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Interreg South Baltic Programme 2021–2027

# GUIDELINES

## on filling in and submitting the Application Form

5th November 2024 – 4th February 2025

(Open for Small-scale projects Programme Priority 4.1)

Please note that the **guidelines refer only to the procedures and documents for the 2<sup>nd</sup> call for Small-scale projects proposals** of the ISBP. The Joint Secretariat reserves the right to amend the instructions if needed.

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## LIST OF ABBREVIATIONS

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

## INTRODUCTION

The following guidelines have been developed to support applicants in filling in and submitting the Application Form (AF) for the 2<sup>nd</sup> call for Small-scale projects 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 Terms of Reference of the 2<sup>nd</sup> call for Small-scale projects 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/2nd-small-scale-call-for-proposals>
- ▶ <https://southbaltic.eu/implementing-documents1>
- ▶ <https://southbaltic.eu/programme-documents1>

Besides the aforementioned documents, the following supporting documents are made available on the Programme website at <https://southbaltic.eu/wod>:

- ▶ WOD2021 Applicant Manual - General Part on registering and creating an account in the system;
- ▶ WOD2021 Applicant Manual on the technical features of WOD2021;
- ▶ WOD2021 Application Form working document. This is only a supporting document in .docx format, the AF must be completed in WOD2021;
- ▶ WOD2021 AF Budget MACRO: to be installed to budget excel;
- ▶ WOD2021 AF Budget list of functions for Excel file: formulas to be copied to the budget excel file.

The Subsidy Contract (SC) template providing the list of obligations of the lead partner at the stage of project implementation as well as the Partnership Agreement (PA) template are available at: <https://southbaltic.eu/implementing-documents1>.

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 respective PP) or PDF document with verifiable digital signature;
- ▶ **Statements on non-discrimination** if applicable - readable scans (duly signed and stamped if applicable by the respective PP) 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](#)').

In case there are differences between the submitted AF in WOD2021 and the attachments to the AF, the information provided in the AF in WOD2021 prevails over the information in attachments to the AF.

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](#)).

## 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 documents to the WOD2021;
7. Proof check with the **checklist** the correctness of your application;
8. **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.



## 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. Please note that the first person that registers from an organization in WOD2021 becomes automatically the Administrator of the organization in the system. Only users with Administrator role can grant access to newly registered users from the same organization. Therefore, it is crucial to be aware who is the Administrator in your organization and contact them after registering as not a first user. It is highly recommended to designate more than one Administrator once more users from the same organization have registered in the system.

## 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 field “**Search by call number**” type “**sthb**” (the Programme code in WOD2021);
- ▶ select the **call relevant to the Measure 4.1 – STHB.04.01-IP.01-004/24** (it is crucial to submit the application under correct Measure) under which you want to apply for co-financing. **Note that at the same time the regular call is announced, pay special attention to choose the right call for proposals.**
  - 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”** and only then “end the edition”. 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)	<p>The Project title should contain:</p> <ul style="list-style-type: none"> <li>▲ acronym and full title identical with the ones specified in SAF (MS Excel attachment).</li> </ul> <p>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.</p>
Project description (max. 4 000 characters)	<p>A short overview of the project in plain language:</p> <ul style="list-style-type: none"> <li>▲ the common challenge of the programme area you are jointly tackling in your project;</li> </ul>

	<ul style="list-style-type: none"> <li>▶ the overall objective of the project and the expected change your project will make to the current situation;</li> <li>▶ the outputs you will produce and results you plan to achieve;</li> <li>▶ the approach you plan to take and why a cross-border approach is needed;</li> <li>▶ what is new/original/innovative about the project.</li> </ul>
Project start date	<p>Select the year, month and day of the project start from the calendar.</p> <ul style="list-style-type: none"> <li>▶ the earliest start date of the project can be the day after the end date of the respective call for proposals;</li> <li>▶ the latest start date can be three months after the decision of the Monitoring Committee (time of the decision specified in the call announcement);</li> <li>▶ the date must be identical with the one specified in SAF (MS Excel attachment).</li> </ul>
Project end date	<p>Select the year, month and day of the project end from the calendar.</p> <ul style="list-style-type: none"> <li>▶ the project duration is up to 18 months (for small-scale projects);</li> <li>▶ the date must be identical with the one specified in SAF (MS Excel attachment).</li> </ul>
Target groups (max. 4 000 characters)	<p>Please indicate:</p> <ul style="list-style-type: none"> <li>▶ what problems of the target groups will be addressed;</li> <li>▶ who will benefit from the project;</li> <li>▶ why the specific groups of stakeholders are planned to be addressed.</li> </ul>
Project location	<p>Please select region.</p> <p>The additional point on the "Project location" will appear in the bottom of the page.</p>
Intervention field	<p>Please specify:</p> <ul style="list-style-type: none"> <li>▶ the field of activity which the project concerns. Please note that the list is determined for each Measure.</li> </ul>


	The fields of intervention are specified in the Interreg South Baltic Cooperation Programme 2021-2027.
Project location	<p>This section appears if 'Project implementation area' is marked as 'region'.</p> <p>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:</p> <ul style="list-style-type: none"> <li>▶ region/voivodeship (for partners outside PL in accordance with NUTS2 classification) - obligatory;</li> <li>▶ district (for partners outside PL in accordance with NUTS3 classification) - obligatory;</li> <li>▶ municipality/commune level (optional).</li> </ul>

### 2.3.2 AF: Applicant and project partners


Information about the Applicant	
Point	Content
<b>Applicant data</b>	
Name	<p>Please specify:</p> <ul style="list-style-type: none"> <li>▶ the full name of the lead partner in English as provided in the registration documents/statutes of the entity.</li> </ul> <p>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 WOD2021.</p>
Legal form	<p>Please select from the drop-down list:</p> <ul style="list-style-type: none"> <li>▶ the value that best corresponds to the legal form of the lead partner.</li> </ul>
Ownership form	<p>Please select from the drop-down list:</p> <ul style="list-style-type: none"> <li>▶ 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";</li> <li>▶ for non-Polish partners: "Foreign entities".</li> </ul>
Enterprise size	<p>Please select:</p> <ul style="list-style-type: none"> <li>▶ "Not applicable".</li> </ul>

	<p>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.</p> <p>(ref: PM, Ch.III.3.3.3)</p>
Possibility to recover VAT	<p>Please select:</p> <ul style="list-style-type: none"> <li>▶ other than "Not applicable".</li> </ul> <p>VAT is eligible for projects implemented in the Programme, however in case of detecting 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.</p> <p>(ref: PM, Ch.IV.3.5)</p>
<b>Contact details</b>	
Country	Select from a drop-down list.
Town/City	<p>Enter the name of the town/city or</p> <ul style="list-style-type: none"> <li>▶ for PL lead partner: select from the drop-down list.</li> </ul>
Postal code	Enter the postcode of the lead partner's registered office.
Street	<p>Enter the street address of the lead partner's registered office.</p> <ul style="list-style-type: none"> <li>▶ for PL lead partner: select from the drop-down list.</li> </ul>
Building no.	Specify the building number of the lead partner's registered office.
Apartment/office number	<p>If applicable:</p> <ul style="list-style-type: none"> <li>▶ enter the flat number of the lead partner's registered office.</li> </ul>
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.
<b>Identification data</b>	
Identifier type	<p>Select from the drop-down list.</p> <ul style="list-style-type: none"> <li>▶ for PL lead partner "Tax identification no." (NIP) shall be selected;</li> <li>▶ for non-Polish Lead partner "Other number" shall be selected even if the tax number is used as identifier.</li> </ul>


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?	<p>Yes / No</p> <p>▲ select YES, then an additional section on project partners will appear.</p> <p>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.</p> <p><a href="#">(ref: PM, Ch.III.3.3.1)</a></p>

<b>Project partners</b>	
[add all you partners with a 	
<b>Point</b>	<b>Content</b>
<b>Applicant data</b>	
Name	Please follow the guidelines for the lead partner.
Legal form	
Ownership form	
Enterprise size	<p>Please select:</p> <p>▲ "Not applicable".</p> <p>Please note that SMEs are not eligible project partners in the Small-scale projects.</p> <p><a href="#">(ref: PM, Ch.III.3.3.4)</a></p>
Possibility to recover VAT	<p>Please select:</p> <p>▲ Other than "Not applicable".</p> <p>VAT is eligible for projects implemented in the Programme, however in case of detecting 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.</p> <p><a href="#">(ref: PM, Ch.IV.3.5)</a></p>
<b>Contact details</b>	

Country	Please follow the guidelines for the Lead partner.
Town/City	
Postal code	
Street	
Building no.	
Apartment/office number	
E-mail address	
Phone number	
Website	
<b>Identification data</b>	
Identifier type	Please follow the guidelines for the Lead partner.
NIP/PESEL/Other	


<b>Contact persons</b>	
[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
<b>Output indicators</b>	
[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 "Not applicable" as mandatory indicator in the system. Select from the "Additional indicators" drop-down list the Programme indicators that the project indicators contribute to. It is highly recommended to complete the "Intervention



	<p>logic" sheet of the SAF first and only then introduce the indicators to WOD2021.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>▶ obligatory Programme indicators are also listed under "Additional indicators" in WOD2021;</li> <li>▶ "Own indicators" should not be defined in WOD2021;</li> <li>▶ selected indicators should be identical with the list in SAF section 'Intervention logic' (except the "Mandatory indicator" that shall not be included into SAF);</li> <li>▶ for the Small-scale projects call for proposals the Programme expects respective projects to contribute to the obligatory indicators only;</li> <li>▶ in WOD2021 each Programme indicator can be selected only once regardless of how many project indicators contribute to it. For further information please refer to the "Target value" section below.</li> </ul> <p>(<a href="#">ref: PM, ANNEX 7 Indicator factsheet</a>)</p>
Measurement unit	The unit of measurement is predefined to the selected Programme indicator and the field is non-editable.
Breakdown by sex	<p>YES/NO</p> <p>Please select NO.</p> <ul style="list-style-type: none"> <li>▶ Note that indicators in ISBP are not presented in the breakdown by sex.</li> </ul>
Target value - total	<p>Please specify the target value planned to be achieved in the project (note that the baseline value for output indicators is always 0).</p> <ul style="list-style-type: none"> <li>▶ The value should be identical with aggregated value of the project indicators in the SAF section 'Intervention logic'. The indicators to be chosen are: <ul style="list-style-type: none"> <li>○ RCO87 - Organisations cooperating across borders</li> <li>○ RCR84 - Organisations cooperating across borders after project completion</li> </ul> </li> </ul>
Target value - women	Not applicable
Target value - men	Not applicable
Measurement method (max. 500 characters)	Please list the project indicators (from SAF) that contribute to the Programme indicator. No further information shall be provided than the titles of the respective project indicators.

	<p>All other information on indicators is to be provided in the Supplementary application Form.</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>(<a href="#">ref: PM, ANNEX 7 Indicator factsheet</a>)</p>
<p><b>Result indicators</b></p> <p>[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']</p>	
Project indicator	<p>Select from the drop-down list which contains indicators relevant for selected Measure.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>obligatory Programme indicators are also listed under "Additional indicators" in WOD2021;</li> <li>"Own indicators" should not be defined in WOD2021;</li> <li>selected indicators should be identical with the list in SAF section 'Intervention logic';</li> <li>for the Small-scale projects call for proposals the Programme expects respective projects to contribute to the obligatory indicators only;</li> <li>in WOD2021 each Programme indicator can be selected only once regardless of how many project indicators contribute to it. For further information please refer to the "Target value" section below.</li> </ul> <p>(<a href="#">ref: PM, ANNEX 7 Indicator factsheet</a>)</p>
Measurement unit	The unit of measurement is predefined to the selected Programme indicator and the field is non-editable.
Breakdown by sex	<p>YES/NO</p> <p>Please select NO.</p> <ul style="list-style-type: none"> <li>Note that indicators in ISBP are not presented in the breakdown by sex.</li> </ul>
Baseline value - total	<p>Please note that for Small-scale projects indicators the baseline value should be 0.</p> <p>(<a href="#">ref: PM, ANNEX 7 Indicator factsheet</a>)</p>
Baseline value - women	Not applicable
Baseline value - men	Not applicable
Target value - total	

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

### 2.3.4 AF: Work package

Point	Content
Work package	<p>Please add <b>one</b> work package in line with the Workplan in the SAF by clicking the "+" icon on the list.</p> <p>Additionally, "Indirect costs" (technical) work package must be created in order to claim flat rate.</p> <p>In total two work packages to be created – one content-related, and one "Indirect costs".</p>
Number	Automatic, non-editable section.
Work package name	<p>Specify the name of the content-related work package. Please note that the separate work packages must be specified for:</p> <ol style="list-style-type: none"> <li>1. Content-related work package including all project activities.</li> <li>2. Indirect costs</li> </ol> <p>Name of the work package for Indirect costs covering the flat rate for other costs (40% of staff costs) automatically appears after ticking the "Indirect cost" option (please see in the last row).</p>
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 as well as the roles of the project partners, i.e. which partner does what.
Start date	Select the year, month and day of the work package start from the calendar. The date should be in line with the timeline specified in the Workplan in SAF.
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	This is a technical WP, select it only for covering the flat rate for other costs (40% of staff costs).

### 2.3.5 AF: Project budget

Point	Content
	<p>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.</p> <p>Detailed instructions on working with the Excel file is a part of <a href="#">WOD2021 Applicant Manual</a>. 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 other costs (40% of eligible staff cost).</p>
List of budget items	<p>Specify the budget items are added by clicking the "+" icon on the list title.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>▶ Real costs for the Small-scale projects are for the staff costs only;</li> <li>▶ items should be specified for each project partner separately;</li> <li>▶ 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 should be listed).</li> </ul>
Simplified cost options	Simplified cost options should be marked only under Work package for indirect costs – flat rate for other costs (40% of eligible staff costs).
Simplified cost options type	There is only one option available for the Small-scale projects: indirect costs – flat rate for other costs (40% of staff costs).
Flat rate	<p>Visible only if in the Simplified cost options type flat rate was selected.</p> <p>Do not enter any value in this section – it will be filled in automatically after selecting the Cost name.</p>
Cost categories	<p>Visible only for budget items based on real costs (Simplified cost options were not selected).</p> <p>Select Staff costs – based on real costs.</p>
Cost name	<p>For items based on real costs: specify the cost item – staff costs. Individual cost names must be unique within the WP.</p> <p>For flat rates -select from the drop-down list (flat rate above will be automatically filled in)</p>

Total value	Total value must equal eligible expenditures. Enter the value manually both for real costs and flat rates.
Eligible expenditures	Value of Eligible expenditure must be equal with the total value. Enter the value manually both for real costs and flat rates.
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	The limit of De minimis and 20 GBER to assess by the expert. The box should stay empty.

### 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's name to double check a budget summary of a single partner. Double check also that the total and eligible expenditures are equal to each other, they do not exceed 200 000 EUR and the Co-financing amount is 80% of the total and eligible expenditures.

### 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: <ul style="list-style-type: none"> <li>▶ The co-financing rate in the Programme is 80% for each project partner regardless geographical location;</li> <li>▶ 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;</li> <li>▶ the column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.</li> </ul>

Total own contribution	<p>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).</p> <p>The column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.</p>
State budget	<p>Specify the own contribution in the form of state budget in the columns: 'Total expenditure' and 'Eligible expenditure'.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>▶ 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);</li> <li>▶ the column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.</li> </ul>
Local government units' budget	<p>Specify the own contribution in the form of local government units' budget in the columns: 'Total expenditure' and 'Eligible expenditure'.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>▶ 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);</li> <li>▶ the column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.</li> </ul>
Other public	<p>Specify the own contribution in the form of other public budget in the columns: 'Total expenditure' and 'Eligible expenditure'.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>▶ 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);</li> <li>▶ the column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.</li> </ul>
Private	<p>Specify the own contribution in the form of private budget in the columns: 'Total expenditure' and 'Eligible expenditure'.</p> <p>Please note:</p>



	<ul style="list-style-type: none"> <li>▶ 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);</li> <li>▶ the column 'Total expenditure' should be equal to value in the column 'Eligible expenditure'.</li> </ul>
Total	<p>This field is non-editable and presents the sum of all expenditures both for 'Total expenditure' and 'Eligible expenditure'.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>▶ 'Total expenditures must' be consistent with 'Total expenditure' and 'Eligible expenditure' shown in Section Budget summary.</li> </ul>

### 2.3.8 AF: Risk analysis

Point	Content
<p>Experience</p> <p>(max. 4 000 characters)</p>	<p>Please describe briefly:</p> <ul style="list-style-type: none"> <li>▶ experience of each project partner in participating in and/or managing EU co-financed projects or other international projects;</li> <li>▶ indicate project partners which participate for the first time in the Interreg South Baltic Programme.</li> </ul>
<p>Description of the project management</p> <p>(max. 4 000 characters)</p>	<p>Please describe:</p> <ul style="list-style-type: none"> <li>▶ management structures planned in the project (who will be responsible for overall project coordination, what other management roles are planned i.e. WP coordinators);</li> <li>▶ internal decision-making process;</li> <li>▶ internal communication;</li> <li>▶ financial management, reporting and evaluation procedures;</li> <li>▶ quality management and risk mitigation measures.</li> </ul> <p><a href="#">(ref: PM, Chapter III.5.5.2)</a></p>
<p>Description of in-kind contribution</p> <p>(max. 4 000 characters)</p>	<p>Budget of Small-scale projects includes only staff costs and other cost (flat rate – 40% of staff costs), therefore, in-kind contribution should not be planned in the project. Mark:</p> <ul style="list-style-type: none"> <li>▶ not applicable.</li> </ul> <p><a href="#">(ref: PM, Chapter IV.3.3.2)</a></p>

<p>Description of own-financing (max. 4 000 characters)</p>	<p>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).</p> <p>Thus, please briefly explain:</p> <ul style="list-style-type: none"> <li>▶ how will the own-financing be secured in project for partners.</li> </ul> <p>(ref: PM, Chapter I.6)</p>
<p>Project risk analysis – not applicable</p>	<p>Mark not applicable.</p>

### 2.3.9 AF: Additional information

Point	Content
<p>Project relevance * (max. 4 000 characters)</p>	<p>A justification of the planned project in terms of common challenges and/ or joint assets/ opportunities/ areas for improvement including:</p> <ul style="list-style-type: none"> <li>▶ a description of initial situation (challenge, opportunity) that will be tackled supported by verifiable data (statistics, reference to previous projects on the subject);</li> <li>▶ clarification on how the new project is going to further develop and build upon the subject.</li> </ul>
<p>Added value of the cross-border approach and cooperation* (max. 4 000 characters)</p>	<p>An explanation on:</p> <ul style="list-style-type: none"> <li>▶ 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;</li> <li>▶ how the outputs and results of the project implementation will influence the socio-economic development and integration of the whole SB area;</li> <li>▶ how the inhabitants of the relevant Programme regions are going to benefit from its results.</li> </ul> <p>(ref: PM, Chapter III.4)</p>
<p>Communication* (max. 4 000 characters)</p>	<ul style="list-style-type: none"> <li>▶ Indicate the communication goals of the Small-scale project (recommended 2-3). Consider: <ul style="list-style-type: none"> <li>- What is the goal of your project and how can you achieve it?</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- What do you want to promote – what activities, products, services, results? What do you want to convey and inform about?</li> <li>▲ Indicate target groups. Decide who you want to reach with information about the project, its activities and its effects. Consider who can benefit from the results of your projects and what are the characteristics of your target groups (profession, age, interests, education, etc.).</li> <li>▲ Describe communication activities. Think and select actions that will help you achieve your communication goal and reach the target group. Consider what actions are needed to encourage the public/target group to participate in the project events and use the results of the Small-scale project in their everyday lives?             <ul style="list-style-type: none"> <li>- At a minimum, indicate the communication activities that result from the beneficiary's obligations contained in the Terms of Reference.</li> <li>- Describe other planned communication activities, for example: conferences, campaigns, cooperation with the media, etc.).</li> <li>- Take into account the division of communication activities between partners.</li> <li>- Make sure that one of your products is a success story of a Small-scale project.</li> </ul> </li> <li>▲ Decide what tools and communication channels allow to reach the public with information about the Small-scale project and that will be effective in reaching your communication goals. Consider if the tools are appropriately selected for the characteristics of your project, your activities and your target group.</li> <li>▲ Inform whether you plan to appoint a communication coordinator and which of the partners will be in charge.</li> </ul> <p>Please see the communication guidelines for more tips on preparing communication.</p> <p>(ref: Terms of Reference; PM, Chapter VI.3)</p>
<p>Equipment and infrastructure* (4 000 characters)</p>	<p>Please describe equipment and/or infrastructure planned in the budget within a flat rate for other costs and specify (if applicable):</p> <ul style="list-style-type: none"> <li>▲ when it is planned - precise a reporting period,</li> <li>▲ ownership and durability – indicate a PP responsible for each task and briefly describe how the investment(s) will be used after the project is completed,</li> </ul>

	<ul style="list-style-type: none"> <li>▶ its technical characteristics – describe the main parameters,</li> <li>▶ justification: investment(s) should have a demonstrating or piloting character and show a clear cross-border effect being planned and evaluated by the partnership,</li> <li>▶ risk associated with the investment(s) – describe possible risk associated with the investment(s) and ways to mitigate those risks.</li> </ul> <p>If neither an equipment nor an infrastructure is foreseen in the project, please indicate:</p> <ul style="list-style-type: none"> <li>▶ not applicable.</li> </ul>
<p>Cross-border cooperation criteria: 1. Joint Development* (max. 500 characters)</p>	<p>Please explain how the following aspects are secured in your project:</p> <ul style="list-style-type: none"> <li>▶ participation of partners in the preparation of the project idea and transformation of it into a project application;</li> <li>▶ application of the knowledge and expertise of each partner, as well as determination of their motives and needs from the project;</li> <li>▶ determination of the management structure, division of tasks and allocation of responsibilities.</li> </ul> <p><a href="#">(ref: PM, Chapter III.4)</a></p>
<p>Cross-border cooperation criteria: 2. Joint Implementation* (max. 500 characters)</p>	<p>Please explain how the following aspects are secured in your project:</p> <ul style="list-style-type: none"> <li>▶ active collaboration between the different participating organisations in the delivery of the project outputs is secured;</li> <li>▶ exchange of experiences and best practices;</li> <li>▶ involvement of partners in each activity to allow developing of a truly cross-border solution.</li> </ul> <p><a href="#">(ref: PM, Chapter III.4)</a></p>
<p>Cross-border cooperation criteria: 3. Joint Staffing* (max. 500 characters)</p>	<p>Please explain how the following aspects are secured in your project:</p> <ul style="list-style-type: none"> <li>▶ contribution of staff of each partner to the project implementation and cross-border cooperation;</li> <li>▶ clear identification of roles between staff members (incl. management activities) to avoid duplication of efforts;</li> </ul>

	<ul style="list-style-type: none"> <li>▲ supervision of the implementation of activities on behalf of the entire project partnership by designated partners / specialists.</li> </ul> <p>(ref: PM, Chapter III.4)</p>
<p>Cross-border cooperation criteria: 4. Joint Financing* (max. 500 characters)</p>	<p>Please explain how the following aspects are secured in your project:</p> <ul style="list-style-type: none"> <li>▲ financial contribution to the project budget by each partner (apart from associated partners);</li> <li>▲ reflection of responsibilities and involvement in the project by each partner in their respective budget.</li> </ul> <p>(ref: PM, Chapter III.4)</p>
<p>Horizontal principles: 1. Equal opportunities and non-discrimination (incl. accessibility for persons with disabilities)* (max. 4 000 characters)</p>	<p>Please indicate:</p> <ul style="list-style-type: none"> <li>▲ 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);</li> <li>▲ 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).</li> </ul> <p>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.</p> <p>(ref: PM, Chapter I.4.4.1)</p>
<p>Horizontal principles: 2. Equality between women and men and integrating the gender perspective* (max. 4 000 characters)</p>	<p>Please indicate:</p> <ul style="list-style-type: none"> <li>▲ if the analysis of the problem of equality in the context of your project was performed at the stage of its preparation;</li> <li>▲ what kind of barriers to equality from the perspective of your the project were identified (if any);</li> <li>▲ 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.</li> </ul>

	<p>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.</p> <p>(ref: PM, Chapter I.4.4.1)</p>
<p>Horizontal principles: 3. Sustainable development incl. "do no significant harm" principle* (max. 4 000 characters)</p>	<p>Please indicate:</p> <ul style="list-style-type: none"> <li>▶ 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.</li> <li>▶ in what way the project activities respect the sustainable development and 'do not significant harm' principle (including i.e. promotional activities)</li> <li>▶ how the project outputs and results will be used after the project ends in accordance with the principles.</li> </ul> <p>Please note:</p> <ul style="list-style-type: none"> <li>▶ All projects, that planned "Infrastructure and works" costs (CC6) must fill in and submit a Declaration of compliance with the DNSH principle as an obligatory attachment in WOD2021.</li> <li>▶ Only projects contributing positively to all horizontal principles can be recommended for co-financing. The scale of contribution is a subject to quality assessment.</li> </ul> <p>(ref: PM, Chapter I.4.4.1)</p>
<p>Connection to EU Strategy for the Baltic Sea Region (EUSBSR) and its Action Plan* (max. 4 000 characters)</p>	<p>Yes / No</p> <p>Please indicate if your project is related to the EUSBSR.</p> <p>If YES, please elaborate:</p> <ul style="list-style-type: none"> <li>▶ links referring to policy areas, strategic actions, and/or flagship contained in the EUSBSR Action Plan.</li> </ul> <p>Please note that projects are encouraged to create connections to the EUSBSR and its Action Plan where appropriate.</p> <p>The Strategy is available on the website <a href="https://www.balticsea-region-strategy.eu/">https://www.balticsea-region-strategy.eu/</a>.</p> <p>(ref: PM, Chapter I.4.4.2)</p>
<p>Compliance with European Green Deal and other EU initiatives*</p>	<p>Please elaborate:</p> <ul style="list-style-type: none"> <li>▶ general reference to the EU Green Deal in the context of your project;</li> </ul>



(max. 4 000 characters)	<p>▲ connection with other EU initiatives e.g., related to digitalisation, health, REPowerEU and others (if applicable).</p> <p>(ref: PM, Chapter I.4.4.3)</p>
<p>Relation with international and/or national/regional projects dealing with the topic in the South Baltic region*</p> <p>(max. 4 000 characters)</p>	<p>Yes / No</p> <p>If YES, please elaborate:</p> <p>▲ 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).</p> <p>It is recommended to investigate the connections with other projects i.e. using the <a href="http://www.keep.eu">www.keep.eu</a> database.</p>

### 2.3.10 Statements

Please answer to statements given.

Statement
<p>I confirm that the information in the application form is accurate and true to the best knowledge of the lead partner.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>I confirm that the project is in line with the relevant EU and national/regional legislation and policies of the regions and countries involved.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>I declare that the project partners listed in the application form are committed to take part in the project's activities and financing.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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.</p>

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
I declare that I got acquainted with the Interreg South Baltic Programme 2021-2027 information clause on data processing and protection published on <a href="https://southbaltic.eu/data-protection-gdpr-">https://southbaltic.eu/data-protection-gdpr-</a> and I accept its rules.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>

### 2.3.11 AF: Appendices

Please upload attachments:

Name of the attachment	Type of file	Obligatory/ Optional	Guidance
1. <a href="#">Supplementary Application Form (SAF)</a>	MS Excel file	Obligatory	MS Excel editable file.
2. <a href="#">Project Partner Declarations</a> (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. <a href="#">Letters of Commitment</a> (LoC)	PDF [ZIP file]	Optional  Obligatory if APs are participating in the project	PDF file including readable scans (duly signed and stamped if applicable) or PDFs 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.
4. <a href="#">Letter of dedication and support from the EUSBSR policy area coordinator</a>	PDF [ZIP file]	Optional	PDF with readable scans (duly signed and stamped) or PDF documents with verifiable digital signature; In case more than 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. <a href="#">Declaration of compliance with the DNSH principle</a>	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 than 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. <a href="#">Statements on non-discrimination</a>	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 than 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.

##### 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.

##### 3.1.1 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 – 750).

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.

Project start date					
Project end date					
Duration (months)		The maximum duration of the project is 18 months.			
Activity/Deliverable number	Brief description of the activity/deliverable	2024		2025	
		reporting period	reporting period	reporting period	reporting period
		Oct-Apr	March-Sept		
<b>WORK PACKAGE</b>					
Deliverable 1		Value after the project			
Deliverable 2		Value after the project			
Deliverable 3		Value after the project			
Activity 1	Management and coordination				

### 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	

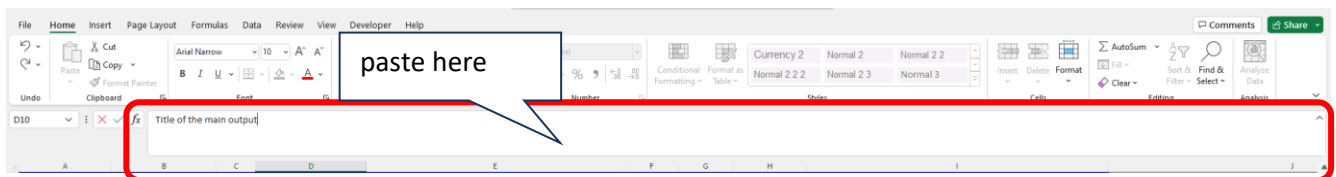
Target value of jointly developed solutions shall be 1.

### 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.

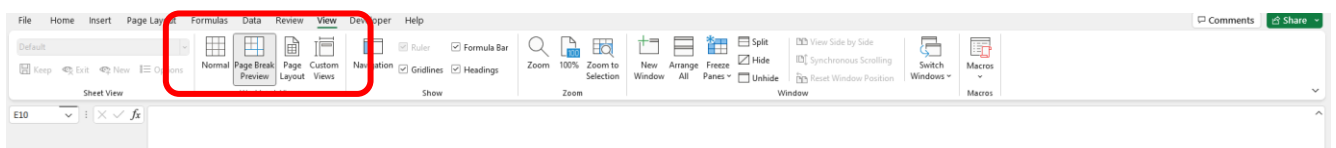
### Copy-pasting from other documents

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.

### 3.1.2 SAF: Guidance

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

### 3.1.3 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	To be filled in.

### 3.1.4 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](#))

Point	Content				
<b>Project objective and addressed Programme Measure</b>					
Programme Measure	The Programme Measure was pre-selected.				
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				
<b>Output indicators</b>					
Measure specific guidance	Guidance on indicators appears automatically.				
Programme output indicator	<p>Programme output indicator was pre-selected for you.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Only obligatory Programme output indicator is defined for small-scale projects as specified in the Measure specific guidelines after selecting the Measure.</li> </ul> <p>(<a href="#">ref: PM, Chapter III.2.2; PM ANNEX 7</a>)</p>				
Project output indicator title (max. 250 characters)	<p>Insert the short name of the project output indicator clearly showing its nature.</p> <p>The project output indicator must 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.:</p> <table border="1" data-bbox="406 1467 1396 1668"> <thead> <tr> <th>Addressed Programme output indicator</th> <th>Output indicator</th> </tr> </thead> <tbody> <tr> <td>RCO87 - Organisations cooperating across borders</td> <td>Number of PPs+APs involved into the project partnership.</td> </tr> </tbody> </table>	Addressed Programme output indicator	Output indicator	RCO87 - Organisations cooperating across borders	Number of PPs+APs involved into the project partnership.
Addressed Programme output indicator	Output indicator				
RCO87 - Organisations cooperating across borders	Number of PPs+APs involved into the project partnership.				
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.				



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.				
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.				
<b>Point</b>	<b>Content</b>				
<b>Result indicators</b>					
Programme result indicator	The cell is automatically filled in. ( <a href="#">ref: PM, Chapter III.2.2; PM ANNEX 7</a> )				
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.: <table border="1" data-bbox="406 1444 1396 1646"> <thead> <tr> <th>Addressed Programme result indicator</th> <th>Result indicator</th> </tr> </thead> <tbody> <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> </tbody> </table>	Addressed Programme result indicator	Result indicator	RCR84 - Organisations cooperating across borders after project completion	Project and associated partners that join the network/platform/etc. created in the project.
Addressed Programme result indicator	Result indicator				
RCR84 - Organisations cooperating across borders after project completion	Project and associated partners that join the network/platform/etc. created in the project.				
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.				
Value after the project	Numerical value of the target value of the result indicator.				

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.
<b>Point</b>	<b>Content</b>
<b>Deliverables</b>	
Deliverables summary table	The summary table of deliverables is automatically filled in after completing the relevant sections on the Workplan sheet.

### 3.1.5 SAF: Workplan


Project activities must be logically organised into one content-related work package (WP), which is part of the project structure.

The Programme identifies only 1 content-related Work Package to describe main deliverables and core activities (including management and coordination) that lead to achievement of obligatory indicators. The work package includes deliverables that are the final outcomes of one or more activities (but not the one connected with management and coordination) and are considered as intermediate steps, milestones in the implementation of the project and preparation of the project outputs. The summary description of the work package 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.

The communication actions have to be directly connected to relevant content-related activities and described in the 'Communication' box of the WOD2021.

Small – scale projects should follow the communication obligations described in the TOR.

(ref. TOR ch. 5.3)

Point	Content
<b>Implementation period</b>	
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;

	<ul style="list-style-type: none"> <li>▶ the latest start date can be three months after the decision of the Monitoring Committee (time of the decision specified in the call announcement);</li> <li>▶ the date must be identical with the one specified in WOD2021.</li> </ul>
Project end date	<p>Please provide the end date of the project.</p> <ul style="list-style-type: none"> <li>▶ the project duration is up to 18 months (for regular projects);</li> <li>▶ the date must be identical with the one specified in WOD2021.</li> </ul>
Duration (months)	The project duration in months is automatically calculated after inserting the start and the end date of the project.
<b>Point</b>	<b>Content</b>
<b>Work package</b>	
WP title	The WP title is by default "WORK PACKAGE". This cell cannot be edited.
Activities (min. 50, Max. 150 characters)	<p>Please provide the description of activities. The description has to be concise and focus on the main actions planned. E.g.:</p> <ul style="list-style-type: none"> <li>▶ interviews conducted with stakeholders in the South Baltic Area;</li> <li>▶ developing workshop concepts and organizing workshops for stakeholders;</li> <li>▶ laboratory testing of wastewater treatment solutions;</li> <li>▶ study tours with tourism stakeholders to historical heritage sites of the South Baltic Area.</li> </ul> <p>Up to ten activities can be defined in the work package</p>
Deliverables (min. 25, max. 150 characters)	<p>Define up to three deliverables. 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.</p> <p>The description of the deliverables should clearly reflect their nature and should allow their verification later on. E.g.:</p> <ul style="list-style-type: none"> <li>▶ one workshop with stakeholders in each partner country (DK, LT, SE).</li> </ul>
Target value of deliverables	Provide the (numerical) target value of the defined deliverables.

### 3.1.6 SAF: Lead partner (LP), Project partner 1 (PP1) – Project partner 14 (PP14)

Parts 'LP', 'PP1 – 'PP14' 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
<b>Information about the partner</b>	
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 WOD2021.
Source of own contribution	Please select from the 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).
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
<b>Personal data of the legally authorized person</b>	
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
<b>Personal data of the contact person (directly responsible for the project application)</b>	

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.
<b>Point</b>	<b>Content</b>
4. LP's/PP's capacity and competence and its main roles and responsibilities in the project (1000 characters)  (max. 1000 characters)	Provide precise information on the capacity and competence of the partner relevant to the topic of the project. Please also describe the main role and responsibilities of the partner in the project.
<b>Point</b>	<b>Content</b>
<b>Information on financial data</b> (To be filled in only for partners falling under private ownership)	
Reference period (N reference year – latest approved accounts)	Provide the year of the latest approved accounts, i.e. closed financial year.
Total annual income (EUR)	Provide the total annual 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.

### 3.1.7 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, PP1, 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.
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 the 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.

### 3.2 Appendix 3. Letter of Commitment

Template of the Letter of Commitment constitutes Appendix 3 of the AF.

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!**

The LoC to be downloaded and completed as separate document.

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 (min. 1000 max. 1500 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.

### 3.3 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
<b>Project identification</b>	
Programme Measure	Programme Measure is pre-selected, as Measure 4.1 is the only one available in this call.
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 Baltic Programme? (max. 2000 characters)	Information on the relevance of the project to the selected PA shall be provided. The support shall be justified.
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.

### 3.4 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 for equipment and infrastructure.

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.

### 3.5 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.

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

### 3.6 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;

- ▶ **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 **4 February 2025, 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 2<sup>nd</sup> Small-scale projects call for proposals is expected on 18th of June 2025.