

Interreg



Co-funded by
the European Union

South Baltic



▲ INNOVATIVE

▲ SUSTAINABLE

▲ ATTRACTIVE

▲ ACTIVE

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

6th call for proposals

WWW.SOUTHBALTIC.EU

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!

Table of Contents

Measure 1.1	3
Measure 4.1	5

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 indicator: RCO116 – Jointly developed solutions, and consequently to result indicator RCR104 - Solutions taken up or upscaled by organizations.
- ✓ Project contributes to the call specific criterion on indicators which was defined for Programme Measure 1.1: every project must contribute to one or both of the indicators listed below:

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

RCO04 – Enterprises with non-financial support.
- ✓ The project duration is up to 24 months.

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 available allocation.

- ✓ 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).

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.
- ✓ Project contributes to the obligatory indicator: RCO87 – Organisations cooperating accross borders, and consequently to result indicator RCR84 - Organisations cooperating across borders after project completion.
- ✓ The project duration is up to 24 months.

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 picking the correct option up.
- ✓ The project's total budget does not exceed available allocation.

- ✓ 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).