type of organisation (see list under 3 above) |
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**3.3.2 Core countries outside EU - Armenia, Azerbaijan, Belarus[[2]](#footnote-2), Georgia, Moldova, Russia, Ukraine**

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| Name of partner organisation | Country | Type of organisation (see list under 3 above) |

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3.3.3 **Additional EU countries (Denmark, Finland, Germany) – can only participate in a complete partnership that already consists of at least three countries i.e. a main applicant from Sweden and at least one other EU core country and then yet another core country (EU or non-EU). Read more in the instructions.**

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| Name of organisation | Country | Type of organisation (see list under 3 above) |

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* 1. **Associated partners (optional)**

The associated partners, if any, are not project partners. The associated partners should not be mentioned in the online application portal and not enclose partner letters.

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| Name of organisation | Country | Type of organisation (see list under 3 above) |

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* + 1. **Role of associated partners (optional)**

**Describe briefly in what way the associated partners contribute to and benefit from participation in the project.**

*Maximum 1 000 characters*

 ***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 make sure that the work plan activities are supporting the short-term objectives.*
* *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) |
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1. ***Project setup and work plan***

***5.1 Description of project setup***

***5.1.1 Please describe, a/ how the partnership jointly meets the identified challenge in an effective and sustainable way and b/ the project setup as a whole. Please refer to the application instruction (11.1.5).***

*Maximum 2 000 characters*

 ***5.2 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.* *Please indicate if events are digital. Please make sure that the work plan activities are supporting all short-term objectives.*

 ***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 your main communication goals**

*Maximum 2 000 characters*

* 1. **Describe how you will disseminate and communicate your project both within your partnership and 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). The other risks might relate to project/partnership related or external risks.*

*Examples of project/partnership related risks: project management, financial reporting, formal problems, key people and staff, costs, funding issues, activities, or partners’ and stakeholders’ availability and interests.*

*Examples of external risks: political changes, conflicts, pandemics etc.*

*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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| **Other risks (project/partnership risks and external 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.

***10 Development of this project proposal***

**10.1 Please describe how you have collaborated in the partnership with the preparation of this application and / or with external support.**

*Maximum 1 000 characters*

1. Due to the current situation in Belarus, the Swedish Institute has decided that as of 1 October 2020, public partners from Belarus may currently only participate in SI funding projects if no financial support from SI is offered. Any updates on this decision will be published on the website https://si.se/projektinitiering and https://si.se/en/seedfunding [↑](#footnote-ref-1)
2. Due to the current situation in Belarus, the Swedish Institute has decided that as of 1 October 2020, public partners from Belarus may currently only participate in SI funding projects if no financial support from SI is offered. Any updates on this decision will be published on the website <https://si.se/projektinitiering> and <https://si.se/en/seedfunding> [↑](#footnote-ref-2)