

EUROPEAN TERRITORIAL COOPERATION

LOGO

*SOUTH BALTIC*  
**CROSS-BORDER CO-OPERATION**  
**PROGRAMME 2007-2013**

GUIDELINES  
ON FILLING IN AND SUBMITTING THE APPLICATION FORM  
FOR THE CO-FINANCING FROM  
EUROPEAN REGIONAL DEVELOPMENT FUND



Operational Programme of cross border co-operation under European Territorial Co-operation Objective financed by the European Regional Development Fund

**THE GUIDELINES ARE ONLY RECOMMENDATIONS FOR FILLING IN AND SUBMITTING THE APPLICATION FORM AND ARE IN FORCE ONLY FOR THE FIRST CALL OF PROPOSAL BEFORE FILLING IN THE APPLICATION FORM, PLEASE, READ ALL PROGRAMME RELATED DOCUMENTS, ESPECIALLY:**

- 1. The *South Baltic* Cross-border Cooperation Operational Programme**
- 2. The *South Baltic* Programme Manual**

**IN CASE OF ANY DOUBTS, THE APPLICANT OUGHT TO TURN TO THE JOINT TECHNICAL SECRETARIAT OR TO THE CORRESPONDING CONTACT POINT.**

	<b>Institution</b>	<b>Address</b>	<b>Contact Details</b>
<b>JOINT TECHNICAL SECRETARIAT</b>	Cooperation Fund Foundation	Gdansk (Poland)	
<b>DENMARK – CONTACT POINT</b>	Bonholms Regionskommune	Regional Udvikling (Regional Municipality of Bornholm, Regional Development) Ullasvej 23 DK 3700 Ronne Denmark	
<b>GERMANY – CONTACT POINT</b>	Joint Technical Secretariat INTERREG III C North Zone	Grubenstrasse 20 18055 Rostock Germany	
<b>LITHUANIA – CONTACT POINT</b>			
<b>SWEDEN – CONTACT POINT</b>	The Regional Council in Kalmar County	Box 762, Nygatan 34, S-391 27 Kalmar Sweden	

The applicant has to be aware of the necessity to complete the application for receiving funding from the ERDF accurately which means the obligation to fill in all points (if it is not specified otherwise) and the data supplied in them should be precise and thorough.

Additionally, it is highly recommended for the Lead Beneficiary to familiarise with the Subsidy Contract, which shall be available on the Managing Authority website (<http://www.interreg.gov.pl/20072013/EWT/transgraniczne/baltyk>).

**A complete application form comprises of:**

- **two originals of the application form with the attachments**
- **electronic version of the application form with the attachments (CD)**

The two originals of the application form must be completed, printed out, dated, signed by a person authorised to sign the documents in the name of Lead Beneficiary, and stamped with the seal of the Lead Beneficiary institution.

The attachments should be delivered unbound to the application form originals. Each page of the originals of the application form with the attachments should be numbered and signed by a person authorised to sign the documents. Total number of pages of each original of the application form with the attachments should be written on the last page of the original.

**Attachments** which supplement and extend information supplied in the application form should be presented with the application. Attachments to the application form should be submitted as original documents or their authenticated copies (stamped on each page with appropriate stamp – “in accordance with original” and signed on each page by a head of an institution or by a person authorised to sign the documents). Copies may be authenticated by other person than a person authorised to sign the documents. However, in this case the person ought to have a written authorisation to authenticate copies of documents or should be entitled to do it by the internal regulations of the company. Original of such authorisation or an extract from the internal regulations should be attached to the application form.

The Co-financing Statement for all partners involved in the project must be included in original or a fax version. The standard form available in the Application Package must be used and no amendments to the text are allowed. The figure stated in the Co-financing Statement must correspond to the individual budget figures of each partner given in the Field 3.5 of the application form and in the Attachment 5.

In case of the infrastructural projects additional attachments (e.g. feasibility check, analysis of environmental impact) may be required upon the request of the Joint Technical Secretariat. Attachments of many pages (e.g. feasibility study) may be bound or fastened permanently but still separately from original of the application form with other annexes. Each page of such bound/fastened document should be numbered and signed by a person authorised to sign the documents. Total number of pages of bound/fastened document should be written on its last page. A word “in accordance with original” should be written on first page of bound/fastened document.

## **PLACE FOR SUBMISSION THE APPLICATION FORM**

Two **originals of the application form** with the attachments and electronic version of the application form (CD) are to be delivered in sealed envelope by registered mail, courier, or in person to the Joint Technical Secretariat in Gdansk (Poland) at the latest by the end of the call. This will be checked through the date of postal stamp on envelop. The JTS address is:

Joint Technical Secretariat

South Baltic Cross-border Co-operation Programme

Street

Gdansk

Phone number:


Fax number:

Additionally, **electronic version of the application form** needs to be sent to the Joint Technical Secretariat in Gdansk **to the following e-mail address:** .....

The application should be prepared according to these legal acts:

- Council Regulation (EC) No 1083/2006 of 11 July 2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and repealing Regulation (EC) No 1260/1999 (General Regulation);
- Regulation (EC) No 1080/2006 of the European Parliament and of the Council of 5 July 2006 on the European Regional Development Fund and repealing Regulation (EC) No 1783/1999 (ERDF Regulation);
- Regulation (EC) No 1081/2006 of the European Parliament and of the Council of 5 July 2006 on the European Social Fund and repealing Regulation (EC) No. 1784/1999 (ESF Regulation);
- Regulation (EC) No 1084/2006 of the European Parliament and of the Council of 11 July 2006 on the Cohesion Fund repealing Regulation (EC) No. 1164/94 (Cohesion Fund Regulation);
- Commission Regulation (EC) No 1828/2006 of 8 December 2006 setting out rules for the implementation of Council Regulation (EC) No 1083/2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund and of Regulation (EC) No 1080/2006 of the European Parliament and of the Council on the European Regional Development Fund;
- Regulation (EC) No 1082/2006 of the European Parliament and of the Council of 5 July 2006 on a European grouping of territorial cooperation (EGTC Regulation);
- Commission Decision of 20 December 2007 approving the South Baltic Cross-border Cooperation Operational Programme (Decision no: C (2007) 6499).

## FILLING IN THE APPLICATION FORM

Logo of the Programme	Cross-border Co-operation South Baltic Programme 2007 - 2013		
Date of registration of the application (filled in by JTS)			
Application number (filled in by JTS)			
Codes by Dimension (filled in by JTS)			
Priority theme code		Economic activity code	

These fields are filled in by Joint Technical Secretariat and thus are coloured.

### 1. Basic information on the project

<b>1. BASIC INFORMATION ABOUT THE PROJECT</b>			
1.1. Project title			
1.2. Abbreviated project name (acronym)			

The name of the project should be entered here – it should be short, easily understandable (not more than 100 characters with spaces) and describe the project clearly.

The acronym of the project title should be also entered. Acronym ought to consist of letters or one or a few words and should be easily spelled and remembered. In the following fields of application form the acronym should be used instead of full project title.

1.3 Priority	number	
	name	
1.4 Topic of the measure	number	
	name	

The applicant has to indicate the priority and the topic of the *South Baltic* Programme to which the applicant assigns the project. The application may be assigned to one priority and topic only.

1.5 Lead Beneficiary (Applicant's name)	
---	--

The name of the institution of the Lead Beneficiary (Applicant institution) should be indicated here.

1.6 Overall costs of the project (eligible + ineligible costs)				
1.7 Eligible costs of the project (in EUR)				
Partners	ERDF	National co-financing	Total funding	Co-financing rate
Lead Beneficiary				
Partner 2				
Partner ...				
Project TOTAL				

In the field 1.6 overall project costs (eligible and ineligible) of the project should be indicated.

Project eligible costs by each partner should be indicated in the field 1.7. The costs should correspond to the amounts indicated for each partner as described in the project budget (Field 3.5). Applicant should calculate the ERDF subsidy requested, own (national) co-financing, and total funding with co-financing rate (%), which can be calculated by dividing the ERDF amount by the total funding. **According to the Programme Operational Document the co-financing rate for the whole project cannot exceed 85%.** However, the grant rates for individual partners will differ depending on the member state location. The rate for partners from Germany, Lithuania, and Poland is up to 85% of the eligible costs and up to 75% of the eligible costs for partners in Denmark and Sweden.

1.8 Project timetable				
Planned date of project start	Month		Year	
Planned date of project completion	Month		Year	
Project duration (in months)				

The date of start and completion of the activities within the project should be specified in these fields. The planned date of the project start cannot be earlier than the day of registration of the application form in the Joint Technical Secretariat. Therefore, it is recommended to carefully estimate this date in advance. In case of approval of the project by the *South Baltic Programme Steering Committee*, this day will be the first day for eligibility of project's costs. The last day of the project is the month when the last thematic activity of the Project is planned to take place. Expected total duration of project activities in months should be also indicated.

