



APPLICATION FORM QUESTIONS

Central Baltic Programme 2014-2020

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European Union

European Regional
Development Fund

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Disclaimer: Please note that this document serves as a supporting material only. The official Application Form is found in the eMonitoring System. The question wordings or length of the text boxes may vary slightly due to updates or modifications made to the eMS. It should also be noted that the eMonitoring System is an online system and it has not been possible to fully represent its structure and technical possibilities in this document

The Application Form questions are marked with the length of the text boxes in the form:

- S** Short (< 255 characters)
- M** Medium (<2000 characters)
- L** Long (< 5000 characters)

1. Regular projects

Step I

During step I the project should complement the AF with (headings from AF):

Project identification

Programme priority, Specific objective, Project acronym, Project title, Project number, Name of the Lead Partner, Project duration

Project summary

Short overview of the project (M)

Total budget including indicative division of budget per partner (M)

Basic information about partnership

Contact details of each partner

Which are the organisation's thematic competences and experiences relevant for the project (M)

Project relevance

What are the common cross-border challenges that will be tackled by the project (M)

What is the project's approach in addressing these common challenges and/or joint assets and what is new about the approach the project takes (M)

Why is cross-border cooperation needed to achieve the project's objectives and result (M)

Please describe how you will fulfil the below jointness criteria:

Joint development (S)

Joint implementation (S)

Joint staffing (S)

Joint financing (S)

Project focus

What is the overall objective of the project and how does it link to the programme's objective? (M)

What are the project's main results and how do they link to the programme result indicator (chosen from a dropdown menu) (M)

Overview information of the project activity plan and how the objectives will be reached (M)

Step II

In addition to the information provided earlier the project should now complement the AF with (headings from AF):

Detailed information about each partner

VAT number

Legal representative with contact details

What is the benefit for the organisation from participating in the project (M)

Describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects (M)

Project focus

Which are the specific objectives the project will be working towards - define max. 3 project specific objectives (S)

Provide a short explanation of the defined specific objectives (M)

Project main outputs presented in a table linking programme output indicators and project main outputs

How will the project ensure that project outputs and results have a lasting effect beyond project duration (M)

How will the project ensure that the project outputs and results are applicable and replicable by other organisations/regions/countries outside of the current partnership (M)

Project context

How does the project contribute to wider strategies and policies (M)

Indicate if the project contributes to the EUSBSR and describe in what way (M)

What are the synergies with other past or current EU and other projects (M)

How does the project build on available knowledge (M)

Compliance with horizontal principles

Sustainable development - Type of contribution from dropdown (neutral, positive effects, negative effects) and description of the contribution (M)

Equal opportunities and non-discrimination - Type of contribution from dropdown (neutral, positive effects, negative effects) and description of the contribution (M)

Equality between men and women - Type of contribution from dropdown (neutral, positive effects, negative effects) and description of the contribution (M)

ICT - Type of contribution from dropdown (neutral, positive effects, negative effects) and description of the contribution (M)

Low-carbon economy - Type of contribution from dropdown (neutral, positive effects, negative effects) and description of the contribution (M)

Detailed work plan per work package

Mandatory work packages: Project management, Communication

Possibility to add work packages according to need (Implementation, Investment)

Work package start and end dates

Responsible partner and involved partners

Summary description of activities carried out and contribution of each partner (L)

Main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator for the relevant Specific Objective should be chosen. Please note that they must have the same measurement unit.

Target groups explained (S) and size of target group reached (number)

How will the work package main outputs be further used once the project has been finalised (M)

How will the project ensure that the work package outputs are applicable and replicable by other organisations/regions/countries outside the current partnership (M)

Describe activities listed with start and end times

Describe deliverables with target values and delivery month and budget

Detailed budget information

Information per partner per budget line and work package

If applicable, please list activities to be carried out outside the programme area. Describe how these activities will benefit the programme area (S)

Total budget of activities to be carried out outside the programme area

2. Small projects

The application form for the small projects contains information on (headings from AF):

Project identification

Programme priority, Specific objective, Project acronym, Project title, Project number, Name of the Lead Partner, Project duration

Project summary

Short overview of the project (M)

Information about partnership (organisations and role in project)

Contact details of each partner

What is the benefit for the organisation from participating in the project (M)

Which are the organisation's thematic competences and experiences relevant for the project (M)

Project relevance

What are the common cross-border challenges that will be tackled by the project (M)

What is the project's approach in addressing these common challenges and/or joint assets and what is new about the approach the project takes (M)

Why is cross-border cooperation needed to achieve the project's objectives and result (M)

Cooperation criteria

Describe how you will fulfil the following jointness criteria:

Joint development (S)

Joint implementation (S)

Joint staffing (S)

Joint financing (S)

Project focus: Project overall objective, project main result

What is the overall objective of the project and how does it link to the programme's objective? (M)

What are the project's main results and how do they link to the programme result indicator? (M)

Which are the specific objectives the project will be working towards - define max. 3 project specific objectives (S)

Provide a short explanation of the defined specific objectives (M)

Project main outputs presented in a table linking programme output indicators and project main outputs

Target group information (who are target groups, size of target group reached)

Target groups explained (S) and size of target group reached (number)

Durability and transferability of project outputs and results

How will the project ensure that project outputs and results have a lasting effect beyond project duration (M)

How will the project ensure that the project outputs and results are applicable and replicable by other organisations/regions/countries outside of the current partnership (M)

Project context: synergies with other EU projects or initiatives

What are the synergies with other past or current EU and other projects (M)

Compliance with horizontal principles

Sustainable development - Type of contribution from dropdown (neutral, positive effects, negative effects) and description of the contribution (M)

Equal opportunities and non-discrimination - Type of contribution from dropdown (neutral, positive effects, negative effects) and description of the contribution (M)

Equality between men and women - Type of contribution from dropdown (neutral, positive effects, negative effects) and description of the contribution (M)

ICT - Type of contribution from dropdown (neutral, positive effects, negative effects) and description of the contribution (M)

Low-carbon economy - Type of contribution from dropdown (neutral, positive effects, negative effects) and description of the contribution (M)

Work plan (presented in preferably management and 1 implementation work package)

Work package start and end dates

Responsible partner and involved partners

Summary description and objectives of the work package including explanations of how partners will be involved (L)

Main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator for the relevant Specific Objective should be chosen. Please note that they must have the same measurement unit.

How will you involve target groups (and other stakeholders) in the development of the work package main outputs (M)

Describe activities listed with start and end times

Describe deliverables with target values and delivery month and budget

Detailed budget information

Information per partner per budget line and work package

If applicable, please list activities to be carried out outside the programme area. Describe how these activities will benefit the programme area (S)

Total budget of activities to be carried out outside the programme area