

Central Baltic Programme 2021-2027

Annexes and submitting

1st call Applicant seminars

- **Normunds Strautmanis**

3 December 2021 | online via Zoom

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ANNEXES

Mandatory annexes

Should be submitted together with the electronic application form:

- **Confirmation Letter**
- **Document verifying who has a right to sign on behalf of the lead applicant organisation**
- **Partner Contribution Statement**
- **Letter of Intent**
- **Declaration of Financial Capacity to Undertake Project Activities**
- **Supporting documentation for investments**

1. Confirmation letter

- Original of this document **must be submitted with all applications** (small projects and regular projects).
- **It has to be signed by a person holding the right to sign** documents on behalf of the lead applicant organisation.

Make sure that data included in the Confirmation Letter on total project budget, applied amount of ERDF and partner contribution match with the data in the application form.

2. Document verifying the right to sign on behalf of the lead applicant organisation

Internal or external official document stating that the person signing has the right to do:

- Statutes
- Law, regulation
- Etc.

The partner contribution statement provides information on the co-financing for each project partner.

3. Partner contribution statement

- Must be **submitted by all partners** (including the lead partner)
- Must be **submitted for all project applications**:
 - for small project applications
 - for regular project applications in the 2nd step

To confirm each partner's financial contribution to the project

4. Letter of Intent

Letter of intent

Letter of Intent

Download

The Letter of intent is used to confirm the willingness of partners in regular projects during the first step.

- To be submitted by partners of all regular projects in the first step.
- **Must be signed** by a head of department or the head of the whole organisation. The **person does not need to have the official right to sign documents** on behalf of the organisation.

Not needed for small projects

**Declaration of financial
capacity to undertake
project activities**

Declaration of financial capacity has to be filled in by NGO's and private partners to confirm that they have the financial capacity required to implement a project.

Declaration of Financial Capacity to
Undertake Project

Activities

[Download](#)

5. Declaration of Financial Capacity to Undertake Project Activities

Must be submitted by NGOs and private partners in project applications to confirm that partners have the financial capacity required to implement a project.

Not needed for public institutions or public companies

6. Supporting documentation for investments

Permits and other detailed documentation related to an investment must be submitted for all projects with investments before the investment can be finally approved.

SUBMITTING

How to submit?

Central Baltic Programme

- The application form and **relevant obligatory annexes** can be **submitted through Jems only**.
- Relevant obligatory annexes **in the form of PDF documents** must be uploaded in Jems.
- **Either electronically signed** or a scanned pdf document.
- Pre-submission checks for the application form must be made before the submission.

All relevant information must be provided in the application form and **only obligatory attachments will be considered during assessment**. Any other additional attachments uploaded to Jems will not be used for assessment unless this has been separately agreed with the Joint Secretariat.

Criteria to meet the project is technically admissible

Before submitting the application carefully check the following:

- The **Confirmation Letter** is signed by an authorised signatory
- **All obligatory annexes** are attached in Jems
- The **application package** is compiled in English
- The **application form** is correctly filled in (all fields have been filled in).

If a project does not meet these criteria, complementary questions will be sent to the project with a short deadline for answers. If satisfactory answers are not received, the project will not move on to content assessment.

Some tips to remember

- More detailed seminars will follow
- **Submit the application in Jems as early as it is possible**
- We recommend that you apply a week before
- After submitting, the application cannot be updated

GET IN TOUCH WITH US!

Project idea form

Individual consultations

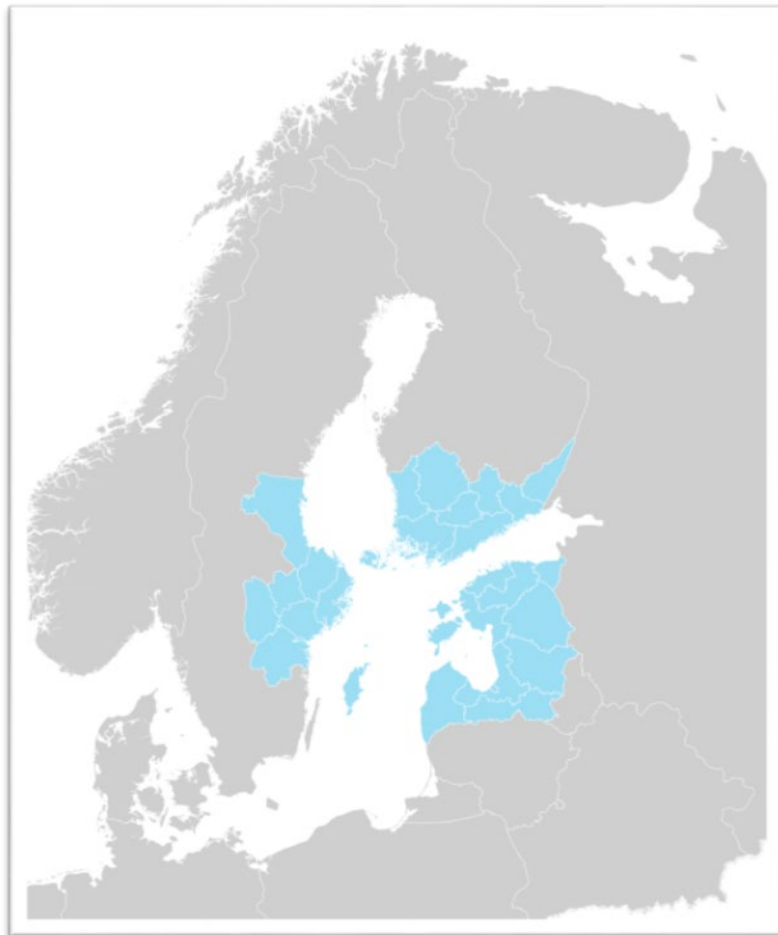
national Contact Points in
each country, including Åland

Website

Facebook, Twitter

1st call open from
10.02.2022.

**1st call deadline
31.03.2022.**



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Thank You!



Varsinais-Suomen liitto
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Regional Council of Southwest Finland



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