

GUIDELINES on filling in and submitting the Application Form
3rd Seed Money Facility
13 September – 5 November 2021

INTERREG SOUTH BALTIC PROGRAMME 2014-2020

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LIST OF ABBREVIATIONS

AF	Application Form
CP	Cooperation Programme
EUSBSR	EU Strategy for the Baltic Sea Region
JS	Joint Secretariat
LP	Lead partner
MC	Monitoring Committee
PA	Priority axis
PM	Programme Manual
PPD	Project Partner Declaration
SB	South Baltic
SBP	South Baltic Programme
SO	Specific objective
SC	Subsidy Contract
WP	Work package

INTRODUCTION

The following guidelines have been developed to support applicants in filling in and submitting the Application Form (AF) for the 3rd Seed Money Facility of the Interreg South Baltic Programme 2014-2020. The document provides advice and guidance on filling in the AF including technical requirements on submitting the form. Please note that comprehensive background information on formal and quality requirements for project proposals applying for the South Baltic Programme (SBP) is **not** the subject of this document. However, the document provides some cross-references to other relevant Programme documents that contain in-depth information. It is, therefore, recommended that project applicants get familiar with the following documents before completion and submission of the applications:

- the announcement of the 3rd Seed Money Facility of the Interreg South Baltic Programme 2014-2020, containing information on i.e. available funding in the individual thematic specific objective and specific features of the call;
- The Terms of Reference of the 3rd Seed Money Facility of the Interreg South Baltic Programme.
- the Programme Manual (PM) of the Interreg South Baltic Programme 2014-2020, providing in-depth information on project's preparation, eligibility, assessment, selection and implementation procedures;
- the Cooperation Programme (CP) of the Interreg South Baltic Programme 2021-2020;
- Draft version of the South Baltic 2021-2027 Programme under public consultation;
- the Subsidy Contract (SC) template, providing a concrete picture of the obligations of the lead partner should the project be approved;

These documents are available on the South Baltic Programme website at www.southbaltic.eu/seed-money.

Please note that the guidelines refer only to the procedures and documents for the 3rd Seed Money Facility for proposals of the South Baltic Programme 2014-2020.

In case of any questions or problems concerning the process of filling in the AF and general issues related to your application, please do not hesitate to contact the Project Officers at the Joint Secretariat of the Interreg South Baltic Programme. Contact details can be found on the website of the Programme: <https://southbaltic.eu/joint-secretariat>.

APPLICATION PACKAGE

The Application pack consists of:

- Announcement of the call
- Terms of Reference for seed money projects,
- Seed money Application Form template with all required attachments (incl. Project Partner Declarations),
- Template of the "project concept paper",
- Guidelines for submitting and filling in the Application Form,
- Complaint template.

Applications must be completed in English, the official and working language of the Programme. Applications submitted in another language will not be considered.

The JS may ask further documents after submitting the application (before approval of the project), should this be required by the specific character of the project (e.g. charter of partner organisations clarifying their legal status).

It is crucial to complete the AF accurately and provide all documents in the required format. Furthermore, it is highly recommended to get familiar with the assessment criteria in order to meet requirements (see Chapter 4. - Project Selection of the Terms of Reference of the 3rd Seed Money Facility of the Interreg South Baltic Programme for further information).

TECHNICAL INFORMATION ON THE APPLICATION FORM

The AF was designed for Microsoft Office version 2007 (or later) and operational system Windows, therefore it is strongly recommended to use this type of software when filling in the AF file in order to ensure its smooth functioning.

Filling in the AF by the LP only

Where the AF is distributed by the LP to project partners in order to gain information on each partner, different versions of Windows and Microsoft Office can potentially be used by different partners. As a result, the Excel file can be destroyed. It is thus strongly recommended for the LP to collect partners' data not via the original AF, but separate files. It is recommended that the AF is filled in only by the LP and only on one computer, using same version of Windows and Microsoft Office.

Filling in the AF

The document contains three types of fields:

1. marked light blue () – fields providing further explanation to questions, which are protected and read-only;
2. marked green () – fields which are automatically filled in and contain information from other parts of the AF, such as names, titles, descriptions or values;
3. marked white – **fields that have to be filled in by the LP**. Please note that **all white fields** should be filled in. If a given table or input field is not relevant to the project, the option 'not relevant'/ 'n/a' should be inserted.

Please note: the text length allowed in the input fields is limited. The maximum number of characters that can be inserted is indicated and displayed when clicking on the respective cell (data validation input message, see example below: maximum number of characters – 500).

1.12. Seed money	
Has this application received seed money from the South Baltic Programme or another seed money instrument?	no
If yes, please provide the name(s) of the project(s), and Programme if other than South Baltic (max. 500 characters).	maximum 500 characters

Pop-up windows

Pop-up windows are provided for each input (white) field of the AF. They outline, for example, definition of key words (main outputs, specific objective etc.)/ provide additional guidance on what information should be filled in, set character limits. Pop-up messages are displayed when clicking on the input field. They also stay visible when filling in the respective field.

NB: Document does not contain macros, thus there is no need to enable/disable any.

Scrolling

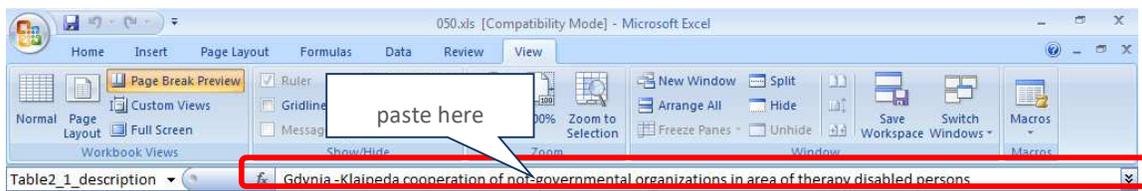
When filling in fields with high character limits, it is advised to scroll the page by using the buttons of the MS Excel scrollbar (▲ and ▼) on the right side of the screen instead of using a mouse wheel.

Text formatting

The formatting of text is not sustained after inserting more than 1024 characters, therefore in input fields with higher character limits it is not possible to have a formatted text (i.e. to have a list with each new list element starting in a new row). This is acknowledged and accepted by JS.

Copy-pasting from other documents

It is **not recommended** to copy-paste data from other documents. If you have to copy-paste, please paste the data always to the formula bar as is shown on the picture below and not directly to the field.



Page breaks

For all parts of the AF to be visible in the print out, it is recommended to enable the option 'Page break Preview' under the menu item 'View' before printing with Final Save. This allows to check and to adjust the page breaks.



Saving of the AF

The AF is **not saved automatically** when closing the file. To do so, the applicant is asked if he/she wants to close the workbook and save all changes. The applicant should select 'yes'. If 'no' is selected, **changes will not be saved**.

Therefore, if it is planned to use the AF for showing to other persons after its finalisation, it is strongly recommended that the properties of the file are changed to 'read-only'. To do so:

- close the AF excel file;
- right-click on the file icon in Windows and select 'Properties' from the context menu;
- on the tab 'General' select 'read-only'.

If the file with 'read-only' property is open, the user will be informed that changes will not be saved when closing the AF. If you choose 'cancel', you will return to editing the file and will be able to save a copy of the AF under different name.

FILLING IN THE APPLICATION FORM

The following chapter provides step-by-step advice on how to fill in each section of the AF.

Structure of the AF

This tab is for information only: it visually displays the structure of the document used in previous calls (the logic of the document, i.e. which information is to be filled in and which information is generated automatically) and the updated structure of the document for the 3rd Seed Money Facility.

Confirmation page

Project title	
Project acronym	
Project total budget	€ 0,00
ERDF amount requested	€ 0,00
LP name in English	
LP name in national language	
Number of project partners	
Number of associated partners	
Priority axis	
Specific objective	
Planned date of project start	
Planned date of project completion	
Project duration (in months)	
Date of registration of the Application (filled in by JS)	

Application number (filled in by JS)	
Application version (date YYYY-MM-DD)	
Codes by dimension (filled in by JS)	
Priority theme code	Economic activity code

Information in this table is transferred from other parts of the AF or/and is completed by the JS:

- 'Project title' and 'Project acronym' are filled automatically from the 'Project summary' part, tables 1.1/1.2 respectively;
- 'Project total budget' is filled automatically from the 'Budget' part of the AF;
- 'ERDF amount requested' is filled automatically from the 'Budget' part of the AF;
- 'LP name in English' and 'LP name in national language' is filled automatically from the LP's worksheet of the AF;
- 'Number of project partners' and 'Number of associated partners' are filled automatically from 'Project summary';
- 'Priority axis' and 'Specific objective' are filled automatically from the part 'Project summary', tables 1.3 and 1.4 respectively;
- 'Planned date of project start', 'Planned date of project completion' and 'Project duration (in months)' are filled automatically from table 2.7 of 'Project summary';
- remaining fields are to be filled by the JS staff upon receiving the application.

Declarations of the lead partner

1. DECLARATIONS OF THE LEAD PARTNER
1.1. Declaration of sustaining project results
I hereby declare that the project results specified in the application will be sustained at least five years from the date of the final payment for the project.
1.2. Declaration of the authenticity of the information provided in the application
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.
1.3. Declaration of the authorisation of personal data processing
I declare that I understand that personal data contained in the application and attachments will be processed for registration, control, evaluation and selection of projects in the call for proposals as well as conclusion and implementation of the subsidy contract and monitoring the progress of project implementation under Interreg V-A Poland-Denmark-Germany-Lithuania-Sweden (South Baltic) Programme.

"The Minister responsible for Development Funds and Regional Policy, with its registered office in Warsaw (00-926), ul. Wspólna 2/4, is the personal data administrator (referred to as "Administrator"). My personal data are to be processed in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR) (OJ L 119, 4.5.2016, pp. 1–88).

Personal data are processed (i.e. collected, used and stored) under the following legal basis:

1. processing is necessary for the performance of a contract to which the data subject is a party to take steps at the request of the data subject prior to entering into a contract (art. 6 §1 point b GDPR),
2. processing is necessary to fulfill the legal obligation of the Administrator - tax regulations, provisions regulating the principles of granting or settlement of co-financing (art. 6 §1 point c GDPR),
3. processing is necessary for the reasonable interest of the Administrator, especially handling of inquiries or complaints (art. 6 §1 point f GDPR).

The Administrator has appointed the Data Protection Inspector. Contact details: iod@mfipr.gov.pl

Personal data is processed for the time necessary to achieve the purpose of processing and, as a general rule, for a period of up to 10 years (a period of time depending on the determination, investigation or defense of claims). I have the right to access data, edit and update it, delete or limit processing, the right to object, the right to file a complaint to the supervisory authority and the right to transfer data. Entrusting of personal data is voluntary, however is a prerequisite for the Administrator to be able to process data, process the application, implement the subsidy contract or provide responses accordingly. The lack of data results in the Administrator's inability to process the application for co-financing.

The Administrator has the right to transfer data to recipients, which are eligible cooperating entities in the scope of properly assessed applications (experts and authorized entities) or implementation of the subsidy contract (auditors and authorized entities) or to provide answers (employees and authorized entities). Administrator through authorized entities understands all entities, including institutions under Interreg South Baltic and third parties working on the basis of relevant agreements.

The data will not be transferred outside the European Economic Area. The data is not subject to the process of automated decision making."

By signing the AF, the LP confirms to their best knowledge the validity of the sentences provided in declarations 1.1 – 1.3. The LP also confirms that the project partnership is ready to implement the project, and that the project is compliant with the relevant national and EU legislation.

2. SIGNATURE OF THE LEAD PARTNER	
First name/ last name	
Position held	
Date (YYYY-MM-DD) and place of signing the document	The signature of authorised person (s) of the lead partner and official stamp of the lead partner (if existing)

The name of person(s) signing the AF should be provided, including his/ her position in the organisation. The person(s) should be authorised to sign documents on behalf of the LP.

Please pay special attention to the required format of the date (YYYY-MM-DD).

Project summary

1. GENERAL INFORMATION ABOUT THE PROJECT	
1.1. Project title (max. 150 characters)	
1.2. Abbreviated project name (acronym)	

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The title of the project should be short (recommended length is not more than 150 characters with spaces), easy to understand and it should clearly describe the nature of the project.

The acronym of the project should be short and easy to remember (maximum 50 characters). In order to save characters it is advised to use the project's acronym when filling in the AF. Furthermore, the acronym of the project should be used for information and promotion purposes.

1.3. Priority axis	
1.4. Specific objective	

The applicant has to indicate only the specific objective (SO) of the South Baltic Programme to which the project idea is relevant. The relevant priority axis (PA) will appear automatically. To select the relevant SO, use the drop down list where all seven SOs are displayed. A list of PAs and SOs as well as their detailed description can be found in Chapter II 'Detailed description of priority axes' of the Programme Manual.

Please note: the application can be assigned to one PA and one SO only.

2. DESCRIPTION OF THE PROJECT

2.1. Please provide a description for the initial situation, challenge or opportunity that you want to tackle with your future regular project and how it relates to the selected specific objective. Please also describe why the seed funding is needed.

In table 2.1 the project relevance should be justified in terms of common challenges and/ or joint assets/ opportunities/ areas for improvement addressed. The question of why the project is needed should be clearly answered here. In addition, the reason for applying for seed money funding shall also be justified.

The subject of the project which is going to be addressed should be relevant to the South Baltic (SB) area. It can be done, for example, by describing how the present circumstances negatively affect the situation in the participating regions, or by outlining future negative effects resulting from the future regular project not being implemented. The description of the initial situation should be supported by verifiable data (statistics, reference to previous projects addressing the subject), and/ or how the future regular project is going to further develop and build upon the subject.

2.2. Please provide envisaged objective of the future regular project and its contribution to Programme

2021-2027 Programme Measure		Envisaged future regular project objective (max. 250 characters)
		

In table 2.2 the objective of the future regular project shall be described and connected to a Programme Measure that the project will targeted from the 2021-2027 Programme. The project objective is a statement

which describes the change that the project is going to achieve and for which it requires the production and use of the project outputs. The Programme Measure shall be selected from the drop-down list.

2.3. Please describe the envisaged objective and results of the future regular project – what does the project want to achieve? (max. 2000 characters)

In table 2.3 section please elaborate the objective of the future regular project and describe its results. Project result measures the benefit or change caused by the project and demonstrates the advantage of carrying out the project.

2.4. Please describe the potential partnership of the future regular project (whom you will address with the activities of the seed money project) and the potential for cross-border cooperation in the future regular project. (max. 3000 characters)

In table 2.4 please elaborate what type of organisations you plan to address in the seed money project in order to involve them as partners of the future regular project. When describing the partnership please focus on the cross-border cooperation. Most important is to justify why the cross-border approach is necessary to achieve project results, what is the added value of cross-border cooperation and why the problems/challenges of the project (described in table 2.1) cannot be addressed without cross-border cooperation. For further information and examples of the added value of a cross-border approach, please check Chapter III, Section 6 'Cooperation in South Baltic: Cross-border approach, innovativeness and additional character of projects' of the PM.

2.5. Please inform if your idea is a follow-up of an international and/or national/regional project(s) dealing with the topic, please describe the added value [especially if the earlier projects were implemented in the South Baltic Region] (max 1000 characters)

If your idea is a follow-up a previous project(s) dealing with the topic (especially if the earlier projects were implemented in the South Baltic Region), please mention this project(s) and describe what added value the new project will create and how the project is different from the previously implemented project(s).

2.6. Cross-border cooperation criteria for the project (project has to ensure all four criteria)

Joint development - in what way the seed money proposal was jointly developed (max. 500 characters)

Joint implementation - in what way active collaboration between the different participating institutions is ensured in the seed money project (max. 500 characters)

Joint staffing - in what way responsibilities are divided among seed money project partners (max. 500 characters)

Joint financing - in what way partners are expected to contribute financially to the project budget (max. 500 characters)

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Taking into account the cross-border nature of the Programme, the cross-border aspects have to be reflected in every project funded by the Programme. Therefore, the projects have to ensure **all four following** ways of cross-border cooperation between project partners:

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

For further information on the criteria, please see Chapter III, Section 6 'Cooperation in South Baltic: Cross-border approach, innovativeness and additional character of projects' of the PM. Please note that this section refers to the seed money project and not to the future regular project.

2.7. Timetable of project implementation		
Planned date of project start	YYYY-MM-DD	
Planned date of project completion	YYYY-MM-DD	
Project duration (in months)	0	

The indicative dates of start and completion of the project's activities should be defined in the given format (YYYY-MM-DD). The first month of the project is the month in which the project will start its activities. The last month of the project is the month when the last thematic activity will be realised. Thus, the planned dates of project start and project completion constitute the project implementation phase when the delivery of all outputs and achievement of the project's objectives is expected. Project duration in months is calculated automatically.

The project duration of a seed money project is maximum 4 months and the project's end date cannot be later than 31 October 2022. The project may start its implementation period after the Monitoring Committee decision on project approval. The decision is expected on 7 February 2022. The tasks related to project clarifications and conclusion of the Subsidy Contract are envisaged for the period March-May 2022. In addition, all approved projects will be given four months for preparing and submitting the project progress report.

2.8. Location of activities outside eligible area		
Outside eligible area		
What activities will take place outside Programme eligible area and where will they be located? Please justify their relevance to project objectives (max. 1000 characters)		

In table 2.8 'Location of activities outside eligible area', you are first asked to select if such activities are going to be carried out using the drop-down menu ('yes/' 'no'). If the answer is 'no', please insert in the white field 'not applicable/' 'n/a'. If the answer is 'yes', activities and their implementation location outside the Programme's eligible area should be described in qualitative terms. Please justify their relevance to the project objectives. For more information see Chapter III, Section 2.4 'Geographic location of the project activities' of the PM.

Please be reminded: travels outside eligible area (attendance of conferences, seminars; study trips etc.) are not regarded as 'activities carried out outside Programme eligible area'! Only if the project is the one organizing activities outside eligible area (and bearing such costs as renting venue, catering etc.), then these are activities outside eligible area.

2.8.1. Project eligible budget spent outside the eligible area	
Total eligible budget	0,00
out of which to be spent outside the Programme eligible area	0,00

In table 2.8.1 the project eligible budget to be spent outside the Programme eligible area should be indicated. The first row 'Project eligible budget' is filled automatically from the 'Budget' part of the AF. In the next row the amount of the part of the total eligible budget to be spent outside the Programme eligible area' has to be filled in by the LP.

Please be reminded: if the project has a partner from outside eligible area, then the partner's whole budget falls under category 'spent outside the Programme eligible area', even if the project carries out activities only in the Programme eligible area! The budget should directly correspond to the activities listed in the box 2.8.1 above.

2.9. Seed money	
Has this application received seed money from the South Baltic Programme or another seed money instrument?	
If yes, please provide the name(s) of the project(s), and Programme if other than South Baltic (max. 500 characters).	

In table 2.9 please indicate if the project has received seed money from the South Baltic Programme or another seed money instrument.

Work packages

WORK PACKAGE 1	
Name of the work package	
Total eligible costs [EUR]	0.00 €
Coordinating partner	

Seed money projects has only one work package, thus the name of the work package should be the project acronym. The total eligible costs is automatically imported from the 'Budget' sheet after completing the AF. The coordinating partner of the WP should be the lead partner of the project.

Partners' involvement				
	LP			
	PP2			
	PP3			
	PP4			
	PP5			
	PP6			

The list of the project partners is automatically imported from the partners' sheets after completing the AF. All project partners have to be involved in the implementation of the project.

Summary description of the work plan of the seed money project, including explanation of partners' involvement (who will do what?) - max. 3000 characters

Applicants should keep in mind that the description should concentrate on the cross-border working processes (i.e. peer review of feasibility studies, organization of workshops, exchange of knowledge and experience) instead of only presenting particular activities in participating regions. Please also provide information on who (which PPs), when, where and how is going to perform the activities. You should also briefly reflect on how the planned activities will contribute to achieving the main outputs as well as the overall project results and objectives.

Project main output(s)				
Project main output 1 (obligatory)	Unit	Baseline value	Value after project	Durability of main output
Project concept paper (Lump sum 1)	Document	0	1	n/a
Description of the output (main topic tackled, target groups, results)				

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Project main output 2 (obligatory)	Unit	Baseline value	Value after project	Durability of main output
	Report	0	1	n/a
Description of the output				

In this table please provide description about the main outputs of the seed money project. In case of Project main output 1 (Project concept paper) please briefly describe the main topic tackled, target groups and expected results of the future regular project. In case of Project main output 2, please select the workshop format (on-site or on-line) from the drop-down list. In the 'Description of the output' please briefly describe how the workshop will be realised in the project.

List of activities		
Activity	Activity name	
1.1	Project management and internal communication	

Activities in the seed money project should be described by indicating the name of the activity (please note: maximum number of characters is 100), and in a separate field – description of activity and quantity if relevant (i.e. 2 project partner meetings, etc.). Please pay attention to the number of characters allowed.

The maximum number of activities in the seed money project is 10. Please note that activities do not mean single meetings, trips, seminars, but rather logical groupings of actions necessary for implementation of the project objective (for example: one activity 'study visits in participating regions', instead of treating each study visit as a separate activity).

Please note that Activity 1.1 - Project management and internal communication is an obligatory activity for every seed money project, while the other activities shall be defined by the partnership. Please note that there are no deliverables in seed money projects.

Budget

Worksheet 'Project budget' will be filled automatically from the partner's budget parts from the project partners' worksheets.

1. Total budget per partner							
	Partner name	ERDF co-financing	Own contribution	Total eligible budget	Co-financing rate	%	Country
Lead partner		0.00	0.00	0.00			
Project partner 2		0.00	0.00	0.00			

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Project partner 3		0.00	0.00	0.00			
Project partner 4		0.00	0.00	0.00			
Project partner 5		0.00	0.00	0.00			
Project partner 6		0.00	0.00	0.00			
TOTAL		0.00	0.00	0.00		100%	

Table 1 will be filled automatically from the project partner's sheets.

Lump sums		
	Total eligible budget	ERDF
Project concept paper (Lump sum 1)	0.00	0.00
Online Cross-border workshop (Lump sum 2)	0.00	0.00
TOTAL (EUR)	0.00	0.00

The "Lump sums" table is automatically filled out from Tables 5.2 on the project partners' sheets. The total eligible budget for each lump sum has to be equal with the pre-defined amounts, i.e. 25 000 EUR in case of the Project concept paper, 15 000 EUR in case of the on-site Cross-border workshop and 7000 EUR in case of online cross-border workshop. The format of the Cross-border workshop is automatically imported from the 'Work packages sheet'.

Lead partner (LP), Project partner 2 (PP2) – Project partner 6 (PP6)

Parts 'LP', 'PP2' – 'PP15' constitute partnership of the project. The recommended maximum number of project partners in the seed money 4-5 – should the application's partnership consists of less number of partners, the required number of partners worksheets should be filled in and the rest should be left empty.

Section 1 – Worksheets 'LP', 'PP2'-'PP6'

1. Information about the partner

Name of the lead partner/ project partner in national language	
Name of the lead partner/ project partner in English	

In Table 1 information about the LP/ PP has to be provided. In the fields above you should provide the name of LP/ PP in national language and its official English translation.

NB: If the LP/ PP is budgetary unit please check information provided in the Programme Manual, Chapter III Specific features of the South Baltic projects, point 2.1. and point 2.2.

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Source of own contribution	
Legal status/ type of partner	
In case 'Other entity...' is selected above, please describe the activities, which are of general interest	For PPs only!

Please select from the drop down list the source of own contribution to the project (25% or 15%). The legal status/type of partner should be selected from the drop-down list as well.

Registration number		NIP (Polish partners)	
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Having in mind different legislation in Member States, the following is expected in the field 'Registration number':

- in Poland - numer KRS;
- in Germany - Steuernummer;
- in Sweden – Organisationsnummer;
- in Denmark - CVR/SE nr.;
- in Lithuania - Juridinio asmens kodas.

Please notice, that Polish partners are asked to fill in their NIP number (respective field 'NIP (Polish partners)').

NB: it is compulsory to fill in at least one of the above mentioned fields! Should it not be the case, the AF will display warning message.

Country	
NUTS 3	
NUTS 2	
NUTS 1	

Please use the drop down list to select NUTS3 region. Fields 'Country/' 'NUTS2' and 'NUTS1' will appear automatically depending on the choice of the NUTS3 region. Please provide contact information of the LP/PP in the remaining fields of the table 1.

Is the lead partner a refundable VAT payer?	
If yes, please give VAT Identification number	

In this field it should be stated if the LP's/PP's VAT is recoverable by whatever means (i.e. by reclaiming from national tax authorities). If 'yes' is chosen, you are requested to give the VAT Identification Number of the LP/PP.

Important! To be checked by the LP if PPD template is sent out to the PPs (before the AF is filled in):

- Should the LP/ PP be a refundable VAT payer (option 'yes' is selected), the PPD should display: 'Recoverable VAT is not included in the partner budget. The VAT on costs related to project activities will not be eligible for reimbursement, and will be recovered by my institution from other sources by whatever means (e.g. from national tax office)'.
- Should the LP/ PP be not a refundable VAT payer (option 'no' is selected), the PPD should display: 'Only non recoverable VAT is included in the partner budget. The VAT on costs related to project activities will be borne by my institution as the final beneficiary and cannot be recovered by my institution from other sources by whatever means (e.g. from national tax office)'.

Should the LP/ PP be a partially refundable VAT payer (option 'partially' is selected), the PPD should display: 'VAT can be partially recovered in our organisation. The VAT on costs related to project activities will be partially borne by my institution as the final beneficiary and will be partially recovered from other sources by whatever means (e.g. from national tax office). For further information please consult Chapter III, Section 4 'VAT' of the PM.

Section 2 - Worksheets 'LP', 'PP2'-'PP6'

2. Personal data of the legally authorised person			
First name		Last name	
Position in the applicant institution			
Phone number		Mobile phone number	
Email		Fax	

In table 2 please give the name and contact details of the person legally authorised to sign the AF in the name of the lead partner. In case of project partners, the data of persons legally authorised to sign the PPDs should be given.

Section 3 - Worksheets 'LP', 'PP2'-'PP6'

3. Personal data of the contact person (directly responsible for the project application)			
First name		Last name	
Position in the applicant institution			
Phone number		Mobile phone number	
Email		Fax	

In table 3 please provide name and contact details of the persons directly responsible for the project application.

Section 4 – Partner's capacity, role and experience

4. PP's role and motivation to participate in the project (maximum 1000 characters)

In this table please provide precise information about the LP's/ PP's capacity and competence to participate in the project; role and motivation to participate in the project (what is the main role of the partner in the project, in which activities it participates, what are the benefits of involving a particular partner into the project); and experience in cross-border and other projects (in relation to the partner's role in the current project). Information should be coherent, concise and relevant to the question asked.

Section 5 – Partner's budget

5. Partner's budget					
5.1. Total budget per partner					
Lead partner	ERDF co-financing	Own contribution	Total eligible budget	Co-financing rate	% of total project budget
	0.00	0.00	0.00		

Table 5.1 is automatically filled out based on Table 5.2 and the location of the partner (co-financing rate).

5.2. Partner's share in lump sums		
	Total eligible budget	ERDF
Project concept paper (Lump sum 1)		0.00
Online Cross-border workshop (Lump sum 2)		0.00
TOTAL (EUR)	0.00	0.00

In Table 5.2 please provide the partner's share in each lump sum. The format of the Cross-border workshop is automatically imported from the 'Work packages sheet'.

Annex 1 - Project Partner Declaration

Template of the PPD constitutes Annex 1 and is a part of Application Form. Each project partner including LP should fill in and sign a PPD. The standard template of the SBP Programme should be used. **The wording of the document must not be changed!**

There are two options on how to proceed with Annexes to the AF:

- As the first step, the LP fills in the AF – majority of the information will be transferred automatically to the PPD. Then the LP sends out prefilled templates to project partners/ associated organisations and collects signed documents back.

Due to the format of the AF (excel file) and the requirement of signing the PPD, the JS recommends to follow further steps:

- the LP upon filling in the AF, 'print to pdf' the excel worksheet 'Project Partner Declaration' (option 'Print', select from the 'title' – 'PDF creator');
- the LP sends out the pdf file with all PPD templates to each project partner;
- each PP prints the respective page (where the title of the PP is already filled in), signs/stamps the declaration, sends scan version and then original to the LP;
- LP collects scans from all PPs, attaches them to the AF when submitting to the JS before the deadline of the call for proposals; collects and sends originals of the PPDs to the JS (during clarification process upon the JS request).

or:

- Separate templates of the PPD (available for download as separate files on the website) are sent out to PPs– templates have to be filled in manually, duly signed and stamped and returned to the LP. Upon filling in the AF, the LP checks information provided in the templates with the Annexe 1 of the filled in AF (since information in the Annexes of the AF is automatically transferred from the respective worksheets of the AF).

TITLE OF THE PROJECT	
In the event of approval of the above mentioned project applying for co-financing from the Interreg South Baltic Programme 2014-2020, we hereby certify that	
<i>the name of partner in original language</i>	
<i>the name of partner in official English translation</i>	
<i>listed as partner no.</i>	LP/ PP
in the Application Form commits itself to the project and the activities laid down in the Application Form and intends to provide	
<i>amount of (in EUR)</i>	0,00
as own contribution to the Interreg South Baltic Programme 2014 - 2020 project's budget.	

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Fields 'Title of the project', 'name of the partner in original language', 'name of the partner in official English translation', 'listed as partner no.' are filled automatically from the respective LP/PPs worksheets in order to avoid inconsistencies and discrepancies in information provided by the applicants earlier (as differences might invalidate PPD).

Amount of EUR as the LP's/PP's contribution to eligible budget of the project (own contribution) is filled in automatically from tables 4.1 of each project partner.

Statement on the possibility to recover VAT is displayed automatically based on the selection of the possibility to recover VAT in the LP/PP worksheets (explained in details above - part 3.7, section 1).

By signing the PPD, a LP/PP declares that his organisation is not involved in debts towards social and health care insurance institutions or tax offices, that it is eligible to participate in the South Baltic Programme project, and that no expenditure related to the project has been, is or will be funded by any other EU programme.

The electronic versions of the Project Partner Declarations should be send along with the excel version of the Application Form to the JS by the set deadline.

Please note that scans of the Project Partner Declarations are accepted at the application stage. In the case of approval, the originals will have to be submitted to the JS later on during the contracting process. It is, therefore, recommended that the LP collects all original documents already during the preparation of the application.

Balance sheets and employment records of the lead partner

Bodies governed by public law and established under private law fulfilling the conditions listed in the PM (Chapter III 'Specific features of the South Baltic Programme projects', Section 2.1 'Lead Partner') can act as LP only if their financial and organisational capacities allow that. These may be assessed case by case during the formal assessment of applications. Therefore, such organisations, especially NGOs, should be able on short notice to present and provide the JS with three years balance sheets and employment records in order to prove their ability to cover for potential irregularities during project implementation.

Please see Chapter III 'Specific features of the South Baltic Programme projects', Section 2.1 'Lead partner' of the PM.

FINALISING THE APPLICATION FORM

When the applicant finished filling in the AF, please save the document by using 'Save as' button under the File option as an Excel 97-2003 Workbook.

If you have a 'PDF creator' installed on your computer, you may want to check how the filled AF looks as a single compiled document. In order to do so, press 'Ctrl+P' and select from the drop-down list ('Name of printer') 'PDF Creator'. Do not forget to select in the field 'Print what' option 'Entire workbook'. If you do not select it, you will create a pdf only of a last page of the AF you have worked at (before pressing 'Ctrl+P').

Should you want to show the AF document after filling it in, it is highly recommended to change it to 'Read-only' mode to avoid any modification/ errors afterwards. For this purpose, close the document after saving it, right-click on the excel file, select 'Properties', and tick the box 'Read-only'.

SUBMISSION OF THE APPLICATION

The lead applicant for the seed money project is responsible for submitting the application on behalf of the project consortium.

The following documents must be submitted electronically to seed-money@southbaltic.eu:

- seed money Application Form in Excel format;
- signed Project Partner Declarations of all partners, including the lead partner*;
- confirmation page of the seed money Application Form signed by the lead partner*.

**Signed document means here a document with certified electronic signature OR a scan of handwritten signed document.*

Documents must be submitted **until 5 November 2021, 4.00 p.m. CET** at the latest. Applications delivered after the deadline will not be considered.