
SI Ukraine Cooperation Programme

Instructions for the application call 2024

Final date of applications 15 May 2024

Programme website: <https://si.se/siucp>

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1. Purpose of the instructions

These instructions are intended for those applying for project funding from the Swedish Institute (SI) within the SI Ukraine Cooperation Programme. These instructions give detailed important information about the call and on what is required for an application.

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 start writing your application.

2. About this application call

The SI Ukraine Cooperation Programme is a funding programme at the Swedish Institute that is implemented within the framework of Sweden's development and reform cooperation with Ukraine 2023-2027.

The call provides an opportunity for Swedish actors to seek financial support for project cooperation together with their Ukrainian partners, with the aim of contributing to Ukraine's reconstruction and reform efforts for EU integration in areas such as inclusive economic development, entrepreneurship and trade, as well as human rights, democracy, principles of the rule of law and gender equality.

Each application should propose a project that addresses a concrete challenge or opportunity in Ukraine, linked partly to the thematic options of the call, partly to Ukraine's long-term ambition for EU integration. Specifically, the projects should contribute to strengthened capacity in organisations, as well as increased competence, incl. widened contact networks and new knowledge for individuals.

The development of the application is expected to take place in co-creation between the Swedish main applicant, the Ukrainian partner and any other actor in the formal partnership. The partners from Ukraine are expected to take an active role in formulating the overall challenge or opportunity that the project will work on. An exception is applications within the grant type *project preparation*, in cases where the main Swedish applicant at the time of the application has not yet established partnership with a Ukrainian actor. Such applications are accepted by SI if the proposed project will focus on the establishment of a partnership between Swedish and Ukrainian actors.

The call does not address the need for humanitarian or military support.

2.1 Thematic orientation

The call has two overarching orientations that connect to Ukraine's construction and reform work for EU integration. These are:

- (1) inclusive economic development, entrepreneurship, and trade
- (2) human rights, democracy, the principles of the rule of law and equality

With these two orientations as a starting point, SI has developed underlying, selectable thematic options within which applicants must formulate their project idea.

Applicants can choose only one thematic option per application, but also have the opportunity to describe synergies with other thematic areas.

Thematic options related to inclusive economic development, entrepreneurship and trade:

- Employment and job-creation
- Private sector development
- Strengthened conditions for trade
- Transparency and anti-corruption in the private sector

Thematic areas related to human rights, democracy, the principles of the rule of law and equality:

- Civil society development
- Free and independent media
- Gender equality
- Human rights
- Strengthened cultural institutions and cultural heritage
- Strengthened democratic institutions and public administration

For inspiration and examples of what could be included within each thematic option, [read more on this page at si.se](#).

2.2 Grant types

Within the call, applicants can choose between three different grant types: project preparation, collaborative project, or training programme. Note that the application documents may differ depending on the grant type. See section 8.1 for overview.

For the grant types cooperation project and training programme, it is required that the project builds on previous/existing cooperation between the main applicant and at least one Ukrainian partner. The collaboration may have taken place in the current or another constellation but needs to be described in the application. If there is no previous cooperation to refer to, SI recommends to first apply for a project preparation grant in order to establish a partnership and lay the foundation for cooperation.

Project preparation

Project preparation is a smaller grant aimed at laying the foundation for cooperation. Such a preparatory project could involve contact making and partner search, meetings and workshops to discuss or carry out needs analyses, simpler feasibility studies etc. Project preparation could also involve developing parts of a larger application for cooperation between Sweden and Ukraine.

For applications concerning project preparation, SI does not require that the Swedish main applicant already has a ready-made partnership in place with actors in Ukraine, although this would of course be preferable. Identification of suitable cooperation partners and the establishment of a partnership must then form an integral part of the project and a list of already identified possible cooperation partners in Ukraine should be included in the application.

Amount: 100 000 – 200 000 SEK

Project duration: 6 – 12 months

Cooperation project

Cooperation projects should aim to develop capacity and opportunities for the partners (or other actors and institutions) in Ukraine to drive change processes and contribute to the country's reconstruction and reforms for EU integration within the thematic orientation that is the focus of the project.

Cooperation projects may consist of a number of different activities and could include, for example, exchange of experience, development and implementation of methods and working methods, production of studies and reports, establishment of actor networks and collaboration platforms, as well as policy influence.

The Ukrainian partner has an important role in the initial needs analysis, but also in the further implementation, management and further development of the project and management of its results, both during and after the project.

Amount: 500 000 – 2 000 000 SEK

Project duration: 12 – 24 months

Training programme

It is possible to apply for grants to implement training programmes for groups of participants from identified target groups in Ukraine. The training programme should focus on a thematic option covered by the call. The purpose would be to strengthen the participants' competence and capacity to work for the country's development and reform work for EU integration.

The target group should be professionals - individuals representing relevant organisations, networks and interests in Ukraine. Also, people who are engaged in voluntary work or other types of involvement, linked to a relevant actor (primarily in Ukraine) can be included in the target group.

