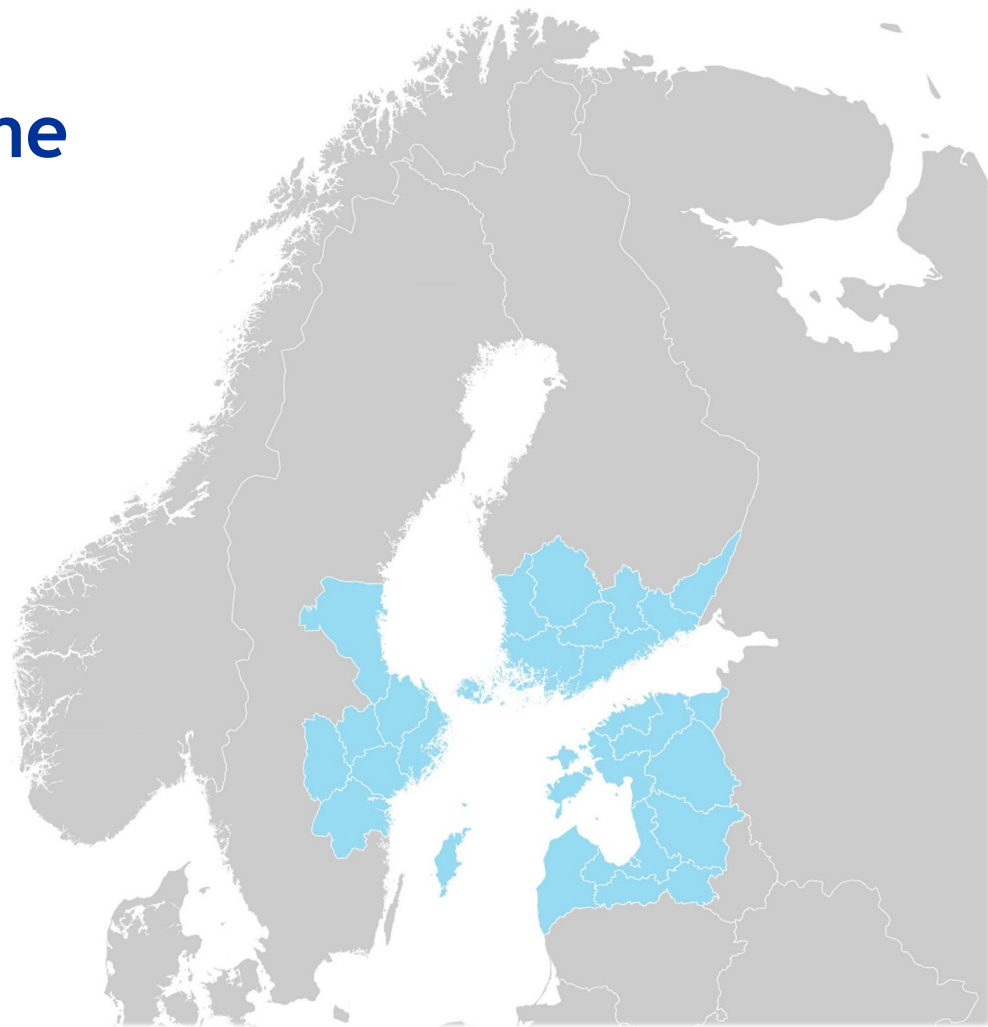


Central Baltic Programme 2021-2027

Introduction to Jems seminar

- | 15. - 17.2.2022 | Zoom
Samu Numminen

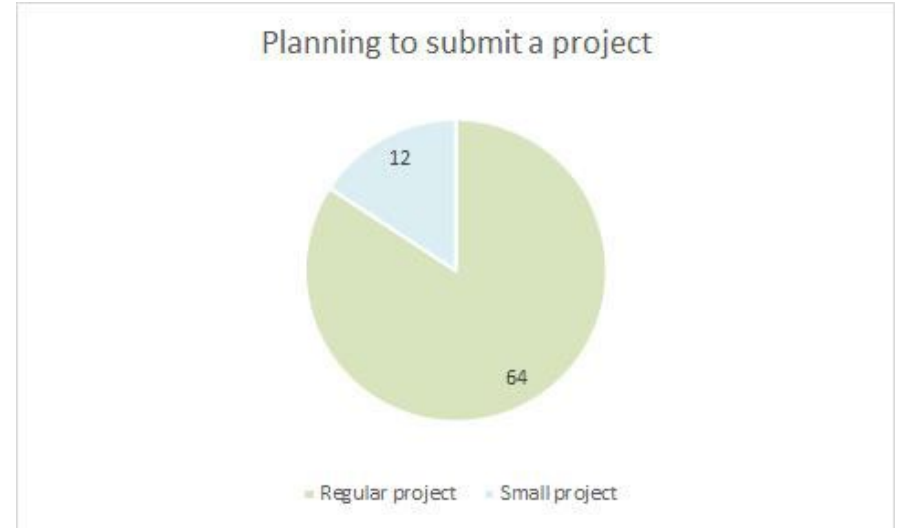
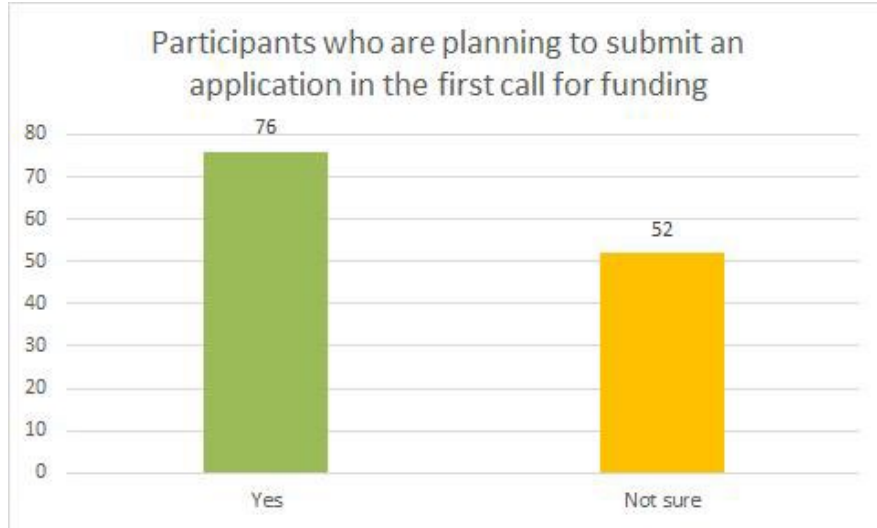
Central Baltic Programme 2021-2027 area



Goals of the seminar

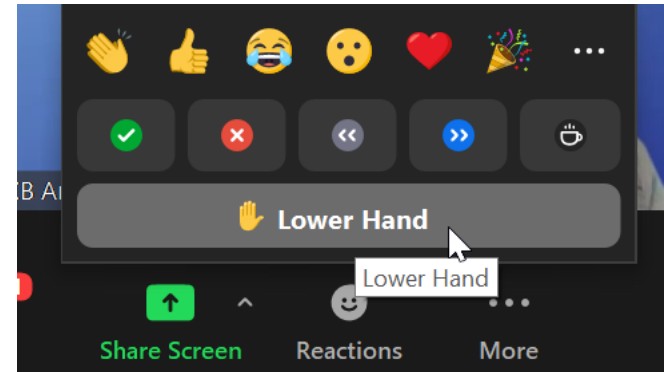
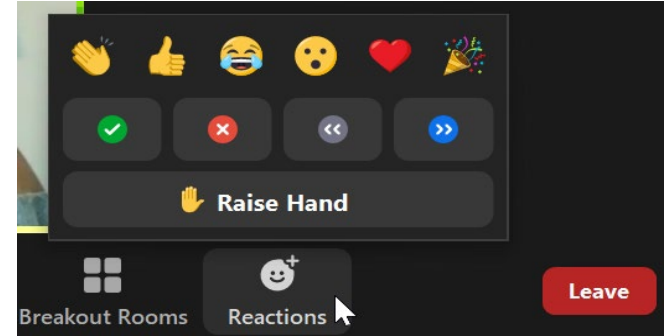
- the applicants know how to register into Jems
- the applicants understand the logic of Jems and can fill in the application form correctly
- the applicants have a full picture of what to consider when applying for funding

The participants



Working in Zoom

- Mute your microphone if not speaking
- Keep your camera open when you are speaking
- Raise you hand if you have comments, questions etc.
- If you prefer you can also ask your question via chat



Agenda, Tuesday 15.2.2022

Time (EET)	Topic
10:30 - 10:40	Goals and practicalities
10:40 - 11:30	Practical issues in filling in the application form and applying for funding Project identification Q & A
11:30 - 12:00	Break
12:00 - 13:30	Project partners Project description Q & A

Agenda, Thursday 17.2.2022

Time (EET)	Topic
13:00 - 13:10	Goals and practicalities
13:10 - 14:30	Project budget and simplified cost options Project budget, overview tables Q & A
14:30 - 14:45	Break
14:45 - 15:30	Lump sums Attachments Submitting the application Q & A
15:30 - 16:00	Jems tips for applicants Q & A

Practical issues: Jems

- A Europe-wide joint electronic monitoring system for applying, reporting etc.
- Used with a web browser

Browser	Version
Google Chrome	Higher than 85.x
Mozilla Firefox	Higher than 82.x
Microsoft Edge	Higher than 84.x

- Access by registering at jems.centralbaltic.eu
- All users (applicants) must register separately
- Do not share your password
- Access to an application can be given by the lead applicant

General things to consider when applying

- Be sure to choose the right call (small or regular project)
- Be precise when filling in text fields, avoid repeating same information
- All fields should be filled in
- Remember to save the information!
- Start in due time, and submit early
- Electronic signatures and scanned original documents are accepted → no paper documents!
- Do not use the application form as a project planning tool

Support when applying

- Technical questions to the technical support
jems@centralbaltic.eu
- Content-related questions to the project managers
- The ability to provide quick answers may be limited especially towards the end of the call
- Check the guidance materials first!
 - Programme Manual
 - Guide for applying for a project



Get in touch with us!

1. More exports by SMEs
2. More new scaled-up growth companies

3. Joint circular economy solutions
4. Improved coastal and marine environment
5. Decreased CO2 emissions

6. Improved employment opportunities on labour market

7. Improved public services and solutions for the citizens

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Regional Council of Southwest Finland

Central Baltic programme - electronic monitoring system - Jems

Ülari Alamets

| 15.02.2022 |

Regular projects 1st step

Part B -Partnership - 1

- Section Identity

B.1.1 Partner identity

- Legal and financial information
- Type of partner
- VAT number (or other identifier)
- Section Address
- B.1.2 Partner address
- Section Contacts
- B.1.4 Legal representative
- B.1.5 Contact person

Part B - Partnership - 2

- Section Motivation
 - B.1.6 Partner motivation and contribution (max. 2000 characters each)
- => Relevance to the project, capacity, experience, the role in partnership, **be PO specific, avoid global statements**

Part C Project description - 1

- C.1 Project overall objective
- C.2 Project relevance and context
 - C.2.1 What are the common territorial challenge(s) within the scope of your chosen Programme Objective that will be tackled by the project? (max. 5000 characters)
 - C.2.2 How does the project tackle the identified common challenges and/or opportunities and describe the approach the project takes? (max. 5000characters)
 - C.2.3 Why is cross-border cooperation needed to achieve the project's result? (max. 5000 characters)
- => Be programme objective specific! Read the questions! Do not repeat same information in several fields.

Part - C - Project description - 2

- C.2.4 Who will benefit from your project? - target group - be as specific as possible
- C.2.5 How does the project contribute to wider strategies and policies?
- C.2.6 Which synergies with past or current other projects and/or activities will the project make use of?

Part C - Project description - 3

- C.3 Project partnership
- C.5 Project results
- C.7 Project management
- C.7.6 Horizontal principles

Part C - Project description - 4

- C.8 Long-term plans (max. 5000 characters each)
- C.8.1 Ownership
- C.8.2 Durability and sustainability
- C.8.3 Transferability

Small projects

Part C - Project description - 1

- C.4 Project work plan
- Work package
- Section Objectives
- Section Activities
- Section Outputs

Part C - Project description - 2

- C.6 Project time plan
- C.7 Project management
 - C.7.1 How will you coordinate your project?

Let's go to Jems

Central Baltic Programme 2021-2027

Lump sum, annexes and submitting the application

1st call Applicant seminars

- Normunds Strautmanis

17 February 2022 | online via Zoom

LUMP SUMS

Lump sums (Part E)

(2nd step for regular projects)

- The Central Baltic programme is using a **lump sum for preparation costs - EUR 13 550** per project
- Intended to cover costs which have incurred in the preparation phase and are related to meetings between partners, staff costs and costs related to preparing any content work, such as mapping the situation, preparing investment documentation or similar. No invoices or supporting documents are required.
- Will be paid to all projects that are selected for funding.
- This lump sum is a total sum, so the share of on co-funding is already included into it.
- Paid to the lead partner. It is up to the partnership to agree on how the lump sum is divided between partners; a fair division should be agreed upon within the partnership.

ANNEXES

Application 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
- <https://centralbaltic.eu/for-applicants/key-documents/#application-documents>

SUBMITTING

What to submit?

- The **application form and relevant obligatory annexes**.
- The application form should be filled completely.
- [Guide for applying for a project](#) will tell you which fields must be filled in in the 1st step, 2nd step or small project application.
- Please note that an application form that is filled in but not submitted, is considered as draft only and will not be assessed.
- Jems will be closed at 12:00 Finnish / Latvian / Estonian time (EET) or at 11:00 Swedish time (CET).

Applicants are strongly advised to start filling in the application form in good time and to submit it as early as possible. Jems will automatically close at the deadline, and after that submitting of an application is no longer possible. Applications cannot be submitted in any other form.

How to submit? (1/2)

- 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.

How to submit?(2/2)

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).**
- **Information is consistent (e.g., co-financing amounts, partner names etc.).**
- **That all the partners (incl. Lead partner) are eligible organisations.**
- **That partners are from at least 2 different Member States.**

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.

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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Tips for applicants

- Samu Numminen | 15. - 17.2.2022 |
Zoom

Planning phase

- Consult with the JS to get feedback
 - Guidance is available throughout the call but consultations for new projects will not be available during the last two weeks of the call
- Do not use Jems as a planning tool
- FAQ on the website

Jems

- Guide for applying for a project
 - Read carefully and understand
 - Ask if something is unclear (meanings, interpretations)
 - There are guidance texts also in Jems, but the Guide is more comprehensive
- Programme manual
 - Eligibility of costs etc.
- For support, separate technical and content questions
 - Technical functionality questions to technical support
 - Content-related questions to Project managers
- The ability to provide quick answers will likely be limited towards the end of the call

Jems

- Be precise when filling in the application form
 - Focus on relevant things for each question
 - No need to fill in 5000 characters even if that amount of characters is available
 - Do not repeat the same information under different questions
- Write in clear and understandable language, try to avoid sectoral jargon etc.
- Remember to save information

Jems

- Submit in good time
 - Do not leave submitting to the last days
 - Remember that Pre-submission checks must be carried out
 - Check that all necessary attachments are in place
- The call will close at exactly 12:00 EET (at noon Finnish time) on the last day
 - Submitting is not possible after that time
 - The application form can not be accessed for modifications after submitting

Timetables and assessment

- Assessments will start immediately after the call is closed
- Technical checks will be carried out first
 - Be prepared for technical questions with a short deadline for answers
- Two assessors will assess each application independently, after which a consolidated assessment is made
- Funding decisions (small projects) and 1st step decisions (regular projects) expected in late June



Get in touch with us!

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5. Decreased CO2 emissions
6. Improved employment opportunities on labour market
7. Improved public services and solutions for the citizens

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(Improved public services)

Give us feedback, please!

- Link to the feedback questionnaire is in the chat
- Good luck with project preparations!

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