

Central Baltic Programme 2021-2027

Project Applicant Webinar - Budget and Planning

- 10 April 2025 online

Project applicant supporting events



Thematic project applicant webinar
"Programme logic and objectives" took place 5 March 2025



Today's webinar is to provide support and guidance for
applicants in filling in work plan and budget

Agenda

13:05 - 14:30

- Budget planning

Break 15 min

14:45 - 16:00

- State Aid
- Activity planning
- Application Form: do-s and don't-s
- How to submit an application

Project Applicant Webinar

Budget planning

Pille Laaksonen

10.04.2025 | Online

Eligibility topics

1. Eligibility of costs
2. Project and partner budget
3. Real costs and Simplified Cost Options (SCO)
4. Cost categories
5. General rules

1. Eligibility of costs

Budgeting and eligibility basics

ERDF up to 80% of the costs

Minimum 20% own contribution

Funding based on 6-months reporting periods

No advance payments

Costs paid by project partners, ERDF share reimbursed after report is approved

Wide use of Simplified Cost Options (SCO)

Budgets are made in euros

Eligibility of costs



All costs must follow the principles of sound financial management.



All costs must be free from partiality and conflict of interest.



Requirements for documentation, tendering or any other relevant rules apply for all partners.

Eligibility of costs - timing



Only costs incurred and paid during the project duration (between the start and end date) or within the preparation period (lump sum) are eligible



Project duration is fixed in the application











Starting and ending dates will be defined in the contracting phase. Project should start with six months from the Monitoring Committee approval.



Project can start implementation on the date agreed with MA before Subsidy Contract is signed on their own risk

NOT eligible:

-  Costs incurred and/or paid outside project duration (except for preparation cost)
-  Fines, financial penalties and expenditure on legal disputes and litigation
-  Costs of gifts including awards
-  Costs related to fluctuation of foreign exchange rate
-  Advance payments not foreseen in the contract
-  Partner organisation employees as external experts, other services between partners
-  Internal invoices, invoicing between partners, sharing invoices between partners
-  In kind costs



2. Project and partner budget

Small and regular projects

	Small project	Regular project
Budget	<p>Max 213.550 EUR total (including the preparation cost lump sum)</p> <p>Note that if the total project budget remains under 200.000 EUR the project can only choose simplified cost options; such projects cannot apply any real cost.</p>	<p>Min 213.551 EUR total</p> <p>Max 4.000.000 EUR total</p> <p>Max 2.000.000 EUR total/partner</p>
Project duration	max 1,5 years (18 months)	no set limit, but typically 2-3 years
Application	only selected parts of the Application Form, less detail required	full Application Form
Reporting	<p>shorter reporting forms</p> <p>wide use of Simplified Cost Options</p>	<p>full reporting form</p> <p>wide use of Simplified Cost Options</p>
Relevant Programme Objectives	All Programme Objectives, if relevant, but in particular Programme Objective 7	All Programme Objectives

Small projects

- Total budget max 213 550 €
- Max duration 18 months
- Particularly relevant for Programme Objectives 6 and 7

If project total budget is under 200 000 € only SCOs can be used and no real costs can be budgeted

Project budget



Realistic, relevant to the activities



Planned cost-efficiently

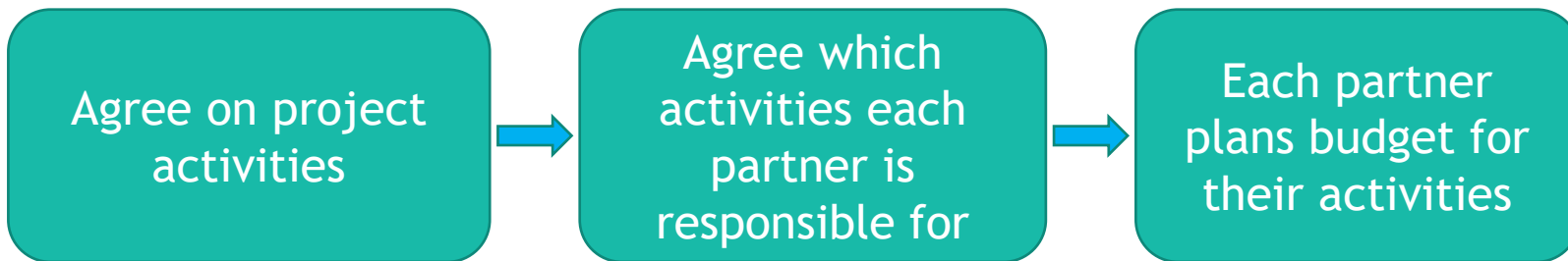


The budget is defined in the Application Form and confirmed by the project funding decision



The total ERDF funding, the total project budget and the co-financing rate will be set in the Subsidy Contract

Project budget



- Project budget consists of partner budgets
- Partner budgets are broken down by
 - cost categories
 - reporting periods

Partner budget



Each project partner is responsible for its own budget. The partner budgets are based on the jointly agreed activity plan and division of tasks.



Partner contribution cannot be covered by funding from other projects or programmes.



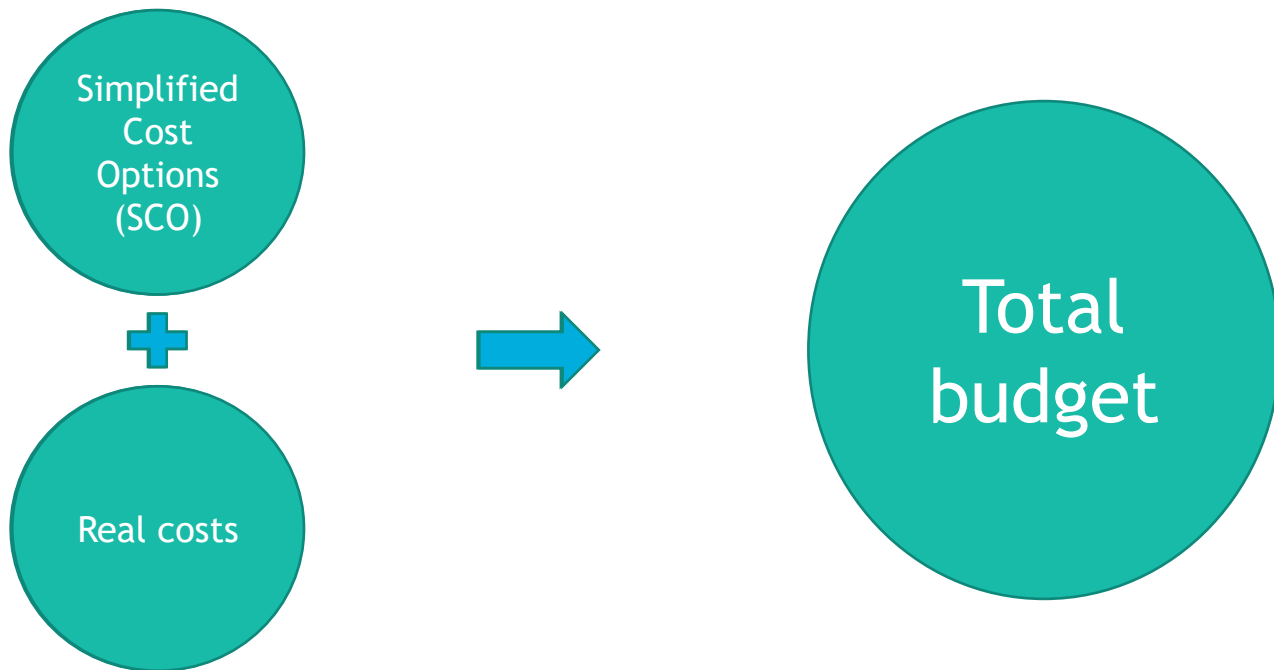
The programme accepts both public and private funds as own contribution.

NOTE: if the funding will be granted under GBER Art.20, the partner co-financing must come from partner's own budget or private funding.



3. Real costs and simplified cost options

Project budget



Real costs and SCO basics



Real costs must be visible in the partner bookkeeping on a separate project account.



The Simplified Cost Options are reported based on pre-defined calculation methods.



Costs covered by a Simplified Cost Option cannot be reported under any other cost categories as real costs.

Simplified Cost Options (SCO)

- Preparation costs - lump sum
- CC Staff costs - hourly rate unit cost
- CC Office and administration - flat rate 15% of the staff costs
- CC Travel and accommodation - flat rate 15% of the staff costs
- CC External expertise and services - face-to-face event unit cost
- CC Equipment - project management equipment unit cost

Using simplified cost options is mandatory!

