Interreg South Baltic

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GUIDELINES

on filling in and submitting the Application Form

1st call for proposals

20 December 2022 – 15 February 2023

INTERREG SOUTH BALTIC PROGRAMME 2021-2027

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Please note that the **guidelines refer only to** the procedures and documents for the **1st call for proposals** of the ISBP. The Joint Secretariat reserves the right to amend the instructions if needed.

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LIST OF ABBREVIATIONS

AF	Application Form	**MA**	Managing Authority
AP	Associated partner	**MC**	Monitoring Committee
CC	Cost Category	**PM**	Programme Manual
CP	Cooperation Programme	**PPD**	Project Partner Declaration
EUSBSR	EU Strategy for the Baltic Sea Region	**SAF**	Supplementary Application Form
ISBP	Interreg South Baltic Programme 2021-2027	**SO**	Specific objective
JS	Joint Secretariat	**SC**	Subsidy Contract
LP	Lead partner	**WOD2021**	Application for AF submission
LoC	Letter of Commitment	**WP**	Work package
M	Measure		

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INTRODUCTION

The following guidelines have been developed to support applicants in filling in and submitting the Application Form (AF) for the 1st call for proposals of the Interreg South Baltic Programme 2021-2027 (ISBP).

The document provides advice and guidance (including technical requirements) on filling in:

- Application Form (in WOD2021);
- Supplementary Application Form (in MS Excel file);
- Project Partner Declaration (PPD),
- Letter of Commitment (LoC),
- Letter of Dedication and Support from EUSBSR policy area coordinator,
- Declaration of compliance with the DNSH principle,
- Statement on non-discrimination.

Please note that comprehensive background information on formal and quality requirements for project proposals applying for the ISBP 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 1st call for proposals of the Interreg South Baltic Programme 2021-2027, containing information on i.e. available funding in the individual thematic specific objective and specific features of the call;
- the Programme Manual (PM) of the Interreg South Baltic Programme 2021-2027, providing in-depth information on project's preparation, eligibility, assessment, selection and implementation procedures;
- the Cooperation Programme (CP) of the ISBP with background information i.e. on the socio-economic situation and resulting opportunities and challenges in the Programme area;

These documents are available on the South Baltic Programme website at:

- https://southbaltic.eu/call-for-proposals1
- https://southbaltic.eu/programme-documents1.

The Subsidy Contract (SC) template providing the list of obligations of the lead partner at the stage of project implementation will be published on the Programme website during the call for proposals.

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In case of any questions or problems concerning the process of filling in the AF or its attachments and general issues related to your application, please do not hesitate to contact JS Team. The contact details of responsible Project Officers are available at: https://southbaltic.eu/joint-secretariat.

1 APPLICATION PACKAGE

The complete application package for co-financing within the Interreg South Baltic Programme 2021-2027 includes the following documents – **electronic versions only**:

- **Application Form (AF)** online in WOD2021 Application system;
- **Supplementary Application Form (SAF)** in MS Excel file;
- **Project Partner Declarations (PPDs) for all project partners (PPs)** including the Lead Partner (LP) - readable scans (duly signed and stamped if applicable) or PDFs documents with verifiable digital signature;
- **Letters of Commitment (LoC) for all associated partners (APs)** if applicable - readable scans (duly signed and stamped if applicable) or PDFs documents with verifiable digital signature;
- **Letters of Dedication and Support from EUSBSR policy area** if applicable - readable scans (duly signed and stamped if applicable) or PDFs documents with verifiable digital signature;
- **Declaration of compliance with the DNSH principle** if applicable - readable scan (duly signed and stamped if applicable by the LP) or PDF document with verifiable digital signature of the LP;
- **Statements on non-discrimination** if applicable - readable scans (duly signed and stamped if applicable by the LP) or PDFs documents with verifiable digital signature.

An application is regarded as submitted on time if it is submitted via WOD2021 to selected call for proposals before the set deadline (see section 'Submission of the application').

The JS reserves the right to request any partner to submit additional documents during the assessment process (before approval of the project) to support the assessment of their financial, organizational and/ or management capabilities and eligibility in accordance with the Programme rules. Documents related to the State Aid/ De minimis aid can be also requested during the assessment process (ref: ISBP Programme Manual, Chapter V.4 and see section 'Other documents/ Attachments').

It is crucial to complete the AF and its attachments 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 the Programme requirements (ref: ISBP Programme Manual, Ch. V.5 and Annex 6 Project selection process and criteria).

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1.1 Order of Application package preparation

For practical reasons, it is strongly recommended to maintain the following order of the Application package preparation:

1. Log in to the **WOD2021** to get familiar with the system;
2. Complete **SAF** (the Excel file) with all the details of your project; the Partners declarations and Letters of Commitment are part of Excel file;
3. Start works in **WOD2021**: select the relevant call for proposals, create the AF and start filling in the data;
4. Continue in **WOD2021**: after the section 'Work packages' is filled in, go to 'Project budget', generate and download the Excel file – start preparing the budget of your project;
5. Fill in the **Partners declarations** and **Letters of Commitment** and send to your partners for signatures;
6. Complete **all other attachments** (i.e. Declaration of compliance with the DNSH principle, if relevant) and upload all collected document to the WOD2021.
7. **Submit the AF** with all attachments before the call closure.

2 APPLICATION FORM

2.1 Technical information

The Application Form must be prepared in WOD2021 (https://wod.cst2021.gov.pl/) which is an online tool designed to apply for funding under all co-financing programmes managed by the Polish Ministry responsible for Development Funds and Regional Policy (ISBP Managing Authority).

WOD2021 is a part of CST2021 - a central electronic data exchange system for programmes management (ref: ISBP Programme Manual, Chapter V.2).

The **WOD2021** application facilitates the process of applying and selection of projects for co-financing including:

- announcing calls for proposals,
- preparing and submitting Application Forms,
- recording the outcomes of projects' assessment,
- transfer of data to SL2021 of projects selected for co-financing.

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Logging in

In order to prepare the AF, the LP (and optionally project partners) should **register and create an account**. The detailed instruction of the first steps in WOD2021 is included in:

- WOD2021 Applicant Manual - General Part.

It is possible to preview the list of calls for proposals without creating the account and logging in. However, editing or previewing AFs is enabled only for logged in users.

All applicants and logged-in users should work only on English version of the WOD2021 system to avoid any potential errors.

It is strongly recommended to create the account shortly after the call announcement in order to get familiar with the system structure and functionalities.

Navigating in the system

The general instruction on navigating in the system including creating an AF, editing it, deleting an AF, submitting for assessment, clarifying at the stage of the decision on the project and canceling are available in:

- WOD2021 Applicant Manual.

This Guidelines on filling in and submitting the Application Form present only the **specific requirements** of the ISBP 2021-2027 regarding the subsequent parts of the AF.

2.2 Creating the AF

To create a new application form:

- open the tab "**Calls list**",
- find the open call under which you want to apply for co-financing,
  - each Measure has its own call announcement with a unique number in WOD2021
  - to see the full list of announcements for ISBP 2021-2027 in the filed "**Search by call number**" type "**sthb**" (the Programme code in WOD2021)
- select the **call relevant to the Measure** under which you want to apply for co-financing
  - select "**Show the details**" to check the basic information: call status, applicant's types, call allocation (budget), call timeframe.
  - select "**Create the application form**" to start filling in the AF.

- Type the "**Project title**" consisting of **project acronym and full title** and save the data. The project title can be updated at any time when editing the AF.

2.3 Structure of the AF

The AF structure in WOD2021 consists of following sections:

- Project information – general data on the project,
- Applicant and project partners – identification data of the partnership and contact persons,
- Projects indicators – output and result indicators,
- Work packages – general list and description of the tasks in the project,
- Project budget -detailed financial data,
- *Budget summary – automatic budget summary,*
- Co-financing sources – information about the ERDF requested and own contribution,
- Risk analysis – description of capacity for project implementation,
- Additional information – list of specific issues requested by the ISPB 2021-2027,
- Statements -formal statements,
- Appendices – list of documents to be attached to the AF (including mandatory attachments i.e. SAF),
- *Application form data – automatic AF identification data.*

To preview the content of each section, select the relevant heading. Selecting "**edit this section**" unlocks the data for editing. It is possible to edit only one section at the same time. In order to store the entered data, select "**save**". All filed marked with a star* are obligatory to be filled in. If a given table or input field is not relevant to the project, the option 'not applicable/ 'n/a' should be inserted.

2.3.1 AF: Project information

Point	**Content**
Project title (max. 1 000 characters)	The Project title should contain: - acronym and full title identical with the ones specified in SAF (MS Excel attachment).

	The Project title should be short (recommended length is not more than 200 characters with spaces), easy to understand and it should clearly describe the nature of the project.
Project description (max. 4 000 characters)	A short overview of the project in plain language: - the common challenge of the programme area you are jointly tackling in your project; - the overall objective of the project and the expected change your project will make to the current situation; - the outputs you will produce and results you plan to achieve; - the approach you plan to take and why a cross-border approach is needed; - what is new/original/innovative about the project.
Project start date	Select the year, month and day of the project start from the calendar. - The earliest start date of the project can be the day after the end date of the respective call for proposals. - The latest start date can be three months after the decision of the Monitoring Committee (time of the decision specified in the call announcement). - The date must be identical with the one specified in SAF (MS Excel attachment).
Project end date	Select the year, month and day of the project end from the calendar. - The project duration is up to 36 months (for regular projects); - The date must be identical with the one specified in SAF (MS Excel attachment).
Target groups (max. 4 000 characters)	Please indicate: - what problems of the target groups will be addressed; - who will benefit from the project; - why the specific groups of stakeholders are planned to be addressed.
Project location	Please select:

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	- region. The additional point on the "Project location" will appear in the bottom of the page.
Intervention field	Please specify: - the field of activity which the project concerns. Please note that the list is determined for each Measure. The fields of intervention are specified in the Interreg South Baltic Cooperation Programme 2021-2027.
Project location	This section appears if 'Project implementation area' is marked as 'region'. Please list (by clicking +) all the places where your project is planned to be implemented (i.e. all locations of your project partners). Please select from the drop down list: - Region/voivodeship (for partners outside PL in accordance with NUTS2 classification) - obligatory; - District (for partners outside PL in accordance with NUTS3 classification) – obligatory; - Municipality/commune level (optional).

2.3.2 AF: Applicant and project partners

Information about the Applicant	
Point	**Content**
Applicant data	
Name	Please specify: - the full name of the Lead Partner in English as provided in the registration documents/statutes of the entity.

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	If the official English name of the LP does not exist, please provide the English translation that has been used previously or that the LP will use in the future for all applications created in WOD.
Legal form	Please select from the drop-down list: - the value that best corresponds to the legal form of the Lead Partner.
Ownership form	Please select from the drop-down list: - For Polish partners: the value that best corresponds to the form of ownership according to the legal form of the Lead Partner, but other than "Foreign entities" - For non-Polish partners: "Foreign entities"
Enterprise size	Please select: - "Not applicable". To act as a Lead Partner in the South Baltic Programme project an organisation must be established under public law and fall under one of eligible legal form specified in the Programme Manual. (ref: PM, Ch.III.3.3.3)
Possibility to recover VAT	Please select: - Other than "Not applicable". VAT is eligible for projects implemented in the Programme, however in case of detecting a State Aid in the project based on Article 20 or 20a GBER, the VAT will not be eligible for all costs related to activities that fall under State Aid regime, if the relevant project partner is a refundable VAT payer. (ref: PM, Ch.IV.3.5)
Contact details	
Country	Select from a drop-down list.
Town/City	Enter the name of the town/city or

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	For PL Lead Partner: select from the drop-down list.
Postal code	Enter the postcode of the Lead Partner's registered office.
Street	Enter the street address of the Lead Partner's registered office. For PL Lead Partner: select from the drop-down list
Building no.	Specify the building number of the Lead Partner's registered office.
Apartment/office number	If applicable: Enter the flat number of the Lead Partner's registered office
E-mail address	Specify the e-mail address of the Lead Partner office.
Phone number	Specify the phone number of the Lead Partner office.
Website	Specify the address of the Lead Partner's website.
Identification data	
Identifier type	Select from the drop-down list. For PL Lead Partner "Tax identification no." (NIP) shall be selected. For non-Polish Lead Partner "Other number" shall be selected
Tax identification no./PESEL/Other	Enter your tax identification number in accordance with your selection in the previous field.
Does the applicant plan to implement the project with partners?	Yes / No If YES an additional section on project partners will appear. Please note that ISBP supports only projects with minimum two project partners from the Programme Area from two different Member States (in justified cases), while the primary focus is on multilateral cooperation with at least three project partners from three different Member States. (ref: PM, Ch.III.3.3.1)

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Project partners [add all you partners with a ⊞]	
Point	**Content**
Applicant data	
Name	Please follow the guidelines for the Lead Partner.
Legal form	
Ownership form	
Enterprise size	Please select from the drop-down list. Please note that only micro, small or medium sized enterprise can act as the project partners in ISBP. (ref: PM, Ch.III.3.3.4)
Possibility to recover VAT	Please select: Other than "Not applicable". VAT is eligible for projects implemented in the Programme, however in case of detecting a State Aid in the project based on Article 20 or 20a GBER, the VAT will not be eligible for all costs related to activities that fall under State Aid regime, if the relevant project partner is a refundable VAT payer. (ref: PM, Ch.IV.3.5)
Contact details	
Country	Please follow the guidelines for the Lead Partner.
Town/City	
Postal code	
Street	
Building no.	
Apartment/office number	

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E-mail address	
Phone number	
Website	
Identification data	
Identifier type	Please follow the guidelines for the Lead Partner.
NIP/PESEL/Other	

Contact persons [add contact persons with a ⊕ - minimum one contact person for the LP has to be specified]	
Point	Content
First name	Specify the first name of the contact person.
Last name	Specify the last name of the contact person.
E-mail address	Specify the e-mail address of the contact person.
Phone number	Enter the phone number of the contact person.

2.3.3 AF: Projects indicators

Point	**Content**
Output indicators [add all <u>Programme indicators</u> specified in the SAF, section 'Intervention logic' (column A/B). Click ⊕ in the filed 'Add and item' and select 'mandatory' or 'additional']	
Project indicator	Select from the drop-down list which contains indicators relevant for chosen Measure. Please note: - at least one *mandatory* indicator must be selected; - *mandatory* indictors contain a list of relevant indicators or Interreg technical indicator; - *additional* indicators contain a list of Programme indicators;

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	- *own* indicators should not be defined in WOD; - selected indicators (considering mandatory and additional) should be identical with the list in SAF section 'Intervention logic'. (ref: PM, ANNEX 7 Indicator factsheet)
Measurement unit	The unit of measurement is predefined to the selected Programme indicator and the field is non-editable.
Breakdown by sex	YES/NO Please select NO. - Note that indicators in ISBP are not presented in the breakdown by sex.
Target value - total	Please specify the target value planned to be achieved in the project (note that the baseline value for output indictors is always 0). - The value should be identical with SAF section 'Intervention logic'.
Target value - women	Not applicable
Target value - men	Not applicable
Measurement method (max. 500 characters)	Please describe how you will measure the value of the indicator achieved in the project. - Please note that general rules of the data collection and aggregation for each Programme indicator are specified in the ANNEX 7 Indicator factsheet to Programme Manual. (ref: PM, ANNEX 7 Indicator factsheet)
Result indicators [add all Programme indicators specified in the SAF, section 'Intervention logic', (column A/B). Click ⊕ in the filed 'Add and item' and select 'mandatory' or 'additional']	

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Project indicator	Select from the drop-down list which contains indicators relevant for selected Measure. Please note: - *mandatory* and *additional* indicators contain the list of Programme indicators. Selected Programme indicators should be identical with the list in SAF section 'Intervention logic'; - only relevant result indicators should be added, i.e. the ones connected to the selected output indicators; - there is no obligation to add 'mandatory' indicators if it is not in line with SAF section 'Intervention logic'; - *own* indicators should not be defined in WOD. (ref: PM, ANNEX 7 Indicator factsheet)
Measurement unit	The unit of measurement is predefined to the selected Programme indicator and the field is non-editable.
Breakdown by sex	YES/NO Please select NO. - Note that indicators in ISBP are not presented in the breakdown by sex.
Baseline value - total	Please note that for most of indicators the baseline value should be 0. - The exceptions are: o Users of new and upgraded public digital services, products, and processes – for upgraded services, products, processes (Measure 1.1) o Visitors of cultural and tourism sites supported – for existing (not created in the project) sites (Measure 3.1) (ref: PM, ANNEX 7 Indicator factsheet)
Baseline value - women	Not applicable
Baseline value - men	Not applicable
Target value - total	

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Target value - women	Please follow the guidelines for output indicators.
Target value - men	
Measurement method	

2.3.4 AF: Work packages

Point	Content
Work package	Please add work packages in line with the Workplan in the SAF by clicking the "+" icon on the list.
Number	Automatic, non-editable section.
Work package name	Specify the name of the work package according to the Workplan in the SAF. Please note that the separate work packages must be specified for: 1. Project preparation – if applicable, covering the dedicated lump sum; 2. Management and coordination – based on real costs; 3. Content-related work packages (minimum one, maximum four)– based on real costs; 4. Indirect costs – covering the flat rate for CC2 Office and administration (obligatory), CC3 Travel and accommodation (obligatory) and CC1 Staff costs (if applicable). Please note that there is no separate work package for the communication and dissemination. These activities should be specified in the content related work packages.
Work package description (max. 4 000 characters)	Specify the work package objective and list the activities planned under the work package in line with the Workplan.
Start date	Select the year, month and day of the work package start from the calendar. The date should be in line with quarters specified in the Workplan in SAF. Note:

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	- the start date of WP cannot be earlier than the project start date, thus for WP Project preparation (if applicable) the start date should equal the start date of the project.
End date	Select the year, month and day of the work package end from the calendar in line with quarters specified in the Workplan in SAF.
Indirect costs	Select it only for a work package covering the flat rate for CC2 Office and administration (obligatory), CC3 Travel and accommodation (obligatory) and CC1 Staff costs (if applicable). When selected the WP name will changed to Indirect costs. For the following WP this should not be selected: 1. Project preparation – if applicable, covering the dedicated lump sum; 2. Management and coordination – based on real costs; Content related work packages – based on real costs;

2.3.5 AF: Project budget

Point	Content
Please note that the project budget can be prepared in the MS Excel file and uploaded to the AF. The latest template is available in WOD2021 after creating the AF and filling in section D Work packages. Detailed instructions on working with the Excel file is a part of WOD2021 Applicant Manual. Below please find instructions on filling in data directly in the WOD2021 system. Filling in the budget in the system will require to calculate co-financing amounts for every budget item individually and calculate flat rates for the staff costs (if relevant), office and administration and travel and accommodation separately for each partner (as it is not done in the system).	
List of budget items	Specify the budget items are added by clicking the "+" icon on the list title. Please note: - items should be specified for each project partner separately; - items in the CC1 Staff costs should be aggregated on the level of PP in each WP (only one item staff cost for each PP under each Work package should be listed);

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	- if PP plans to apply in-kind contribution (voluntary work) it should be listed as a separate item in CC1 Staff costs; - if PP decided to apply flat rate for CC1 Staff costs – it should be listed under WP Indirect costs; - items in CC2 Office and administration and CC3 Travel and accommodation should be listed for each PP separately under the WP Indirect costs (aggregated for each PP as the % of the staff costs); - items in the CC4 External expertise and services, CC5 Equipment and CC6 Infrastructure and works should be specified in detail. I.e. instead of adding total CC4 costs in a WP each cost item has to be specified separately (e.g. external expert for organizing workshops, preparing studies, etc.).
Simplified cost options	Simplified cost options should be marked only under dedicated Work packages: - Project preparation – if applicable - lump sum; - Indirect costs – flat rate for CC2 Office and administration (obligatory), flat rate CC3 Travel and accommodation (obligatory) and flat rate for CC1 Staff (if applicable). This option should be unmarked for Work packages: - Management and coordination – based on real costs; - Content related work packages – based on real costs.
Simplified cost options type	Visible only if Simplified cost options were selected. Select the type of SCO under relevant WP from the drop down list: - Project preparation – if applicable - lump sum; - Indirect costs – flat rate; Please note that if a lump sum is selected, the relevant lump sum indicator must be defined: - Project preparation – indicator: Application form, target value 1;

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Flat rate	Visible only if in the Simplified cost options type flat rate was selected. Do not enter any value in this section – it will be filled in automatically after selecting the Cost name.
Cost categories	Visible only for budget items based on real costs (Simplified cost options were not selected). Select the relevant Cost Category from the drop-down list; only for: - Staff costs – based on real costs; - External expertise and services; - Equipment; - Infrastructure and works.
Cost name	For items based on real costs and lump sums: - specify the cost item. Individual cost names must be unique within the WP and for project partner. For flat rates: - select from the drop-down list (flat rate above will be automatically filled in)
Total value	Total value must equal eligible expenditures. For items based on real costs and lump sums: - enter the value manually. For flat rates: - the amount will appear automatically, but it is always calculated on the sum of all expenditures in the project. Thus, **it must be corrected manually** to the actually value of flat rate: (e.g., 15% of staff costs of PP).
Eligible expenditures	Value of Eligible expenditure must equal with the total value. For items based on real costs and lump sums: - enter the value manually.

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	For flat rates: • the amount will appear automatically, but it is always calculated on the sum of all expenditures in the project. Thus, **it must be corrected manually** to the actually value of flat rate: (e.g., 15% of staff costs of PP).
Co-financing	Enter the value of (ERDF) co-financing calculated as the 80% of the eligible expenditure (regardless of the PP location). This is not filled in automatically.
Project Partner	Select the project partner from the drop-down list for the cost is related to. The list includes the names of the Lead Partner and Project Partners defined in Section B Applicant and project partners.
Limits	Select one or more limits from the drop-down list if relevant for the budget item.

2.3.6 AF: Budget summary

Content
Automatic, non-editable section based on the section 'Project budget' with the summary of financial data. Please use 'Search' and type the partner name to double check a budget summary of a single partner.

2.3.7 AF: Co-financing sources

Point	**Content**
Cofinancing	Specify the total amount of ERDF co-financing in the columns: 'Total expenditure' and 'Eligible expenditure'. The amount should be equal with 80% of the project's total budget. Please note:

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	- The co-financing rate in the Programme is 80% for each project partner regardless geographical location; - the value should be equal to the total amount of co-financing in the project shown in Section Budget summary i.e. 80% of the project's total budget; - the column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.
Total own contribution	The predefined, non-editable file containing the sum of own contribution summing up state budget, local government units' budget, other public and private. The amount should be equal with 20% of the project's total budget (for each project partner regardless of geographical location). The column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.
State budget	Specify the own contribution in the form of state budget in the columns: 'Total expenditure' and 'Eligible expenditure'. Please note: - the value should be a sum of own contribution in the indicated form for all the partners that has this form of financing (sum of values indicated in SAF for each project partner); - the column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.
Local government units' budget	Specify the own contribution in the form of local government units' budget in the columns: 'Total expenditure' and 'Eligible expenditure'. Please note: - the value should be a sum of own contribution in the indicated form for all the partners that has this form of financing (sum of values indicated in SAF for each project partner); - the column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.

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Other public	Specify the own contribution in the form of other public budget in the columns: 'Total expenditure' and 'Eligible expenditure'. Please note: - the value should be a sum of own contribution in the indicated form for all the partners that has this form of financing (sum of values indicated in SAF for each project partner); - the column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.
Private	Specify the own contribution in the form of private budget in the columns: 'Total expenditure' and 'Eligible expenditure'. Please note: - the value should a sum of own contribution in the indicated form for all the partners that has this form of financing (sum of values indicated in SAF for each project partner); - the column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.
Total	This field is non-editable and presents the sum of all expenditures both for 'Total expenditure' and 'Eligible expenditure'. Please note: - 'Total expenditures must' be consistent with 'Total expenditure' and 'Eligible expenditure' shown in Section Budget summary.

2.3.8 AF: Risk analysis

Point	**Content**
Experience (max. 4 000 characters)	Please describe briefly:

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	- experience of each project partner in participating in and/or managing EU co-financed projects or other international projects; - motivation to participate in the project of each partner; - indicate project partners which participate for the first time in the Interreg South Baltic Programme.
Description of the project management (max. 4 000 characters)	Please describe: - management structures planned in the project (who will be responsible for overall project coordination, what other management roles are planned i.e. WP coordinators); - internal decision-making process; - internal communication; - financial management, reporting and evaluation procedures; (ref: PM, Chapter III.5.5.2)
Description of in-kind contribution (max. 4 000 characters)	The ISBP allows only an unpaid voluntary work as a contribution in-kind. It cannot exceed 10% of incurred eligible expenditure at project partner level nor 5% at the project level. In case an unpaid voluntary work is foreseen in the project please describe for each project partner that plans to apply it: - what type of work will be performed by a volunteer/s (his/her position in the project); - if volunteer's work is limited to the project activities and explain its link to the project outputs; If the unpaid voluntary work is not foreseen in the project please indicate: - not applicable. (ref: PM, Chapter IV.3.3.2)
Description of own-financing (max. 4 000 characters)	In ISBP each project partner may receive up to 80% ERDF co-financing for eligible expenditures generated within a project. The remaining part of the costs has to be contributed by the partners from their resources (the ISPB does not offer advance payments). Thus, please briefly explain:

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	how will the own-financing be secured in project for partners. (ref: PM, Chapter I.6)
Project risk analysis – not applicable	Mark not applicable.

2.3.9 AF: Additional information

Point	Content
Project relevance * (max. 4 000 characters)	A justification of the planned project in terms of common challenges and/ or joint assets/ opportunities/ areas for improvement including: - a description of initial situation (challenge, opportunity) that will be tackled supported by verifiable data (statistics, reference to previous projects on the subject); - clarification on how the new project is going to further develop and build upon the subject.
Project's approach* (max. 4 000 characters)	What is new about the approach the project takes including: - identification of new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime; - a description in what way the approach goes beyond existing practice in the sector/programme area/participating countries. (ref: PM, Chapter III.4)
Added value of the cross-border approach and cooperation* (max. 4 000 characters)	An explanation on: - why the cross-border approach is necessary to achieve project results - why the problems/challenges of the project cannot be addressed without cross-border cooperation; - how the outputs and results of the project implementation will influence the socio-economic development and integration of the whole SB area; - how the inhabitants of the relevant Programme regions are going to benefit from its results. (ref: PM, Chapter III.4)

Cross-border cooperation criteria: 1. Joint Development* (max. 500 characters)	Please explain how the following aspects are secured in your project: - participation of partners in the preparation of the project idea and transformation of it into a project application; - application of the knowledge and expertise of each partner, as well as determination of their motives and needs from the project; - determination of the management structure, division of tasks and allocation of responsibilities. (ref: PM, Chapter III.4)
Cross-border cooperation criteria: 2. Joint Implementation* (max. 500 characters)	Please explain how the following aspects are secured in your project: - active collaboration between the different participating organisations in the delivery of the project outputs is secured; - exchange of experiences and best practices; - involvement of partners in each activity to allow developing of a truly cross-border solution. (ref: PM, Chapter III.4)
Cross-border cooperation criteria: 3. Joint Staffing* (max. 500 characters)	Please explain how the following aspects are secured in your project: - contribution of staff of each partner to the project implementation and cross-border cooperation; - clear identification of roles between staff members (incl. management activities) to avoid duplication of efforts; - supervision of the implementation of activities on behalf of the entire project partnership by designated partners / specialists. (ref: PM, Chapter III.4)
Cross-border cooperation criteria: 4. Joint Financing* (max. 500 characters)	Please explain how the following aspects are secured in your project: - financial contribution to the project budget by each partner (apart from associated partners). - reflection of responsibilities and involvement in the project by each partner in their respective budget. (ref: PM, Chapter III.4)
Horizontal principles: 1. Equal opportunities and non-	Please indicate:

discrimination (incl. accessibility for persons with disabilities)* (max. 4 000 characters)	- how the barriers and needs of persons with disabilities or other groups exposed to discrimination were analyzed at the stage of the project preparation; the analyses may be based on both quantitative and qualitative data depending on the subject and its availability with data sources provided (if it refers to own studies- with description of assumptions). - how the principle of equal opportunities and non-discrimination will be considered during the project implementation (i.e. which activities will address this subject, how it will be ensured). Please note that only projects contributing positively to all horizontal principles can be recommended for co-financing. The scale of contribution is a subject to quality assessment. (ref: PM, Chapter I.4.4.1)
Horizontal principles: 2. Equality between women and men and integrating the gender perspective* (max. 4 000 characters)	Please indicate: - if the analysis of the problem of equality in the context of your project was performed at the stage of its preparation; - what kind of barriers to equality from the perspective of your the project were identified (if any) - what kind of actions are planned in your project that address diagnosed barriers to equality or what kind of preventive actions will be taken in case no barriers have been diagnosed. Please note that only projects contributing positively to all horizontal principles can be recommended for co-financing. The scale of contribution is a subject to quality assessment. (ref: PM, Chapter I.4.4.1)
Horizontal principles: 3. Sustainable development incl. "do no significant harm" principle* (max. 4 000 characters)	Please indicate: - if analysis on alternative solutions in the context of your project was performed (i.e., other ways of implementing the project, selection of other activities), in order to choose one that is the most advantageous in terms of the principle of sustainable development.

	- in what way the project activities respect the sustainable development and 'do not significant harm' principle (including i.e. promotional activities) - how the project outputs and results will be used after the project end in accordance with the principles. Please note: - All projects must fill in and submit a Declaration of compliance with the DNSH principle as an obligatory attachment in WOD2021 - only projects contributing positively to all horizontal principles can be recommended for co-financing. The scale of contribution is a subject to quality assessment. (ref: PM, Chapter I.4.4.1)
Connection to EU Strategy for the Baltic Sea Region (EUSBSR) and its Action Plan* (max. 4 000 characters)	Yes / No Please indicate if your project is related to the EUSBSR. If YES, please elaborate: - links referring to policy areas, strategic actions, and/or flagship contained in the EUSBSR Action Plan. Please note that projects are encouraged to create connections to the EUSBSR and its Action Plan where appropriate. The Strategy is available on the website https://www.balticsea-region-strategy.eu/. (ref: PM, Chapter I.4.4.2)
Compliance with European Green Deal and other EU initiatives* (max. 4 000 characters)	Please elaborate: - general reference to the EU Green Deal in the context of your project; - connection with other EU initiatives e.g., related to digitalisation, health, REPowerEU and others (if applicable). (ref: PM, Chapter I.4.4.3)
Relation with international and/or national/regional projects dealing	Yes / No If YES, please elaborate:

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with the topic in the South Baltic region* (max. 4 000 characters)	in case there are any ongoing/ completed projects, which you came along and which are relevant for your project proposal, please describe the linkages/ complementarities to these operations and provide a source of further information about them (e.g. webpage). It is recommended to investigate the connections with other projects i.e. using the www.keep.eu database.

2.3.10 AF: Statements

Please answer to statements given.

Statement
I confirm that the information in the application form is accurate and true to the best knowledge of the lead partner. Yes ☐ No ☐
I confirm that the project is in line with the relevant EU and national/regional legislation and policies of the regions and countries involved. Yes ☐ No ☐
I confirm that the project, neither in whole nor in part, has or will receive any other additional EU funds (except for the funds indicated in this application form) for the activities indicated in the application form during the duration of the project. Yes ☐ No ☐
I declare that the project partners listed in the application form are committed to take part in the project's activities and financing. Yes ☐ No ☐
I declare that the lead partner and the project partners are aware that in case of detecting a State Aid in the project based on Article 20 or 20a GBER, the VAT will not be eligible for all costs related to activities that fall under State Aid regime, if the relevant project partner is a refundable VAT payer. Yes ☐ No ☐
I declare that the lead partner and the project partners will act according to the provisions of the relevant EU regulations, the specific provisions of the programme and national rules, especially regarding

structural funds, public procurement, State Aid, equal opportunities and non-discrimination and sustainable development, and has no harmful impact on the environment. Yes ☐ No ☐
I declare that the project outputs and results specified in the application will be sustained at least five years from the date of the final payment for the project. Yes ☐ No ☐
I declare that I got acquainted with the Interreg South Baltic Programme 2021-2027 information clause on data processing and protection published on https://southbaltic.eu/data-protection-gdpr- and I accept its rules. Yes ☐ No ☐
I declare that the lead partner' and the project partners' staff will be factually engaged in the project implementation and it is necessary for the project implementation to make business travel and bear accommodation costs. Yes ☐ No☐

2.3.11 AF: Appendices

Please upload attachments:

Name of the attachment	Type of file	Obligatory/ Optional	Guidance
1. Supplementary Application Form (SAF)	MS Excel file	Obligatory	MS Excel editable file.
2. Project Partner Declarations (PPDs)	PDF [ZIP file]	Obligatory	PDF file including readable scans (duly signed and stamped if applicable) or PDFs documents with verifiable digital signature of all partners declarations (including the LP's); In case more than one file to be attached please compress it to ZIP file.
3. Letters of Commitment (LoC)	PDF	Optional	PDF file including readable scans (duly signed and stamped if applicable) or PDFs

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	[ZIP file]	Obligatory if APs are participating in the project	documents with verifiable digital signature for all associated partners (APs). In case more than one file to be attached please compress it to ZIP file. Please not that LoC must be submitted if APs are taking part in the project.
4. Letter of dedication and support from the EUSBSR policy area coordinator	PDF [ZIP file]	Optional	PDF with readable scans (duly signed and stamped) or PDF documents with verifiable digital signature; In case more the one file to be attached please compress it to ZIP file. Please note that Letters of Dedication and Support should include at least the title of the project. Project partners may use also unofficial Programme template of the letter.
5. Declaration of compliance with the DNSH principle	PDF [ZIP file]	Optional Obligatory - for PPs with Infrastructure and works costs in the project budget.	PDF with readable scans (duly signed and stamped) or PDFs document with verifiable digital signature. In case more the one file to be attached please compress it to ZIP file. Please note that the Declaration on DNSH must be submitted by each of the Project Partner planning an infrastructure element in the project (e.g., costs in CC5 Infrastructure and works were listed in the partners' budget).
6. Statements on non-discrimination	PDF [ZIP file]	Optional Obligatory – for selected Polish project partners.	PDF with readable scan (duly signed and stamped) or PDF document with verifiable digital signature. In case more the one file to be attached please compress it to ZIP file. Applicable for Polish project partners: voivodeships, powiats, communes as well as their units and their companies only.

Please note: The JS reserves the right to request any partner to submit additional documents during the assessment process to support their financial, organisational and/ or management capabilities and eligibility in accordance with the Programme rules (ref: PM, Ch.V.4.4.2).

2.3.12 AF: Application form data

Non-editable section with the summary of the basic information on the Application Form:

Point	Content
Operational programme	Interreg South Baltic 2021-2027 (ISBP)
Priority	Chosen Priority within ISBP
Measure	Chosen Measure within ISBP
Call number	The number of the call for proposals specific for the chosen Measure
Application form number	The registration number of the Application Form
Application form status	The current status of the Application Form
Application form submission date	The date of submission of Application Form (if the status of AF is 'in preparation' the date is 'None').
Version submission date	The date of submission of the current version of the Application Form (i.e. if updated during clarifications)
Checksum	A sequence of letters and digits unique for the Application Form that serves as technical identifier

3 APPENDICES TO THE APPLICATION FORM

3.1 Appendix 1. Supplementary Application Form (SAF)

The **SAF** is a **Microsoft Excel Worksheet** (.xlsx) designed for Microsoft Office version 2013 (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.

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Filling in the SAF by the LP only

It is recommended that the SAF is filled in only by the LP and only on one computer, using the same version of Windows and Microsoft Office. In case of distributing the SAF by the LP to project partners to partially fill it in there is a potential risk that MS Excel file is destroyed due to using different operating systems and different versions of Microsoft Office. Thus, it is strongly recommended for the LP to collect partners' data not via the original SAF, but separate files.

Filling in the SAF

The MS Excel file contains four types of fields:

1. dark blue – fields for indicating larger building blocks of the working sheet; protected and read-only;
2. light blue - fields providing additional explanation to questions; protected and read-only;
3. green - fields automatically filled in with information from other parts of SAF; protected and read-only;
4. white (or red when conditional formatting)– **fields that have to be filled in by the LP**.

Please note: the text length allowed in the input fields is limited. The maximum (and minimum if relevant) 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).

In general the size of cells is adjusted to the character limits. However, the space might not be enough if for example list is used in the cell. In this case you can adjust the height of the whole row in all sheets, except the "Intervention logic" sheet where you can adjust the width of the column.

Pop-up messages

Pop-up messages are provided for each input (white) field of the SAF. 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.

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PROJECT PREPARATION - TECHNICAL WORK PACKAGE (lump sum)		
Lump sum for project preparation costs - Technical WP	Has the project received seed money financing to develop the project application?	
	If yes, please provide the name(s) of the project(s), and Programme if other than South Baltic (max. 500 characters).	
	Lump sum for project preparation	Info on seed money financing Maximum 500 characters.

Guidance messages

In case of certain cells, conditional guidance messages appear next to them to facilitate the correct completion of the SAF.

Blue messages provide only guidance for completion.

VALUE AFTER PROJECT (quantification)	MEASUREMENT UNIT	DURABILITY OF PROJECT RESULT INDICATOR (max. 550 characters)	
			Please complete the cells related to Result 1.
	Number of solutions		
			Cells related to Result 2 shall not be completed as no Result indicator is connected to Output 2.

Red messages indicate potential errors and they shall be eliminated by correctly completing the related cells (i.e. they automatically disappear after correct completion).

VALUE AFTER PROJECT (quantification)	MEASUREMENT UNIT	DURABILITY OF PROJECT OUTPUT INDICATOR (max. 550 characters)	
2.00	Number of solutions		Target value of jointly developed solutions shall be 1.

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.

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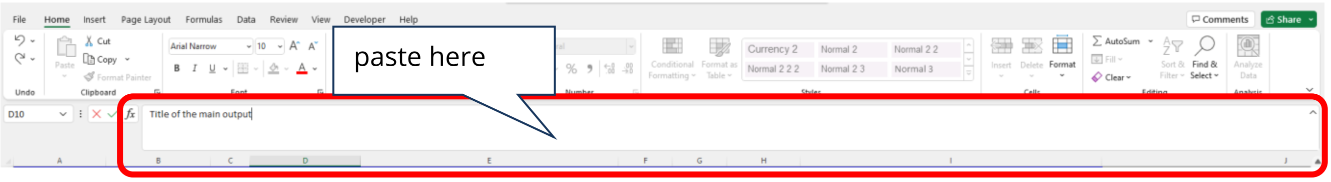
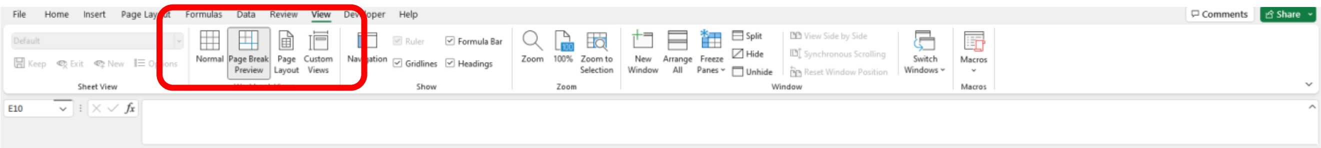
Copy-pasting from other documents

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

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 SAF

The SAF is **not** saved automatically when closing the file. To do so, you are asked if you want to close the workbook and save all changes. You should select 'yes'. If 'no' is selected, **changes will not be saved**.

Therefore, if it is planned to use the SAF 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.

The following sub-chapters provide a step-by-step advice on how to fill in each section of the AF.

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3.1.1 SAF: Guidance

This tab is for information only, it summarizes the main rules and recommendations of completing the SAF.

3.1.2 SAF: Summary

Point	Content
Project acronym (max. 50 characters)	Short text, easy to remember. Reflects the main focus of the project.
Project title (max. 150 characters)	The project title should be short, easy to understand and it should clearly describe the nature of the project.
Programme Measure	Automatically filled out from the Intervention logic sheet.
Application version (date)	To be left empty for submission. Filled in by the JS later.
Start date	Automatically filled in from the Workplan sheet.
End date	Automatically filled in from the Workplan sheet.
Duration (months)	Automatically filled in from the Workplan sheet.
List of partners	Automatically filled in from the sheets of the LP and PPs.
List of associated partners	Automatically filled in from the Associated partners sheet.
Additional Information	Data is automatically filled in from: - Seed money: Workplan sheet; - Strategic label: Communication plan; - Pilot investment: Investment(s) specification.

3.1.3 SAF: Intervention logic

The section 'Intervention logic' shows the connections between the Programme and project intervention logic. The coherence of the project intervention logic (i.e. project objective, project outputs and results) with the targeted Programme Measure is a pre-condition for a project to be co-financed by the Programme.

(ref: PM, Chapter III.2.2; PM ANNEX 6 and PM ANNEX 7)

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Point	Content
Project objective and addressed Programme Measure	
Programme Measure	Select the Programme Measure to which the project contributes from the drop-down list.
Project objective (max. 250 characters)	Specify a concrete statement describing what the project is trying to achieve to address the needs and challenges of the Programme Area and target groups in the selected sector and for which purpose it requires the production and use of the project outputs.
Point	**Content**
Output indicators	
Measure specific guidance	After selecting the Programme Measure, guidance on indicators appears automatically.
Programme output indicator	Please select from the drop-down list the Programme output indicator which the project output indicator contributes to. Note: - There are obligatory Programme output indicators defined for each Measure as specified in the Measure specific guidelines after selecting the Measure. (ref: PM, Chapter III.2.2; PM ANNEX 7)
Project output indicator title (max. 250 characters)	Insert the short name of the project output indicator clearly showing its nature. Each project can define maximum 5 output indicators, out of which maximum 4 are jointly developed solutions (not relevant for Measure 4.1). The project output indicator has to fall under the scope of the selected Programme output indicator, this connection has to be clear from the name of the Project output. E.g.:

Addressed Programme output indicator	Example(s) of Project output indicators
RCO02 - Enterprises supported by grants	Involvement of PP5 – *name of the SME* and PP6 – *name of the SME* to the project partnership.

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	RCO04 - Enterprises with non-financial support	- Training programme implemented for SMEs on circular economy; - Consultancy service implemented for SMEs in the blue economy sector.
	RCO14 - Public institutions supported to develop digital services, products and processes	Involvement of PP5 – *name of the institution* and PP6 – *name of the institution* to the project partnership and the development of *name of the digital service* for their use.
	RCO77 - Number of cultural and tourism sites supported	Support provided to name of the cultural/tourism site through name of the project partner in the project.
	RCO81 - Participations in joint actions across borders	Participants of cross-border youth council events.
	RCO84 - Pilot actions developed jointly and implemented in projects	- Development and testing of digital cross-border transport application; - Development and testing of water cleaning procedures; - Development and testing of new cross-border tourism offers.
	RCO87 - Organisations cooperating across borders	*Number of* PPs+APs involved into the project partnership.
	RCO116 - Jointly developed solutions	- Digital cross-border transport application (IT tool); - Decision-support toolbox in circular economy; - Common brand created for South Baltic blue economy SMEs.
Project output indicator description (max. 750 characters)	In this section detailed information has to be provided on how the output indicator will be developed as well as on its features.	

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Value after the project	Specify the numerical target value of the output indicator. The target value should reflect the resources allocated to the development of the respective output. The financial allocation on the respective Programme Measure, the target value of the Programme output indicators and the average recommended project size give indications for defining the target values of the project output indicators. The target value of jointly developed solutions has to be 1, i.e. if the project plans to develop more solutions, they have to be defined as separate outputs (maximum 4 solutions can be developed in a project); not relevant for projects in Measure 4.1.
Measurement unit	The measurement unit is defined on Programme level and thus the relevant cell is automatically filled in after selecting the Programme output indicator.
Durability of project output indicator (max. 550 characters)	Please describe how the durability of the project output will be ensured.
Point	**Content**
Result indicators	
Programme result indicator	The cell is automatically filled in after selecting Programme output indicators. Please note that not all output indicators are connected to results. If result indicator is not connected the respective output selected by the project, the whole row should be left empty. (ref: PM, Chapter III.2.2; PM ANNEX 7)
Project result indicator (max. 250 characters)	Please write the short name of the project result indicator clearly showing its nature. The Project result indicator has to fall under the scope of the selected Programme result indicator, this connection has to be clear from the name of the project result indicator. E.g.: **Addressed Programme result indicator** | **Example(s) of Project result indicators**

	<table><tr><td>RCR11 - Users of new and upgraded public digital services, products and processes</td><td>Number of users of cross-border transport application developed for project partners counted under RCO14.</td></tr><tr><td>RCR77 - Visitors of cultural and tourism sites supported</td><td>Increased number of visitors of name of the relevant PPs (cultural/tourism sites) as results of project activities.</td></tr><tr><td>RCR84 - Organisations cooperating across borders after project completion</td><td>Project and associated partners that join the network/platform/etc. created in the project.</td></tr><tr><td>RCR85 - Participations in joint actions across borders after project completion</td><td>Participations of cross-border joint actions (e.g. youth council events) organised by the project partnership after the project completion.</td></tr><tr><td>RCR104 - Solutions taken up or up-scaled by organisations</td><td>- Common brand created for South Baltic blue economy enterprises used by SMEs after the project completion; - Developed cross-border digital application that is used in daily operation of organisations.</td></tr></table>
Project result indicator description (max. 750 characters)	Detailed information has to be provided how the partnership will deliver result indicators from the connected outputs. Steps and planned actions have to be described.
Baseline	Baseline has to be provided in case of RCR11 and RCR77 if the developed digital service (RCR11) or the supported cultural/tourism site (RCR77) is new the baseline is 0.
Value after the project	Numerical value of the target value of the result indicator. - In case of RCR11, RCR77 and RCR85 the target value shall be estimated by the project. - In case of RCR84 and RCR104, the target value of the result indicator has to be equal to the target value of the connected outputs, i.e. 1 in case of jointly developed solutions (RCO116/RCR104) and total number of

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	PPs+APs in case of organisations cooperating across borders (RCO87/RCR84).
Measurement unit	The measurement unit is defined on Programme level and thus the relevant cell is automatically filled in after selecting the connected Programme output indicator.
Durability of project result indicator (max. 550 characters)	Please describe how the durability of the project result will be ensured.
Point	**Content**
Deliverables	
Deliverables summary table	The summary table of deliverables is automatically filled in after completing the relevant sections on the Workplan sheet.

3.1.4 SAF: Workplan

Project activities must be logically organised into work packages (WPs), which are part of the project structure. WPs are tools for structuring the project's content of activities similar in character and purpose. Please note that it is not the location, the type of expenditure or the chronology of the activities within the project that determine their allocation to a certain WP.

As a general rule, the project usually consists of:

- WP 1 'Management and coordination;
- Content-related work packages: at least one, but maximum four 'content-related' WPs (WP2-5). The scope and titles of the content-related WPs have to be defined by the project with a reference to their specific subject.
- Indirect cost technical work package:
  - Office and administration costs (obligatory);
  - Travel and accommodation costs (obligatory),
  - Staff costs (optional).
- Project preparation – Technical work package (lump sum): applicable if the seed money funding was not received to develop the project idea.

Management and content-related work packages have to be based on activities that are understood as a group of tasks and actions, that lead to the achievement of the deliverables, project outputs and project

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objective and are necessary for the proper implementation of the project. Additionally, content-related work packages include deliverables that are the final outcomes of one or more activities and are considered as intermediate steps, milestones in the implementation of the project and preparation of the project outputs. The summary description of work packages has to be provided in the WOD2021 application, in the SAF only details on activities, deliverables have to be provided as well as the timeline of the project implementation.

Please note that contrary to the previous editions of the Programme, in the ISBP 2021-2027 communication activities do not constitute separate work package but has to be described on the 'Communication plan' sheet of the SAF. The communication actions have to be directly connected to relevant content-related activities and the communication budget has to be planned within the content-related work packages.

(ref. PM ch. III./6.)

Point	**Content**
Implementation period	
Project start date	Please provide the start date of the project. ◣ The earliest start date of the project can be the day after the end date of the respective call for proposals. ◣ The latest start date can be three months after the decision of the Monitoring Committee (time of the decision specified in the call announcement). ◣ The date must be identical with the one specified in WOD2021.
Project end date	Please provide the end date of the project. ◣ The project duration is up to 36 months (for regular projects); ◣ The date must be identical with the one specified in WOD2021.
Duration (months)	The project duration in months is automatically calculated after inserting the start and the end date of the project.
Point	**Content**
Work package 1 – Management and coordination	
Coordinating partner	The coordinator of the Work package is by default the LP. This cell cannot be edited.
WP title	The WP title is by default "Management and coordination". This cell cannot be edited.

Management activities (min. 50, Max. 150 characters)	Please provide the description of management activities. The description has to be concise and focus on the main actions planned. E.g.: ◣ Establishing of project steering committee and its procedures; ◣ Project management meetings in every half year; ◣ Establishing project quality management procedures. Yearly quality assessment report on project implementation, quality assessment of main outputs. The project clan plan maximum six management activities.
Point	**Content**
Content-related work packages The project has to define minimum one, maximum four content related work packages.	
Coordinating partner	Select the coordinating partner from the drop-down list.
WP title (max. 150 characters)	Provide the title of the Work package. The title should be concise and reflect the main focus of the WP. E.g. ◣ Analysis on the state of play in the blue economy sector in the South Baltic Area; ◣ Pilot actions in water management.
Deliverables (min. 25, max. 150 characters)	Define up to three deliverables in each content-related work package. Project deliverables are milestones in the project and are the documentations of the implementation of (a group of) project activities (e.g., analysis, pilot implementation report, workshops, etc.). They are used to assess the project's progress towards achieving its outputs and the project objective. The description of the deliverables should clearly reflect their nature and should allow their verification later on. E.g.: ◣ One workshop with stakeholders in each partner country (DK, LT, SE). ◣ Pilot implementation plans.
Target value of deliverables	Provide the (numerical) target value of the defined deliverables.
Activities	Please provide the description of the activities. The description has to be concise and focus on the main actions planned. E.g.: ◣ Interviews conducted with stakeholders in the South Baltic Area; ◣ Developing workshop concepts and organizing workshops for stakeholders;

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(max. 150 characters).	- Laboratory testing of wastewater treatment solutions; - Study tours with tourism stakeholders to historical heritage sites of the South Baltic Area. Up to ten activities can be defined in each content-related work package.
Point	**Content**
Timetable	
Reporting period for deliverables	Indicate the reporting period when the Deliverables is planned to be finalized. Only one cell to be marked.
Implementation period(s) of activities	Indicate the full implementation period (i.e. more implementation periods can be marked) of the project Activities.
Point	**Content**
Indirect costs – Technical Work package	
Partners	The list of partners is automatically filled in.
Office and administration (obligatory)	Guidance message automatically appears for partners in order to serve as a reminder to include Office and administration costs to the 'Indirect costs' work package in the budget of the partner. The budget itself has to be completed in WOD2021 (we advise you to use the budget excel file).
Travel and accommodation (obligatory)	Guidance message automatically appears for partners in order to serve as a reminder to include Travel and accommodation costs to the 'Indirect costs' work package in the budget of the partner. The budget itself has to be completed in WOD2021 (we advise you to use the budget excel file).
Staff cost (optional, if 20% flat rate on direct costs is used to calculate staff costs)	Select yes/no from the drop-down list in order to indicate whether the partner uses the 20% flat rate option to claim staff costs in the project. Staff cost has to be included 'Indirect costs' work package in the budget of the partner if 'yes' is selected (we advise you to use the budget excel file).
Point	**Content**
Project preparation – Technical work package (lump sum)	

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Receiving seed money financing	Select yes/no from the drop-down list to indicate whether the project idea was developed in the framework of seed money facility implemented under the South Baltic Programme 2014 – 2020 or any under any other seed money instrument.
Information on seed money financing	The names of the Programme(s) and project(s) have to be provided if the project idea was developed with seed money financing.
Lump sum for project preparation	Automatically filled in after providing information on seed money financing. Project preparation lump sum is 22 000 EUR (total eligible amount) if the project idea was developed without receiving seed money financing. In this case lump sum work package has to be created in WOD2021 to claim the preparation costs. If seed money financing was received, the project is not entitled to receive preparation lump sum.

3.1.5 SAF: Communication plan

Point	**Content**
Strategic project	
Does the project apply for the strategic project label of the Interreg South Baltic Programme?	Select yes/no to indicate whether the project applies for strategic label. Strategic projects are expected to contribute to combating the pollution and eutrophication of the Baltic Sea. The strategic projects are expected to implement joint capitalisation, communication and dissemination actions. According to the Interreg regulation, strategic projects have to organize at least one information event (e.g. final conference) into which the European Commission and the Managing Authority is involved. The Programme bodies will provide support in the information and promotional activities.
Point	**Content**
Communication in the beginning of the project	
Communication objective at the beginning of the project (max. 300 characters)	Describe what you want to inform about, for what purpose and what do you want to promote in the project during the beginning of the project. The section covers the first half of project implementation.

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Target groups (max. 500 characters)	Describe what groups are targeted by the communication activities. If more than three different groups are targeted, the ones with same or similar characteristics shall be included into the same row as there are three rows in the table.
Communication activities (max. 1 000 characters)	Indicate planned communication activities that will help you achieve your communication goal and reach the indicated target group. Communication activities and budget must be included into the content-related work packages.
Communication tools and target value (max. 1 000 characters)	Indicate clearly the target value, e.g. 100 SMEs reached, 5 000 citizens of the Programme Area reached (numerical value). List the communication channels and tools that will be used to reach the target groups, e.g. mailing lists, website, social media etc.
Coordinating project partner	The activity has to be implemented jointly by the partnership, but coordinated by a selected partner. Select the coordinating partner from the drop-down list.
Point	**Content**
Horizontal communication activities during project implementation	
Online communication (min. 25, max. 150 characters)	Please define how do you plan to communicate the project progress and results in the online space, especially in social media.
Cross-project activities (min. 25, max. 150 characters.)	Please define how do you foresee the cooperation with other projects. South Baltic Area and in general the Baltic Sea Region shall be prioritized. Especially relevant for strategic projects.
Audio-visual materials to the Programme (e.g. photos, videos, etc.)	Projects are expected to deliver high-quality audiovisual materials to the JS that can be used for further promotional activities by the Programme bodies. - This is an obligatory activity, only confirmation is needed, i.e. selected from the drop-down list.
Participation in Programme events	Upon request of Programme bodies, projects are expected to participate and actively contribute to events organised by the Programme (e.g. Annual Event, events of Contact Points) or in external events co-organised by the Programme bodies. Especially relevant for strategic projects.

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	This is an obligatory activity, only confirmation is needed, i.e. selected from the drop-down list.
Point	**Content**
Communication in the end of the project	
Communication objective at the end of the project (max. 300 characters)	Describe how do you want to disseminate the project results and what do you want to promote in the project towards the project end. The section covers the second half of project implementation.
Success story	Projects are obliged to deliver a success story towards the end of the project (preferred format: short video). The story should inform about a great success of the project, very technical language should be avoided. This is an obligatory activity, only confirmation is needed, i.e. selected from the drop-down list.
Target groups (max. 500 characters)	Describe what groups are targeted by the communication activities. If more than three different groups are targeted, the ones with same or similar characteristics shall be included into the same row as there are three rows.
Communication activities (max. 1000 characters)	Indicate planned communication activities that will help you achieve your communication goal and reach the indicated target group. Communication activities and budget must be included into the content-related work packages.
Communication tools and target value (max. 1 000 characters)	Indicate clearly the target value, e.g. 100 SMEs reached, 5 000 citizens of the Programme Area reached (numerical value). List the communication channels and tools that will be used to reach the target groups, e.g. mailing lists, website, social media etc.
Coordinating project partner	The activity has to be implemented jointly by the partnership but coordinated by a selected partner. Select the coordinating partner from the drop-down list.

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3.1.6 SAF: Investment(s) specifications

Information on pilot investments that include equipment and infrastructure components has to be provided on this sheet. Please note that only pilot investments with cross-border character and with testing and demonstrative nature are eligible in the South Baltic Programme. Large-scale infrastructure is not eligible.

(ref. PM, Chapter IV.3.6 and 3.7)

Point	**Content**
Title (max. 150 characters)	The title should be concise and should reflect the main focus of the investment(s).
Coordinating partner	Select the coordinating partner from the drop-down list. Practically the leader of the work package into which the investment is included may be suitable for this role.
Start date	Indicate the start date of the investment activities. The date cannot be earlier than the start date of the project. It is recommended not to plan the start of the investment in the very first months of the project as this time may be dedicated to administrative tasks (contracting, selecting FLC, etc.), establishing the cooperation in the partnership and preparing preliminary studies.
End date	Indicate the end date of investment activities. The date cannot be later than the end date of the project. It is recommended not to plan the finalization of the investment for the very last months of the project as this time may be dedicated to finalising and synthesizing the outcomes, preparation of outputs, etc.
Equipment (CC5) Total eligible budget (EUR)	The sum of cost category 5 Equipment is automatically summed up from the amounts indicated for each project partner.
Infrastructure and works (CC6) Total eligible budget (EUR)	The sum of cost category 6 Infrastructure and works is automatically summed up from for each project partner.
Partners' involvement	Indicate the involvement of partners by selecting yes/no from the drop-down list.
Equipment (CC5) Total eligible budget (EUR)	To be filled in only for those partners that plan pilot investment that includes Equipment budget (CC5).

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(project partners)	Indicate only that part of the equipment budget that directly contributes to the pilot investment, e.g. parts of installations. Equipment budget contributing to other activities (e.g. computers for project management, , etc.) is not to be included.
Infrastructure and works (CC6) Total eligible budget (EUR) (project partners)	To be filled in only for those partners that plan pilot investment that includes Infrastructure and works budget (CC6). CC6 costs can only be planned in connection to pilot infrastructure, therefore, the amount for each PP should be equal to the amount under CC6 in the budget section of WOD2021.
Technical description of the investment (max. 1 000 characters)	Describe the foreseen investment and specify its technical characteristics. Indicate the work package to which it is linked (output/ deliverable/ activity).
Justification (max. 2 000 characters)	Explain how the investment will contribute to achieving the project objectives and results? Describe the cross-border relevance and added value of the investment and how it will contribute to mutual learning of the whole partnership and transfer of experience to other stakeholders? Who will benefit (e.g. partners, regions, end-users etc.) from the investment and in which way?
Location of the investment(s) and short description (max. 1 000 characters)	Indicate the region (NUTS) level and the concrete location where the investment is located and provide short description on the relevant features and characteristics of the location.
Ownership and durability (max. 1 000 characters)	Describe: - Who will own the site where the investment is located? - Who will retain ownership of the investment after the end of the project? - How will the investment be further used after the project end?
Risk associated with the investment(s) (max. 1 000 characters)	Describe any potential risks associated with the investment. Indicate if the investment might have any potential negative effects on the environment. If yes, specify which mitigation measures are foreseen. Include information on risks related to the obtainment of necessary legal documents.

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3.1.7 SAF: Lead partner (LP), Project partner 2 (PP2) – Project partner 15 (PP15)

Parts 'LP', 'PP2' – 'PP15' constitute partnership of the project. Maximum number of project partners in the South Baltic Programme 2021-2027 is limited to 15 – 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.

Point	Content
Information about the partner	
Name of the lead/project partner in English	Provide the official name of the organization in English. If the official English name of the partner does not exist, please provide the English translation that has been used previously or that the LP will use in the future for all applications created in WOD.
Source of own contribution	Please select from drop-down list the source of own contribution.
Amount of own contribution	Provide the amount of own contribution. As the ERDF co-financing rate is 80%, the amount of own contribution is 20% of the total budget of the partner.
Ownership of the partner (only for project partners)	Select from drop-down list the ownership (public/private).
Is the partner an SME? (only for project partners)	Indicate with using the drop-down list whether the partner is an SME (yes/no).
NUTS3	Select the NUTS3 region where the partner is located.
Country/NUTS2/NUTS1	The cells are automatically filled in after selecting the NUTS3 region of the partner.
Point	**Content**
Personal data of the legally authorized person	
Full name	Provide the full name of the person that legally represents the partner, i.e. is entitled to sign documents (e.g. Subsidy Contract, Partnership Agreement, Project Partner Declaration) in the name of the partner organization.

Position in the applicant institution	Provide the position of the legally authorized person.
Phone number	Provide the phone number of the legally authorized person.
Email	Provide the email address of the legally authorized person.
Point	**Content**
Personal data of the contact person (directly responsible for the project application)	
Full name	Provide the full name of the contact person, i.e. the person that can be contacted on day-to-day basis during clarification process as well as during the implementation of the project regarding the application.
Position in the applicant institution	Provide the position of the contact person.
Phone number	Provide the phone number of the contact person.
Email	Provide the email address of the contact person.
Point	**Content**
LP's/PP's capacity (financial and human resources), experience and competence to participate in the project (max. 750 characters)	Provide precise information on the capacity and competence of the partner relevant to the topic of the project and on experience of the partner in cross-border of other EU funded projects.
LP's/PP's role and main responsibilities in the project (max. 750 characters)	Describe 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.
Point	**Content**
Information on financial data (To be filled in only for partners falling under private ownership. Not relevant for the LP as an SME cannot act as a LP in the project)	
Reference period (N reference year – latest approved accounts)	Provide the year of the latest approved accounts, i.e. closed financial year.

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Total annual income (EUR)	Provide the total annul income of the organisation in the reference period.
Source of financing (max. 50 characters)	In these cells specify the sources of financing in the reference year (e.g. EU funds, member fees, income from the market, etc.). Use 'other' to indicate the sum amount of incomes of low value.
Amount of financing (EUR)	Please provide the amount of financing for each source of financing in the reference year. The sum amount in these cells has to be equal with amount provided in the 'Total annual income' cell.
Total debts (long-term and short-term liabilities - EUR)	Indicate the total amount of debts of the organisation.
Total assets (EUR)	Indicate the amount (in EUR) of the partner's total assets.
Point	**Content**
SME Status Confirmation Form (To be filled in only for partners which legal status is SME. Not relevant for the LP). Note: • SME should be established at least 3 years before the announcement of the Call for Proposals for which each respective SME is applying. • An SME cannot join a partnership as a project partner if its main activity within its business profile and its role in the project consists of project coordination, management, communication, and consulting. • When making the calculations, please use the data from the last approved annual accounts and two consecutive accounting periods back.	
Registration date	Provide the date when the enterprise was registered.
Reference periods	Please provide the reference periods (year) for the data. In the first column indicate the year of the latest approved accounts (N year), i.e. latest closed financial year. The years for the N-1 and N-2 years appear automatically after completing the year of the latest approved accounts.
Total annual staff headcount (in full time equivalent - FTE)	Automatic summary of the data on FTEs reported in points 1-4. The total annual staff headcount covers full-time, part-time, temporary and seasonal staff. FTE means full-time equivalent employment, i.e. the

	total hours worked divided by the average annual hours worked in full-time jobs in the country. Please note that to fulfil the criterium of the SME Total annual number of FTEs<250. More on the SME statues can be found at: https://single-market-economy.ec.europa.eu/smes/sme-definition_en
1. Number of employees (in FTE)	Please specify FTEs (also as a fraction) the annual number of employees in your organisation. The national labour rules apply to define an 'employee'. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of FTE. Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract should not be included as staff. The duration of maternity or parental leaves should not be counted. Please provide the data for all reference years.
2. Number of persons working for the enterprise being subordinated to it and deemed to be employees under national law (in FTE)	Please specify in FTEs (also as a fraction) the annual number of persons working for the enterprise who have been seconded to it and are considered to be employees under national law (this can also include temporary or so-called interim employees). For PL project partners these are i.e. persons employed under civil law contracts (umowa zlecenie). Please provide the data for all reference years.
3. Number of owner-managers (in FTE)	Please specify in FTEs (also as a fraction) the annual number of persons employed under management contracts, as well as owners, shareholders, shareholders who participate in the management of the enterprise (and not only participate in the distribution of profit). Please provide the data for all reference years.
4. Number of engaging in a regular activity in the enterprise and benefiting	Please specify in FTEs (also as a fraction) the annual number of partners conducting regular activity in the enterprise and deriving financial benefits from it - this category includes persons who, having a registered

from financial advantages from the enterprise (in FTE)	business, perform work for a specific entity, however, these duties are performed on the basis of a civil law contacts, where the employee (company registered by him) is the service provider, while the employer is the contracting authority. This group also includes partners of a partner enterprise. Please provide the data for all reference years.
Annual turnover (EUR)	Provide the annual turnover in the reference years. Annual turnover is determined by calculating the income that an enterprise received during the year in question from the sale of products and provision of services falling within the company's ordinary activities, after deducting any rebates. Turnover should not include value added tax (VAT) or other indirect taxes. Please note that to fulfil the criterium of the Annual turnover should be ≤50 M EUR or total Annual Balance Sheet should be ≤43 M EUR.
Annual Balance Sheet total (EUR)	Provide the total amount on the Annual Balance sheets in the reference years. The annual balance sheet total refers to the value of a company's main assets.
Operating profit (EUR)	Provide the operating profit in the reference years - the total income a generated from sales after paying off all operating expenses, such as rent, employee payroll, equipment and inventory costs. The operating profit figure excludes gains or losses from interest, taxes and investments.
NB: When filling in this section, the data contained in the approved annual accounts should be used. Enterprises that do not yet have approved annual accounts for the required period should make a declaration that includes **a bona fide estimate** (based on a form of a business plan) made over the course of the financial year. The estimations should cover the entire period (financial years) until the entity will generate turnover. Financial projections concerning the profit-and-loss account, balance sheet and forecasted headcount of the company, together with a narrative part describing the core activity of the company and its expected market position, should be considered as minimal requirements of the business plan. The document should be dated and signed by a person entitled to engage the company.	

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3.1.8 SAF: Associated partners

Point	Content
Name in English	Provide the official English name of the associated partner organisation.
Legal status/type of AP	Select the legal status of the associated partner from the drop-down list.
"other entity established ..." description	Specify the status if the option 'other entity established under public or private law operating for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character' was selected in the previous cell.
Other legal status	Specify the legal status if the associated partner does not fall under any legal categories indicated on the drop-down list.
Country	Indicate the country of the associated partner.
Street	Indicate the street where the associated partner is located.
Town	Indicate the town where the associated partner is located.
House/apartment number	Indicate the number of the building where the associated partner is located.
Postal code	Indicate the postal code of the town where the associated partner is located.
Phone number	Indicate the phone number of the associated partner. It can be the phone number of the contact person.
Email	Indicate the email address of the associated partner. It can be the email address of the contact person.
AP's contact person	Please indicate the name and surname of the contact person.
Role of the AP in the project (max. 1000 characters)	Describe the role of the associated partner. Focus on the project activities the associated partner takes part in, indicate its contribution to those activities. Describe what is the expected benefit of the associated partner's participation in the project.

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3.2 Appendix 2. Project Partner Declaration

Template of the Project Partner Declaration (PPD) constitutes Appendix 2 and is a part of application package. Each project partner including LP should fill in and sign a PPD. The standard template of the ISBP should be used. **The wording of the document must not be changed!**

There are two options on how to proceed with filling in the PPD:

- Completing the PPD in the Supplementary Application Form: Data to the PPD is imported automatically from the sheets of the lead partner and project partners. In case of project partners, the lead partner sends the automatically pre-filled PPDs to the project partners after completion of the SAF (preferable in pdf format after printing the relevant page of the SAF to pdf). Partners double-check the data in the PPD
- The PPD can be downloaded and completed as separate document. In this case each partner has to complete the document and make sure that the information provided is consistent with the information on the partners' sheets in the SAF.

The legal representative of the respective partner has to sign the document with indicating the date and using the official stamp of the organisation (if applicable). Verifiable electronic signatures are accepted.

The scans of the PPDs signed on paper or the electronically signed PPDs in pdf have to be uploaded to the Application Form in WOD2021. 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.

Point	Content
Title of the project	Provide the title of the project. The title has to be the same as on the 'Summary' sheet of the SAF. This cell is completed automatically from the "Summary" sheet if the PPD is completed in the SAF.
Name of the partner in official English translation	Provide the English name of the partner. The name should be the same as on the sheets of partners in the SAF. This cell is completed automatically from the partner's sheet if the PPD is completed in the SAF.
Listed as partner no.	Provide the number of the partner (e.g. LP, PP2, etc.). The number should be the same as on the sheets of partners in the SAF. This cell is completed automatically from the partner's sheet if the PPD is completed in the SAF.

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Amount of own contribution	Provide the own contribution. The amount of own contribution is 20% of the total budget of the partner (80% of ERDF co-financing). The amount of own contribution should be the same as on the sheets of partners in the SAF. This cell is completed automatically from the partner's sheet if the PPD is completed in the SAF.
Signature	The legal representative of the partner that is indicated on the sheet of the project partner in the SAF has to sign the document. The PPD can either be printed and signed on paper or signed with verifiable electronic signature.
Date	Provide the date of signing the document. This cell can be left blank if the document is signed electronically and the signature includes the date of signing.
Signatory	Provide the name of the signatory. This cell can be left blank if he document is signed electronically. This cell is completed automatically from the partner's sheet if the PPD is completed in the SAF.
Title (position) of the signatory	Provide the position of the signatory in the partner organisation. This cell is completed automatically from the partner's sheet if the PPD is completed in the SAF.
Official stamp of the partner institution (if existing)	Put the official stamp (if it exists) of the partner to this cell if the PPD is signed on paper.

3.3 Appendix 3. Letter of Commitment

Template of the Letter of Commitment constitutes Appendix 3 of the AF. All APs shall sign LoC. The standard template of the SBP should be used. Please note that the wording of the document must not be changed.

Each associated partner should fill in and sign an LoC. The standard template of the ISBP should be used. **The wording of the document must not be changed!**

There are two options on how to proceed with filling in the LoC:

- Completing the LoC in the Supplementary Application Form: Data to the LoC is imported automatically from the "Associated partners" sheet. The lead partner sends the automatically pre-

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filled LoCs to the associated partners after completion of the SAF (preferable in pdf format after printing the relevant page of the SAF to pdf). Associated partners double-check the data in the LoC.

The LoC can be downloaded and completed as separate document. In this case each associated partner has to complete the document and make sure that the information provided is consistent with the information on the "Associated partners" sheet in the SAF.

Point	**Content**
Title of the project	Provide the title of the project. The title has to be the same as on the 'Summary' sheet of the SAF. This cell is completed automatically from the "Summary" sheet if the LoC is completed in the SAF.
Name of the partner in official English translation	Provide the English name of the associated partner. The name should be the same as on the "Associated partners" sheet in the SAF. This cell is completed automatically from the "Associated partners" sheet if the LoC is completed in the SAF.
Listed as partner no.	Provide the number of the associated partner (e.g. AP1, AP2, etc.). The number should be the same as on the sheets of partners in the SAF. This cell is completed automatically from the "Associated partners" sheet if the LoC is completed in the SAF.
Role in the project implementation (max. 2000 characters)	The role of the AP is automatically filled out with information provided on the "Associated partners" sheet. However, the formula is not protected thus, additional information may be provided.
Signature	The legal representative of the associated partner has to sign the document. The LoC can either be printed and signed on paper or signed with verifiable electronic signature.
Date	Provide the date of signing the document. This cell can be left blank if the document is signed electronically and the signature includes the date of signing.
Signatory	Provide the name of the signatory. This cell can be left blank if he document is signed electronically.
Title (position) of the signatory	Provide the position of the signatory in the associated partner organisation.

Official stamp of the partner institution (if existing)	Put the official stamp (if it exists) of the partner to this cell if the LoC is signed on paper.

3.4 Appendix 4. Letter of Dedication and Support from the EUSBSR policy area coordinator

A project may submit Letter of Dedication and Support from the relevant EUSBSR policy area coordinator if it demonstrates significant contribution to the EU Strategy for the Baltic Sea Region. Obtaining and submitting the document is optional, but highly recommended for projects that apply for the strategic label.

Point	**Content**
Project identification	
Programme Measure	Select the Programme Measure from the drop-down list.
Project acronym	Indicate the project acronym. It has to be consistent with the acronym in WOD2021 and in SAF.
Project title	Indicate the project title. It has to be consistent with the acronym in WOD2021 and in SAF.
Point	**Content**
References to the European Union Strategy for the Baltic Sea Region (EUSBSR)	
Policy area of the EUSBSR	Please select the addressed policy area of the EUSBSR.
Flagship or part of flagship of the policy area (yes/no)?	Please indicate whether the project is recognised as (part of) flagship of the PA.
Name of flagship (if relevant)	Please provide the name of the flagship if “yes” was selected above.
Why does the policy area coordinator support the project applying in the South	Information on the relevance of the project to the selected PA shall be provided. The support shall be justified.

Baltic Programme? (max. 2000 characters)	
What support is provided by the policy area coordinator in case the project is approved by the South Baltic Programme? (max. 2 000 characters)	Information on the means of support by the policy area to the project has to be provided.
Point	**Content**
References to the European Union Strategy for the Baltic Sea Region (EUSBSR)	
Full name	Please provide the full name of the PA coordinator.
Institution	Please provide the hosting institution of the policy area coordinator.
Position in the institution	Please provide the position of the PA coordinator in the institution.
Signature	The document can either be printed and signed on paper (and later scanned) or signed with verifiable electronic signature.
Date	Provide the date of signing the document. This cell can be left blank if the document is signed electronically and the signature includes the date of signing.

3.5 Appendix 5. Declaration of compliance with the DNSH principle

The Declaration of compliance with the DNSH principle is an optional appendix to the AF, however it is obligatory on condition that the project includes the infrastructure element (ref: PM, Ch. I.4.4.2).

In case a project contains infrastructural elements the "Declaration of compliance with the DNSH principle" must be filled in and submitted by each of the Project Partner having expenditure under the cost category "Infrastructure and works".

Project partner should explain in it, whether the infrastructural-related activity (the activities planned in the project, but also – the impact of the delivered products or services within these activities throughout their whole life cycle) are in line with the DNSH principle, meaning they do not cause significant harm to any of the environmental objectives. You have to justify in this declaration the accordance of your project activities with the DNSH principle:

- referring to the definition of the "do no significant harm" principle (article 17 of the Regulation 2020/852
- demonstrating the compliance with the "Rules for the performance of activities in projects with infrastructural components, ensuring their compliance with the 'do no significant harm' principle" available at the programme website.

This document sets out technical eligibility criteria (compliance with the DNSH principle) for individual industries and activities. These contain rules on the basis of which you will verify that your activity does not cause serious harm to particular environmental objectives. This includes the following types of investment: cycle paths infrastructure, renovation of existing buildings, wastewater treatment plants, electricity generation, distribution, storage.

Please remember that your application should include not only a declaration that the DNSH principle is fulfilled, but also a description of how it is implemented in the project (AF, part Additional information). If your project does significant harm to the environment, it cannot be funded by the Programme.

In case of the project not including infrastructure components (no expenditure under the cost category "Infrastructure and works"), the occurrence of negative consequences for the environment is not expected. The direct or indirect primary effects of these projects throughout their life cycles, due to their nature, are expected not to have any or no significant foreseeable impact on any of the environmental objectives.

3.6 Appendix 6. Statement on non-discrimination

The Statement on non-discrimination is an optional appendix to the AF, however it is obligatory for project partners from Poland which legal form is a self-government unit or an entity controlled by or dependent on it (voivodeship, powiat, commune, their units or their companies). The Statement, as well as all other attachments, should be filled in in English language (including the English translation of the name of the partner).

Non-compliance with the Charter of Fundamental Rights of the European Union

Any legal entity (or an entity controlled by or dependent on it) which has taken any discriminatory measures or is otherwise disrespecting the fundamental rights laid down in the Charter of Fundamental Rights of the European Union is not eligible as a lead partner or project partner.

Under the South Baltic Programme 2021-2027, only the entities complying with the principles in force, including the principles of gender equality and non-discrimination and the Charter of Fundamental Rights may be project partners or the lead partner.

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This requirement will be checked during the verification of the partners eligibility.

3.7 Other documents/ Attachments

It is not allowed to submit with the Application Form additional documents besides the requested ones (see section 'Application package'). Any additional documents attached will not be taken into account during the assessment.

Documents to be requested during the assessment process

During the assessment process, on request only, partners should present and provide the Joint Secretariat with supporting documents for example:

- balance sheets and employment records to prove financial and organizational capability to participate in the project/carry out the actions planned and to cover potential irregularities during project implementation;
- legally binding documents confirming that an entity operates for the specific purpose of meeting needs in the general interest i.a:
  - statutes;
  - appropriate regulations;
  - authorisations granted to the entity by a body governed by public law;
  - additional documents may be required to justify such an authorisation.
- documents related to State Aid/ De minimis aid;
- other documents to fulfilling the rules set in the Programme Manual.

(ref: PM Chapter III.3.3.3-3.5)

4 SUBMISSION OF THE APPLICATION

Application package should be submitted in **an electronic version** including:

- **Application Form** (AF) online in WOD2021 Application system – obligatory;
- **Supplementary Application Form** (SAF) in MS Excel file – obligatory;
- **Project Partner Declarations** (PPDs) for all project partners - readable scans (duly signed and stamped if applicable) or PDFs documents with verifiable digital signature – obligatory;
- **Letters of Commitment** (LoCs) for all associated partners if applicable - readable scans (duly signed and stamped if applicable) or PDFs documents with verifiable digital signature – optional;
- **Letters of Dedication and Support from EUSBSR policy area** if applicable - readable scans (duly signed and stamped) or PDFs documents with verifiable digital signature – optional;

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- **Declaration of compliance with the DNSH principle** – readable scans (duly signed and stamped if applicable) or PDFs documents with verifiable digital signature of relevant PPs – optional;
- **Statement on non-discrimination -** readable scans (duly signed and stamped if applicable) or PDFs documents with verifiable digital signature of relevant PPs – optional.

via WOD2021 (https://wod.cst2021.gov.pl/) by **15 February 2023, 4.p.m. CET (Warsaw time)**. After this date and time the option to apply in the call for proposals will be locked and inactive. Any alternative way of submission of the documents will not be respected.

The Monitoring Committee's decision on the approval of projects submitted under the 1st call for proposals is expected on 21-22 June 2023.