At least one Ukrainian actor is required as part of the formal partnership. Their expected role in organising the training programme would be (among other things) to contribute to the initial needs analysis, the implementation part, but also the overall management as well as disseminating knowledge and learnings to a wider circle in Ukraine.

A training programme may consist of several different types of activities and components for learning, competence development and network building. Its activities may be spread over most of the project period but should be presented as a unified whole-package offer to the participants. The training programme should provide plenty of space for interaction of various kinds between the participants and facilitator/teacher/expert/supervisor (also called *live time*) while own work, self-studies etc can be included in the programme but as a supplement.

Each *participant* is expected to participate during the entire programme and not only during one or a couple of activities¹. A minimum of 20 participants should take part in each training programme, however it could also be significantly larger than that, with opportunities for the partnership to work with several different groups/cohorts (in parallel or consecutively) within the framework of the project period. SI assesses whether the requested amount is in relation to the number of participants and the planned arrangement.

The training programme may also consist of activities involving stakeholders and additional target groups (see section 5.3.1 target groups). This could, for example, involve matching the participants with stakeholders in Sweden for continued contacts, mentoring, job shadowing and exchanges.

For the participants of all training programmes granted, SI will also arrange certain additional joint activities. This takes place within the SI Sweden-Ukraine Reform Fellowship (SURF) network, which offers the participants a complement and added value in the form of contacts with each other and Sweden, as well as relevant tools that they can use in their commitment to continue supporting

¹ Exceptions would of course apply in regard to circumstances such as illness, participant withdrawals or if participants are unable to attend as planned due to the situation in Ukraine.

Ukraine's construction, reform work and EU integration. SI will mainly organize digital activities, e.g. lectures, talks with experts, shorter training sessions, etc.

The participants in the training programmes are after completing the program also welcomed to the Sweden Alumni Network, a global network of 19 000 talents (of which approx. 1 200 from Ukraine) who have been in Sweden on a scholarship from SI, attended one of SI's leadership programmes or studied in Sweden with their own resources. SI works actively to maintain and strengthen contacts with and between these individuals and arranges a series of activities such as networking opportunities, capacity-building initiatives and professional further development.

Amount: 1 000 000 – 2 000 000 SEK

Project duration: 12 – 24 months

Number of participants: 20 minimum

Live time: 80 hours minimum²

3. Time plan

- The call opens at si.se during March 2024
- The online application portal opens during April 2024
- Application deadline is 15 May 2024
- Evaluation of received applications is expected to last May-September 2024
- Decisions to be communicated by mid-October 2024 at the latest
- Granted projects formally start in late autumn 2024

4. Programme countries

All applications must include Ukraine in one way or another. For the grant types cooperation project and training programme, the basic requirement is therefore that at least one actor from Ukraine is part of the formal partnership. For the grant type project preparation, in the same way, at least one Ukrainian partner should be part of the formal partnership, but SI also accepts applications for project preparation where, at the time of application, the Swedish main applicant has not yet formalized cooperation with an actor from Ukraine. In such cases, the project should focus on establishing a partnership and preparing for continued cooperation. One or more previously identified possible cooperation partners in Ukraine must then also be stated in the application, to be approached during the project.

² Live time refers to facilitated and interactive time arranged either digitally or physically in a group (or individually) with a teacher/expert/supervisor or the like. Self-studies and/or time in front of a pre-recorded session does not count as live time but may also be included in the programme.

The main applicant must be based in Sweden.

An application can also include several partners from both Sweden and Ukraine.

When the basic requirement for programme countries is met, partners from additional countries (max. 2 actors per application) can also be included in the partnership if it clearly contributes to the project's feasibility and benefit for the target groups in Ukraine.

The following countries are included in the call:

- **Main applicant country:** Sweden
- **Country of priority:** Ukraine
- **Additional countries, EU countries with experience from transition:** Estonia, Latvia, Lithuania, Poland
- **Additional countries, non-EU countries within EU:s Eastern Partnership:** Armenia, Azerbaijan, Georgia, Moldova

The purpose of the possibility of including additional countries to the formal partnership is primarily to benefit from their experiences and lessons learned regarding e.g. reform, transition and EU integration processes. It may however also be other benefits, e.g. favourable geographical location of the countries, to facilitate the arrangement of activities in support of target groups in Ukraine, but in another location.

5. Relevance, partnership and target groups

The overall aim of the project should be relevant to the identified challenges and/or opportunities in Ukraine, linked to the thematic option that is chosen for the application. The project idea should also contribute to Ukraine's long-term ambition of EU-membership.

The formal partnership behind the application needs to have sufficient competence to work on the issues, target groups and stakeholders that relate to the project. All actors in the partnership are expected to contribute to the work in the project and create the conditions for development in Ukraine but should also themselves see added value from being part of the project and the partnership.

5.1 Partnership composition

The formal partnership consists of the Swedish main applicant and one or more project partners. At least one of the project partners should be based in Ukraine. An exception is the grant type project preparation, where the main applicant does not need to have a formalized partnership in place with a Ukrainian actor at the time of application. In such cases, however, it must be stated in the application which actors in Ukraine will be approached to probe a partnership.

All actors included in the formal partnership need to be legal entities. In total, a maximum of six actors (incl. Swedish main applicant) can be part of the partnership per application. Main applicants and project partners 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 role associated partner does not exist in this programme. Only the roles main applicant and project partners are valid in the formal partnership. However, both other additional actors and individuals may participate in the project's various activities (and thus also affect the project budget). They are assumed to represent the project's target group and/or constitute stakeholders or external expertise.

The prevailing situation in Ukraine places special demands on the partnership's competence and relevant experience both within the project's focus and international collaborations. Prior to the design of the partnership, things such as the competence, capacity and previous experience of the intended actors should therefore be carefully considered so that the project's distribution of roles and competences actually corresponds to the challenge that the project intends to address.

5.1.1 External expertise

In addition to actors who are part of the formal partnership, external expertise (which does not represent a formal partner) from all programme countries (as well as other countries within the EU) can also be included in the implementation, for example to lead and/or contribute expertise during activities in the project.

Note that costs for the purchase of external expertise are included in the budget in a different place (budget item 2.3) compared to costs related to project partners. The same actor cannot participate both as a partner and an external expert within the project. This also applies if other/additional departments/units etc within an organisation that is already part of the formal partnership are involved. Their costs should not be considered external expertise and should rather be counted as costs related to the partner in question.

5.2 The main applicant

The main applicant must have the capacity to lead the project, as well as being responsible for producing the final report to SI (although with the assistance of partners). But the entire partnership should be actively involved in all phases and parts of the project.

One and the same main applicant cannot submit several simultaneous applications within the call with the same person listed as project manager/contact person.

Once the project is granted, the main applicant becomes the project owner. A project owner has the overall responsibility for the project both towards the partnership and SI. It is therefore important that the main applicant ensures in advance that the project is anchored within their own organisation but also at each partner.

Main applicant letter

The main applicant must submit a completed and signed *Main applicant letter* (enclosure 4) to the application, regardless of grant type. In this letter, the main applicant explains their prerequisites for and participation in the project. This includes, among other things, an organisational assessment where the main applicant answers a number of questions which, taken together, relate to their capacity to lead the proposed project.

The enclosure also covers whether the main applicant had other/earlier SI-funded projects and what lessons or project results they may take with them from there.

Finally, the enclosure includes a self-assessment of whether funds will be forwarded to partners within the project. Read more in section 10.2 Forwarding.

5.3 Project partners and target groups

The actors included in the formal partnership must be legal entities.

Project partners have an active role in the implementation of the project and, in addition to active participation, can also be delegated main responsibility for individual project activities. Project partners should also be able to take part in the project's budget, for example for working hours/salary.

Each partner must submit a completed and signed partner letter (enclosure 5, *Partner letter*) with the application. The partner letter should give an account of their participation in the project. The partner letter thus becomes an assurance that each partner have secured necessary mandate and capacity, including staff and other resources, to participate in implementing the project.

For applications within the grant type project preparation, a formal partnership is not a requirement at the time of application. However, such applications shall include an indicative list of actors in Ukraine as possible prospective partners.

Regardless of grant type, it is also possible to include more project partners to a granted project once it has started. However, this must be preceded by information to and approval by SI.

5.3.1 Target groups

The project's target group(s) are those who have been identified as essential to involve and/or strengthen in their capacity and ability through the project's activities. The target groups for the project should be relevant in relation to the challenge or opportunity that the project intends to address. The target groups should be based on aspects like roles, functions, positions, competences and/or interests.

The reasoning regarding target groups can also concern possible final target groups, intended to be reached indirectly through, for example, the participants in an educational program (or activities arranged within a collaborative project).

Example/target group: business promoters within the public administration in Ukraine

Example/end target group: Start-ups/entrepreneurs in Ukraine

The project's target groups can either be found within the partnership, or with other actors primarily in Ukraine. If the project also includes target groups outside Ukraine, it must be justified in the application how these are instrumental in contributing to Ukraine's development. Target groups outside Ukraine refer mainly to the Ukrainian diaspora, and/or Ukrainian refugees abroad.

Training programme participants

The participants of a training programme are expected to represent primarily the target group(s) in Ukraine as described in the application (Enclosure 1, *Project relevance*). Any participants who do not represent the Ukrainian target groups should, in that case, have a function where their involvement still provides support and added value to the target groups.

A recruitment plan for participants should be included in the application (Enclosure 6, *Training programme design*), and this description should include a discussion on whether an open call for participants should be conducted, or if participants are to be selected based on factors such as organisational affiliation, roles, skills, knowledge, or similar criteria. Concrete activities involved in participant recruitment should be outlined in the project's work plan (Enclosure 2, *Project implementation*).

5.3.2 Stakeholders

Stakeholders are defined as actors who are not part of the formal partnership but are somehow relevant to (or may have an interest in) the implementation and results of the project. Stakeholders could, for example, be actors who are affected by the challenge or opportunity that the project aims

to address. Stakeholders may also possess resources that could contribute to the feasibility of the project, such as specific skills, tools, interests, or influence.

By identifying stakeholders and analysing their relationship to the identified challenge/opportunity in Ukraine, one can also develop a strategy for which of these stakeholders should be involved in the project and how this should be done.

A discussion on stakeholders should therefore be presented in applications concerning cooperation projects and training programmes (Enclosure 1, *Project relevance*).

In a stakeholder analysis, one can, for example, use a number of 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?

6. Project logic and sustainability

The project should be based on a specific challenge and/or opportunity that Ukraine faces. The needs in Ukraine should be related to a thematic option covered by the call and which, in turn, relates to the strategy for Sweden's development and reform cooperation with Ukraine 2023-2027.

It is important that the project's aim, objectives, structure, and various activities are logically connected and that this is evident in the application. SI assesses whether the application demonstrates a clear connection between the identified needs in Ukraine, the project's overall aim, short-term objectives, indicators, as well as activities and expected results.

The project's structure should be feasible and designed taking into account the current situation.

6.1 Project logic

The project's overall aim is the same as its purpose. This is expected to be concise and should describe how the situation should be after the project's conclusion, assuming the project delivers the expected results.

Applicants should also formulate a number of short-term objectives. The short-term objectives are a breakdown of the overall project aim and describe what should be achieved by the end of the project period, given the resources allocated (personnel, time, and budget). This means that the project's overall aim is achieved by reaching the respective short-term objectives.

The call provides a number of predefined target types to choose from, and it is within these that applicants should formulate the project's short-term objectives. For the grant types training programme and cooperation project, applicants should provide a minimum of two (2) and a maximum of ten (10) short-term objectives per application. For project preparation grants, a

minimum of one (1) and a maximum of five (5) short-term objectives should be included per application.

For cooperation projects, it is mandatory to formulate at least one objective using the target type *Building capacity at organisations*.

For training programmes, it is mandatory to formulate at least one objective each under the target types *Building capacity in individuals* and *Building capacity at organisations*. For the latter, the idea is that the training programme should contribute to strengthened capacity among actors in Ukraine but primarily indirectly, through support to individuals within the proposed training programme. In other words, it is not intended for the project to encompass entirely different activities to support organisations in parallel.

It is the project's structure and activities that form the basis for achieving the short-term objectives. Therefore, it is important that relevant activities are linked to each objective. It may require a variety of activities to achieve one specific short-term objective. Furthermore, applicants should specify one or more indicators for each short-term objective.

6.2 Illustration of project logic

English	Swedish	Description
Challenge/ opportunity	Utmaning/ möjlighet	The application should be focused on a specific challenge or opportunity that is relevant for Ukraine, identified by the partnership and intended to be addressed within the proposed project.
Aim	Projekt mål	A project should have only one overarching aim (project goal), which should describe how the situation should be after the project's completion provided that the project delivers the expected results. <i>Project goals are sometimes referred to as the project's purpose.</i>
Short-term objectives	Kortsiktiga mål	The project's short-term objectives specify what the partnership aims to have achieved (changed) by the time the project concludes. Consideration: It's easy to confuse activities with short-term objectives, but it's important to keep them separate. For example, organising a seminar is not an objective but an activity. However, the short-term objective could be to increase the knowledge of those participating in the seminar. Example: A number of key individuals have gained increased knowledge in a specific subject.
Target types	Måltyp	The call provides several predefined target types to choose from. Short-term objectives should be formulated within the framework of the selected target types (one or more short-term objectives per selected target type). Target types, selectable for the grant type project preparation: <ul style="list-style-type: none"> • Funding overview

		<ul style="list-style-type: none"> • Needs analysis • Partner search • Partnership enlargement • Preparing application • Stakeholder engagement <p>Target types, selectable for the grant type cooperation project:</p> <ul style="list-style-type: none"> • Benchmarking and peer learning • Building capacity at organisations* • Building capacity in individuals • Development of models and methodology • Funding overview • Network and platform building • Partnership enlargement • Pilot implementation • Preparing application • Stakeholder engagement • Strategy and policy development <p>Target types, selectable for the grant type training programme:</p> <ul style="list-style-type: none"> • Benchmarking and peer learning • Building capacity at organisations* • Building capacity in individuals* • Network and platform building <p>*Mandatory to include for the selected grant type.</p>
Activities	Aktiviteter	Activities are the project's means of achieving the short-term objectives. Therefore, for example, it cannot be a short-term objective to organise a seminar; instead, the seminar is an activity (see above about short-term objectives). The main activities of the project should be outlined in the application's work plan (Enclosure 2, <i>Project implementation</i>).
Indicators	Indikatorer	<p>For each short-term objective, one or more indicators need to be formulated. These indicators are used to assess goal achievement for the respective short-term objectives. An indicator is a measure of what needs to be assessed but should always be expressed neutrally, meaning it should only state "number of experts who..." and not "hundred experts who..."</p> <p>Consideration: There are two types of indicators: quantitative and qualitative. Both quantitative and qualitative indicators may be needed to capture different aspects of goal achievement. To demonstrate how the project meets the short-term objectives, the application may include both quantitative and qualitative indicators.</p> <p>A quantitative indicator is, for example, a number (count, average, or median) or a percentage.</p> <p><i>Example, quantitative indicator: number of experts who have participated in the project's activities.</i></p> <p>Qualitative indicators can be expressed in quantitative terms, but they are what can be called "soft" data—such as values, attitudes, and behaviors of the</p>

		<p>target audience. Qualitative indicators can be measured and quantified through methods such as surveys indicating the proportion of respondents with a certain behavior or attitude.</p> <p>It is important to determine in advance how the indicators will be measured, i.e., the measurement method, so that it is possible to substantiate the expected results.</p> <p><i>Example, qualitative indicator: number of participants who have gained increased knowledge in a specific subject or theme.</i></p>
Expected outputs	Förväntade resultat	<p>The project's activities are expected to lead to short-term effects (here called expected results), i.e., direct outcomes resulting from one or more activities. Expected results are important for the project team to develop, for example, to calculate a detailed budget and establish a schedule. The project's expected results indicate what will be 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>Consideration: If it is difficult to formulate expected results, it often depends on the short-term goal being too extensive or too abstractly formulated. It is also important that the activities are designed in a way that makes the results measurable.</p> <p><i>Example: 30 EU coordinators have received training in applying for EU funding.</i></p>

6.3 Project structure

An important part of the application is to describe the structure and activities of the project. The main activities should be described in the work plan with a preliminary timeframe and an indication of which partner is intended to be responsible for planning and implementing each activity. It should also be indicated whether the activities will be conducted physically (and if so, in which country) or digitally.

The work plan should also address activities related to the project's external communication. For applications regarding training programmes and cooperation projects, this should be consistent with the discussion on the project's communication efforts and supported by the budget (budget post 2.4).

For applications regarding training programmes, the work plan should mention supporting activities that contribute to the implementation of the training programme (planning, preparatory work, recruitment, administration, monitoring) as well as an overview of the structure of the training programme itself, albeit not in detail since this is covered in enclosure 6, *Training programme design*, and Enclosure 7, *Preliminary schedule*.

6.3.1 Onsite vs online

SI anticipates that most projects will consist of a mixture of activities and meeting formats (physical, digital, and hybrid) but encourages arrangements that also facilitate travel and physical meetings.

Digital activities are expected to play a complementary role in ensuring the feasibility of the project and enabling the inclusion of target groups who, under current circumstances, cannot travel or meet physically. Digital formats should also be used to streamline ongoing contacts, check-ins, and communication within the project, for example, by conducting project check-ins digitally.

6.4 Sustainability

Granted projects are expected to provide support to Ukraine both in the short and long term. Each application should include discussions on the usability of expected project results, as well as prospects for continued collaboration. Regarding the grant type project preparation, these issues are of particular importance since the purpose of the grant is to lay the groundwork for cooperation.

For applications regarding training programmes and cooperation projects, applicants should also elaborate on how internal learning is facilitated within the partnership during the project's duration, aiming to ensure the transfer of knowledge, methods, and experiences to the Ukrainian partners. These partners are expected to eventually integrate the results of the completed project into their respective organisations to support their development and capacity for continued collaboration within Ukraine and internationally.

Training programmes should also be designed so that participants' acquired knowledge is implemented/integrated into their own organisations.

7. Budget

The application should include a budget (Enclosure 3, *Project budget*) that provides a detailed, albeit indicative plan for how the requested grant from SI will be spent within the project. SI considers the entire project's financing when assessing the application. The intended SI template must be used for the budget enclosure.

The budget should support actors and target groups in Ukraine, but all project partners can access the budget to cover costs and participate in project implementation. Therefore, both in the work plan and budget, it should be clearly stated which partners are involved in each activity.

Even actors outside the formal partnership and individuals (especially participants in training programmes) may be eligible to have costs covered from the project's budget through their participation in project activities, such as meetings, seminars, etc.

The grant should be used for planning, implementing, and monitoring the project. It can involve various types of costs but should be categorized under the following budget groups and budget items:

A. Project management

- 1.1 Project management/administration (only costs at the Swedish main applicant)
- 1.2 Project co-management/administration (only costs at project partners in Ukraine and Sweden)
- 1.3 External audit (projects with a grant exceeding 200 000 SEK require external audit)
- 1.4 Security measures/training (measures to prevent, manage security risks in the project)

B. Implementation

- 2.1 Costs related to the main applicant (only costs at the main applicant and other Swedish partners)
- 2.2 Costs related to Ukrainian partners (only costs at project partners in Ukraine)
- 2.3 External expertise (costs for purchasing expertise from actors not included as project partners)
- 2.4 Project communication (costs for communication towards mainly external target groups)

C. Meetings

- 3.1 Costs for physical meetings (meeting expenses, e.g., venues, food, refreshments, technical support)
- 3.2 Costs for digital meetings (costs for arranging/conducting digital meetings, e.g., software)
- 3.3 Costs for interpretation and translation (costs for translation, interpretation during meetings)

D. Mobility

- 4.1 International travel (costs for international travel, e.g., train, airfare, insurance, etc.)
- 4.2 Domestic travel (costs for travel within own country, e.g., Ukrainian partner traveling within Ukraine)
- 4.3 Lodging/accommodation (costs for accommodation/hotels during short-term mobility)
- 4.4 Scholarships/funding for living costs (scholarship for living expenses during long-term mobility)

E. Costs related to additional countries

- 5.1 Costs related to partners in additional countries (costs at partners from additional countries)

F. Indirect costs

- 6.1 Indirect costs (indirect costs, also known as overhead)

Salary costs

The budget may include salary costs for employees both at the main applicant and other project partners. Salary must then be specified as actual cost (based on current salary for intended personnel within respective organisation and in their own country) including social security contributions (e.g. LKP, Swedish terminology) or equivalent in partner countries. The salary should, in turn, be calculated against the estimated working time to be allocated to the project.

Salary costs within the project are expected to mainly involve either overall project management, administration, or coordination (budget group A - Project management) or planning and implementation of specific project activities (budget group B - Implementation).

Please note that salary costs cannot be specified as lump sum and neither as a consultancy fee when referring to a partner.

Mobility

Short-term mobility constitutes the main form of travel within the project (individually or in groups) and can be used for meetings, participation in conferences, workshops, study visits, but also longer stays within training programmes, other educational activities, or various forms of exchanges. Short-term mobility can be supported for stays of a maximum of one month in a row per person but is expected to be shorter in most cases.

Long-term mobility for individual persons can be supported with travel grants for stays of 1-6 months in a row per person. Long-term mobility can, for example, involve education, internships, shadowing, or other types of longer stays at a receiving institution. If the application includes long-term mobility, the number of months per person and information on grants or monthly allowances should be specified in the project budget. Maximum 30 percent of the project's total budget can be used for long-term mobility.

Please note that travel grants for long-term mobility cannot exceed 25,000 SEK per month per person.

Indirect costs (OH)

Up to 20% of the grant from SI can be used for indirect costs (overhead). A description of the calculation should be provided in the budget appendix.

Co-financing

SI does not require co-financing to be included or specified for the project but provides space for information on possible co-financing in the budget template (if the applicant wants to show that co-financing is included in the project).

Miscellaneous, budget

Costs related to partners from additional countries (budget item 5.1) cannot exceed 10% of the grant from SI.

Costs related to overall project management and administration (budget group A) cannot exceed 25% of the grant from SI.

SI does not reimburse the purchase of equipment. If office equipment is needed within the project (e.g., computer, phone, projector), such equipment can instead be rented during the project period.

SI encourages cautiousness in spending regarding costs for external expertise (budget item 2.3).

SI reserves the right to adjust the project budget for an application before a decision is made.

Please note that if the grant from SI exceeds 200,000 SEK, the financial reporting and documentation must undergo an audit conducted by an authorized/approved external auditor. For more information, refer to Chapter 10.

8. Completing the application

The application must be submitted via SI's application portal no later than the application deadline, May 15, 2024, and must be fully completed with all enclosures (according to the intended SI-templates) included. Note that the enclosure templates are locked and must not be opened. For more information, refer to section 8.1 Application enclosures.

A link to the application portal will be published on the call website in early April 2024.

In the application portal, applicants create an account to access the application form. The account creation will also generate an ID number (applicant ID). A started application can be saved to be completed later.

In the application form in the application portal, applicants need to provide the following information:

- Details of the Swedish main applicant organisation (legal entity)
- Project manager/contact person for SI at the Swedish main applicant
- Responsible/decision-maker/authorized signatory at the Swedish main applicant
- Information about and contact details for each project partner
- Project summary
- Selection of a thematic option as focus for the project
- Selection of target types
- Enclosures

The application should be developed in close collaboration between the different parties involved and should be written in English.

Once the application has been submitted, the applicant will receive a confirmation via email. Please ensure that it does not end up in the spam folder.

8.1 Application enclosures

For an application to be considered complete, several enclosures as described below need to be uploaded to the application portal. Only the attachments explicitly requested for selected grant type should be included. For most of these enclosures, SI provides templates to be filled in, saved to PDF format and then uploaded to the application portal. Make sure to double-check that the converted PDF files are readable and accurately represent the respective attachment before uploading them to the application portal.

If there are issues with filling out the templates (locked in .docx or .xlsx formats), SI should be contacted promptly and no later than one week before the deadline.

Please note that a template may include restrictions on how much text (number of characters, including spaces) can be filled in as an answer per question. If such restrictions are exceeded (or in other forms of unauthorized manipulation of the templates), the application may be considered invalid and rejected in connection with the formal assessment.

Project preparation

The following enclosures should be submitted along with applications for project preparation. Note the exception for enclosure 5 (*Partner letter*) if there is no formal partner in Ukraine present at the time of application.

Enclosure 0: Project preparation description

Description of the project focus, information about the partnership and/or identified potential partners, and an explanation of the project structure and plans for continued cooperation. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 2b: Risk analysis

An overview of the main anticipated risks for the project, risk assessment, and a plan for management. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 3: Project budget

A project budget where the applicant specifies the expected costs in the project. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 4: Main applicant letter

A description of the Swedish main applicant organisation. To be filled out by the Swedish main applicant. Must be attached as a scanned PDF with a signature (SI accepts electronic signatures). *Mandatory enclosure. The intended SI template should be used.*

Enclosure 5: Partner letter

A description of each project partner and their participation in the project. To be filled out by each partner. Should be attached as a scanned PDF with a signature. Not required for the grant type project preparation if there is no partner in Ukraine present, but the project must then focus on establishing a partnership. *The intended SI template should be used.*

Cooperation project

The following attachments are mandatory for applications regarding cooperation projects.

Enclosure 1: Project relevance

Description of the project focus and an identified challenge or opportunity for Ukraine that the project aims to address. The attachment includes reasoning about relevant target groups and stakeholders for the project, as well as how the project contributes to Ukraine's long-term goal of EU integration. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 1b: Short-term objectives table

A table where the applicant specifies short-term objectives for the project, based on a selection of pre-defined target types. Note that selection of eligible target types may differ depending on the selected grant type. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 2: Project implementation

A description of the formal partnership, the project's structure and plan for external communication, and an explanation of the usefulness of expected results and prospects for continued cooperation. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 2b: Risk analysis

An overview of the main anticipated risks for the project, risk assessment, and a plan for management. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 3: Project budget

A project budget where the applicant specifies the expected costs in the project. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 4: Main applicant letter

A description of the Swedish main applicant organisation. To be filled out by the Swedish main applicant. Must be attached as a scanned PDF with a signature (SI accepts electronic signatures). *Mandatory enclosure. The intended SI template should be used.*

Enclosure 5: Partner letter

A description of each project partner and their participation in the project. To be filled out by each partner. One partner letter per partner must be attached per application. At least one partner in Ukraine is required for the partnership to be considered valid. Must be attached as a scanned PDF with a signature. *Mandatory enclosure. The intended SI template should be used.*

Training Programme

The following attachments are mandatory for applications concerning training programmes.

Enclosure 1: Project relevance

Description of the project focus and an identified challenge or opportunity for Ukraine that the project aims to address. The attachment includes reasoning about relevant target groups and stakeholders for the project, as well as how the project contributes to Ukraine's long-term goal of EU integration. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 1b: Short-term objectives table

A table where the applicant specifies short-term objectives for the project, based on a selection of pre-defined target types. Note that selection of eligible target types may differ depending on the selected grant type. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 2: Project implementation

A description of the formal partnership, the project's structure and plan for external communication, and an explanation of the usefulness of expected results and prospects for continued cooperation. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 2b: Risk analysis

An overview of the main anticipated risks for the project, risk assessment, and a plan for management. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 3: Project budget

A project budget where the applicant specifies the expected costs in the project. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 4: Main applicant letter

A description of the Swedish main applicant organisation. To be filled out by the Swedish main applicant. Must be attached as a scanned PDF with a signature (SI accepts electronic signatures). *Mandatory enclosure. The intended SI template should be used.*

Enclosure 5: Partner letter

A description of each project partner and their participation in the project. To be filled out by each partner. One partner letter per partner must be attached per application. At least one partner in Ukraine is required for the partnership to be considered valid. Must be attached as a scanned PDF with a signature. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 6: Training programme design

A description of the proposed training programme, including an outline of the intended structure, components, participants, and pedagogy. *Mandatory enclosure. The intended SI template should be used.*

Enclosure 7: Preliminary schedule

A preliminary schedule of the proposed training programme. The schedule should be designed to be read by a prospective participant. *Mandatory enclosure. Optional format, maximum 3 pages.*

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 gender-equal societal development. Both women and men should have equal influence over the project and actively participate in its implementation. For applications concerning cooperation projects and training programmes, applicants are required to conduct an analysis of the respective situations of women and girls, as well as men and boys, relevant to the project's challenges, solutions, and utilization. The final report should indicate the number of men/women who participated in the project's activities. If relevant, a similar analysis should be conducted regarding discrimination against other groups in society.
- 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.
- Note that a formal project partner cannot simultaneously be contracted as an external expert.
- SI applies state aid rules. This means that the main applicant may be contacted by SI during the application process for supplementation with an additional specific enclosure for a certificate of de minimis aid.