Real costs

Real costs necessary for achieving project results can be budgeted:

- CC External expertise and services
- CC Equipment

Preparation cost

- € 13 550 (total cost) preparation cost lump sum must be budgeted in Jems section *Project lump sums*
- Can be divided between partners or paid to one partner
- Preparation cost will be paid to all contracted projects
 - Only in case the project has received seed funding to directly prepare the application, the preparation cost lump sum would not be applied

Using simplified cost options is mandatory!

4. Cost categories

Cost category: Staff costs

- Hourly rate unit cost (from 4th round of calls):

Estonia	Finland (including Åland)	Latvia	Sweden
29 €	39 €	26 €	534 SEK

- For each employee working for the project - regardless of position - in one country the same hourly rate will be calculated.
- Budgets are always made in euros, for Sweden 50 € per hour is budgeted

Using simplified cost options is mandatory!

Staff hourly rate 4th round of calls

Staff hourly rate (Estonia)

Staff hourly rate (Finland and Åland)

1.1.2024 on

Staff hourly rate (Latvia) 1.1.2024 on

Staff hourly rate (Sweden) 1.1.2024 on

Staff costs



Staff members employed by the partner organisation (employment contract or equivalent) and directly working on the project



Paid only for hours actually worked on project tasks



Hourly rate includes salary payments and other costs directly linked to salary payments which are paid by the employer



Maximum 1 720 hours per calendar year/860 hours per reporting period can be budgeted per full time employee



Pro-rata of 1 720 hours calculated for employees working part-time

Cost category: Office and administration

- **Flat rate 15% counted of the eligible staff costs**
- Covers office rent, IT systems, telephones etc. - see full list in the Programme manual
- Items listed in Programme manual under CC office and administration cannot be budgeted under any other cost categories
- Any real costs cannot be budgeted on CC Office and administration

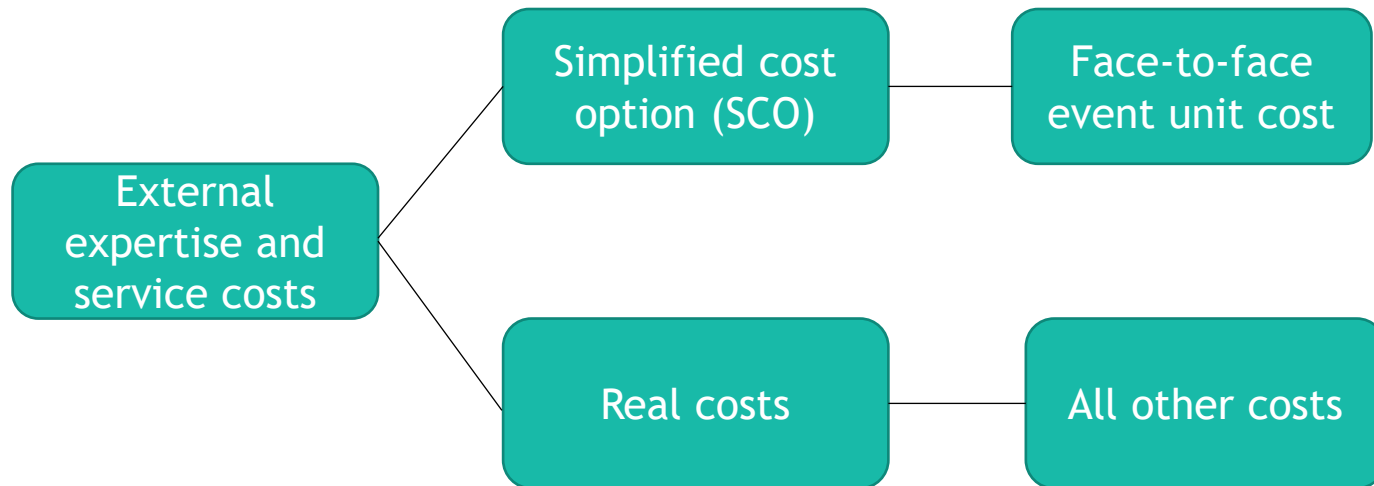
Using simplified cost options is mandatory!

