
SI Baltic Sea Neighbourhood Programme

Instructions for the special call for Ukraine

Final date for applications 20 September 2023

Website of the programme: <https://si.se/en/apply/funding-grants/call-ukraine/>

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Table of contents

1. About the Instructions	2
2. Introduction to the SI Baltic Sea Neighbourhood Programme	2
3. Timeline.....	6
4. Programme countries	6
5. Relevance, partnerships and target groups	6
6. Aims, target structure and long-term objectives.....	9
7. Three thematic categories.....	13
8. Design of the application.....	17
9. Processing of the application.....	20
10. Approved projects	21
11. Links.....	23

1. About the Instructions

The Swedish Institute (SI) is carrying out a special call for Ukraine within the SI Baltic Sea Neighbourhood Programme in 2023. The call offers funding for projects which aim to support target groups in Ukraine. These instructions provide basic information about the call.

The application should be prepared jointly by the main applicant and its project partners. For this reason, and to strengthen transparency, commitment and equal participation within the project, the application must be written in English.

The instructions and application enclosures are designed to help applicants to produce a well-formulated application. We therefore recommend that you read through these instructions before starting your application.

2. Introduction to the SI Baltic Sea Neighbourhood Programme

SI Baltic Sea Neighbourhood Programme (BSNP) offers funding for cooperation in project form between the EU countries around the Baltic Sea and countries of the EU's Eastern Partnership.

Calls within BSNP are usually guided by the EU Strategy for the Baltic Sea Region (EUSBSR) and the EU's Eastern Partnership (EaP). The present call differs in that its focus is on needs in Ukraine. However, information about these frameworks, which may also be relevant for cooperation with Ukraine under present circumstances, can be found via links at the end of these instructions.

This special call to support Ukraine is a response to the current situation in the country and the need for extra support, cooperation, contacts and competence that has arisen. There are many networks and partnerships in the Baltic Sea region that could take advantage of this funding opportunity to start or build on existing collaborations and thereby help Ukrainian actors and target groups to strengthen their competence. The call is essentially about strengthening human capital and thereby helping to create the necessary conditions for the future reconstruction of the country as well as for the longer-term goals for modernisation and growth in Ukraine.

Based on the above, applications should propose a project that intends to address one or more concrete and urgent needs that target groups in Ukraine are facing. Please note that this call does not include urgent humanitarian assistance.

The call comprises three (3) thematic categories each aimed at different specific actors and target groups in Ukraine. These are:

- Support for higher education institutions (focus on doctoral students and younger researchers)
- Support for the public sector at local level (focus on key positions)
- Support for youth and young adults in education or training

2.1 Basic requirements for application

The following basic requirements apply for all applications to SI in this call:

- **Main applicant:** a legal entity based in Sweden
- **Partnership:** at least 1 partner from Ukraine
- **Amount that can be applied for:** varies according to thematic category, see Section 2.2
- **Project period:** 12 – 24 months
- **Formalities:** The application must be submitted via SI's application portal. A number of enclosures must be attached. See Section 8 for more information.

2.2 Thematic categories

The call comprises three (3) different thematic categories.

Each thematic category has its own specific requirements in terms of focus, target groups and partnership composition. Below is a brief overview of the thematic categories. More information about each one can be found in Section 7.

A description of requirements and conditions applying to all thematic categories within the call can be found in sections 3-6.

Support for higher education institutions: focus on doctoral students and younger researchers	
Focus	Projects should aim to support doctoral students and younger researchers (postdocs) in Ukraine. For example, the target group could be helped to: <ul style="list-style-type: none">• be qualified and further developed as a researcher• gain access to international research networks and environments• obtain the tools and opportunities to be able to complete their doctoral studies or postdoc project
Target group	PhD students and junior researchers (PhD gained 2018 or later) in Ukraine
Partnership	Main applicant: Swedish higher education institution or research institute Partners: At least 1 actor from the academic sector in Ukraine. See Section 5.1 for other types of actors which can be included in the partnership. A maximum of 5 actors (incl. main applicant) can be included as partners in any one project.
Amount which can be applied for	Min. SEK 500,000 and max. SEK 1,000,000

Support for the local public sector: focus on key positions	
Focus	<p>Projects should facilitate collaboration in order to raise the institutional competence of the local public sector in Ukraine in areas that are important for creating the conditions for a sustainable Ukrainian society. This may include:</p> <ul style="list-style-type: none"> • Strengthening the institutional capacity of the local public sector • Providing access to existing Baltic Sea regional networks/platforms for knowledge acquisition and exchange of experience • Raising the skills of individuals in key positions in the local public sector
Target group	Key positions in the local public sector in Ukraine
Partnership	<p>Main applicant: a legal entity, based in Sweden, from the public, private or non-profit sector.</p> <p>Partners: At least 1 local public sector actor in Ukraine.</p> <p>At least 1 actor from the local/regional public sector in Sweden (this requirement applies if the main applicant does not represent the local or regional public sector).</p> <p>See Section 5.1 for other types of actors which can be included in the partnership. A maximum of 5 actors (incl. main applicant) can be included as partners in any one project.</p>
Amount which can be applied for	Min. SEK 500,000 and max. SEK 1,000,000

Support for youth and young adults in education or training	
Focus	<p>Projects should aim to support youth and young adults in Ukraine who are in education or training. For example, the target group could be helped to:</p> <ul style="list-style-type: none"> • Gain new insights, inspiration, experience and contacts in a theme that is not part of the regular taught curriculum • Acquire specific knowledge of a taught curriculum subject they are interested in or already undergoing training in • Receive the support and the opportunity to complete their studies
Target group	<p>Youth and young adults in Ukraine in one of the following educational levels or forms (or equivalent):</p> <ul style="list-style-type: none"> • Secondary education • Vocational training • Folk high school • Undergraduate studies in higher education <p>Teachers and other staff working with young people in the educational settings given above can also be a target group. The aim should be for them to improve their professional competence.</p>
Partnership	<p>Main applicant: a legal entity based in Sweden from one of the following sectors:</p> <ul style="list-style-type: none"> • Secondary schools • Folk high schools • Study associations (studieförbund, swe. term.) • Higher education institutions • Higher Vocational Education providers (yrkeshögskolan, swe. term.) <p>Partners: At least 1 Ukrainian actor from one of the educational levels or forms specified above. See Section 5.1 for other types of actors which can be included in the partnership. A maximum of 5 actors (incl. main applicant) can be included as partners in any one project.</p>
Amount which can be applied for	Min. SEK 500,000 and max. SEK 1,500,000

3. Timeline

- The call is published at si.se in July.
- The call for applications **closes 20 September 2023**.
- The assessment of applications is estimated to take about 2 months.
- Projects must **formally start 1 December 2023** with a duration of 12 to 24 months.

4. Programme countries

Ukraine is the prioritised country for this special call. This means that applications for bilateral projects between Sweden and Ukraine are accepted. However, the Swedish Institute takes a positive view of applications that include partners from several programme countries, thereby enabling broader contact areas, more expertise and experience, as well as perspectives that may be relevant for the target groups in Ukraine.

The following programme countries are included in the call:

- Priority country: Ukraine
- Main applicant country: Sweden
- Partner countries: Armenia, Azerbaijan, Estonia, Georgia, Latvia, Lithuania, Moldova, Poland, Sweden
- Additional countries: Denmark, Finland and Germany

In addition:

- The main applicant must be an actor (legal entity) based in Sweden (for specific requirements see 2.2 above)
- At least one actor based in Ukraine must be included in an application
- Several actors from the same country and/or other countries may be included in an application (see 5.1 for types of actors)
- Actors from countries other than those mentioned above cannot be part of the formal partnership but may participate at their own expense in the project's activities. Where appropriate, they may be involved as external experts.

5. Relevance, partnerships and target groups

The overall aim of the project must be relevant for the urgent needs in Ukraine that the target groups are facing. These can be immediate needs arising from the current situation and ones of a longer-term nature. This applies to all three thematic categories, even if their target groups differ. The target groups should primarily be based in Ukraine. The partnership as a whole must have the necessary competence to work with the target group, its needs and the purpose of the project.

Partners should primarily work to create opportunities and benefits for the target groups in Ukraine but should also themselves gain from being part of the project and the partnership.

5.1 Composition of the partnership

The formal partnership should consist of the main applicant and one or more project partners. A maximum of five actors (incl. the main applicant) can be included in a partnership for one and the same application. The types of actors required to form a full partnership differ from one thematic category to another and are clarified under 2.2.

The table below shows the types of actors (or their equivalents in each country) that may additionally be part of the partnership in order to contribute their specific expertise and experience.

- Civil society (NGOs such as sports clubs, youth organisations)
- Folk high schools
- Companies, incl. trade associations
- Secondary schools
- International and intergovernmental organisations
- Municipalities
- County administrative boards
- Higher education institutions, incl. research institutes
- Regions
- Government agencies
- Study associations
- Higher Vocational Education providers

In the application, the role of associate partner does not exist. Only actors and countries which qualify to be main applicant or project partner can be included in a partnership. Others who may participate in project activities (and thus be included in the project's budget) are the target group and/or stakeholders or external experts.

The same actor cannot participate *both* as a partner and as an external expert in the project.

The current situation makes special demands of the partnership's competence and relevant experience, both with regard to the thematic focus of the project and experience of international collaboration. It is therefore important that such factors as the competence, capacity and previous experience of the intended actors are taken into account when considering the composition of the partnership.

There should be a component of learning in the project for the participating actors. They are expected to integrate the results of the completed project (e.g. knowledge and experience) into their

regular work in order to develop both the organisation and its capacity for continued collaboration with the countries concerned.

5.2 Main applicant

The main applicant must have the capacity to lead, follow up and report on the project, even though the entire partnership must be involved in the project, support it and drive it forward.

A main applicant cannot submit more than one application to the call with the same person named as project manager/contact person.

Once the project is approved, the main applicant becomes the project owner. The project owner then bears overall responsibility for the project vis à vis both the partnership and SI. It is therefore important that the main applicant ensures in advance that the project is well-established within their own organisation as well as with each partner.

See each thematic category for the specific requirements for the main applicant.

5.3 Project partners and target groups

Actors involved in the partnership shall be legal entities. However, it is important that the project's target groups are at the heart of its implementation. In other words, there should be a focus on individuals who are linked to actors in the partnership or otherwise constitute target groups in the project, for example where the target group's principal collaborates with/participates as a stakeholder in the project.

Project partners must play an active role in carrying out the project. They can also be delegated main responsibility for individual project activities. Project partners can also be remunerated from the project's budget, for example for working hours/salary.

Each partner must submit a completed and signed partner letter with the application. This letter describes their participation in the project. The letter is an assurance that the partner has secured the requisite mandate and capacity, including human resources, to implement the project.

6. Aims, target structure and long-term objectives

The design and activities of the project must be co-developed by the main applicant, the Ukrainian partner(s), and any other project partner. The aim of the project is central and should be based on a needs analysis. Here, the partnership describes the concrete needs that the intended target groups are facing and which the project will address. The structure of the project and its various activities should support the aim of the project and be connected in a logical way. The project must be feasible and take the current situation of the target groups into account.

6.1 Needs analysis

Each project should be based on the concrete needs of the identified target groups in Ukraine. The application must therefore include in enclosure 1 *Project relevance* a needs analysis that describes concrete needs of importance for the project's target groups. The Ukrainian partner(s) are expected to take main responsibility for the needs analysis. It is an advantage if this analysis can take reconstruction plans or other strategy documents for Ukraine into account.

6.2 Project design

It is important that the application conveys a clear logic in the project. SI assesses whether an application demonstrates a clear connection between the identified needs, the aim of the project and its short-term objectives, activities, indicators and expected results.

It is advisable to use a project planning methodology (also called results-based management method) such as the Logical Framework Approach to plan the project. The idea of these methods is to start with what is to be achieved (goals) rather than what is to be done (activities).

Each project is expected to formulate one single overall project aim. This should describe the situation after the end of the project, provided that it has delivered the expected results.

Each application shall also include short-term objectives. These are a breakdown of the overall project aim and describe what must be achieved by the end of the project period at the latest. In other words, within the allotted project period and with the resources assigned to it (personnel, time and budget), the project must achieve the project aim by first having achieved the short-term objectives.

The call provides a number of predefined goal types to choose from. These reflect the intentions of this special call for Ukraine. The short-term goals should be formulated from the selected predefined goal types.

The project's activities are crucial to the fulfilment of its short-term objectives. It is therefore important that relevant activities are linked to the chosen short-term objectives. A number of activities may be required to achieve a specific short-term objective. Applicants must also give 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.

Please note that it is important that the application focuses on and distinguishes between what is to be carried out in the SI-financed project and what is planned to be carried out in a future cooperation.

6.2 Illustration of project design

Title in enclosure	Description
Needs	In your application, we want you to describe in your own words the needs which your project has identified and will work on. These will be based on the needs analysis which you have already carried out.
Aim	A project should only have one project aim. It should describe the situation after the end of the project, provided that the project has delivered the expected results.
Short-term objectives	<p>The short-term objectives of the project should describe what the partnership has achieved (changed) by the end of the project at latest. In this call a project can have a maximum of 10 short-term objectives.</p> <p>Remember: Activities and short-term objectives are closely related, but it is important to distinguish between them. For example, arranging a seminar is not a short-term objective, but an activity. The short-term objective, however, may be to increase the knowledge of those who participate in the seminar.</p> <p>Example: A group of students have gained increased knowledge in their subject of study.</p>
Target types	<p>The call provides a number of predefined goal types to choose from. The short-term goals should be formulated by means of the chosen goal types (one or more short-term goals per goal type but a total of no more than 10 short-term goals in all distributed between any of the goal types below).</p> <p>Short-term goals should be formulated by choosing 1 – 4 target types from the group of mandatory target types below:</p>

- Building knowledge, competencies and skills
- Development of models and methodology
- Idea and concept development
- Network and platform building
- Pilot implementation

Short-term goals can also be formulated by choosing a maximum of 4 target types from the group of non-mandatory target types below:

- Awareness raising
- Building inspiration and confidence
- Funding overview
- Needs analysis
- Partnership enlargement
- Prepared application
- Stakeholder engagement
- Strategy and policy input

Activities Activities are the means by which a project achieves its short-term objectives. Therefore, for example, organising a seminar cannot be a short-term objective, but rather an activity (see above about short-term objectives). The work plan should therefore be designed to optimise the chances of achieving the project's short-term objectives.

Indicators To measure how you have succeeded, you specify one or more indicators for each short-term objective. The indicators are used to assess the fulfilment of each short-term objective.

An indicator is a measure of what is to be measured but must always be expressed neutrally, i.e., it should only say "number of young people who..." and not "a hundred young people who..."

Remember: There are two kinds of indicator: quantitative and qualitative. In many cases, both quantitative and qualitative indicators may be needed to capture different aspects of objective achievement. To show how your project fulfils the short-term objectives, the project should contain both quantitative and qualitative indicators.

A quantitative indicator is, for example, a number (amount, average or median) or a percentage. One example could be the number of students with a passing grade from upper secondary school.

Qualitative indicators can be expressed in quantitative terms but express what can be called "soft" data, e.g. values, attitudes and behaviours of the target group. Qualitative indicators can be measured and quantified through, for example, surveys that indicate the percentage of respondents who have a certain behaviour or attitude.

	<p>It is important that you determine in advance how you will measure the indicators, i.e. method of measurement, so that the expected results listed below can be confirmed.</p> <p>Example:</p> <ul style="list-style-type: none"> • Number of students who participated in project activities (quantitative indicator) • Number of students who have gained increased knowledge in a specific study subject (qualitative indicator)
Expected results	<p>The project activities are expected to lead to short-term effects (here called expected results), i.e. the direct results of an activity. It is important for the project team to formulate expected results in order, for example, to calculate a detailed budget and establish a schedule. The expected results indicate what will have been achieved or changed for each short-term objective when the project is completed, as a result of the activities you have carried out.</p> <p>Keep in mind: If it is difficult to formulate expected results, it is often because the short-term objective is too broad or too abstractly formulated. It is also important that the activities are designed in a way that makes the results measurable.</p> <p>Example: 30 students have received training in their field of study.</p>

6.3 Eligible activities

An important part of the application is the project's structure and activities, and that these fit the project's purpose and target group. As part of enclosure 2 *Project implementation*, applicants formulate their work plan. This can be adjusted if necessary, during the course of the project after contact with SI.

The project can involve a variety of activities. Applicants have great deal of freedom to design an approach that supports the purpose of the project and addresses the needs of the target groups. The project can include both physical and digital activities but must be planned with the specific current situation and the intended target groups in mind. Examples of activities are:

- Training, continuing education, skills development
- Exchange of experience, collaboration about concrete ideas/development processes
- Mentoring, supervision
- Job shadowing
- Meetings/workshops/seminars/conferences
- Study visits, summer courses, exchanges, youth camps
- Academic qualifications, e.g. publishing

Digital activities are expected to have a complementary role in ensuring the feasibility of the project and enabling the inclusion of target groups that under current circumstances cannot travel or meet physically. Digital formats should also be used to facilitate effective contact, progress updates and communication within the project, for example by means of regular digital progress meetings.

Short-term mobility is the main form of travel within the project (individually or in groups). It can be used, for example, for participation in meetings, conferences or workshops as well as longer stays such as study visit programmes, course activities and other forms of exchange. Short-term mobility can be used for stays of max. one month at a time but is in most cases expected to be shorter given the structure of the activity.

Long-term mobility for individuals can be supported with travel grants for stays of 1-6 consecutive months per person. Long-term mobility can involve, for example, education, internships, job shadowing or other types of long-term stay at a host institution. If the application includes long-term mobility, the number of months per person and information about the scholarship or monthly compensation must be specified in the project budget (enclosure 3). A maximum of 30 percent of the project's total budget can be used for long-term mobility.

6.5 Longer-term objectives

All projects are expected to help establish the kind of continuing contacts with Ukraine which will eventually benefit the country's reconstruction and long-term development. For this reason, the application should elaborate on what kind of collaboration within the partnership and with its stakeholders (chiefly the project's target groups) is expected to exist after the project is completed. This can include plans for how the collaboration can continue to be developed, scaled up and taken further.

7. Three thematic categories

The call comprises three thematic categories, each with its own requirements regarding target groups and partnership composition. Bilateral projects (between Sweden and Ukraine) are possible in all three categories, although partnerships that include several countries and partners may offer greater benefits.

Applications need to comply with what is mentioned in the document as well as the formalities and information about the appendices that apply to all the thematic categories, and which are given in Section 8 onwards.

7.1 Thematic category 1: Support for higher education institutions: focus on doctoral students and younger researchers

The **focus** of this thematic category is doctoral students and younger researchers (postdocs) in Ukraine. Projects may support the target group for example by:

- Individuals are given the opportunity to gain further qualifications and develop as a researcher through, for example, collaboration and knowledge and method acquisition.
- Individuals gain access to international research networks and environments via, for example, collaborative spaces and knowledge platforms (including digital ones). These can provide opportunities for collaboration and publication of results. Participation in conferences or workshops is also possible.
- Individuals get the tools and opportunities to enable them to complete their doctoral studies or ongoing postdoc projects by means of (formal) collaboration in the partnership and/or supervision in specific fields.

The **target group** for this thematic category is younger academics in Ukraine, mainly doctoral students and post docs (PhD completed 2018 or later), who now need special support to continue their academic career.

Additional eligible target groups are the teachers/supervisors of the above-mentioned groups, who are also located in Ukraine. A project may not have teachers or supervisors as its sole target group but individual project activities may be designed specifically to raise their professional competence.

Main applicants to this thematic category must be a higher education institution or research institute based in Sweden. Applicants should be competent to work both with the concrete needs of the target groups and with any specific research fields that the project addresses.

The partnership must consist of at least one Ukrainian actor in the academic sector in addition to a Swedish higher education institution or research institute as main applicant. Similar or other types of actors can also be partners. These may either be from Sweden, Ukraine or from other programme countries (see 5.1.).

The **amount** that may be applied for is SEK 500,000 - SEK 1,000,000.

7.2 Thematic category 2: Support for the local public sector with focus on key positions

The **focus** of this thematic category is projects aimed at collaboration to raise the institutional competence of the local public sector in Ukraine. Projects should work with themes that are important for creating the conditions for a sustainable Ukrainian society. Projects may, for example:

- Strengthen the institutional capacity of the local public sector, for example by means of collaboration with and activities for relevant target groups that hold key positions.
- Provide access to existing Baltic Sea regional networks/platforms for knowledge acquisition and exchange of experience. This may mean, for example, that the target group is included in relevant meeting formats, networks and ongoing development processes, thereby extending their contacts and increasing their professional competence.
- Increase the competence levels of individuals in key positions in the local public sector. This might, for example, involve training in specific areas where special skills are needed to be able to participate in and drive change.

The **target group** consists of key positions in the local public sector. They can work with any of the social issues for which services are available at this level and can include both management functions (equivalent to municipal offices) and more practical activities. The crucial requirement is that they occupy key positions where there is a need to develop knowledge and skills, both immediately and long-term to create the conditions for sustainable development in Ukraine.

Alternatively, the target group may represent the public sector at regional level if, through its participation in the project, it can be given tools to support the public sector at local level and thus disseminate the benefits of the project more widely.

Applicants to this thematic category must be a legal entity based in Sweden from the public, private or non-profit sector. If the main applicant in Sweden does not represent the public sector at local or regional level, such an actor must be included in the partnership.

In addition to the Swedish main applicant, the partnership must include the local public sector in Ukraine. Similar or other types of actors can also be involved as partners, either from Sweden, Ukraine or from other programme countries, see 5.1. Because projects target key positions, the partnership must possess the requisite knowledge in the specific areas addressed by the project.

The amount that may be applied for is SEK 500,000 - SEK 1,000,000.

7.3 Thematic category 3: Support for youth and young adults in education and training

The **focus** of this thematic category is youth and young adults in education in Ukraine who, in the light of the current situation in the country, need special support. Projects may help the target group to:

- Gain new insights, inspiration, experience and contacts in a subject that is not part of the regular taught curriculum. Emphasis here is therefore on non-traditional subjects that can have a positive impact on the target group and are also suitable for cooperation with Sweden and possibly other countries. Examples can be student health, social issues, EU affairs, sport and culture.
- Gain specific knowledge in a traditional taught subject which the target group is interested in or learning.
- Receive the support and opportunity to complete their education. Focus does not primarily have to be on a specific taught subject but rather on related issues such as coaching, motivation and special supervision.

The **target group** is youth and young adults in Ukraine (from age 16) in one of the following forms of education (or their equivalents) in Ukraine.

- Upper secondary education
- Studies in higher vocational education
- Studies at folk high school
- Undergraduate studies in higher education

Additional target groups are teachers, trainers or other staff in the above-mentioned educational settings in Ukraine who can increase their professional competence through participation in the project. A project may not solely target this group but individual activities within a project can be designed specifically for them.

Given the young age of the target group of this thematic category, it is important that the main applicant should have special preparedness to be able to ensure good care, as well as the capacity for possible crisis or trauma management if such needs arise.

Main applicants to this thematic category must be a legal entity based in Sweden and active in the one of the above-mentioned forms of education. Applicants should have the competence to work with the needs of the target group as well as with any themes and topics that the project addresses.

The **partnership** must consist of at least one Ukrainian actor from one of the forms of education mentioned under target groups above as well as a Swedish education provider as the main

applicant. Similar or other types of actors can be project partners, either from Sweden, Ukraine or from other programme countries, see 5.1.

The amount that may be applied for is SEK 500,000 - SEK 1,500,000.

8. Design of the application

The application must be submitted via SI's application portal and be completed in full, with all enclosures (in the specified templates) attached.

A link to the application portal can be found on the programme's website:

<https://si.se/en/apply/funding-grants/call-ukraine/>

In the SI application portal, you create an account which gives you access to the application form. The person who creates an account receives an ID number. Each application that is started also receives an ID number. A started application can be saved to be completed later.

When you have submitted the application, you will receive a confirmation by e-mail. Please note that it may end up in your spam folder.

The application should be formulated in close cooperation between the project partners and must be written in English.

More detailed instructions are given in the following sections and in the application enclosures.

In the form on the application portal, applicants must enter the following information:

- Details of the main applicant organisation (Swedish organisation)
- Contact person at the main applicant organisation
- Responsible/signatory of the main applicant organisation
- Information about project partners
- Summary of the project
- Selection of target types
- Enclosures

Remember: Last day for applications is 20 September 2023 at 23.59.59 (CET).

8.1 Mandatory enclosures

Fill in the requested enclosures and upload these to the application portal. The enclosures must be attached as PDF.

Please note: Enclosures 1-5 are mandatory for all applications. Enclosure 6 is mandatory when the main applicant is a non-governmental organisation (NGO) or a company. Enclosure 7 is mandatory when the main applicant is a company. For enclosures 1–5 and 7 there are templates that you must download and fill in separately. These templates can be found on [SI's website](#) or via the links below.

Enclosure 1: Project relevance

Needs analysis and description of the project's intended target groups. The SI template must be used.

Enclosure 2: Project implementation

Description of the overall aim of the project. Summary of short-term objectives, indicators and results. A brief description of the composition of the partnership. A description of the project's activity plan, risk analysis and intentions for long-term cooperation. The SI template must be used.

Enclosure 3: Budget

A project budget in which applicants specify the expected main costs of the project. The SI template must be used.

Enclosure 4: Organisation description

A description of the Swedish main applicant organisation. To be filled in by the Swedish main applicant. Must be attached as scanned PDF with signature. The SI template must be used.

Enclosure 5: Partner letter

A description of the involvement of each partner in the project. To be completed by each partner. Must be attached as scanned PDF with signature. The SI template must be used.

Please note: the main applicant should fill in Enclosure 4 Organisation description instead.

Enclosure 6: Mandatory enclosures for NGOs and companies

The enclosures should be attached as a single document. There is no template for these enclosures. If the main applicant is:

- An **NGO** (e.g. non-profit association, registered religious community, economic association, foundation), there are three mandatory enclosures: 1) the organisation's statutes, 2) the most recently approved annual financial report/audit report, and 3) the Swedish Tax Agency's civic registration certificate (or equivalent)
- A **company**, there are two mandatory enclosures: 1) a registration certificate from the Swedish Companies Registration Office (or equivalent) and 2) a current SKV 4820 form which can be requested from the Swedish Tax Agency via this link. In order to have time to include this enclosure in the application, it is important that you request the form from the Swedish Tax Agency in good time

Enclosure 7: Certificate of de minimis aid

This enclosure is mandatory when the main applicant is a company. The SI template must be used.

8.2 General information

Please note the following:

- SI does not grant support to pure research projects within the framework of this call. However, research activities can be included in a project.
- This call does not include emergency humanitarian support.
- A project partner cannot also be contracted as an external expert.
- The formal start date of the project should be 1 December 2023.
- SI applies state aid rules. Further information can be found in Enclosure 7.

8.3 Budget-related information

- Salary expenses must be given as an actual cost (based on the current salary in the organisation), including statutory employer contributions (in Swedish 'LKP').
- SI does not fund the purchase of equipment.
- All project partners can raise costs for project-wide activities and/or tasks that benefit the target group. The budget and activity plan must clearly state which project partner is responsible for which activities. The project budget may also be used for participation in project activities for actors who do not belong to the partnership. This applies, for example, if the project's target group is with actors who are not formally part of the partnership but collaborate to support the target group with the project activities.
- SI may revise the applicant's project budget before our decision is taken.
- Expenditure for the additional countries Denmark, Finland and Germany is entered in a separate section of the budget template (Enclosure 3). Please note that costs for these countries may not exceed 10% of the grant applied for from SI, and a maximum of SEK 100,000.
- See Enclosure 3 for more instructions regarding the project budget.

9. Processing of the application

9.1 Managing information as a government agency

SI is a government agency and applications submitted to the SI are public documents. Once a funding decision has been made, information and data are used for communicative purposes and analysis/evaluation.

9.2 Processing your personal data

When you submit your application we will process personal data for the entire project partnership in order to process your application. SI is responsible for the processing of personal data, in our capacity as controller. We will process the following types of personal data for the entire partnership:

- First and last name
- E-mail address
- Telephone
- Title
- Organisation

The legal basis for the processing of personal data is article 6.1 (e) GDPR, for the exercise of official authority. SI will retain the personal data of the entire project partnership in accordance with the GDPR and Swedish National legislation.

Furthermore, SI may share personal data with the following parties:

- Government agencies and departments
- EU funding agencies
- Key actors related to the EU Strategy for the Baltic Sea Region and the EU Eastern Partnership Framework

Persons have the right to request from SI access to, and rectification or erasure of, personal information, or restriction of processing, or to object to processing, as well as the right to data portability.

If a person deems that SI has infringed on their rights according to the GDPR or processed their personal information in a way that is incorrect or unlawful according to the GDPR, this person has the right to lodge a complaint with the supervisory authority, the Swedish Authority for Privacy Protection (Integritetsskyddsmyndigheten).

To find out more about how SI processes personal data, see our Privacy Policy at SI's data protection policy: <https://si.se/en/sis-data-protection-policy/>

For questions regarding our processing of personal data, please see contact details on the website above.

9.3 Assessment and decisions

Applications are processed after the application deadline. SI first checks that applications meet the following formalities:

- the application has been submitted by an eligible main applicant.
- the partnership is complete and represents countries and actors which are eligible according to the rules of the call.
- the application and mandatory enclosures have been submitted via SI's application portal in the specified SI templates and are completed in full.
- The projects budget and project period comply with the rules of the call.

Applications that meet the formalities are taken forward for a qualitative assessment. Applications that have serious deficiencies in terms of formality will not be taken up for further assessment.

SI makes a qualitative assessment of the application according to three main criteria:

- the **relevance** of the project,
- the **composition** of the partnership
- the **feasibility and sustainability** of the project.

The estimated processing time is about two months. SI's decisions are final and may not be appealed.

10. Approved projects

For projects that are granted funding, an agreement is drawn up between SI and the Swedish project owner. The project owner can, in turn, draw up agreements with project partners. If the project owner transfers part of the project funds to a project partner (see 10.2 below), such an agreement must be drawn up. This agreement must include SI's terms and conditions.

The project owner bears the overall, formal responsibility for the project vis-à-vis the partnership and SI. In all matters related to the project, SI communicates with the project owner. The project owner is therefore the link between the project and SI. The partnership is expected to cooperate in and take joint responsibility for the project and contribute to the final reporting of the project.

10.1 Payments

After the agreement is signed, a proportion of the awarded amount is paid to the project owner. The payment is made in Swedish kronor and the proportion depends on the length of the project.

- For projects that last no longer than 18 months, 80% of the granted amount is paid when the signed agreement has been received by SI.
- For projects lasting longer than 18 months, 50% of the granted amount is paid when the signed agreement has been received by SI. A further 30% is paid when SI approves the interim report.
- A final payment of 20% is paid, if the funds have been used, after the final report and financial report together with an external audit (carried out by an external authorised/approved auditor), have been received and approved by SI. The final report, financial report and audit must normally be received no later than 2 months after the official end date of the project. Funds for the audit can be taken up in the project budget.

10.2 Forwarding of grants

By forwarding of grants, SI means when the project owner transfers part of the granted amount to project partners in advance (before costs have occurred). This sum will then be taken up in the partner's accounts.

The alternative to forwarding is for partners to report costs to the project owner for reimbursement after they have occurred. This must be done in accordance with the requirements of the project owner, which must be in line with SI rules. The project owner then reimburses partners after approving the costs for work performed. SI does not define this procedure as forwarding of grants.

If the project owner forwards a sum that exceeds SEK 200,000 to a project partner, a local audit must be carried out. If the forwarded amount is SEK 200,000 or less, it should be included in the project owner's audit.

10.3 Changes to the project

During the project period, the project owner and its partners can carry out minor adjustments and changes on an ongoing basis. For significant changes to the project, however, a so-called change request must be submitted to SI in advance and approved by SI in writing. Examples of significant changes are:

- Addition or change of partners.
- Extensive budget changes.
- Extension of the project.
- Changes in content or implementation of activities that may affect the achievement of the project objectives.

Given the current situation, SI anticipates that changes as described above may be necessary for a number of projects. The project owner is recommended to contact SI for guidance.

11. Links

Links related to the call for applications

Website of SI Baltic Sea Neighbourhood Programme where you can find enclosures, link to the application portal, and SI contacts

<https://si.se/en/bsnp/>

SI project database

<https://si.se/en/projects-granted-funding/>

The Swedish government, on humanitarian support for Ukraine (swe)

<https://www.regeringen.se/regeringens-politik/rysslands-invasion-av-ukraina/humanitart-och-civilt-stod/>

Swedish government web site on state aid (swe)

<http://regeringen.se/regeringens-politik/naringspolitik/statsstod/>

EU web site on state aid (en)

http://ec.europa.eu/competition/state_aid/overview/index_en.html

Swedish Tax Agency website to request the form SKV 4820 (se):

<https://www.skatteverket.se/privat/etjansterochblanketter/blanketterbroschyrer/blanketter/info/4820.4.39f16f103821c58f680006756.html>

Other

The EU Strategy for the Baltic Sea Region, EUSBSR

EUSBSR website (en):

<http://balticsea-region-strategy.eu/>

The EUSBSR action plan (en):

<https://balticsea-region-strategy.eu/action-plan>

The EU Eastern Partnership, EaP

EU websites about EaP (en):

https://www.eeas.europa.eu/eeas/eastern-partnership_en