

**Interreg**



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**South Baltic**



▲ **INNOVATIVE**

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▲ **ATTRACTIVE**

▲ **ACTIVE**

**Interreg South Baltic Programme 2021–2027**  
**Checklist to avoid common mistakes in**  
**submission of the application**

4<sup>th</sup> call for proposals, 2<sup>nd</sup> Small-scale call for proposals

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Check if your application is well prepared technically! Here's the checklist to help you.  
Choose the one relevant for the Measure you're applying to!

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## Measure 1.1

### Eligibility points:

- ✓ All Project Partners possess the financial capability necessary for project implementation.
- ✓ The Lead Partner is eligible according to Programme rules (Programme Manual, chapter 3.3), as are other Project partners (Programme Manual, chapter 3.4).
- ✓ SMEs fulfil the requirement of the definition of a micro-, small- and medium-sized enterprise.
- ✓ SMEs have been operating in the market for a minimum of three years.

### Admissibility points:

- ✓ Project contributes to the obligatory output indicator RCO116 – Jointly developed solutions with at least 1 solution, and consequently to result indicator RCR104 - Solutions taken up or upscaled by organizations.
- ✓ Project contributes to output indicator:
  - RCO04 –Enterprises with non-financial support
  - OR / AND
  - RCO14 –Public institutions supported to develop digital services, products and processes and as a result, and
  - RCR11 –Users of new and upgraded public digital services, products, and processes
- ✓ The attachments are submitted in the system, especially the SAF is attached as an excel file with all tabs.
- ✓ The relevant call for proposals was chosen in WOD.
- ✓ The project's total budget does not exceed 5 million EUR (recommended total budget is between 1 – 2 million EUR).
- ✓ The Application Form attached is submitted in the electronic system WOD2021 (CST2021) within the set deadline. It is recommended to check the correctness at **least the day before the application deadline** (CHECK THE CORRECTNESS OF THE APPLICATION FORM button can be used).

## Measures 2.1, 2.2, 3.1

### Eligibility points:

- ✓ All Project Partners possess the financial capability necessary for project implementation.
- ✓ The Lead Partner is eligible according to Programme rules (Programme Manual, chapter 3.3), as are other Project partners (Programme Manual, chapter 3.4).
- ✓ SMEs fulfil the requirement of the definition of a micro-, small- and medium-sized enterprise.
- ✓ SMEs have been operating in the market for a minimum of three years.

### Admissibility points:

- ✓ Project contributes to the obligatory output indicator RCO116 – Jointly developed solutions with at least 2 solutions, and consequently to result indicator RCR104 - Solutions taken up or upscaled by organizations.
- ✓ The attachments are submitted in the system, especially the SAF is attached as an excel file with all tabs.
- ✓ The relevant call for proposals was chosen in WOD.
- ✓ The project's total budget does not exceed 5 million EUR (recommended total budget is between 1 – 2 million EUR).
- ✓ The Application Form attached is submitted in the electronic system WOD2021 (CST2021)

within the set deadline. It is recommended to check the correctness **least the day before the application deadline** (CHECK THE CORRECTNESS OF THE APPLICATION FORM button can be used).

## Measure 4.1

### Eligibility points:

- ✓ All Project Partners possess the financial capability necessary for project implementation.
- ✓ The Lead Partner is eligible according to Programme rules (Programme Manual, chapter 3.3), as are other Project partners Programme Manual, chapter 3.4.
- ✓ SMEs fulfil the requirement of the definition of a micro-, small- and medium-sized enterprise.
- ✓ SMEs have been operating in the market for a minimum of three years.

### Admissibility points:

- ✓ At least 1/3 of the project partners are newcomers to the Programme.
- ✓ The attachments are submitted in the system, especially the SAF is attached as an excel file with all tabs. Please note that there is a different SAF template for regular and Small-scale call for proposals, pay attention to pick the correct document up.
- ✓ The relevant call for proposals was chosen. Please note that 2 calls for proposals under the Measure 4.1 have been announced, pay attention to pick the correct option up.
- ✓ The project's total budget does not exceed 5 million EUR (recommended total budget is between 1 – 2 million EUR).
- ✓ The Application Form attached is submitted in the electronic system WOD2021 (CST2021)

within the set deadline. It is recommended to check the correctness **least the day before the application deadline** (CHECK THE CORRECTNESS OF THE APPLICATION FORM button can be used).

## Measure 4.1 – Small-scale

### Eligibility points:

- ✓ All Project Partners possess the financial capability necessary for project implementation.
- ✓ The Lead Partner is eligible according to Programme rules (Programme Manual, chapter 3.3), as are other Project partners Programme Manual, chapter 3.4.
- ✓ SMEs fulfil the requirement of the definition of a micro-, small- and medium-sized enterprise.
- ✓ SMEs have been operating in the market for a minimum of three years.

### Admissibility points:

- ✓ At least 1/3 of the project partners are newcomers to the Programme.
- ✓ The attachments are submitted in the system, especially the SAF is attached as an excel file with all tabs. Please note that there is a different SAF template for regular and Small-scale call for proposals, pay attention to pick the correct document up.
- ✓ The relevant call for proposals was chosen. Please note that 2 calls for proposals under the Measure 4.1 have been announced, pay attention to pick the correct option up.
- ✓ The project's total budget does not exceed 200 000,00 EUR.
- ✓ The Application Form attached is submitted in the electronic system WOD2021 (CST2021) within the set deadline. It is recommended to check the correctness **least the day before the application deadline** (CHECK THE CORRECTNESS OF THE APPLICATION FORM button can be used).