9. Processing of the application

9.1 Managing information as a government agency

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

9.2 Processing of your personal data

When an application is submitted, personal data for the entire project partnership is processed. This is a prerequisite in order to process your application. SI is responsible for the processing of personal data, in our capacity as controller

The following categories of personal data is processed 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 government agencies and ministries
- EU funding programmes
- Key stakeholders related to the implementation of Sweden's strategy for development and reform cooperation with Ukraine 2023-2027

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

Received applications are processed after the deadline for submission. SI first checks that applications meet formal requirements. SI verifies that:

- The application has been submitted by an eligible main applicant
- The partnership is complete according to the rules of the call
- The application and mandatory enclosures have been submitted via SI's application portal using the designated SI templates and are fully completed
- The project's budget and duration 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 makes a qualitative assessment of the application based on three main areas:

- Project relevance
- Composition of the partnership
- Project structure and feasibility

The processing of received applications is expected to be completed during September 2024. Decisions are made during September or October 2024. SI's decisions cannot be appealed.

10. Approved projects

For projects that are approved, agreements are written between SI and the Swedish main applicant (who then transitions into the role of project owner). The project owner can, in turn, enter into agreements with its partners in the formal partnership. If the project owner intends to forward (i.e., transfer a portion of the approved SI grant to a project partner in advance), such an agreement must be drafted. The agreement must *at least* state the terms and conditions from SI.

The project owner carries the overall formal responsibility for the project towards the partnership and SI. In all matters related to the project, SI communicates with the project owner. Therefore, the project owner serves as the link between the project and SI. The partnership is expected to cooperate and together take responsibility for the project. All partners should contribute to the project's final reporting.

If the grant from SI exceeds 200 000 SEK in total, the project must undergo external auditing by an authorized/approved auditor. The project owner is responsible for ensuring this as part of the work and to finalize the final reporting to SI. Funds for auditing can be included in the project budget (see budget item 1.3).

The project must be reported to SI by the date specified in the agreement, usually no later than two months after the end of the project period.

10.1 Payments

After the agreement between SI and the project owner is signed, a portion of the SI grant is paid to the project owner at the start of the project. SI pays the grant in Swedish kronor. The grant is paid based on the approved total amount and the project duration.

- For projects with an approved total amount of up to 200 000 SEK, 100% is paid out after the agreement is signed
- For projects above 200 000 SEK and lasting up to 18 months, 80% of the amount is paid when the signed agreement is received by SI

- For projects lasting longer than 18 months, 50% of the approved amount is paid out when the signed agreement is received by SI. 30% is paid out when SI approves the interim reporting
- For grants with an approved total amount exceeding 200 000 SEK, SI retains a final settlement of 20% until the project is completed and the final report and financial statements, as well as the audit opinion, have been submitted and approved by SI.

10.2 Forwarding of grants

By forwarding, SI means when the project owner transfers a portion of the approved amount to project partners in advance (before costs have been incurred) to manage within the framework of the partner's accounting.

The alternative to forwarding is for partners to first incur costs. The project owner then reimburses funds to partners after the incurred cost reports have been approved (invoicing). However, SI does not define this process as forwarding.

If the project owner forwards an amount exceeding 200 000 SEK to a project partner, a local external audit must be conducted by an independent external auditor with qualifications equivalent to a Swedish authorized/approved auditor. The audit must be conducted in the country where the partner operates and in accordance with ISA 800/805, or equivalent national standards in countries where ISA is not applied. If the forwarded amount is 200 000 SEK or less, it is included in the project owner's audit.

10.3 Changes in approved projects

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

Direct relevance for this call

The SI Ukraine Cooperation Programme <i>along with application enclosures and link to the SI application portal</i>	https://si.se/siucp
The SI project database	https://si.se/en/projects-granted-funding/
The Swedish government's official website on Sweden's reconstruction and reform cooperation with Ukraine 2023-2027	https://www.government.se/international-development-cooperation-strategies/2023/12/strategy-for-swedens-reconstruction-and-reform-cooperation-with-ukraine-20232027/
The Swedish government web site on state aid EU web site on state aid	http://regeringen.se/regeringens-politik/naringspolitik/statsstod/ http://ec.europa.eu/competition/state_aid/overview/index_en.html

Other SI programmes of relevance

SI Baltic Sea Neighbourhood Programme	https://si.se/en/bsnp
SI Creative Partnerships Programme	https://si.se/utlysningar/bidrag-finansiering/creative-partnerships/
SI Academy for Young Professionals	https://si.se/utlysningar/bidrag-finansiering/si-sayp-arrangera/
SI Leader Lab	https://si.se/en/apply/si-leadership-programmes/leaderlab/

Other websites

Sida's work to support Ukraine	https://www.sida.se/sida-i-varlden/lander-och-regioner/ukraina
Folke Bernadotte academy's work in Ukraine	https://fba.se/sa-arbetar-vi/kriget-i-ukraina/
The Swedish government website about the EU:s Eastern Partnership	https://regeringen.se/internationella-organisationer-och-samarbeten/ostliga-partnerskapet