Cost category: Travel and accommodation

- **Flat rate 15% counted of the eligible staff costs**
- Covers travel and accommodation costs of **staff of the project partners**
- Any real costs cannot be budgeted on CC Travel and accommodation
- Travel and accommodation costs of external experts, target group and steering group members are budgeted on CC External expertise and service

Using simplified cost options is mandatory!

Cost category: External expertise and service



Cost category: External expertise and service

Face-to-face event unit cost

Estonia	Finland (including Åland)	Latvia	Sweden
55 €	81 €	51 €	87 €

- **Mandatory for face-to-face events organized by project** within the programme area and including participants outside the partner organization

Face-to-face event unit cost



Covers catering service and room rent, including regular conference room equipment



Any **real costs cannot be budgeted** for catering service and room rent, including regular conference room equipment



Real costs can be budgeted for: expert costs, for example moderator, external speaker, training provider; marketing; specific event equipment and materials.

Face-to-face event unit cost

- Calculated per event day per participant
- Defined according to the country where the event takes place
- Budgeted and reported as number of units

Example: two day seminar in Sweden for 20 participants including project target group

2 (days) x 20 (participants) = 40 units Face-to-face event unit cost for Sweden

Face-to-face event unit cost

Cannot be claimed for:

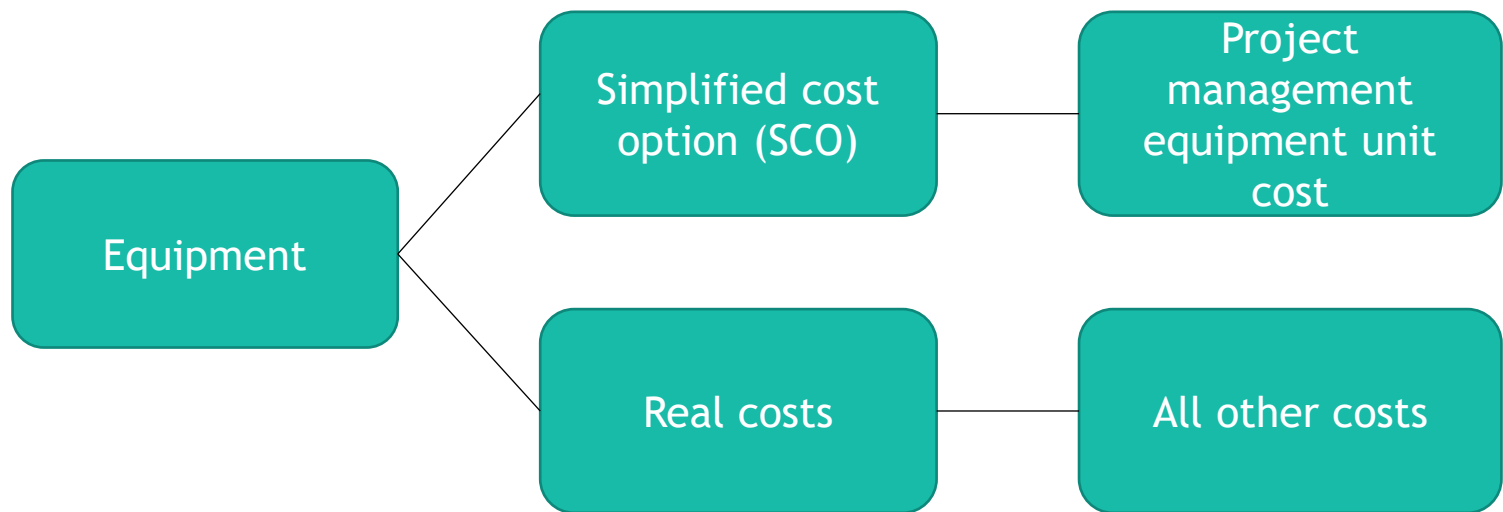
- Event consisting of only evening programme with a dinner or similar get-together
- Evening programme with a dinner or similar get-together which is followed by an actual event on the next day
- Meeting with external experts with only a partner organisation, e.g. external project management, book-keeping, content expert
- Meetings with programme bodies (National Controllers, JS, MA, national Contact Points), with only a partner organization
- Above mentioned meeting costs are financed from CC Office and administration

Cost category: External expertise and service

Real costs:

- External experts and service providers essential to the project
- Travel and accommodation for external experts, speakers, chairpersons of meetings and service providers, target group
- Participation in events (registration fees)
- All costs are subject to public procurement procedures
- Sub-contracting between project partners is not allowed

Cost category: Equipment



Project management equipment unit cost

Covers equipment to implement the project:

- laptops and computer/tablet with accessories such as the basic software, mouse, keyboard, headset, camera, docking station and a screen(s)
- other office equipment, which are needed to successfully carry out the implementation of a project
- **Any real costs cannot be budgeted** for those items

Using simplified cost options is mandatory!

Project management equipment unit cost

- Calculation is based on the staff cost hours worked for the project
- The unit cost is 0,23 EUR per hour
- Budgeted as one amount for all staff of the project partner

Example: Partner has planned staff for project implementation: project manager (total 2000 hours), researcher (1000 hours), expert (1000 hours).

Total unit cost budgeted for project management equipment is

$$2000 + 1000 + 1000 = 4000 \text{ units} \quad \text{Project management equipment unit cost}$$

Cost category: Equipment

Real costs

- Only fixed investments in equipment and investments in infrastructure which remain in use by the partners and/or target groups after completion of the project can be budgeted as real cost
- Real costs for equipment must be directly identified in the Application Form to be eligible
- Full cost is eligible for budgeted equipment items
- All costs are subject to public procurement procedures

5. General rules

Value Added Tax (VAT)

- VAT is an eligible cost for all partners, despite the partner VAT status.
- *The exception is project partners to whom the funding is granted as State Aid under the General Block Exemption Regulation (GBER) Article 20:*
 - *If the partner cannot recover VAT, then it is part of the eligible cost*
 - *If the VAT can be recovered by the partner, the VAT is not an eligible cost*

Public procurement



For costs that are **estimated** to exceed 10 000 EUR (excluding VAT) a price comparison must be made and documented. If national public procurement level applies with lower limits, those must be followed. **NB! Estimated value of the whole purchase, not individual cost item is calculated!**



In case Simplified Cost Options cover procured costs, the procurement documents will not be checked as part of the check of the SCO. Still, the public procurement rules should be followed.



Public procurements should always be done according to national rules or following EU rules, depending on the thresholds.

Flexibility rule



Projects are allowed to overspend by a maximum of 20% or 40 000 euro (whichever is higher) of the individual cost categories at **project level**.



Using flexibility rule must be agreed with the lead partner in advance



The project or partner total budget may never be exceeded

Communication rules

The Interreg logo of the Central Baltic Programme and the flag of the EU with the textual reference 'Co-funded by the European Union' must be displayed correctly

Info about project on partners' websites

Information poster displayed in partners' organisations'

Plaque or billboard, when required

In case the communication rules aren't respected, and the situation cannot be corrected, up to 2% of the project partner budget can be considered ineligible

Audit trail



All documents must be kept in a safe and orderly manner for 5 years after the closure of the project, 10 years in case of state aid or investments.



The lead partner and other project partners must ensure that all accounting documentation related to the project real costs is filed separately and have a clearly distinguishable book-keeping code.

National controllers

- Estonia: The State Shared Service Centre (Riigi Tugiteenuste Keskus - RTK)
- Finland: Uusimaa Regional Council (Uudenmaan Liitto)
- Latvia: Ministry of Smart Administration and Regional Development (VARAM)
- Sweden: The Swedish Agency for Economic and Regional Growth (Tillväxtverket)
- Åland: The Government of Åland, Department of Trade and Industry (Landskapsregering)
- <https://centralbaltic.eu/for-projects/national-controllers/>

Second level audit and financial corrections



Second level audit - Audit Authority and group of auditors, European Commission, other controls



If a cost is found ineligible at any time during or after the project duration, a correction will be made.



If the basis cost of a flat rate (staff cost) is found ineligible, it will also affect the flat rates.



A project with investments may have to repay the ERDF contribution if the productive activity ceases or is relocated outside the programme area

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[For applicants](#) / Key documents

Key Documents

- Programme manual

FIFTH ROUND OF CALLS:

- **Guide for Applying for a Regular Project 6.0 (version2)**
- **Guide for Applying for a Small Project 6.1 (version 2)**

Always refer to the last version of the documents on www.centralbaltic.eu

Project Applicant Webinar

State Aid in our projects

- