
SI Baltic Sea Neighbourhood Programme

Instructions for the call regarding funding for cooperation projects 2023/2024

Final date of applications 15 February 2024

Website of the programme: <https://si.se/en/bsnp>

Contact: balticseaneighbourhood@si.se

Table of contents

1. Purpose of the instructions	2
2. Introduction to the SI Baltic Sea Neighbourhood Programme	2
3. Timeline.....	6
4. Regional relevance and connection to relevant policy documents	6
5. Partner countries.....	8
6. Partnership and stakeholders	10
7. Project design	12
8. Design of the application.....	15
9. Processing of the application.....	18
10. Approved projects	20
11. Links.....	22

1. Purpose of the instructions

These instructions are intended for those wishing to apply for project funding from the Swedish Institute (SI) for the SI Baltic Sea Neighbourhood Programme. The instructions provide basic information about the programme and the call for proposals, as well as demonstrate what is required for an application to be taken up for assessment.

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

The SI Baltic Sea Neighbourhood Programme aims to strengthen and create lasting cooperation between the EU countries around the Baltic Sea and countries of the EU Eastern Partnership to meet the region's common challenges and build on the opportunities that cooperation between the countries provides.

Funded projects are expected to focus on the region's common challenges and opportunities where the cooperation benefits the region as a whole but also all parties and countries involved. Today's challenges for the EU countries around the Baltic Sea and the EU's Eastern Partnership countries are complex and require broad solutions involving several sectors and governance levels.

Through SI's funding, partnerships are expected to build a basis for future, long-term cooperation. An important aim is that the cooperation that SI finances can continue to develop, for example with EU funding.

Funded projects are assumed to be able to make a long-term impact, for example in the form of cooperation structures such as expert networks and platforms as well as the establishment of more informal collegial transnational networks. Furthermore, funded projects can lead to new thematic networks between EU and non-EU countries. Results produced in funded projects are assumed to have a communicative impact, which can lead to the spread of methods, models and knowledge and contribute to influencing policies and strategies, etc. In addition, results from the cooperation can be incorporated into the regular activities of the partnership and its stakeholders.

In the SI Baltic Sea Neighbourhood Programme, there are two types of grants: seed funding and funding for cooperation projects. Calls for these grant types are announced on different occasions. Sometimes SI may also launch special calls within the programme.

2.1 Types of grants

This ongoing call within the SI Baltic Sea Neighbourhood Programme closing 15 February 2024 refers only to the grant type cooperation projects.

The table below provides an overview of the grant type cooperation projects. A more detailed description is given in the following sections of the instructions.

Focus	<p>Funding for cooperation projects aims to deepen and further develop cooperation. For example, you can use the funding to:</p> <ul style="list-style-type: none"> • Build networks and platforms. • Build/spread knowledge and competence. • Develop and test models and methods. • Give input to policy and strategy.
Project period	<p>A project can last from 12 months to 24 months.</p> <p>Projects can start between 1 August and 1 November 2024 (a request for a starting date is specified in the application.)</p>
Budget	<p>A cooperation project can apply for at least SEK 500,000 and up to SEK 1 million.</p> <p>Please note that costs for the additional countries Denmark, Finland and Germany can only amount to a maximum of 10% of the requested budget from SI, and a maximum of SEK 100,000. Read more in budget enclosure 3.</p>
Partnership	<p>You can read about the general guidelines for how a partnership is formed in section 6. It describes who can apply, and about the formal roles of project owner and project partners.</p> <p>Please note that a partnership within cooperation projects can consist of up to 12 parties (divided into the main applicant, core countries and, where applicable, additional countries).</p> <p>A partnership must consist of at least three different core countries, including the main applicant based in Sweden, to be considered complete (see more criteria on the country composition in section 5.1).</p> <p>In cooperation projects, SI assumes that there is previous cooperation between at least a core of the partners involved in the project. However, SI does not require that it is based on a previously completed project but that the partnership has a previous partially shared experience of cooperation and focuses on deepening and further developing this.</p> <p>SI looks positively on cooperation projects that aim to strengthen cooperation between different sectors. This can be done through the formal partnership or through the activities of the project.</p>

	<p>However, it is important to note that the project partnership and the stakeholders you choose to involve must consist of actors who are relevant to the common challenge or opportunity that the project has identified. Cooperation projects are therefore assumed to involve important stakeholders as the target group for activities and communication to a significant degree.</p>
<p>Relevance</p>	<p>The programme aims to strengthen and create lasting cooperation between the EU countries around the Baltic Sea and countries of the EU Eastern Partnership to meet the region's common challenges and build on the opportunities that cooperation between the countries provides.</p> <p>In the application material, applicants are asked to describe which common challenge/opportunity they are focusing on and how it is relevant to the region.</p> <p>There are two overarching and important policy frameworks for the region, The EU Strategy for the Baltic Sea Region and the framework of the EU Eastern Partnership. These frameworks influence what is funded by the programme. Applicants are expected to reflect on how the project's aim relates to these strategies. If applicants cannot demonstrate regional relevance for the project's aim based on the above strategies, they can refer to other relevant strategies and frameworks, within the EU and internationally.</p>
<p>Target types</p>	<p>In applications to the programme, applicants must formulate a maximum of ten (10) short-term objectives within the target types given below in their own words. The target types are closely linked to the intention of the type of grant. Within each chosen target type, the project must formulate its short-term objectives in its own words (one or more per target type).</p> <p>For cooperation projects, there are seven (7) target types that applicants must choose from. In this group, you must choose at least two (2) and at most five (5) target types:</p> <ul style="list-style-type: none"> • Awareness raising • Building knowledge, competencies and skills • Development of models and methodology • Network and platform building • Pilot implementation • Stakeholder engagement • Strategy and policy input <p>In addition, it is optional to add a maximum of two (2) target types from the group below:</p> <ul style="list-style-type: none"> • Funding overview • Idea and concept development • Needs analysis

	<ul style="list-style-type: none"> • Partnership enlargement • Prepared application <p>Within each chosen target type, the project must formulate its short-term objective in its own words (one or more per target type).</p>
Sustainability	<p>The funding from SI is comparatively (e.g., with EU programmes) limited. Therefore, it is important that the long-term perspective, sustainability and possible expansion of the project's partnership is clear in the application to SI.</p>
Third Country Cooperation	<p>One of the objectives of the programme is to create sustainable cooperation between EU countries and non-EU countries, which is why projects according to information in this call can be constructed with that approach and that constellation of countries.</p> <p>The call offers an opportunity to promote this with a special arrangement, which is called Third Country Cooperation. This means that the project applied for through SI can cooperate with, for the call relevant, ongoing EU projects or existing platforms/networks that include EU countries around the Baltic Sea.</p> <p>This opportunity primarily concerns the programme's core countries outside the EU.</p> <p>The partnership of the third country participation type must therefore consist of a Swedish main applicant and at least one core country outside the EU. In addition, at least one additional core country within or outside the EU must also be part of the partnership. Note that further partners and programme countries can also be added when the basic requirement is met.</p> <p>Please note that the SI-funded project must have its own aim and objectives.</p> <p>For projects of the third country cooperation type, SI may require additional documentation during the assessment, that proves the interest of the EU project/ existing network's/platform in cooperating with the SI-funded project.</p>

3. Timeline

- The call is published at si.se 15 November 2023.
- Application enclosures will be published in November 2023.
- The application portal opens during December 2023.
- The call for applications **closes 15 February 2024**.
- The assessment of applications is estimated to take about 3-4 months.
- Projects can start between 1 August and 1 November 2024 (a request for a starting date is specified in the application.)

4. Regional relevance and connection to relevant policy documents

The SI Baltic Sea Neighbourhood Programme aims to strengthen and create lasting cooperation between the EU countries around the Baltic Sea and countries in the EU's Eastern Partnership to meet the region's common challenges and build on the opportunities that cooperation between the countries provides. Cooperation financed through the programme must benefit the region as a whole but also all parties and countries involved.

The identified common challenge or opportunity is expected to be based in relevant strategies and frameworks. There are two overarching and important policy frameworks for the region: The EU Strategy for the Baltic Sea Region and the framework for the EU Eastern Partnership. These frameworks affect what is financed by the programme. Applicants are expected to reflect on how the aim of the project relates to these strategies. If applicants cannot demonstrate regional relevance for the aim of the project based on the above strategies, they can refer to other relevant strategies and frameworks, within the EU and internationally.

4.1 The EU Strategy for the Baltic Sea Region (EUSBSR)

The EUSBSR is one of the EU's so-called macro-regional strategies that identify common challenges facing the countries in the region. It encourages closer cooperation between the countries around the Baltic Sea to meet these challenges. The strategy includes EU member states in the region, i.e., Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland, and Sweden. The strategy also points to the importance of cooperating with neighbouring countries of the region.¹

The EUSBSR has three overall objectives:

- save the sea
- connect the region

¹ Note that the cooperation with Russia and Belarus within the framework of the EU Strategy for the Baltic Sea region is suspended. Belarus and Russia are also not part of the SI Baltic Sea Neighbourhood Programme. The remaining neighbouring countries that the strategy points to are Norway and Iceland. However, these countries cannot be included as formal partners and cannot be financed by the SI Baltic Sea Neighbourhood Programme. Norway and Iceland may participate in the projects at their own expense.

- increase prosperity

The EUSBSR includes an Action Plan in which the three overall objectives have been broken down into sub-objectives. The concrete work within the strategy takes place in the 14 so-called policy areas (PA). These PAs contribute in various ways to one or more of the overall objectives. Each PA has its own actions which are described in the action plan. In addition, the action plan describes other key features of a more comprehensive nature, such as work regarding climate change, cooperation with neighbouring countries, transparent participation, inclusion, multi-level governance, etc.

Read more: <https://balticsea-region-strategy.eu/>

4.2 The EU Eastern Partnership (EaP)

The EaP, established in 2009, plays a key role in deepening the EU's relations with six countries in Eastern Europe and the southern Caucasus.

The EaP is designed as a partnership with these countries and the main focus within the partnership is on each partner country's bilateral relationship with the EU. In addition, a multilateral framework has been established, with the aim of supporting bilateral relations and creating the conditions for co-operation between the countries.

Multilateral co-operation takes place through summits, meetings of foreign ministers as well as meetings, seminars and workshops at expert level. The goals and principles of the partnership have been established and confirmed at five summits, which can be read about in the so-called "Eastern Partnership Summit Declarations". The most recent summit was held in Brussels in 2017.

In the new framework of EaP, which was adopted at the summit on 15 December 2021, the cooperation revolves around two pillars: 1) investment and 2) governance. The partnership has ten objectives in five main areas, which are linked to the UN's global goals in Agenda 2030.

- Together for resilient, sustainable, and integrated economies.
- Together for accountable institutions, the rule of law and security.
- Together towards environmental and climate resilience.
- Together for a resilient digital transformation.
- Together for resilient, fair, and inclusive societies.

Read more: <https://euneighbourseast.eu/policy/>

https://neighbourhood-enlargement.ec.europa.eu/european-neighbourhood-policy/eastern-partnership_en

<https://www.regeringen.se/internationella-organisationer-och-samarbeten/ostliga-partnerskapet/>

4.3 Other frameworks and strategies

It is important that applicants can demonstrate that there is support for the project's identified challenge or opportunity in strategies and frameworks relevant to the region. Applicants are expected to reflect on how the objective of the project relates to the EUSBSR and/or the EaP. If applicants cannot demonstrate regional relevance for the aim of the project based on the above strategies, they may refer to other relevant strategies and frameworks, within the EU and internationally. These other frameworks and strategies may also be stated in your application as a complement to the two main regional frameworks, i.e., the EUSBSR and the EaP.

5. Partner countries

In the SI Baltic Sea Neighbourhood Programme, SI can finance project cooperation between EU countries within the framework of the EUSBSR (Denmark, Estonia, Finland, Latvia, Lithuania, Poland, Sweden, and Germany²). The programme can also finance cooperation that include actors from five countries of the EaP (Armenia, Azerbaijan, Georgia, Moldova, and Ukraine). SI looks positively on partnerships that include both EU countries and non-EU countries but points out that it is the identified challenge/opportunity that should guide the country and partnership composition in general.

- The main applicant must be a legal entity based in Sweden which represents a Swedish perspective.
- The main applicant can be an international/intergovernmental actor (legal entity) based in Sweden, but then the partnership needs to be supplemented with at least one project partner from Sweden who represents a Swedish perspective.
- Applications where the partnership only includes partners within one's own organisation (e.g., member-based organisations) in different countries will not be supported.
- A partnership must always be multilateral, i.e., SI does not finance bilateral cooperation within the framework of the programme. A partnership must consist of at least three different core countries (within or outside EU), including the main applicant based in Sweden (see more information in the table below about the country composition in section 5.1).
- Note that a partnership can consist of several partners from the same country and/or additional countries when the country composition requirement is met. (See criteria for country composition in table in section 5.1).
- Those who are part of the partnership as main applicants and project partners are expected to receive the funds granted by SI for the project. There are special budgetary constraints for additional countries.
- Actors from countries other than those mentioned above cannot be part of the formal partnership but can participate at their own expense in the project's activities. Where applicable, they can participate as experts and are then covered under the relevant budget post.

² Partners from the additional countries Denmark, Finland and Germany can only benefit from a limited amount of the project's total budget. Read more in the budget enclosure 3.

Note that external expertise can also be made up of actors from the partner countries, but in that case these actors cannot be part of the formal partnership.

5.1 Country composition

For conditions regarding the partnership composition, see the table below.

	Possible partner countries	Conditions for participation
Main applicant	Sweden	<p>Actor (legal entity) based in Sweden.</p> <ul style="list-style-type: none"> • Additional Swedish actors, in addition to the main applicant, can also participate as project partners if the partnership already consists of at least three countries according to the requirements in this table. • If the main applicant is an international/intergovernmental actor based in Sweden, the partnership must be supplemented with a project partner from Sweden who represents a clear Swedish added value.
Core countries within or outside the EU	<p>Core countries within the EU: Estonia, Latvia, Lithuania, and Poland.</p> <p>Core countries outside the EU (countries of the EaP): Armenia, Azerbaijan, Georgia, Moldova, and Ukraine.</p>	In addition to the main Swedish applicant, at least two core countries within or outside the EU must be part of the partnership.
Additional countries, within the EU	<p>Denmark, Finland (incl. Åland islands), Germany</p> <p><i>(Please note! Can participate only in already complete partnerships)</i></p>	<p>These countries can participate provided that the partnership already consists of a main applicant from Sweden and at least two core countries within or outside the EU.</p> <ul style="list-style-type: none"> • Partners from the additional countries Denmark, Finland and Germany can only benefit from a limited amount of the project's total budget. Read more in the budget enclosure 3.

5.2 Ukraine

Due to the current situation, SI assumes that actors from Ukraine may find it difficult to participate in the project implementation and activities on the same terms as other partners within the partnership. A partnership will still be considered complete if Ukraine is one of the three countries. However, for the sake of implementation, it can be an advantage to have a larger partnership to reduce the vulnerability of the project and increase its sustainability and possibility to achieve its results. A larger partnership can also more clearly contribute to the challenges that Ukraine is facing by contributing with different skills and experiences.

6. Partnership and stakeholders

Today's challenges for the EU countries around the Baltic Sea and the EU's Eastern Partnership countries are complex and require broad solutions involving several sectors and governance levels. Therefore, various relevant governance levels and sectors in society should be represented in the project's formal partnership and/or make up your target group. This is important for the project's results to have the intended impact or spread outside the partnership.

6.1 Partnership composition

The formal project partnership must consist of actors relevant to the common challenge or opportunity identified. Together, the partnership must have the skills needed to achieve the objectives of the project. To achieve objectives and results, the project must be anchored in all participating organisations so that the parties have the mandate and ability to implement the project. A partnership can, for example, be structured so that partners from the same country are made up of several sectors. This could be an alternative to a partnership including many countries but with single actors/sectors in each country. Please note that SI does not finance projects with one-way transfer of knowledge from one actor to the rest of the partnership within the SI Baltic Sea Neighbourhood Programme.

The formal project partnership consists of the main applicant and project partners. In the programme, the role of associated partners does not exist. Only actors and countries that constitute the main applicant and project partners are included in the formal partnership. Other actors who participate in meetings, conferences, etc. are not regarded as full partners and therefore cannot participate to fulfil the requirement of at least three different countries. See below for a description of the main applicant and project partner roles.

When forming your partnership, you should consider that the purpose of the programme is to focus on the common challenges and opportunities of the region, and that the results are expected to be disseminated and made publicly available. It may be more appropriate for e.g., smaller organisations and companies to be project partners than main applicants. They can also participate in other roles such as external experts or as target group for the project activities.

6.2 Main applicant

SI believes that it is important to have a clear Swedish perspective and anchoring in the project. The main applicant must be a legal entity, based in Sweden and represent the public, private or non-profit sector. Main applicants can be, for example:

- Non-governmental organisations, foundations
- Municipalities
- Regions
- Government agencies
- County administrative boards
- Higher education institutions and research institutes
- Intergovernmental organisations
- Business companies
- Business and trade organisations

The main applicant must have the capacity to lead, follow up and report on the project, but the entire partnership is involved in driving the project forward.

If the main applicant is an international or intergovernmental actor based in Sweden, the partnership must be supplemented with a project partner from Sweden who represents a clear Swedish perspective.

Once the project is granted, the main applicant's role is to be the project owner for the project. The project owner bears overall responsibility for the project towards the partnership and SI. It is therefore important that the main applicant ensures that the project is anchored in their own and the partnership's organisations.

6.3 Project partners

All project partners in the project must be legal entities and represent one or some of the stakeholder groups listed in section 6.2 above.

Project partners must have an active role in the implementation of the project. The entire partnership gets to share in the project's budget. Project partners may have primary responsibility for carrying out certain project activities, e.g., meetings/seminars/conferences, analysis work, feasibility studies, method development, etc.

It is important that partners have sufficient human resources to implement and participate in the project's planned activities and to contribute to the final reporting to SI.

All partners in the project must report their participation in the project in enclosure 5 "Partner Letter".

6.4 Stakeholders

A project is expected to describe how to reach and cooperate with important stakeholders via its activities. Stakeholders are people, a group of people or an organisation that is affected in one way or another by the challenge/opportunity that the project intends to work with. A stakeholder can also influence the project's conditions in a positive way, e.g., via special competencies, tools, networks, etc. Stakeholders can be both internal and external and can have direct or indirect influence. By identifying stakeholders and making an analysis of their relationship to the challenge/opportunity, a strategy for and prioritisation of how they should be involved in the project can also be designed.

In a stakeholder analysis, you can e.g., take help from questions such as:

- Who is interested in the project?
- Who will be affected by the project?
- Who can influence the development of the project?
- Who can approve/reject the project?

The stakeholder analysis helps determine who should be involved in the project and in what way.

7. Project design

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

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

A partnership is expected to cooperate on **common challenges or opportunities** where the cooperation benefits the region as a whole as well as all participating parties.

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 must 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 overall project aim by first having achieved the short-term objectives.

The call provides a number of predefined target types to choose from. These target types correspond to the intentions of the programme and the orientation that the projects should have. The short-term objectives must be formulated from the selected predefined target types (see more in section 2.1).

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.

7.1 Illustration of project design

Title in enclosure	Description
Challenge/Possibility	Applicants must describe in your own words which overall challenges or opportunities/needs in the Baltic Sea region your project has identified and will work on.
Aim	A project should only have one overall 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: Young entrepreneurs in the tourism sector have gained knowledge of how to run a business.</p>
Target types	The call provides a number of predefined target types to choose from. The short-term objectives should be formulated by means of the chosen target types (one or more short-term objectives per target type but a total of no more than 10 short-term objectives in all distributed between any of the target types below). See more in section 2.1.

For cooperation projects, there are seven (7) target types that applicants must choose from. In this group, you must choose at least two (2) and at most five (5) target types:

- Awareness raising
- Building knowledge, competencies and skills
- Development of models and methodology
- Network and platform building
- Pilot implementation
- Stakeholder engagement
- Strategy and policy input

In addition, it is optional to add a maximum of two (2) target types from the group below:

- Funding overview
- Idea and concept development
- Needs analysis
- Partnership enlargement
- Prepared application

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 indicators: 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.

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.

Example:

- Number of young entrepreneurs who participated in the project's seminars (quantitative indicator)
- Number of young entrepreneurs who have gained increased knowledge of how to run a business (qualitative indicator)

Expected results

The project activities are expected to lead to short-term effects (here called expected results), i.e., 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.

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.

Example: 30 young people in the tourism sector have been trained on how to run a business.

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. Note that the enclosures are locked and must not be opened.

A link to the application portal will be published on the website of the programme in accordance with the timetable in section 3: <https://si.se/en/bsnp>

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 previous 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
- Selection of relevant strategies/policies
- Enclosures

Remember: Last day for applications is 15 February 2024, at 23.59.59 (CET).

8.1 Mandatory enclosures

For an application to be considered complete, several enclosures as described below need to be uploaded to the application portal. For most of these enclosures, SI provides templates to be filled in, saved to PDF format and then uploaded to the application portal. In case of problems filling in the templates (which are locked in the .docx or .xlsx formats), SI should be contacted immediately and no later than one week before the deadline.

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 on SI's website that you must download and fill in separately. Please note that a template may include restrictions on the maximum amount of text (number of characters, including spaces) that can be filled in as an answer per question. If such restrictions are violated, the application may be considered invalid and rejected in connection with the formal assessment.

These templates can be found on the programme website: <https://si.se/en/bsnp>

Enclosure 1: Project relevance

Description of the project's identified common challenge or opportunity as well as a description of relevance and policy connection. The SI template must be used.

Enclosure 2: Project implementation

Description of the project's overall aim and background. Summary of short-term objectives, indicators, and results. A brief description of the partnership composition. 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 a 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 fills 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

- SI believes that physical meetings are important within projects to build relationships between the project partners and to strengthen the project's feasibility. At the same time, SI believes that projects should take advantage of the opportunities that digital tools provide for meetings and conferences, etc. SI foresees a project design which mixes physical and digital meetings, conferences, etc. in a way that is reasonable for each project.
- Applications aimed solely at obtaining funding for a single conference or meeting without any other planned activities will not be granted under this call.
- Funded projects are expected to contribute to a gender equal development of society. Both women and men should have an equal say in the project and actively participate in its implementation. The partnership should analyse and consider whether there are gender aspects that are relevant to the project's challenge, solutions and utilisation. In the project final report, it should be indicated how many men/women have participated in the project's activities.
- Note that within the framework of this call, SI does not grant support to pure research projects. However, research activities can be part of projects.
- The programme does not fund projects aimed at transferring knowledge or ready-made solutions from one partner to another.

- Note that a project partner (legal entity) cannot simultaneously act as an external expert vis-à-vis the project.
- The programme does not fund long-term mobility. Projects can include mobility for short stays at maximum 10 consecutive days.
- SI applies state aid rules. Additional 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'). Salary costs cannot therefore be stated as a standard cost, nor as a consulting fee when it concerns a partner.
- SI does not fund the purchase of equipment.
- Co-financing must make up at least 10% of the amount applied for from SI and can consist of funding from the main applicant, from the remaining partnerships and external funding. Co-financing must refer to costs that are directly related to the project, i.e., not overheads. (If the sum applied for is SEK 1, 000, 000, the co-financing must amount to at least SEK 100,000.)
- All the project's partners can cover costs for joint project activities. This may, for example, refer to qualified analysis/report work or coordination of joint project activities carried out by a project partner. In the budget and activity plan, it must be clearly stated which partner in the project is carrying out the activity.
- Consideration is given to the entire project's financing when assessing the application.
- SI may revise the applicant's project budget before our decision is taken.
- Costs for the additional countries Denmark, Finland and Germany are reported in a separate place in the budget template (see enclosure 3 for more info). Please note that costs for these countries in total can only amount to a maximum of 10% of the requested budget from SI, and a maximum of SEK 100,000 with regards to the grant type cooperation projects.
- See a special tab in enclosure 3 for detailed instructions regarding the project's budget.

9. Processing of the application

9.1 Managing information as a government agency

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

9.2 Processing your personal data

The Swedish Institute would like to inform that by submitting your application we will process personal data of 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 category 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 personal data of the entire project partnership in accordance with the regulations with the GDPR and Swedish National legislation.

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

- Swedish governmental agencies and ministries
- EU funding agencies
- Key actors related to the EU Strategy for the Baltic Sea Region and the EU Eastern partnership framework.

We would also like to inform of the right for persons 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.

In case 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 a right to lodge a complaint with the supervisory authority, the Swedish Authority for Privacy Protection (Integritetsskyddsmyndigheten).

To find out more about how SI process 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 decision

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

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

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

SI assesses the application based on three main areas:

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

Estimated processing time is about three to four months. SI's decisions are final and may not be appealed.

10. Approved projects

For the projects that are granted, an agreement is drawn up between SI and the Swedish project owner. The project owner can in turn sign agreements with partners in the partnership. If the project owner forwards (i.e., sends part of the granted amount to project partners in advance), such an agreement must be written. The agreement must state the terms and conditions from SI.

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, part of the amount is paid out to the project owner in connection with the start of the project. SI pays out the contribution in Swedish kronor. The grant is paid out based on the length of the project.

- For projects that last no longer than 18 months, 80% of the sum is paid out when the signed agreement has been received by SI.
- For projects longer than 18 months, 50% of the granted amount is paid out when the signed agreement has been received by SI. 30% is paid out when SI approves the interim reporting.
- The final 20% is paid out, in case the funds have been used, after the final report and financial report together with the external audit, carried out by an authorized/approved auditor, have been received and approved by SI. The final report, financial report and audit certificate must normally be received no later than 2 months after the project's official end date. Funds for audit can be taken up in the application's 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) to be handled within the framework of the partner accounting.

The alternative to forwarding is for partners to first process costs. The project owner pays out funds to partners after approving reports received regarding costs of work performed. SI does not define this procedure as forwarding of grants.

If the project owner forwards an amount that exceeds SEK 200,000 to a project partner, a local external audit must be carried out by an independent external auditor with qualifications corresponding to a Swedish authorized/approved auditor. The audit must be carried out in the country in which the partner operates and in accordance with ISA 800/805, alternatively the corresponding national standard in countries where ISA is not applied. If the forwarded amount is SEK 200,000 or less, the forwarded amount is part of the project owner's audit.

10.3 Project changes

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 which must be 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.

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 projects database

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

Interreg projects database (en):

<https://keep.eu>

Swedish government web site on state aid: (se.):

<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>

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>

Swedish Government website (se):

<https://regeringen.se/sverige-i-eu/eus-ostersjostrategi/>

EU Eastern Partnership, EaP

EU websites about EaP (en):

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

https://neighbourhood-enlargement.ec.europa.eu/european-neighbourhood-policy/eastern-partnership_en

<https://euneighbourseast.eu/policy/>

Swedish government website (se.):

<https://regeringen.se/internationella-organisationer-och-samarbeten/ostliga-partnerskapet>

Eastern Partnership policy beyond 2020: Reinforcing Resilience – an Eastern Partnership that delivers for all:

https://eeas.europa.eu/sites/eeas/files/1_en_act_part1_v6.pdf

Council Conclusions on the Eastern Partnership policy beyond 2020:

<https://www.consilium.europa.eu/media/43905/st07510-re01-en20.pdf>

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