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Datum: Date: 2023-01-17

Enclosure: 4

Document: Organisation Description

# SI Baltic Sea Neighbourhood Programme – Seed funding and cooperation projects

## Enclosure 4: Organisation Description

Call for funding 2022/2023 with application deadline 2 March 2023

**Applicant organisation**

**Project acronym**

**Project title**

**Contact person**

**Organisation Registration Number (Organisationsnummer)**

**Bankgiro service or Postal giro service**

**Your reference for payments (maximum 8 letters)**

## About this enclosure

This enclosure should describe the Swedish main applicant. The Swedish main applicant must describe what competence they contribute to the project and what added value they consider gaining from participating in the project. The main applicant must also describe how the project relates to the organisation's own activities and goals as well as to national, regional and local strategies. In the second part of the enclosure, the main applicant provides an organisation assessment.

The enclosure must be signed by a person who has the right to sign this type of document. It must not be the same person who has been assigned as the project leader of the project.

**How to fill in this document**

* 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 including blank spaces.
* For some questions there is a drop-down menu from which you choose the adequate answer.

## Main applicant description

* 1. Relevance

Briefly summarize how this project is in line with activities and goals within your organisation as well as national, regional and local strategies relevant to your organisation.

Maximum 2000 characters

* 1. Role and contribution of your organisation

Briefly summarize your organisation’s role and expected contribution to the project.

Maximum 1000 characters

Briefly summarize the added value your organisation gains from participating in this project.

Maximum 1000 characters

## Organisation assessment

* 1. Basic information

What is the main area of expertise/goal of your organisation?

Maximum 1000 characters

Please state your legal entity (in Swedish) and describe the ownership structure of your organisation?

Maximum 1000 characters

What is the annual budget of your organisation (or department/unit, please specify)?

Maximum 500 characters

How is the organisation financed (please specify funding sources)?

Maximum 1000 characters

How many people work in your organisation (or department/unit, please specify)?

Maximum 1000 characters

Does the organisation produce an annual report and audit report (signed by an external, independent and qualified auditor) for the whole organisation?

Choose your answer from the list here.

If necessary, specify answers above:

Maximum 1000 characters

* 1. Self-assessment of the organisation (department, unit or equivalent)

The organisation has adequate systems for planning, following up and assessing its work on a regular basis.

Choose your answer from the list here.

The organisation has the necessary skills, systems and capacity for leading, administering and reporting projects with external funding.

Choose your answer from the list here.

The organisation currently has sufficient staff and resources to implement a project of the kind applied for.

Choose your answer from the list here.

The project’s budget will be kept separate from the applicant organisation’s other funding/activities.

Choose your answer from the list here.

Please briefly describe all assessments below.

Maximum 1000 characters

## Previous funding from the Swedish Institute

* 1. Identify previous (and current) funding from the Swedish Institute, starting in 2017, stating the registration number and project title.

Maximum 2000 characters

## Forwarding of funding granted

Does the main applicant intend to forward parts of any funding granted to a project partners bank account (in advance, to be managed by a partner organisation)?

State your answer.

If “Yes”, please specify below:

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| Partner | Country | Expected amount |
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## Authorized signatory

Signature, authorised person (cannot be the same as the project leader)

Place and date:

Organisation:

Full name (first name and surname) :

Position/title:

Signature: