Interreg South Baltic

EUROPEAN UNION

European Regional Development Fund

Lead Partner webinar

4th Seed money call

SME development

Sustainable tourism

Green technologies

Sustainable transport

Skilled labour force

Cooperation capacity building

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What to expect?

- Two parts:
  - Presentation (Without questions)
  - Questions & Answers (Interactive)

- The event will not be recorded, summary will not be published

- Presentation will be available

The goal of the webinar and the presentation is to help understand the Programme rules and provide guidance on the implementation of seed money projects. However, the official sources of information are the Terms of Reference of the 4th Seed money call for proposals and the Programme documents published in the "Implementing projects" section of our website.

General knowledge

Lead partner principle

Lead partner is responsible for ensuring the implementation of the entire project.

Lead partner principle – administrative aspects

- LP signs the Subsidy Contract with the Managing Authority and thus bears the responsibility over the implementation of the project.
- LP signs Partnership Agreement with the Project Partners.
- LP prepares the joint project report (payment claim).

Lead partner principle – practical aspects

- LP has in-depth knowledge about Programme rules.
- LP has overview of the whole project, coordinates its implementation.
- The LP is in contact with the responsible Project Officer in the Joint Secretariat.

Cooperation between the project (LP) and the JS

- Constructive communication.
- Problems shall not be omitted, but communicated in an early stage.
- Don’t hesitate to approach your PO and ask!

Clarifications

Clarifications: requests and hints

- Please answer all questions and make all changes in the AF and then submit your answers. Please don't send documents one-by-one.
- In case of problems and delays, please contact us.
- If no changes are expected to documents (e.g. Partner Declarations, SL2014 documents), then you may start to collect these from your PPs. It'll speed up the process.
- After closing the clarifications, the LP shall collect all requested documents and send the complete package to the JS.
- Clarifications and recommendations: please consider these seriously and not as something that "only needs to be ticked". They are crucial for the future regular project.

Contracting

Singing the Subsidy contract

- Between the Managing Authority (MA) and the LP.
- Template available at: https://southbaltic.eu/subsidy-contract-template
- Process:
  - After closing the clarifications original documents shall be sent to the JS.
  - JS prepares the SC and sends it to the MA for signature.
  - MA signs the contract electronically.
  - SC and appendices are sent to the LP via email by JS.
  - LP prints the SC and annex on data processing in 4 copies and the legal representative signs them. The SC cannot be signed digitally by the LP.
  - LP sends back 3 copies of the SC and annex on data processing.
  - JS sends original documents to the MA and creates the SC in SL2014.

Singing the Partnership Agreement

- Between the LP and PP(s).
- Template available at https://southbaltic.eu/partnership-agreement-template
- The signed PA(s) must be submitted to the JS via SL2014. In the payment claim at the latest.
- Most common issues related to PAs that prolong the clarification of payment claims (and thus you receive money later!):
  - PA is not submitted.
  - Not including Appendix 4 to the PA.
  - Document is signed by person other than the legal representative in the AF. If this is the case, it's good to inform the JS and upload the Power of Attorney to SL2014 if necessary).

Project implementation

Project duration

- Project implementation starts on the start date indicated in the AF.
- After the start date, activities may be performed even without having a signed Subsidy Contract.
- Maximum duration is 4 months, prolongation is not possible.

Access to SL2014 system

- **Access** to **SL2014** is granted after obtaining requested data from LP/PP ('Application for granting access', 'List of people').

- **Changes** to people authorised to work in the SL2014 are **possible at any time:**
  - 'Application for granting access', 'List of people' must be updated
  - All templates of SL documents: https://southbaltic.eu/reporting
  - Scans (via communication module of SL2014) to be sent to the JS immediately; paper copies – to the JS

Support for the SL2014

Where to find information on the SL2014?

- **Programme website** -> Implementing projects -> e-reporting

(procedures for granting/ withdrawal of access and related documents, 1st introduction to the system …)

- **2 main documents:**

1. SL2014 Beneficiary Manual – pdf
2. https://manual.sl2014.gov.pl/- tutorials

- Any **question related to the SL2014** – ami.sthb@southbaltic.eu

Assigning First Level Controllers

- Automatic for partners from PL and SE.
- Partners (all partners, not only LPs) with decentralized FLC systems (DE, DK, LT) shall procure FLCs.
- FLCs are managed by the MA, once the contract with the FLC is singed MA needs to be notified - AMIZ.STHB@mfipr.gov.pl
- Contract FLCs as soon as possible after the contracts are signed.

Developing the future regular project

- One and only objective of the seed money project.

- Familiarize yourself with the Programme documents.
  - Co-financing Programme
  - Programme Manual
  - Annexes to the Programme Manual (Mainly 6 and 7)

- Check the documents of the 1st regular call, but keep in mind that they may – slightly – change for the 2nd call. Pay special attention to these:
  - Call announcement,
  - Supplementary Application Form (excel),
  - Application Form working document.

Building partnership of the future regular project

- One of the most important goals of seed money projects.

- Features of the partnerships of regular projects in 2021-2027:
  - Multilateral cooperation is in the focus.
  - Average partnership: 6-8 PPs
  - SMEs in the ISBP 2021-2027 are eligible project partners.
  - Additionally, requirements for SMEs and other private partners related to their capacity.
  - Geographical location:
    - From the South Baltic Area, no further need for justification related to location.
    - From the countries of the South Baltic Area: proving their relevance to the SBA. (E.g. unique knowledge that doesn't exist in the SBA, jurisdiction over the area.)
    - From EU countries outside the SBA: very strong justification for their involvement.
    - LPs shall be in the SBA, in exceptional cases can organisations outside the SBA become LP (e.g. functional links, jurisdiction over the SBA).
  - Associated Partners: no such eligibility criteria as for PPs

- Go beyond already existing cooperations and find the most relevant partners. Newcomers are welcome.

Tools for partner search

- Contact Point network: https://southbaltic.eu/contact-points
  - Invite CPs for the project workshop.

- Project databases:
  - https://southbaltic.eu/database
  - https://keep.eu/

- Interreg South Baltic Communication & Capitalisation Lab: https://www.facebook.com/groups/367780010787403

Outputs of the seed money project

- The project must deliver two outputs as described in the AF.
  - The quality of the project outputs and compliance with the rules given in the Terms of Reference will be verified by Programme bodies.
  - The evidence of the two project outputs (a project concept paper and a report from cross-border workshop must be delivered along with the report).

Please deliver what you promised!

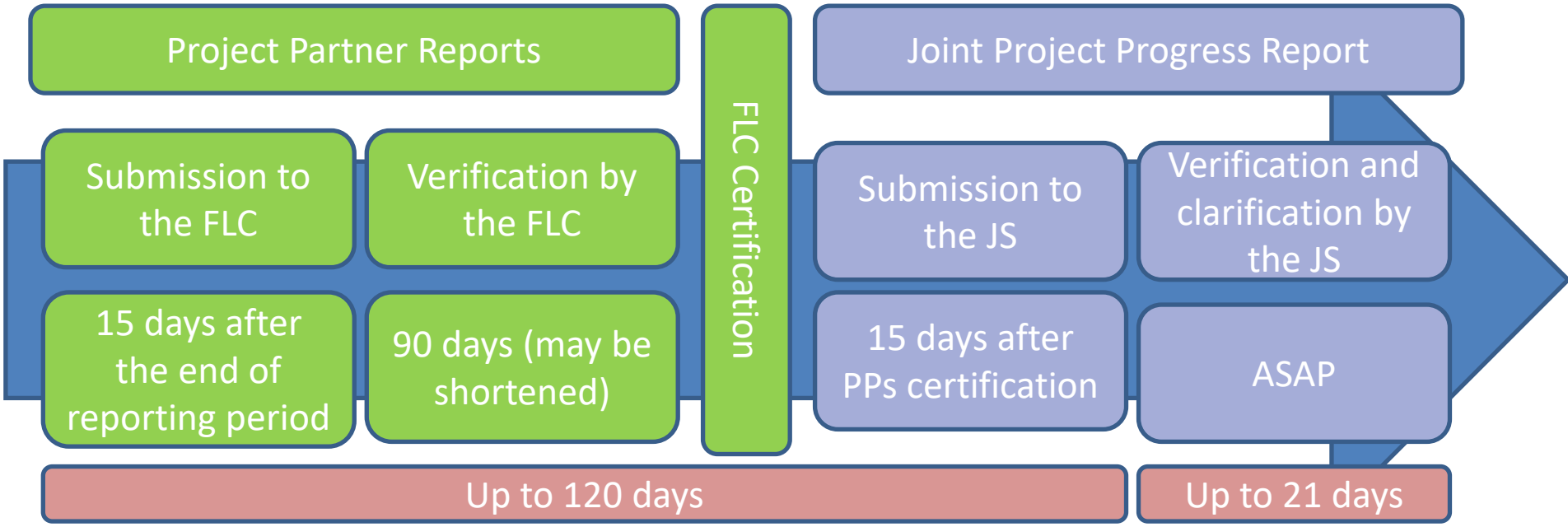
Financial implementation

- The projects will be reimbursed based on two lump sums.
  - If an output does not comply with the criteria in the Terms oof Reference and in the project AF, then the related lump sum will not be reimbursed.
- Expenditures incurred will not be verified against the eligibility rules.
  - Financial documents will not be verified by Programme bodies.
  - No need to document staff costs.
- Project partners are obliged to observe and follow the EU and national regulations regarding the financial management of the project.
  - Not possible to outsource the entire preparation of a project output.

Reporting

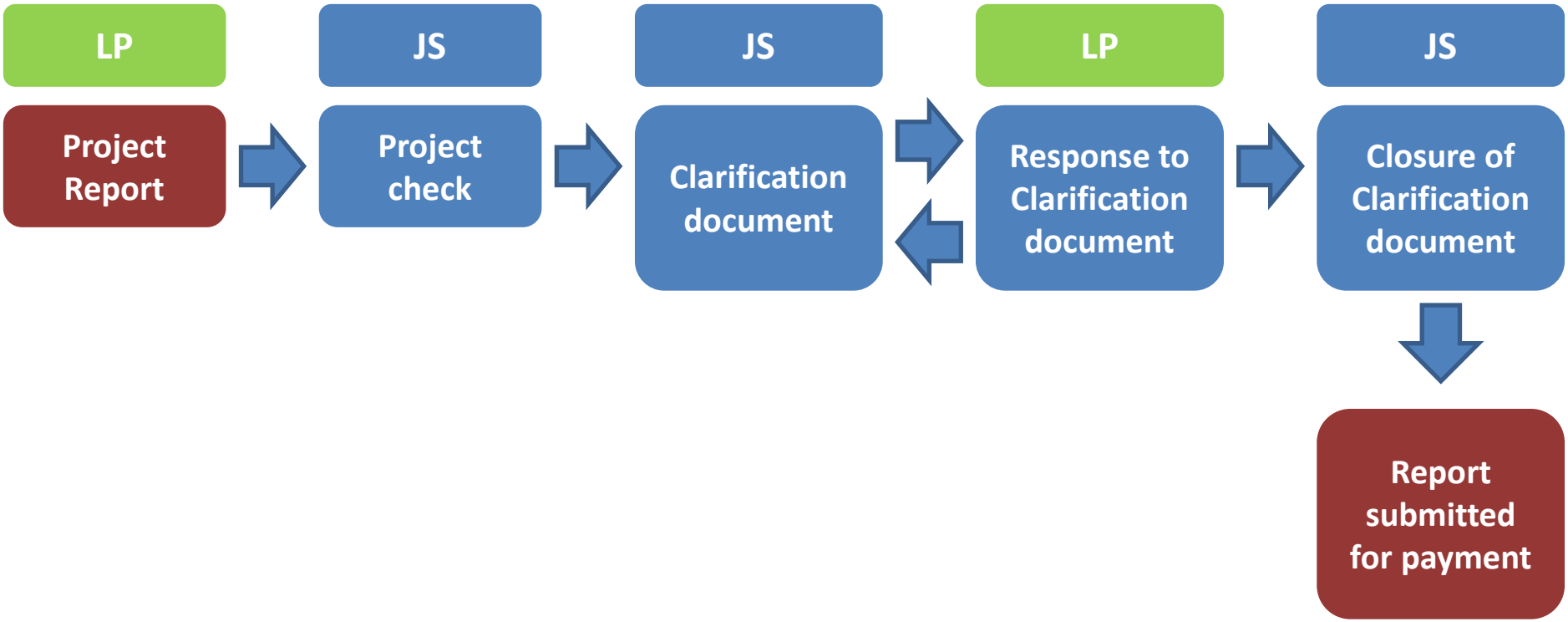
Reporting – reporting timeline

- Progress reports and project administration will be handled in the SL2014 system.
- Guidance for seed money reporting



Reporting - Clarifications – the process

- Note! Clarification process may take several rounds

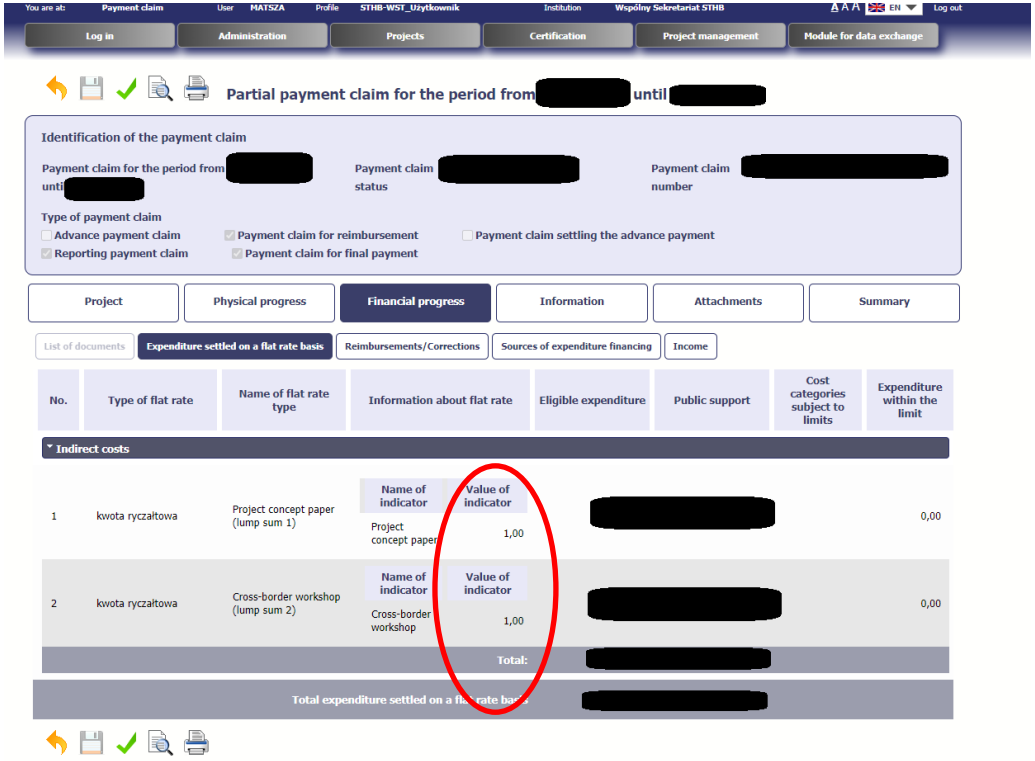


Most common mistakes in seed money reports 1.

- Not submitting the Partnership Agreements.
- Partial payment claims are not marked as final.
- Not signed concept paper.
- Cross-border workshop:
  - Limited information.
  - Differences between the AF and the implemented workshop.

Most common mistakes in seed money reports 2.

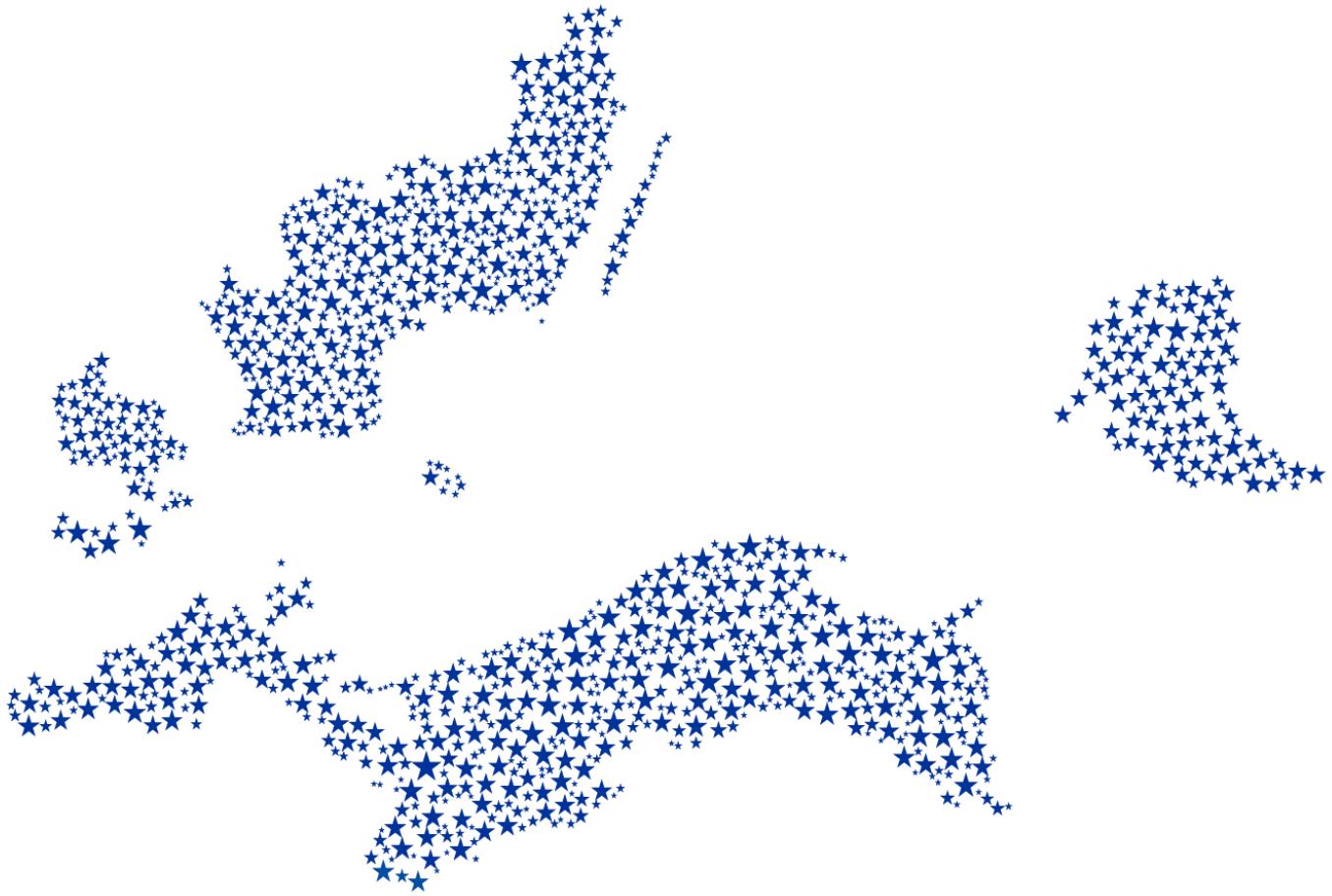
- Not reporting achieved values in the “Financial progress – Expenditures settled on flat rate basis” section



Seed money is a relatively low risk opportunity to develop a regular project. Use it wisely!

The Joint Secretariat provides advice and support for the project implementation

... but we cannot do the job for you!



Thank you!

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