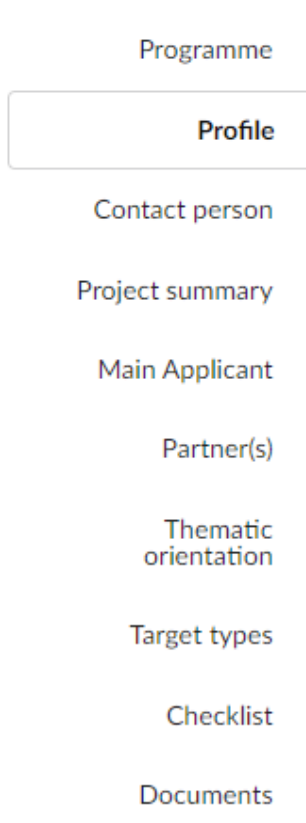


Application portal

When you are logged into the application portal, you will see different tabs, see picture below. Click each tab to fill out the fields under the tab. Mandatory fields are marked by *.



Profile

Under the Profile tab, fill in the full name of the person that will function as the contact person for the main applicant (and project leader, if the application is successful). You need to fill in citizenship, but this is just a technical requirement of the system and will not be used by SI. In theory you could fill in any citizenship.

- Given name
- Family name
- Citizenship

Contact person

Contact details to person setting up the account, and the main contact person for the project

- E-mail

Project summary

- **Project acronym and title** (State an acronym as well as project title)
- **Start date**
- **End date**
- **Number of months** (make sure this corresponds to the dates given above)
- **Sum applied for in SEK** (make sure that the amount you enter here is the same as the total amount you give in enclosure 3, budget. **Write figures only**)
- **Short project summary** (write a short project summary of **max. 1000 characters including spaces**). Summarize according to: challenge/opportunity, aim and expected results. Please note that we may use this summary for external communication purposes if you are awarded funding
- **Countries included in the project** (Ukraine and additional countries) (Make sure that you choose *at least* Ukraine in the list)
 - Ukraine
 - Armenia
 - Azerbaijan
 - Estonia
 - Georgia
 - Latvia
 - Lithuania
 - Moldova
 - Poland
- **How many project partners are there (not including the main applicant)?** Make sure this corresponds to the number of partners stated under the tab Partner(s).

Main applicant (Swedish legal entity)

Fill in organisation details and information about authorised signatory. The authorised signatory is authorised to represent the applicant organisation and is the person signing a potential agreement with the Swedish Institute. If your organisation requires two authorised signatories, fill in the information for the second person below.

Organisation details

As you are submitting this application on behalf of a legal entity, please type here the details of the organisation you are representing. Note that you will remain the contact person throughout the application process.

- **Organisation name**
- **Organisation type (choose from drop-down list)**
- **Registration nr**
- **Registration country (has to be Sweden)**
- **Official email**
- **Official website**

Official address

- **Street address**
- **City, town, village**
- **Postal code**

Authorised signatory

By submitting the application, you confirm that the person stated below is authorised to represent the applicant organisation.

- **Name**
- **Position / title**
- **Email**
- **Authorised signatory 2 (if applicable): Name**
- **Authorised signatory 2 (if applicable): Position/title**
- **Authorised signatory 2 (if applicable): Email**

Further details

- **Name of bank**
- **Address of bank**
- **Bankgiro / plusgiro**, If bankgiro/ plusgiro is not available, write the organisation's bank account number
- **Message/reference of payment** (max 8 characters)

Partner(s)

Here you fill out details of each partner. Make sure to also upload a partner letter for each partner.

For project preparation, it is not necessary to have a formalized partnership in place with a Ukrainian actor at the time of application. In such cases, however, it must be stated which actors in Ukraine will be approached to probe a partnership. For established partners, you need to upload a signed partner letter, also for project preparation.

- **Name of partner organisation**
- **Organisation type**
 - Business company
 - Business and trade organisation
 - Civil society organisation
 - County administrative board
 - Government agency
 - Foundation
 - Higher education and research institute
 - Intergovernmental organisation
 - Municipality
 - Region
- **Partnership status** (only for project preparation)
- **Contact person: First and last name**
- **Contact person: Position/title**
- **Contact person: Email address**
- **Official website**
- **Country the partner is located in**
 - Ukraine
 - Sweden
 - Armenia
 - Azerbaijan
 - Estonia
 - Georgia
 - Latvia
 - Lithuania
 - Moldova
 - Poland
- **City the partner is located in**

Thematic orientation

The thematic options are closely related to support areas 3 and 5 in Sweden's strategy for recovery and reform cooperation with Ukraine 2023-2027. See the SI website for a list of examples of what each thematic option may include.

- **Choose one thematic option as focus for the project**
 - Private sector development 3.1
 - Employment and job-creation 3.3
 - Strengthened conditions for trade 3.1
 - Transparency and anti-corruption in the private sector 3.2
 - Human rights 5.1
 - Civil society development 5.2
 - Strengthened cultural institutions and cultural heritage 5.1
 - Free and independent media 5.2
 - Strengthened democratic institutions and public administration 5.1

Targets types








The call provides several predefined target types to choose from. The short-term objectives should be formulated within the framework of the selected target types (one or more short-term objectives per target type).

- **Short-term goals** (choose from list)

Checklist

This is the tab under which you upload all documents (see picture below)

Click on each field and upload the right document. After uploading the document, change the task status to "I have attached the document".

	1 Project relevance I have not yet attached the document blocks application
	1b Short-term objectives table I have not yet attached the document blocks application
	2 Project implementation I have not yet attached the document blocks application
	2b Risk analysis I have not yet attached the document blocks application
	3 Project budget I have not yet attached the document blocks application
	4 Main applicant letter I have not yet attached the document blocks application
	5 Partner letter I have not yet attached the document blocks application

Documents

Under this tab you can see all your uploaded documents.

Don't forget to submit!