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Enclosure: 2

Document: Project implementation

# SI Baltic Sea Neighbourhood Programme – Seed funding

## Enclosure 2: Project Implementation

Call for funding with application deadline 4 March 2025

**Applicant organisation**

**Project acronym**

**Project title**

**Contact person**

**How to use this document:**

* This document is password protected. You can only type in the textboxes.
* You can fill in any textbox by clicking in it or move around by pressing the “Tab” key or using the arrow keys.
* Please note that the textbox limits below refer to characters including blank spaces.
* Manipulation of the document templates (e.g. unlocking of restrictions on max. limits of characters) may result in that the application will not be considered.

## About this enclosure

This enclosure “Project implementation” for the grant type seed funding focuses on the objectives and activities of the SI project you apply for. The overall goal with the grant type seed funding is to lay the foundation for cooperation for instance by developing concepts and identifying partners for future cooperation or by preparing applications for new funding (mainly EU). Your application must be designed in accordance with the overall goal of the grant type. For further instructions on how to fill in the answers see respective question in this document.

## Aim and background

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

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

*Maximum 200 characters*

* 1. **Describe the background of this SI project proposal and how the partnership originated.**

*Maximum 2 000 characters*

## Partnership / stakeholders / target groups

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

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

**a/ Describe the formal partnership, the main stakeholders and various target groups that you will involve. How does your partnership reflect the identified challenge/opportunity as well as the overall aim with the project?**

*Maximum 2 000 characters*

* 1. **SI does not require co-financing to a certain level. However, please reflect below on the possible resources and co-funding that will be put into this cooperation from the whole project partnership.**

We seek to understand the project's whole platform, including related initiatives that the project partnership is involved in that could strengthen or benefit from it. Consider also other resources (personnel, equipment, expertise, etc.), not in your budget, that contribute to the project.

*Maximum 1 500 characters*

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

*Maximum 1 500 characters*

## Short-term objectives, indicators and expected results

In applications to the programme applicants must formulate, in their own words, a maximum of ten (10) short-term objectives within the target types given below. 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).

For seed funding projects, there are seven (7) target types that applicants must choose from. You must choose at least two (2) and at most five (5) target types:

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

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

Regarding question 3.1 about your short-term objectives, see below a description of target types for the grant type seed funding.

|  |  |
| --- | --- |
| **Target types** | **Descriptions of target types** (mandatory selection) |
| Building knowledge, competences, and skills | Building competence, knowledge and skills. |
| Funding overview | Investigating and identifying possible funding sources for future cooperation. |
| Idea and concept development | Developing ideas and concepts for future transnational cooperation. |
| Needs analysis | Investigating the needs and conditions for transnational cooperation. |
| Partnership enlargement | Work aimed at forming an adequate partnership for future cooperation or project. |
| Prepared application | Preparing application(s) for funding for future transnational cooperation. |
| Stakeholder engagement | Engaging stakeholders in the work on the challenge/opportunity identified by the project partnership. |

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

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

How to use these tables

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

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

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

## Communication

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

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

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

*Maximum 2 000 characters*

## Project set-up and work plan

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

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

*Maximum 2 000 characters*

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

*Maximum 1 500 characters*

* 1. **Work plan**

Make a work plan using the table below. State the preliminary time frame. If relevant, divide into work packages. Day-to-day activities (such as project planning, desk research, reporting, etc) and planned events should be mentioned. Please indicate if events are digital, physical or hybrid and if the event is international or national. Make sure that the work plan activities are supporting the short-term objectives. Note that activities connected to communication also should be mentioned in the work plan. The work plan must be detailed enough for SI to be able to understand the logic connection between your identified challenge/opportunity, project aim, short-term objectives, activities, and budget. ***Note that the formal starting date must be between 1 September – 1 November 2025.*** The project can last between 6 – 15 months.

How to use this table

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

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

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

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

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

Risk areas:

Part 1 – risks associated with corruption

*Financial corruption, other types of corruption.*

Part 2 – internal (project/partnership) risks

*Key people and staff, implementation of activities, increased costs, information security, limitation of funding, partners’ commitment, project management & administration, reporting. There is also an option for Other internal risks.*

Part 3 – external risks

*Pandemics, political changes and support, security, stakeholder’s availability, and interest, travel restrictions, war//conflicts. There is also an option for Other external risks.*

If you foresee risks in areas other than those mentioned in the tables below, it is important that these risks are also addressed in the risk analysis. The number of rows under each category indicates how many risks you can mention. The ones you mention should be the most important risks that could jeopardise your project.

See one example below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Proba-bility** | **Consequence** | **Total  risk** | **Risk management** | **Person responsible** |
| EXAMPLE: Key person leaves the project | 2 | 4 | 8 | Delegate a back-up person for all key people, create a system for continuous documentation. | Project leader/all key people |

Instructions for presenting the risk analysis:

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of risk** | **Risk description** | **Proba-bility** | **Con-seque-nce** | **TOTAL RISK** | **Risk prevention and management** | **Person**  **responsible** |
| **Part 1**  **Risks associated with corruption** | **Risk description**  (max 250) | **From**  **1 to 4** | **From**  **1 to 4** | **Sum** | **Risk prevention and management**  (max 250) | **Person responsible**  (max 100) |
| Select from list |  |  |  | 0 |  |  |
| Select from list |  |  |  | 0 |  |  |
| Select from list |  |  |  | 0 |  |  |
| Select from list |  |  |  | 0 |  |  |
| **Part 2**  **Internal (project/**  **partnership) risks** |  | **From**  **1 to 4** | **From**  **1 to 4** | **Sum** | **Risk prevention and management** | **Person responsible** |
| Select from list |  |  |  | 0 |  |  |
| Select from list |  |  |  | 0 |  |  |
| Select from list |  |  |  | 0 |  |  |
| Select from list |  |  |  | 0 |  |  |
| Select from list |  |  |  | 0 |  |  |
| **Part 3**  **External risks** |  | **From**  **1 to 4** | **From**  **1 to 4** | **Sum** | **Risk prevention and management** | **Person responsible** |
| Select from list |  |  |  | 0 |  |  |
| Select from list. |  |  |  | 0 |  |  |
| Select from list. |  |  |  | 0 |  |  |
| Select from list. |  |  |  | 0 |  |  |
| Select from list |  |  |  | 0 |  |  |

## Future cooperation and funding

* 1. **Describe your plans for an extended future cooperation, in line with your identified regional challenge or opportunity (as specified in enclosure 1 question 1.1).**

*Maximum 1 500 characters*

* 1. **Financial resources for continued cooperation:**

**a/ If you aim to apply for new external funding, please clearly state your identified funding source(s) and, if possible, specific call(s). How will you, during the SI project, secure the appropriate composition of the partnership for potential external funding sources?**

*Maximum 1 000 characters*

**b/ If you aim to use internal funding for your continued cooperation, please elaborate below on your plans.**

*Maximum 1 000 characters*

**c/ If you plan activities during the SI-project to establish/identify funding possibilities for your future cooperation, please elaborate below.**

*Maximum 1 000 characters*

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

*Maximum 1 500 characters*