

Interreg



Co-funded by
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South Baltic



INNOVATIVE

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ACTIVE

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

5th 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 III.3.3.3), as are other Project partners (Programme Manual, chapter III.3.3.4).
- ✓ 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.
- ✓ In case of doubts regarding the legal status or the financial, organizational, or administrative capacities, please contact the respective Contact Point.
- ✓ Project contributes to the obligatory indicators:

RCO116 – Jointly developed solutions with at least 2 solutions, and consequently to result indicator RCR104 - Solutions taken up or upscaled by organizations.

AND

RCO14 – Public institutions supported to develop digital services, products, and processes, and consequently to result indicator RCR11 - Users of new and upgraded public digital services, products, and processes

OR

RCO04 – Enterprises with non-financial support.

Admissibility points:

- ✓ 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, 2.3, 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 III.3.3.3), as are other Project partners (Programme Manual, chapter III.3.3.4).
- ✓ 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.
- ✓ In case of doubts regarding the legal status or the financial, organizational, or administrative capacities, please contact the respective Contact Point.
- ✓ Project contributes to the obligatory indicators:

Measure 2.1:

Contribute to RCO84 – Pilot actions developed jointly and implemented in projects

AND

RCO116 – Jointly developed solutions with at least 2 solutions, and consequently to result indicator RCR104 - Solutions taken up or upscaled by organizations.

Measure 2.2, 2.3

RCO116 – Jointly developed solutions with at least 3 solutions, and consequently to result indicator RCR104 - Solutions taken up or upscaled by organizations.

Measure 3.1

RCO77 – Number of cultural and tourism sites supported , and consequently to result indicator RCR77 - Visitors to the cultural and tourism sites supported.

AND

RCO116 – Jointly developed solutions with at least 3 solutions, and consequently to result indicator RCR104 - Solutions taken up or upscaled by organizations.

Admissibility points:

- ✓ 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 III.3.3.3), as are other Project partners Programme Manual, chapter III.3.3.4.
- ✓ 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.
- ✓ In case of doubts regarding the legal status or the financial, organizational, or administrative capacities, please contact the respective Contact Point.
- ✓ The project include in the Partnership AT LEAST 15 ORGANISATIONS (PPs and APs), contributing to RCO87 "Organisations cooperating across borders" Programme indicator.
- ✓ At least 1/3 of the project partners are newcomers to the Programme.

Admissibility points:

- ✓ 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).