<b>1.9 Project location by partners*</b>			
<b>LEAD BENEFICIARY</b>			
Project implemented in the eligible area	Project implemented in an area under the 20% eligibility rule		Project implemented outside of the eligible area
(Mark the appropriate)			
Country	NUTS 1	NUTS 2	NUTS 3
<b>PARTNER 2</b>			
Project implemented in the eligible area	Project implemented in an area under the 20% eligibility rule		Project implemented outside of the eligible area
(Mark the appropriate)			
Country	NUTS 1	NUTS 2	NUTS 3
<b>PARTNER 3</b>			
Project implemented in the eligible area	Project implemented in an area under the 20% eligibility rule		Project implemented outside of the eligible area
(Mark the appropriate)			
Country	NUTS 1	NUTS 2	NUTS 3
* If the project is implemented in more than one location, the table needs to be duplicated			

The *Project location* fields refer to the location of the project activities in accordance with the type of the area: core, adjusted (“20% eligibility rule”) or outside the eligibility area and with the NUTS classification. NUTS are the Nomenclature of Territorial Units for Statistics and were established in order to provide a single uniform breakdown of territorial units for the production of regional statistics for the European Union.

The applicant should tick the appropriate field and provide the name of the NUTS according to *REGULATION (EC) No 1059/2003 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 26 May 2003 on the establishment of a common classification of territorial units for statistics (NUTS) (OJ L 154, 21.6.2003, p. 1)*.

For the information see also “Eligible area of the South Baltic Programme” in Chapter 1 of the Programme Manual.

<b>1.10 Project eligible costs by area</b>		
ERDF funds expenditures in the core area	ERDF funds expenditures in the adjacent area (20% eligibility rule)	ERDF funds expenditures outside the EU territory (10% rule)

The amount of funds to be spent on the project in the core area, adjacent area (20% eligibility rule) or outside the EU territory (10% rule) the value of the ERDF shall be specified in this field. Description of areas can be found in the Programme Manual, Chapter 1, “Eligible area of the South Baltic Programme”.

## 2. Partnership

2.1 Number of partners in each member state and other participants:					
Denmark:		Lithuania:		Germany:	
Poland:		Sweden:		Other participants:	

The number of the project partners divided by the member states is to be indicated in this field. The field “Other participants” shall be completed in case the participation of the institution outside the eligible area (i.e. Kaliningrad Oblast) or those not directly benefiting from the ERDF subsidy is planned. More information on this kind of participants is to be provided in the field 1.9 *Short description of the project*.

2.2 Lead Beneficiary Basic Data			
Name of the Lead Beneficiary			
Legal status/Type of beneficiary			
Country			
Street, House number			
Postal code			
Town			
Phone number			
Mobile phone number			
Fax			
E-mail			
Website			
Is the Lead Beneficiary a refundable VAT payer?	Yes	<input type="checkbox"/>	No

2.3 Personal data of the person legally authorized to sign the application form	
Name and surname	
Position in the applicant institution	
Address	
Phone number	
Fax	
E-mail	

2.4 Contact person for the project	
Name and surname	
Phone number	
E-mail	

Lead Beneficiary is the partner selected by all project partners whose one of the responsibilities is to submit the application form to the Joint Technical Secretariat. Next in case of selection the project for co-financing from the Programme, the Lead Beneficiary signs a Subsidy Contract with the Managing Authority. Therefore, the Lead Beneficiary is fully financially and legally responsible for the project and its implementation. Only the Lead Beneficiary submits payment requests for the costs of the whole project on the basis of the

Subsidy Contract. The Lead Beneficiary is also responsible for distributing the funds to other partners.

All necessary data about the Lead Beneficiary should be supplied in these fields. Moreover, personal data of the person who is legally authorised to sign the application form and the contact person responsible for development of the project idea and the preparation of the application form are required in this field.

2.5 Other Partners		
No	Partner	Country
2		
3		
4		

Name of the all project partner's institutions and member states of origin should be provided in the field 2.5. Detailed information about each partner is required in the Attachment 4.

2.6 Experience of the Lead Beneficiary and other partners							
Have the project partners ever benefited from any of the European Union assistance funds? (if Yes, please fill in the fields below with the three examples of the European Union co-financed projects implemented within the last five years and the most relevant to the Programme. Note that at least one example project has to have been implemented by the Lead Beneficiary)					Yes		
					No		
Partner	Programme name		Project name		Partner's responsibility	Project duration	Project overall costs

The field 2.6 requires information about the project partners' previous experience with the European Union assistance funds. The three examples of the EU co-financed projects implemented within the last five years and the most relevant to the Programme shall be provided here. At least one example has to have been implemented by the present Lead Beneficiary.

Each example shall indicate the previous programme and project names, its duration and value. It shall also specify the individual partner, who implemented the project, and its tasks within the previous project that are mostly relevant to the application.

### 3. Description of the project

3. DESCRIPTION OF THE PROJECT									
<b>3.1 Description of initial situation / challenges (max. 500 characters)</b>									

Existing challenge(s) and/or problem(s) that the project addresses should be described in this part. Additionally, the background to the challenge(s) or problem(s) should be presented and then the relevance of the project partnership to solving the described problems should be justified. The description is limited to 500 characters.

3.2 Project Objectives	
General objective:	
Direct objectives:	

In the field 3.2 the General (overall) objective and Direct objective(s) of the project should be described. In order to correctly define the general objective of the project, the applicant shall answer following questions:

- Is this project necessary for the region?
- How does the project idea fit the Programme General Objective?
- What is the anticipated long-term impact of achieving the project objectives?

Note that the Direct objective (s) have to be clear and realistic. Moreover, they have to be measurable by adopting the relevant and realistic indicators.

. They shall be related to the problems and challenges described in the field 3.1 and meet the needs of identified target group(s), which will benefit from the project implementation. The Direct objective(s) should relate to the anticipated project results which will be used by the beneficiaries.

**Example:**

General objective: Increased attractiveness of the South Baltic region as tourist destination.

Direct objectives:

1. Promotion of the South Baltic region as tourist destination.
2. Dissemination of good practice in the field of equal access to the tourist offer in the South Baltic area.

Results:

1. Number of durable tourism programmes/courses created in the project lifetime.
2. Size of the target audience of promotion, marketing and awareness raising actions implemented in the project lifetime, etc.

3.3 Short description of the project (max. 1000 characters)

In this field basic information of the project should be provided. The applicant should shortly outline the project idea, objectives, activities, target group and cross – border impact of the project. This field is recommended to be filled in at the end of completing application form and should conclude the information provided in the whole application form.

<b>3.4 Activities</b>
short information about components, activities, outputs (training, publications, website etc.) and results on the impact of the project

The detailed description of the activities of the project should be provided, clearly indicating the role of each project partner. In this field the Applicant should provide information about project components, planned activities within components, outputs (training, publications, website etc.) and results of the project (long-term cooperation agreements, new/extended cooperation networks). This information shall be provided with relevant justification on why chosen activities will support achieving general and direct objectives in the most effective and successful way.

<b>3.5 Public Procurement</b>		
Are any procurement procedures completed or conducting already?	Yes	
	No	
Date		
Value		
Description		

This part of the application form verifies if the implementation of the project requires any procurement procedure which has already been completed or is being conducting at the moment of the completing the application form. If yes, the relevant information has to be provided. The applicant is asked to specify date of beginning of the procurement procedure and its value as well as to briefly describe the subject of the procurement.

<b>3.6 Budget overview</b>								
		Preparation costs	Lead Beneficiary	Partner 2	Partner 3	Partner ...	TOTAL	
							EUR	%
Staff		0	0	0	0	0	0	#DZIEL/0!
Travel and accommodation		0	0	0	0	0	0	#DZIEL/0!
Administration			0	0	0	0	0	#DZIEL/0!
Investments/Equipment			0	0	0	0	0	#DZIEL/0!
External expertise and services		0	0	0	0	0	0	#DZIEL/0!
TOTAL per Partner	EUR	0	0	0	0	0	0	#DZIEL/0!
	%	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	#DZIEL/0!	

The project budget (eligible costs only) should be broken down by the budget lines and also by partners. The individual budget lines are described in the Programme Manual in the Chapter 3 *Project Development*. Please note that the preparation costs can consist of expenditures related only to the three budget lines: Staff, Travel and accommodation, and to External expertises and services. The more detailed description of the project’s budget is required in the Attachment 5.

3.7 Generated revenue				
	Lead Beneficiary	Partner 2	Partner 3	Partner ....
Total revenue €				
Source of revenue				

In this field the Applicant is required to provide information on expected project revenues and its source. The information shall include the revenue generated during the project implementation period as well as within the five years from the project finalisation.

3.8 Cross-border criteria for the project				
Joint development	Yes		Description	
	No			
Joint implementation	Yes		Description	
	No			
Joint staffing	Yes		Description	
	No			
Joint financing	Yes		Description	
	No			

Taking into account the cross-border nature of the Programme the cross-border effect must be reflected in every project funded by the Programme. In order to have this effect the projects have to ensure at least two of the following ways of cooperation between project partners:

- joint development;
- joint implementation;
- joint staffing;
- joint financing.

The applicant is obliged to mark and next describe (up to 100 characters) the ways of cooperation which are relevant for the project.

3.9 Cross-border impact ( max. 400 characters description)

The cross-border impact of the project (physical, economical, social or cultural) is understood as the meaning of the project to the *South Baltic* Programme area. The description of impact shall explain how the outputs and results of the project implementation will influence the *South Baltic* area, how will they strengthen the cross-border cooperation by limiting the socioeconomic barriers (e.g. mental, language barriers), if it creates strong cooperation structures. The cross-border impact may also be described by explaining how the inhabitants of all regions involved in the project may benefit from its results. The limitation for this description is 400 characters.

**3.10 In what ways does the Project contribute to the achievement of the Programme objectives? (max. 200 characters)**

The applicant is obliged to explain how the project implementation will contribute to the achievement of the *South Baltic* Programme objectives and, at the same time, to present the compliance with the Programme objectives. The limitation for this description is 200 characters.

**3.11 Project target group(s) (max. 150 characters description)**

The target group(s) of the project which means the group(s) that will benefit from the results of the project should be identified and described in the field 3.10. The limitation for this description is 150characters.

**3.12 Project sustainability**

**3.12.1 Institutional sustainability**

**3.12.2 Financial sustainability**

In this field it needs to be described how the sustainability of the project outputs and results will be ensured. The following questions shall be answered:

**3.11.1 Institutional sustainability**

- Who will own the produced outputs?
- When and by whom will the outputs and results be used?
- How will the project outputs and results be maintained after it has would have been finalised?
  - Who will be responsible for the maintenance, continuation or development of the activities initiated by the project implementation?

**3.11.2 Financial sustainability**

- How this will be carried out including future funding?

The question of how the project impact will be sustained after the finalisation of the project shall be answered (e.g. who and how will implement the strategies prepared, maintain the established cooperation tools, or be responsible for carrying out investments intended).

**3.13 Correlation of the project with other the European Union Programmes (description)**

The applicant should describe if there is any connection between the project and other project or programmes co-funded by the European Union. One of the questions to be asked is if the

project is continuation of other already implemented projects. In this case the relevant project (activities) shall be described. The most important correlation may occur with reference to the INTERREG III 2000-2006 programmes (cross-border, transnational, and/or interregional).

**3.14 Communication and promotion activities (objective, target groups, activities, indicators of achievement - max. 500 characters description)**

--

In this field the communication and promotion strategy of the project should be described providing an explanation on how the project partners are planning to carry out the promotion and information activities on the project. Please note that in the *South Baltic* Programme it is not an obligation to provide the separate communication and promotion strategy and, therefore, the activities aiming to disseminate and widely market the information on the project and its results shall be described in details in this field (within the limitation up to 500 characters). Additionally, the Commission Regulations on information and publicity measures to be carried out by the member states concerning assistance from structural funds should be referred to. If the information officer is planned to be appointed, the relevant information shall be provided here.

The target group(s) to be addressed with the information and publicity activities and the measures with the help of which the activities will be carried out (e.g. websites, publications, brochures, presentations, exhibitions, information stands – boards, announcements in the media, etc.) should also be indicated. Please note that the information and publicity measures should be marked appropriately, indicating the European Union contribution to the project (for more information see the Programme Manual Chapter 7 *Information and publicity*).

## 4. Management

<b>4. MANAGEMENT</b>									
<b>4.1 Project management</b>									
<p>The guide should specify the elements to be contained herein:</p> <ul style="list-style-type: none"> <li>Project's organizational structure;</li> <li>Decision making method;</li> <li>Procedures;</li> <li>Information flow, incl. providing information about the possible project information officer;</li> <li>Project staff, incl. providing information about the project coordinator and financial manager.</li> </ul>									

The coordination and management structures of the project should be described in the field 4 of the application form. The description shall include information about: organisational structure of the project, meaning division of responsibilities and procedures for the management and coordination. If needed, illustrated management structures in an organisational chart or flow-chart can be attached to the application.

Moreover, the description should include a brief explanation of the information flows within the project structure and details on the project personnel (how many, how experienced, etc.).

The relevant information about the project coordinator and the financial manager shall be provided in this field, indicating if they have been already appointed or if they are going to be recruited (estimated date). Providing information on the financial management of the project (including arrangements for reporting and monitoring) will be an asset.

## 5. Compliance with the EU Policies

<b>5.1 Strategic documents</b>
5.1.1 The Growth and Job Strategy
5.1.2 National/regional strategies
5.1.3 Other

The compliance with the Lisbon and renewed Gothenburg strategies shall be explained.

The Lisbon strategy of the European Union refers to:

- Knowledge and innovation for growth
- Europe as a more attractive place to invest and to work
- Creation of new jobs

The Gothenburg strategy relates to sustainable development and complete the above mentioned priorities with environmental aspect. (For more information see the South Baltic Cross-border Cooperation Operational Programme).

The relevant national/ regional development strategy(s) or plan(s) (including sectoral policies strategic documents) should be indicated in this field and next the compliance of the project with them should be justified referring to relevant parts, points etc. of these documents.

It is possible to relate the planned activities with the development strategy by various aspects and at various levels, e.g. the social and economic meaning of the project, the impact of the project on regional development or its part (increase of regional competitiveness, improvement of investment attractiveness of the region, impact on human resources, contribution to cultural heritage, etc.).

The information about compliance with any other indicated important strategic documents of the European Union, national, regional, or local level shall be provided in this field.

<b>5.2 Natural environment</b>			
Environmental protection is the main theme of the project	(Mark the appropriate)	Description	
The project has a positive impact on to the natural environment			
The project has a neutral impact on the natural environment			

Investments financed with the European Union funds should comply with the regulations of laws of the European Union and the member state in the field of environmental protection. They should also comply with the Council Directive 90/313/EEC as of 7 June 1990 on the freedom of access to information on the environment.

If the natural environment is the main theme of the project, or the activities will have the positive or negative impact on it, the appropriate box shall be marked and then justified.

If according to the national requirements it is required to provide “Environmental impact assessment” of the project, the main conclusions of the mentioned document should be provided in this box. In this case, the above mentioned document shall be attached to the application form.

<b>5.3 Equal opportunities policy</b>			
Equal opportunities policy is the main theme of the project	(Mark the appropriate)	Description	
The project has a positive impact on equal opportunities policy			
The project has a neutral impact on equal opportunities policy			

In accordance to the European Union regulations, the equal opportunities policy mostly refers to men and women equal access to the labour market and equal treatment at work. However, in the wider definition the policy attempts to ensure equal access to the labour market and use of the public infrastructure for the disabled people.

The project’s positive or negative impact on equal opportunities policy is mostly related to the target groups and project participants. If the policy is the main theme of the project, the appropriate box shall be marked and then justified. However please, note that carrying out actions in the field of making equal opportunities does not mean equalling the position of everybody but creating conditions under which the discriminated groups would have the same possibilities as everyone.

5.4. Development of the information society			
Development of the information society is the main theme of the project	(Mark the appropriate)	Description	
The project has a positive impact on information society			
The project has a neutral impact on the development of the information society			

The issue of information society is related to the development of modern information and communication technologies. It is highly recommended that all investments co-funded under the *South Baltic* Programme are innovative. If new technologies will be applied to the project implementation process or introduced as a result of the project implementation, it should be explained that information society development is the main project objective.

5.5 State aid		
Will the Project be implemented in accordance with the rules of the state aid?	Yes	(Mark the appropriate)
	No	
Description		

As general rule assistance provided within the *South Baltic* Programme should not constitute any state aid. Any state aid that might be provided will either be in conformity with the *de minimis rule* or with aid schemes implemented under one of the block exemption regulations or other exemption regulations or will be notified to the Commission in accordance with notification rules. More information on the state aid is provided in the Programme Manual (the Chapter 3 *Project Development*).

Please describe if the project implementation could have an influence on derogation of competition on the market.

5.6 Additional information

Any other information which is considered as important for the project and its implementation shall be added in this field.

## 6. Declarations of the Lead Beneficiary

<b>6.1 Declaration of the absence of double funding from EU funds</b>			
I hereby declare that throughout the project implementation neither the Project as a whole nor any of its parts has been and will be financed from other EU funds.			
<b>6.2 Declaration of the partners' eligibility</b>			
I hereby declare that all partners meet the eligibility requirements defined in the Programme.			
<b>6.3 Declaration of sustaining project objectives</b>			
I hereby declare that the project objectives specified in the application will be sustained within a period of five years since the completion date of Project implementation.			
<b>6.4 Declaration of the authenticity of the information provided in the application</b>			
I hereby declare that the information provided in this application and in the attached documents is true and correct to the best of my knowledge.			
<b>6.5 Declaration of the authorization of personal data processing</b>			
I hereby declare that I agree to processing of my personal data for the purposes of the project implementation.			
<b>6.6 Declaration of the indebtedness</b>			
I hereby declare that institutions taking part in project are not involved in debt (social and health care insurance institutions as well as tax office)			
<b>6.7 Declaration of the project's readiness for implementation and its compliance with national and EU legislation (to be filled in only for infrastructural project, however, the documentary shall be provided only under the request form the Joint Technical Secretariat)</b>			
I declare that the following documents have been prepared/obtained:			
Document	Yes / No	Date of preparation/obtaining	Not applicable
Feasibility study			
Financial analysis			
Analysis of environmental impact			
Decision on development plan of the area			
Technical documentation			
Building permit			
Building notification			
Ownership/disposal right of the project ground			
Other (please name it)			

Table 6.7 lists documents performed or planned to be performed which are necessary for the implementation of an infrastructure project.

It has to be specified here what particular documents shall be performed giving the ground to start the project implementation. The date of issue or preparation of each document should be indicated in the third column. If the process of documents issue or preparation has not been finished yet, information about it (e.g. when it is foreseen to receive the relevant document) should be supplied in the fourth column. If necessary, rows may be added.

The documentary shall be provided only under the request form the Joint Technical Secretariat during the application phase. However, they should be submitted to the Joint Technical Secretariat before the Subsidy Contract is signed.

Name and surname (please, complete with capital letters)								
Position held								
<b>Signature of the authorised person from the Lead Beneficiary</b>					<b>Official stamp of the Lead Beneficiary</b>			
Date								

The application form should be signed by a person authorised to sign the documents in the name of Lead Beneficiary, stamped with Lead Beneficiary seal, and dated.

## ATTACHMENTS

### ATT. 1 Main components of the Project

ATT. 1 Main components (implementation components) of the Project*		
Component 1	Name of stage	
	Description	
	Implementation period (from...to...)	
	Total value (and value of ERDF) in EUR	
	Location	
	Partner(s) involved	
	Activities (list)	
	Outputs (list)	
Component ...	Name of stage	
	Description	
	Implementation period (from...to...)	
	Total value (and value of ERDF) in EUR	
	Location	
	Partner(s) involved	
	Activities (list)	
	Outputs (list)	

\*The table should be copied if necessary. Please, note that the maximum number of components within the project is five.

The implementation of the project should be divided into components. This table should be completed in accordance with field 3.3 of the application form. The applicant should provide following information:

- name of the component,
- short description of the component,
- expected duration of the component (from mm.yyyy to mm.yyyy),
- total value and ERDF value of the component,
- location (city name),
- list of partners involved,
- list of activities planned during the component (at least 2 or 3 activities),
- list of outputs of the component.

As explained in the Programme Manual, activities to be carried out within the project must be logically organized into components. In order to facilitate the structure and management of the project it was decided that **the maximum number of components is five** (plus the component dedicated to the “Preparation activities”).

The components have to be dedicated at least to the administration tasks (e.g. “Management and coordination”), communication and dissemination, and to issues “content-related” (e.g. “Preparation of joint tourism strategies”). Therefore, it is not the location or the chronology of the activities within the project that determine their belonging to a certain component.

**ATT. 2 Activity and financial timetable of the project**

ATT. 2 Activity and financial timetable of the Project*											
1	2	Value € ERDF	Year 20..			Year 20..			Year 20..		
			Period			Period			Period		
			I	II	III	I	II	III	I	II	III
4	5	6	8	9	10	12	13	14			
Component 1											
Component 1 Total		0	0	0	0	0	0	0	0	0	
Activities		0									
		0									
		0									
		0									
		0									
Component ...											
Component ... Total		0	0	0	0	0	0	0	0	0	
Activities		0									
		0									
		0									
		0									
		0									
<b>PROJECT TOTAL</b>		0	0	0	0	0	0	0	0	0	

\*The table should be copied if necessary. Please, note that the maximum number of components within the project is five.

In the attachment 2 the project activities, as described in the field 3.3 of the application form and listed in the Attachment 1, shall be listed, estimated in value (ERDF funds ONLY!), and next divided into the four-month periods. The activities shall be listed for each component of the project individually and then summed up for all components and project totals.

**ATT. 3 Project indicators**

<b>ATT. 3 Project indicators</b>				
<b>Type of indicator</b>	<b>Indicator</b>	<b>Quantity</b>	<b>Unit</b>	<b>Source of verification</b>
Component 1				
Output				
Component 2				
Output				
Component * ...				
Output				
Total				
Result				
*The table should be copied if necessary. Please, note that the maximum number of components within the project is five.				

The applicant should fill in the table in accordance with the field 3.3 of the application form and the Attachment 1 (outputs).

The expected values of the corresponding outputs indicators should be provided but the result indicators shall be provided for total project only. Result indicators provide information on immediate changes occurred due to the project implementation.

It is strongly recommended to use product and result indicators specified in Chapter 2 “Detailed description of priority axes” of the Programme Manual.

**ATT. 4 Other project partners information**

ATT. 4 OTHER PROJECT PARTNERS INFORMATION	
<b>Partner No 2</b>	
Institution	
Legal status/Type of Beneficiary	
Country	
Location, Street, House number, post	
Phone number	
Fax	
E-mail	
<b>Partner No 3</b>	
Institution	
Legal status/Type of Beneficiary	
Country	
Location, Street, House number, post	
Phone number	
Fax	
E-mail	
<b>Partner No ...</b>	
Institution	
Legal status/Type of Beneficiary	
Country	
Location, Street, House number, post	
Phone number	
Fax	
E-mail	

All necessary data about the partners involved and listed in the field 2.5 of the application form shall be supplied.

**ATT. 5 Detailed budget of the partners (in EUR)**

ATT. 5 Indicative detailed budget of the partners (in EUR)							
	Preparation costs	Lead Beneficiary	Partner 2	Partner 3	Partner ...	TOTAL	
						EUR	%
<b>1. Staff</b>	0	0	0	0	0	0	0,00%
1.1 Gross staff costs	0	0	0	0	0	0	0,00%
1.2 Un-paid voluntary work	0	0	0	0	0	0	0,00%
1.3 Others	0	0	0	0	0	0	0,00%
<b>2. Travel and accommodation (of staff employed by the partner institution officially listed in the application form - AF)</b>	0	0	0	0	0	0	0,00%
2.1 International travels	0	0	0	0	0	0	0,00%
2.2 Domestic travels	0	0	0	0	0	0	0,00%
2.3 Allowances	0	0	0	0	0	0	0,00%
2.4 Accommodation	0	0	0	0	0	0	0,00%
2.5 Others						0	0,00%
<b>3. Administration (for the staff employed by the partner institution officially listed in the AF)</b>		0	0	0	0	0	0,00%
3.1 Overheads (stationery, phones, electricity, heating, office space rental, etc.)		0	0	0	0	0	0,00%
3.2 Financial charges and administration fees		0	0	0	0	0	0,00%
3.3 Others		0	0	0	0	0	0,00%
<b>4. Investments/Equipment (for the staff employed by the partner institution officially listed in the AF)</b>		0	0	0	0	0	0,00%
4.1 Investments		0	0	0	0	0	0,00%
4.1.1 Works		0	0	0	0	0	0,00%
4.1.2 Deliveries		0	0	0	0	0	0,00%
4.2 Equipment (furniture, computers, etc.)		0	0	0	0	0	0,00%
4.3 Others		0	0	0	0	0	0,00%
<b>5. External expertise and services</b>	0	0	0	0	0	0	0,00%
5.1 External expertises (experts, interpreters, etc.)	0	0	0	0	0	0	0,00%
5.2 Services	0	0	0	0	0	0	0,00%
5.2.1 Publicity	0	0	0	0	0	0	0,00%
5.2.2 Meetings	0	0	0	0	0	0	0,00%
5.2.3 Audit	0	0	0	0	0	0	0,00%
5.3 Public procurement	0	0	0	0	0	0	0,00%
5.4 Others	0	0	0	0	0	0	0,00%
<b>TOTAL per Partner</b>	EUR	0	0	0	0	0	0,00%
	%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%

In this attachment the budget lines (per partner) are to be broken down into categories. For the description of each budget lines and its possible expenditures, please see the Programme Manual Chapter 3 *Project Development*.

The attachment on the detailed budget consists of the closed list of categories, however, if any other expenditure, which requires special attention, occurs it shall be included in the *Others* category under the each budget line and next described in the application form in the field 5.6 *Additional information*.

<b>ATT 6: Declarations</b>			
<b>Declaration of indebtedness</b>	Institution, position within institution, name, signature and date		
	Lead Beneficiary	Partner 2*	Partner ...*
I declare that institution which I represent is not involved in debt towards: - social and health care insurance institutions - tax offices			
<b>VAT Declaration</b>			
LB			Institution, position within institution, name, signature and date
I declare that in the scope of implementation of this project the VAT is refundable/is not			
Partner 2*			Institution, position within institution, name, signature and date
I declare that in the scope of implementation of this project the VAT is refundable/is not			
* copy if necessary			

Each project partner shall signed a declaration of indebtedness and refundable VAT.