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Datum: Date: 2023-11-14

Enclosure: 4

Document: Organisation Description

# SI Baltic Sea Neighbourhood Programme – Cooperation projects

## Enclosure 4: Organisation Description

Call for funding with application deadline 15 February 2024.

**Applicant organisation**

**Project acronym**

**Project title**

**Contact person**

**Organisation Registration Number (Organisationsnummer)**

**Bank account number (bankgiro/plusgiro)**

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

## Main applicant description

* 1. **Relevance**

**Briefly describe the activities, objectives, and competencies of your organisation and how they are relevant to the project. Please also reflect on how the project is in line with national, regional, and local strategies.**

*Maximum 2 000 characters*

* 1. **Role and contribution of your organisation**

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

*Maximum 1 000 characters*

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

*Maximum 1 000 characters*

## Organisation assessment

* 1. **Basic information**

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

*Maximum 1 000 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 1 000 characters*

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

*Maximum 1 000 characters*

**Does the organisation produce an annual report and audit report (signed by an external, independent, and qualified auditor) for the whole organisation?** State either “Agree”, “Agree to some extent” or “Disagree”

*Maximum 25 characters*

**If necessary, specify answers above:**

*Maximum 1 000 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.** State “Yes” or “No”

*Maximum 3 characters*

**The organisation has the necessary skills, systems, and capacity for leading, administering and reporting projects with external funding.** State “Yes” or “No”

*Maximum 3 characters*

**The organisation currently has sufficient staff and resources to implement a project of the kind applied for.** State “Yes” or “No”

*Maximum 3 characters*

**The project’s budget will be kept separate from the applicant organisation’s other funding/activities.** State “Yes” or “No”

*Maximum 3 characters*

**Describe the key personnel in your organisation who will be involved in leading/coordinating roles of the project.**

*Maximum 1 500 characters*

## Previous funding from the Swedish Institute

* 1. **Identify previous (and current) funding from the Swedish Institute, starting in 2020, stating the registration number and project title.**

*Maximum 2 000 characters*

## Financial management

**Please describe the internal resources (team) working with financial administration in the project.**

*Maximum 1 000 characters*

**Please describe the financial management in your project in terms of handling costs within the partnership. For example, to what extent you as a project owner will pay for costs, will require partners to invoice you on basis of their costs, or if you intend to forward parts of the grant (see section 10.2 of the instructions).**

*Maximum 1 500 characters*

If you intend to forward parts of the grant, please specify below:

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

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

**Place and date:**

**Organisation:**

**Full name (first name and surname):**

**Position/title:**

**Signature**: