
SI Academy for Young Professionals (SAYP)

Instructions for the application call 2025

Final date of applications 4 March 2025

Programme website: <https://si.se/utlysningar/bidrag-finansiering/si-sayp-arrangera/>

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Table of contents

SI Academy for Young Professionals (SAYP)	1
Instructions for the application call 2025	1
1. Purpose of the instructions	2
2. About SAYP.....	2
3. About this application call.....	3
4. Target group	6
5. Programme countries.....	7
6. Partnership.....	7
7. Base requirements for training programme	9
8. Budget	10
9. More about the implementation.....	13
10. Designing the application.....	14
12. After the SI decision.....	18
13. Links.....	20

1. Purpose of the instructions

These instructions are intended for those applying for funding from the Swedish Institute (SI) to participate as organizer of a thematic training programme, within the SI Academy for Young Professionals (SAYP). These instructions give detailed important information about the call for SAYP organizers and on what is required for an application.

The instructions document and enclosure templates 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.

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.

2. About SAYP

The SI Academy for Young Professionals (SAYP) is a funding programme at SI and a concept for international training programmes, to strengthen young professionals from countries in the EU Eastern Partnership (EaP) with competences, networks and inspiration to implement and drive change processes in their organisations and countries. The aim of the programme is to contribute to strengthened democratic governance in the EaP countries and their integration (or rapprochement with) the EU.

Within SAYP, a number of thematic training programmes (also referred to as modules) are conducted annually by the organizers that have been granted project funding for this purpose by SI. These training programmes bring together groups of participants and aim to strengthen their competencies in subjects relevant to pressing societal issues and challenges, aligned with SAYP's overarching objectives.

The organizers within SAYP must consist of partnerships where a Swedish main applicant has established cooperation with one or more international partners from the programme countries.

Participants for the training programmes are selected through an annual joint call for participant applications coordinated by SI. However, the respective organizers actively contribute to this process by promoting SAYP and facilitating the application procedure for their specific training programme.

Following the completion of the training programme, the organizer may continue to support participants—for instance, through ongoing mentorship, job shadowing, or local follow-up meetings that address current topics in collaboration with local and international experts. Follow-up activities may also involve targeted support from the organizer in ongoing change initiatives within organisations connected to individual participants.

3. About this application call

This call provides an opportunity for Swedish actors and their partners, to seek financial support for participation in SAYP as organizers of a thematic training programme during 2025-2026. For each application a Swedish main applicant and at least one international partner is required.

3.1 Process and timeline

The call follows an overarching timeline for 2025–2026, as outlined below. Applicants must also adhere to this timeline by specifying a desired ending date for their proposed training programme its activities in the application form. This ending date should be determined based on when the applicant intends to implement various components of the programme and whether they plan to complement it with follow-up activities to support participants/alumni. Therefore, the ending date should indicate *when all activities* are expected to be completed.

The latest possible ending date that can be specified is May 31, 2027, which corresponds to a 24-month project funding period (assuming an agreement is signed from June 1, 2025).

Beyond the period granted by SI, the partnership has an additional two months to finalize all reporting to SI, including the external audit.

- The call for organizers opens at si.se, December 2024
- The call for organizers closes, **4 March 2025**
- Evaluation of received applications is expected to last March-April 2025
- Decisions to be communicated by May 2025 at the latest
- Agreement between SI and the SAYP organizer (Swedish main applicant), 1 June 2025
- SAYP organizers start their *preparatory work*, June 2025
- Call for participants, to be held June-August 2025
- *Implementation of the training programmes*¹, November 2025 – November 2026
- *Follow-up activities* supporting participants/alumni (after the end of the training programme)
- Final report to SI submitted at the latest by 2 months after the end of the project period (beviljad period)

Preparation phase

The preparatory work is expected to commence as soon as the agreement between SI and the Swedish main applicant has been signed. The main applicant then transitions into the role of *project owner* and becomes responsible for their training programme towards SI. The preparatory work includes both practical preparation, and tasks related to the joint call for participants (incl.

¹ Optional to include follow-up activities in the application.

evaluation and selection of participants). The *preparation phase* is expected to continue until the call for participants is completed and the selected participants have received their admission letters.

Programme implementation phase

Implementation of the training programme begins as soon as the participants receive their admission letters. From that point, each organizer may start working with their participants. The training programme may include various types of activities but must incorporate at least one on-site module in Sweden or in one of the other partner countries. The implementation phase could span from November 2025 – November 2026 at the latest. A general principle for activities in the implementation phase is to *provide support for all participants* of the programme (as opposed to the follow-up activities, where the organizer may choose a smaller target group to continue working with).

When the training programme is completed, a survey will be sent to the participants, to follow-up on their experiences of (and reflections on) the programme.

Follow-up activities (optional)

By including follow-up activities, the organizer may include additional activities to the training programme, but then with the possibility to offer continued support also to smaller groups of (or individual) participants/alumni. This could for example be local follow-up modules in the participants' countries, mentorship/coaching, short-term mobility for peer shadowing, online seminars and workshops, and more. Follow-up activities may also be used to support the participants' organisations in their change processes. Follow-up activities may begin only after the training programme is completed.

Final report to SI

The final report should be submitted to SI by 2 months at the latest, after the completion of the training programme and any follow-up activities. Deadline for the final report is mentioned in the agreement between SI and the project owner and depends on the granted period (Sw. term. beviljad period) for each organizer.

The final report consists of a narrative report, a financial report, and an external audit statement.

3.2 How to apply

The application is submitted electronically by SI's online application portal Dreamapply. The application consists of questions answered directly in the application form, but also on enclosures that should be submitted as attachments along with the application. See chapter 10. *Designing the*

application in this instructions document, for an overview of the different questions that the online application form consists of.

Please note that the application should only consist of the material that is explicitly asked for by SI. No other or additional enclosures should be submitted with the application. SI could however request additional documents as part of the evaluation of the application.

3.2.1 ENCLOSURES

The enclosures that should be submitted along with the application must be completed according to the rules and instructions of the call, and using the designated SI templates. The following enclosures are required for the application:

- **Enclosure 1: Risk analysis**
A template where the applicant elaborates on the main anticipated risks for the project, along with risk assessment and a brief plan for risk management. *Mandatory enclosure. The intended SI template should be used.*
- **Enclosure 2: Programme budget**
A budget where the applicant specifies the main costs for preparation and implementation of the training programme. *Mandatory enclosure. The intended SI template should be used.*
- **Enclosure 3: Partner letter**
A description of the partner organisation's participation in the implementation of the training programme. To be filled out by each partner. One partner letter per partner must be attached per application. Must be attached as a scanned PDF with a signature (although SI accepts digital signatures). *Mandatory enclosure. The intended SI template should be used.*
- **Enclosure 4: Bios of core team**
Short descriptions incl. background and competence of anticipated key staff at main applicant and partners. Observe that external expertise and guest lecturers should not be included in this enclosure. *Mandatory enclosure. Any format, max. 2 pages.*
- **Enclosure 5: Programme draft**
Preliminary schedule of the proposed training programme. The schedule should be prepared to be read by a prospective participant. *Mandatory enclosure. Any format, max. 2 pages.*

Observe that partner letter(s) in fact could consist of several documents, as SI requires one separate partner letter per organisation (excl. main applicant) that is part of the implementing partnership.

3.3 Thematic orientation

The applicant should define and formulate a thematic focus around which the training programme should be centered. This focus should be justified based on pressing societal issues and challenges related to democratic governance and EU-integration in countries of the EU Eastern Partnership.

The thematic focus may, for example, address topics such as human rights, gender equality, accountability, and the principles of the rule of law.

The partnership behind the application must have sufficient expertise to organize a training programme within the chosen thematic focus. External expertise may be involved as complementary support but should be used sparingly in the budget.

4. Target group

The target group for SAYP is individuals from the countries included in the EU Eastern Partnership, aged 25-40. They are expected to be professionals working in politics, public administration, civil society, or the private sector, and actively engaged in issues related to the thematic focus of the training programme. The target group should be affiliated with an organisation, either as an employee or an elected representative.

The target group is expected to reside in the participating countries within the EU's Eastern Partnership. However, individuals from these countries who, for specific reasons (e.g., war, conflict), are currently residing in other participating/partner countries may also be included in the target group and take part in the SAYP training programme.

4.1 Participants

Participants in the training programme should represent the target group. Each training programme is expected to accommodate at least 25 participants. The participants are selected through the annual open call for applications, coordinated by SI. SI provides general eligibility requirements for applicants, as well as application templates. Each organizer may specify additional requirements for applicants but must be able to accommodate participants from all countries within the EU Eastern Partnership.

Previous participants of SAYP (or individuals who have received an SI scholarship for studies in Sweden) do not belong to the primary target group and are therefore not prioritized for places in the training programmes. However, if they fall within the age range of 25–40 years, they may be placed on a reserve list. SI considers that previous SAYP participants or other SI alumni from the programme countries should rather be involved in other roles.

A discussion regarding the anticipated target group, countries, and participants - based on the concept of the proposed training program and its thematic focus - should be included in the application for the call for organizers.

5. Programme countries

The SAYP programme countries are located in the Baltic Sea region and in the EU Eastern Partnership (EaP). Sweden is a mandatory country since the main applicant must be based in Sweden.

The base requirement for each application to the call for organizers is to include at least one other partner country than Sweden, by an actor that participates in the implementing partnership together with the main applicant.

Programme countries:

- Main applicant country: Sweden
- Partner country, EU: Estonia, Latvia, Lithuania, Poland, Sweden
- Partner country, EaP: Armenia, Georgia², Moldova, Ukraine

- Participants: Armenia, Azerbaijan³, Belarus³, Georgia, Moldova, Ukraine

If the base requirement is fulfilled, additional actors (incl. more Swedish actors) from partner countries may be included in the implementing partnership. In total, maximum six actors (incl. Swedish main applicant) may participate in the partnership for an application to organize a SAYP training programme.

6. Partnership

To qualify as applicant to the call for organizers, a formal partnership is required for each application. The partnership would consist of one Swedish main applicant and one or several partners (at least one of the partners located in another partner country than Sweden). Together these actors should represent sufficient competence and capacity to implement the training programme. Different actors are expected to contribute in different ways and a description of the different roles within the partnership should be included in the application.

² From Georgia, only non-state actors may participate in implementing partnerships to organize a SAYP training programme.

³ From Azerbaijan and Belarus, only individuals that work in the civil society may be eligible to participate in SAYP training programmes.

All actors in the partnership must be legal entities. The main applicant and their partners could for example be:

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

The role associated partner does not exist in this programme. Only the roles main applicant and partners are valid in the formal partnership.

From each partner (except for the main applicant) in the partnership, a partner letter should be submitted along with the application.

Business companies not belonging to any of the categories above may not participate either as main applicant or partner but may be involved as external expertise.

6.1 Main applicant

The Swedish main applicant should have the capacity to lead, follow up and report the training programme and the grant to SI, but the whole partnership contributes and participates in implementing and reporting the project.

One main applicant cannot submit several applications in parallel within this call, with the same person assigned as intended project leader/contact person.

When the application is granted, the main applicant transitions into the role as project owner towards SI. This means that the project owner becomes responsible for the training programme both towards the partnership and to SI. It is therefore important that the main applicant in advance secures that the application has sufficient mandate and allocated resources within the organisation, but also at each partner.

6.2 External expertise

Except for the actors that are part of the implementing partnership, also external expertise (that does not represent a partner organisation) from all programme countries (and from other EU countries) may be included in the implementation, for example by contributing with knowledge in specific activities.

Please note that costs for external expertise should be indicated on a separate budget item compared to costs at partners. The same actor may not participate both as partner and external expertise in the same training programme. This also applies for other activities or departments at the actor participating in the partnership. Their costs should instead be taken with budget items related to that partner.

7. Base requirements for training programme

Applications for the call should propose a training programme for participants who represent the SAYP target group. The programme should focus on a thematic area relevant to the overarching goal of strengthening democratic governance and fostering closer ties with the EU. The programme should enhance participants' competence and capacity to engage in and drive change within their respective organisations and countries.

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.

A basic requirement is that the programme includes at least one physical *on-site* module, lasting a minimum of five consecutive days, held in one of the partner countries.

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 programme must include a minimum of 25 participants, all of whom are expected to take part in the full programme rather than just individual sessions or activities⁴.

Upon completing the programme, participants are also invited to join the Sweden Alumni Network, a global network of 19,000 talents who have previously been to Sweden on an SI scholarship, participated in an SI programme, or studied in Sweden with private funding. SI actively works to maintain and strengthen connections with and among these individuals, offering various activities such as networking opportunities, capacity-building initiatives, and professional development events.

- **Participants:** min 25
- **Live-time:** min 80 hours⁵
- **On-site module:** min 5 consecutive days

⁴ Exceptions apply in cases of illness, withdrawal, or if individual participants due to an exceptional situation in their home country (particularly in the case of Ukraine), are unable to attend as planned.

⁵ 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.

8. Budget

The application should include a budget that provides a detailed (yet preliminary) plan for how the requested grant from SI will be allocated for the implementation of the training programme. The designated SI SAYP 2025 budget template is mandatory to use for this enclosure.

As part of the evaluation, SI will assess whether the budget is reasonable in relation to the scope and design of the proposed training programme, as well as the intended distribution of roles and tasks within the partnership. All partners may take part of the budget to cover their costs and participation in the implementation of the programme. Therefore, both the work plan and the budget should clearly specify which partners are involved in each activity.

Actors outside the partnership may be engaged as external expertise (budget item 3.3).

Participants in the training programme may receive compensation for additional costs related to travel/mobility and subsistence but cannot be remunerated or receive a salary for their participation as programme participants.

The grant should be used to plan, implement, and follow up on the programme. The budget template is structured both according to predefined phases and steps within the approved project period with SI (Sw. term. *beviljad period*), as well as by different types of costs (budget groups and budget items).

Pre-defined phases:

- Project management, evaluation & report
- Preparation phase
- Programme implementation phase
- Follow-up activities

The various costs should be allocated within the following budget groups and budget items:

A. Project management

- 1.1 Project management/administration (only costs at Swedish main applicant)
- 1.2 Project co-management/administration (only costs at partners)
- 1.3 External audit (external audit is a requirement)

B. Indirect costs

- 2.1 Indirect costs (indirect costs, overhead)

C. Implementation

- 3.1 Costs related to main applicant (only costs at Swedish main applicant)

- 3.2 Costs related to partners (only costs at partners)
- 3.3 External expertise (procurement of services from external expertise/guest lecturers/facilitator at actors *not included* in the partnership)
- 3.4 Project communication

D. Meetings and module arrangements

- 4.1 Costs for physical meetings (venues/premises for physical modules/meetings/seminars)
- 4.2 Costs for digital meetings (software licenses, digital conference platforms, technical support)
- 4.3 Social and cultural activities (excursions, cultural evenings, potluck-dinners, team-building etc)

E. Mobility and accommodation

- 5.1 International travel (international travel for meetings, physical module participation etc)
- 5.2 Domestic travel (costs for national travel as part of activities related to the programme)
- 5.3 Lodging/accommodation (costs for accommodation/lodging during mobility/travelling within the programme. Compensation for increased costs (allowances/subsistence) in connection with travelling may also be included)
- 5.4 Insurance for participants (Insurance for participants during travelling and participation at physical modules and other activities in the programme)

Salary costs

The budget may include salary costs for employees both at the main applicant and other 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 training programme, for example 550 SEK x 30 h.

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 activities (budget group C - Implementation).

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

Mobility

Mobility and travel between the SAYP programme countries is expected and may occur throughout the entire granted period, including during the preparatory phase (e.g., for planning meetings), the implementation of the training programme (e.g., participants traveling to on-site modules), and for follow-up activities (e.g., guest lecturers and facilitators traveling to a participant's country to arrange an expert discussion with participants, their organisations, and other stakeholders).

Mobility can be supported for stays of up to 30 consecutive days per person, though in most cases, the duration is expected to be significantly shorter.

Travel not directly linked to the training programme may be permitted in exceptional cases (e.g., conference participation), but such travel must be clearly specified in the budget and activity plan. If the need for such travel arises after the application has been approved (during the granted period), prior written approval from SI is required.

Compensation may be provided for additional costs related to mobility/travel. This applies, for example, to subsistence for staff of the partner organisations (e.g., for planning meetings or participation at on-site modules) and for programme participants. The compensation level should be adjusted based on factors such as the cost of living in the destination country and whether shared meals or other benefits are already included. Compensation for increased costs related to travel can be allocated under budget item 5.3 Lodging/accommodation in the budget template.

Travel within SAYP should always be booked in economy class or an equivalent fare category.

Indirect costs

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 enclosure.

Co-financing

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

Miscellaneous, budget

Costs related to project management and administration (budget group A) cannot exceed 30% 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.

9. More about the implementation

The proposed structure of the training programme should be described in the digital application form, both under the "*Detailed Programme Description*" tab and the "*Programme Activities*" tab. The latter serves as the programme's work plan. Each specified activity should also be linked to one of the predefined parts of the training programme (a structure that is also reflected in the budget template).

For example, tasks related to overall project management/coordination, administration, and reporting should be placed under "*Project Management, Evaluation & Reporting*." However, please note that final reporting can also take place within a period of two months *after* the approved period has ended. This means that the work of compiling the final report for SI does not necessarily need to be included in the programme's activity plan.

9.1 The call for participants

The participants for the SAYP training programmes are selected following a joint call for participants that SI coordinates and take place simultaneously for all SAYP training programmes between June – August 2025. As part of the call for participants, SI will host a platform at si.se for communication of the call and the various training programmes (including instructions and templates).

Work related to the call for participants (including the evaluation of applications and finally selection of participants) at each SAYP organizer is mainly expected to be budgeted within the *preparation phase*.

9.1.1 Call for participants: Application procedure

Each SAYP organizer is responsible for the application process, assessment, and selection of participants for their respective training programme during the call for participants. Each training programme should accommodate at least 25 participants.

The organizers are expected to promote their training programme to potential applicants, as well as contribute to the visibility of SAYP as a whole.

The final selection of participants and reserves is conducted by the organizer, in some cases with support from Swedish diplomatic missions in the participant countries (a dialogue facilitated by SI). SI also conducts a screening of the proposed participants to ensure that no candidate is admitted to multiple modules simultaneously and to identify any applicants who have previously participated in SAYP or received an SI scholarship (SI alumni).

SI alumni are not part of the primary target group for SAYP but may be placed on a reserve list.

Each organizer is responsible for informing participants about their admission to the training programme. The organizer is also responsible for arranging participants' travel bookings, insurance, and providing support in visa processes when applicable for physical on-site modules within the programme.

10. Designing the application

The application should be submitted via SI:s online application portal Dreamapply by 4 March 2025 at the latest. The application should by then be complete with all mandatory questions answered, and all required applications (using the correct SI template, according to instructions) attached.

A link to the application portal is available at the SAYP website at si.se.

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.

Within the online application form, the applicant should complete the following questions and details:

Contacts	Details of the intended project leader/contact person at the Swedish main applicant
Main applicant (Swedish)	Details of the main applicant organisation (a Swedish legal entity)
Programme overview	Basic details about the proposed training programme
Programme partners	Details about the organisations that the implementing partnership consist of
Programme relevance	Description of the thematic focus of the training programme, and a relevant situation analysis of the countries included
Programme target group	Analysis and discussion about the intended participants of the training programme
Detailed programme description	Description of the setup of the training programme
Programme activities	<p>Work plan for the various parts of the training programme, incl. project management/administration, preparatory work and follow-up activities. Each activity should be connected to one of the pre-defined parts of the training programme (see below).</p> <ul style="list-style-type: none"> • Project management, evaluation & report • Preparation phase • Programme implementation phase • Follow-up activities

Study time	An estimate of the study time of a participant in the training programme. Minimum 80 hours live-time (e.g. live seminars/workshops, coaching etc)
Learnings	Discussion about experiences of previous experiences of organizing SAYP training programmes (only for previous/current organizers)
Expected impact, results and targets	Description of short-term goals for the training programme, along with a related discussion on expected impact 2-3 years after the completion of the programme.
Communication and dissemination	Plan for external communication of the training programme
Checklist	Upload of required enclosures for a SAYP application: <ul style="list-style-type: none"> • Enclosure 1. Risk analysis • Enclosure 2. Programme budget • Enclosure 3. Partner letter • Enclosure 4. Bios of core team • Enclosure 5. Programme draft

The application is expected to be developed in close cooperation between the actors included in the implementing partnership and should be written in English.

Following the submission of an application, the applicant/contact person receives an e-mail confirmation.

10.1 Application enclosures

For an application to be considered complete, a number of enclosures, as specified below, must be uploaded to the application portal. Only the attachments explicitly requested should be included in the application. For most of the enclosures, SI provides templates that must be completed, saved in PDF format, and then uploaded to the application portal. Be sure to double-check that the converted PDF files are readable and correctly display the content before uploading them to the portal.

If you encounter issues filling in 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 the amount of text (character limits, including spaces) that can be entered per question. If such restrictions are exceeded (or if other unauthorized modifications are made to the templates), the application may be deemed invalid and rejected during the formal review process.

The following enclosures are required for the application:

- Enclosure 1. Risk analysis
- Enclosure 2. Programme budget
- Enclosure 3. Partner letter
- Enclosure 4. Bios of core team
- Enclosure 5. Programme draft

For more information on each enclosure, see previous chapter 3.2.1 in this instructions document.

11. Assessment of the application

11.1 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.

11.2 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 other Swedish national agencies, ministries and foreign missions.

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.

11.3 Evaluation and decision

After the application deadline, the processing of received applications begins. SI first checks that the formal requirement of the call is met. 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 has been submitted via SI's application portal with all required questions/fields completed
- The required enclosures using the designated SI templates are present and 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 formal requirements will not be taken up for further assessment.

SI conducts a qualitative overall assessment, taking the following aspects into special consideration:

- The overall concept – structure, content, and implementation
- Thematic focus and relevance
- Adaptation of the programme to the target group
- Composition of the partnership and its capacity for implementation
- Cost-effectiveness of the programme in relation to the number of participants and the content offered

Decision is expected to be communicated by May 2025 at the latest. SI's decisions cannot be appealed.

12. After the SI decision

For applications that are granted project funding, an agreement is established between the Swedish Institute (SI) and the Swedish main applicant, who then assumes the role of project owner. The project owner may, in turn, enter into agreements with its partners within the formal partnership. If the project owner intends to transfer part of the granted funds in advance to a partner, such an agreement must be established. This agreement must clearly state the conditions set by SI.

The project owner holds the overall formal responsibility for the implementation of the training programme in relation to both the partnership and SI. In all matters related to the training programme, SI communicates directly with the project owner, who serves as the link between the partnership and SI. The partnership is expected to collaborate actively, take shared responsibility for the training programme, and contribute to its final reporting.

The approved grant within SAYP must undergo an audit conducted by an authorized/external certified auditor. The project owner is responsible for ensuring that this is arranged as part of the final reporting process to SI. Costs for the audit may be included in the budget submitted with the application.

The final report must be submitted to SI by the date specified in the agreement, usually no later than two months after the granted project period ends.

12.1 Principles for payments of the SI grant

After the agreement between SI and the project owner has been signed, a portion of the amount will be paid to the project owner. SI pays the grant in Swedish kronor (SEK). The grant is paid in instalments based on the approved total amount and the approved period.

- For projects/programmes with an approved period of up to 18 months, 80% of the granted amount will be paid once the signed agreement has been received by SI.
- For projects/programmes with an approved period of more than 18 months, 50% of the granted amount will be paid when the signed agreement has been received by SI. An additional 30% will be paid when SI has approved the interim report submitted.
- A remaining final payment of 20% will be withheld by SI until the training programme has been completed, concluded, and the final report has been submitted. The payment will then occur to the extent that the final payment has actually been utilized, after the final report, financial accounting, and external audit opinion have been received by and approved by SI.

12.2 Forwarding of funding to partners

Forwarding of funds refers to the practice where the project owner transfers part of the approved SI grant to partners in advance (before costs are incurred) to be managed within the partner's accounting system.

An alternative to forwarding of funds is for the partners to first take the costs, after which the project owner releases funds to the partners once the submitted reports on the costs of the completed work have been approved (e.g., invoicing). However, this procedure is not defined by SI as forwarding of funds.

If the project owner forwards an amount exceeding SEK 200,000 to a partner, a local external audit must be carried out by an independent external auditor with qualifications equivalent to those of a Swedish authorized/approved auditor. The audit should be conducted in the country where the partner operates and in accordance with ISA 800/805 or 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 included in the project owner's audit (main external audit of the project).

12.3 Changes of SI 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 period
- Changes in content or implementation of activities that may affect the achievement of the programme objectives

12.4 Final report to SI

All activities related to the training programme must take place within the approved period. This is followed by a final reporting period of two months during which the final report (including external audit statement) should be compiled and submitted to SI.

The final report includes:

- Narrative report
- Final list of programme participants
- Financial report
- Statement from external audit review

Please observe that SI may also request additional documents for the final report if necessary.

13. Links

The SAYP 2025 funding call for organizers

<https://si.se/utlysningar/bidrag-finansiering/si-sayp-arrangera/>

The Swedish Institute project database

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

Other SI programmes of relevance

The SI Baltic Sea Neighbourhood Programme (BSNP)

<https://si.se/utlysningar/bidrag-finansiering/si-baltic-sea-neighbourhood-programme/>

The SI Ukraine Cooperation Programme (SIUCP)

<https://si.se/utlysningar/bidrag-finansiering/si-ukraine-cooperation-programme/>