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Enclosure: 2

Document: Project implementation

# SI Baltic Sea Neighbourhood Programme – Cooperation projects

## Enclosure 2: Project Implementation

Call for funding with application deadline 15 February 2024

**Applicant organisation**

**Project acronym**

**Project title**

**Contact person**

**How to use 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 refer to characters including blank spaces.
* Manipulation of the document templates (e.g. unlocking of restrictions on max. limits of characters) may result in that the application will not be considered.

## About this enclosure

This enclosure “Project implementation” for cooperation projects focuses on the objectives and activities of the SI project you apply for. The overall goal with the grant type cooperation projects is to deepen and further develop cooperation. For example, you can use the funding to build networks and platforms or develop and test models and methods etc. Your application must be designed in accordance with the overall goal of the grant type. For further instructions on how to fill in the answers see respective question in this document.

## Aim and background

* 1. **State the overall aim of the project.**

The aim must fit into what has been described regarding the challenge/opportunity in enclosure 1 Project sustainability, question 1.1.

*Maximum 200 characters*

* 1. **Describe the background of this SI project proposal and how the partnership originated. Describe also how part of or the whole partnership have cooperated previously in some way.**

*Maximum 2 000 characters*

## Partnership / stakeholders / target groups

Read more about the partnership composition in section 6 of the Instructions.

* 1. **Reflect on the partnership composition and your stakeholder involvement.**

**a/ How does your partnership reflect the identified challenge/opportunity? Which considerations did you make in your decision on whom to include as partners and stakeholders and how you will reach various target groups?**

*Maximum 2 000 characters*

**b/ Reflect on the possible need of a cross-sectorial and multi-level governance perspective in the partnership or among stakeholders.**

*Maximum 1 500 characters*

**c/ Reflect on the composition of the countries in the formal partnership. If you intend to include other programme countries in your activities, please elaborate on their involvement.**

*Maximum 1 500 characters*

* 1. **Reflect on gender aspects and if relevant any other aspects that are of importance for the project's challenge. Also reflect on how you intend to handle these aspects during the implementation of your project.**

*Maximum 1 500 characters*

## Short-term objectives, indicators and expected outputs

In applications to the programme, applicants must formulate in their own words a maximum of ten (10) short-term objectives within the target types given below. There are two groups of target types, mandatory and non-mandatory (please see list below).

In the first group (mandatory target types) you must select between seven (7) target types. In this group, you must choose at least two (2) and at most five (5) target types.

In the second group (non- mandatory target types) you can choose between five (5) optional target types. It is optional to add a maximum of two (2) target types from this group.

You may formulate several short-term objectives within each selected target type. Please note that you may not have more than ten (10) short-term objectives in total. Also specify the indicators and expected concrete outputs for each short-term objective.

You can use the same target type several times to define your stated short-term objective.

Regarding question 3.1 and 3.2 about your short-term objectives, see below a description of target types for cooperation projects:

|  |  |
| --- | --- |
| **Target types** | **Descriptions of target types** (mandatory selection) |
| Awareness raising | Raising awareness of the challenge/opportunity identified by the project partnership. |
| Building knowledge, competences, and skills | Building competence, knowledge and skills. |
| Development of models and methodology | Developing models and methods to tackle the challenge/opportunity identified by the project partnership. |
| Network and platform building | Establishing formalised long-term networks and platforms. |
| Pilot implementation | Piloting or testing models and methods to tackle the identified challenge/opportunity. |
| Stakeholder engagement | Engaging stakeholders in the work on the challenge/opportunity identified by the project partnership. |
| Strategy and policy input | Providing input to strategies and decision makers. |
| **Target types** | **Descriptions of target types** (non-mandatory selection) |
| Funding overview | Investigating and identifying possible funding sources for future cooperation. |
| Idea and concept development | Developing ideas and concepts for future transnational cooperation. |
| Needs analysis | Investigating the needs and conditions for transnational cooperation. |
| Partnership enlargement | Work aimed at forming an adequate partnership for future cooperation or project. |
| Prepared application | Preparing application(s) for funding for future transnational cooperation. |

Please make sure that the work plan activities are supporting the short-term objectives. These short-term objectives are to be reported upon in the final project report.

See the Instructions section 7 for more information on the project design.

How to use these tables

* Start in the selected cell or choose another cell by clicking in it.
* To leave this section after completing it you must move to another section manually.
* Please note that there are text limitations. They refer to characters including blank spaces.
* In the table below you need to – by clicking on “Select a target type” and using the list - choose target types. For each chosen target type formulate your own short-term objective. Write only one short-term objective per row.
  1. **Short-term objectives and linkage to mandatory target types for cooperation projects.**

See instructions above on the choice of target types. Please note that you may only have ten (10) short-term objectives in total.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Short-term project objective (one per column/row)  (Max 300) | Target type | Indicator(s)  (Max 300) | Expected result(s)  (Max 300) |
| 1 |  | Select a target type. |  |  |
| 2 |  | Select a target type. |  |  |
| 3 |  | Select a target type. |  |  |
| 4 |  | Select a target type. |  |  |
| 5 |  | Select a target type. |  |  |
| 6 |  | Select a target type. |  |  |
| 7 |  | Select a target type. |  |  |
| 8 |  | Select a target type. |  |  |
| 9 |  | Select a target type. |  |  |
| 10 |  | Select a target type. |  |  |

* 1. **Short-term objectives and linkage to non-mandatory target types for cooperation projects**.

See instructions above on the choice of target types. Please note that you can only have ten (10) short-term objectives in total in the tables 3.1 and 3.2.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Short-term project objective (one per column/row)  (Max 300) | Target type | Indicator(s)  (Max 300) | Expected result(s)  (Max 300) |
| 1 |  | Select a target type. |  |  |
| 2 |  | Select a target type. |  |  |
| 3 |  | Select a target type. |  |  |
| 4 |  | Select a target type. |  |  |
| 5 |  | Select a target type. |  |  |
| 6 |  | Select a target type. |  |  |
| 7 |  | Select a target type. |  |  |
| 8 |  | Select a target type. |  |  |

## Communication

In this section you should briefly describe how you will work with external communication in your project. This is essential for the project implementation and a possibility to raise awareness of project results.

* 1. **Describe the main goals, target groups and activities for your external communication.**

Reflect also on how you intend to reach your target groups and secure their active involvement in relevant project activities.

*Maximum 2 000 characters*

## Project set-up and work plan

Describe the implementation of the project as a whole. Summarize e.g., the project's overall working methods, approaches, strategy, methodology, etc., which provide a framework for the concrete activities which are given in the table 5.2. Also describe the division of roles and responsibilities among your formal partners for the project implementation overall.

* 1. **Please describe the project setup as a whole and the mix of activities.**

*Maximum 2 000 characters*

* 1. **Please describe the roles and responsibilities among partners etc. Please also state if there is a certain project team for project management purposes and if so, how the team is composed.**

*Maximum 1 500 characters*

* 1. **If your project uses the option of Third country cooperation described in section 2.1 of the Instruction, please provide information on the EU-project or existing platform/network your project aims to cooperate with. Also describe the foreseen interaction regarding activities between the SI-project and the EU-project or the existing network/platform.**

Note! If you do not use the Third country cooperation model you should not answer this question

*Maximum 2 000 characters*

* 1. **Work plan**

Make a work plan using the table below. State the preliminary time frame. If relevant, divide into work packages. Day-to-day activities (such as project planning, desk research, reporting, etc) and planned events should be mentioned. Please indicate if events are digital, physical or hybrid and if the event is international or national. Make sure that the work plan activities are supporting the short-term objectives. Note that activities connected to communication also should be mentioned in the work plan. The work plan must be detailed enough for SI to be able to understand the logic connection between your identified challenge/opportunity, project aim, short-term objectives, activities, and budget.

How to use this table

* Start in the selected cell or choose another cell by clicking in it
* To leave this section after completing it you have to move to another section manually.
* Please note that there are text limitations. They refer to characters including blank spaces.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time frame and (if relevant) work package  (max 100) | Place/ Country or online  (max 100) | Short description of main activities, events incl communication activities, project meetings etc. If you have recurring similar activities, please group them in your description if necessary.  (max 350) | Participating partners and if relevant target groups/stakeholders.  (max 250) | Responsible partner  (max 100) |
| YYMM - YYMM |  |  |  |  |
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## Risk analysis

The risk analysis is an important part of the application and is expected to be comprehensive with a focus on risks that could jeopardise the project. The risk analysis must be provided using the table below.

The table below lists three areas where risks can occur i.e., risks relating to corruption, internal (within the project/partnership) risks or external risks.

Please note! These three areas have been pinpointed as important and all areas are expected to be filled in by the project partnership.

If you foresee risks in areas other than those mentioned as examples in the tables below, it is important that these risks are also addressed in the risk analysis. The number of rows under each category indicates how many risks you can mention. The ones you mention should be the most important risks that could jeopardise your project. The lists of examples in the table below are not exhaustive.

See one example below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Proba-bility** | **Consequence** | **Total  risk** | **Risk management** | **Person responsible** |
| EXAMPLE: 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 |

Instructions for presenting the risk analysis:

* How likely is it that the risks will occur? (1 – unlikely, 2 – possible, 3 – likely, 4 – certain)?
* Then weight the risks according to how serious the consequences may be (1 – negligible, 2 – mild, 3 – perceptible, 4 – severe).
* Then calculate the total risk in terms of likelihood x consequence.
* For all risks involved, risk management is to be clarified and the responsible person is to be stated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Probabi-lity** | **Conse-quence** | **Total  risk** | **Risk management** | **Person responsible** |
| **Part 1 Risks associated with corruption**  (max 250) | **(1 – 4)** | **(1 – 4)** | **Total  risk** | **Risk management**  (max 250) | **Person responsible**  (max 100) |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
| **Part 2 Internal (project/partnership) risks**  ***For example:*** *project management & administration, key people and staff, limitation of funding, increased costs, implementation of activities, reporting, partners’ availability, and interest.* | **(1 – 4)** | **(1 – 4)** | **Total  risk** | **Risk management** | **Person responsible** |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
| **Part 3 External risks**  ***For example:*** *political changes and support, war/conflicts, pandemics, travel restrictions, stakeholder’s availability, and interest etc.* | **(1 – 4)** | **(1 – 4)** | **Total  risk** | **Risk management** | **Person responsible** |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |
|  |  |  | 0 |  |  |

## Impact and future cooperation

* 1. **Describe how results from the SI funded project will be used, for example within the partner organisations, in future cooperation and/or among stakeholders/by end users.**

*Maximum 1 500 characters*

* 1. **Briefly elaborate on how the partnership plans to continue to cooperate after the project has ended and how, during the SI project, you will secure the appropriate composition of the partnership for a successful future cooperation?**

*Maximum 1 500 characters*

* 1. **If relevant, please indicate possible funding opportunities for future cooperation.**

Clearly state your identified funding source(s) and, if possible, specific call(s).

*Maximum 1 500 characters*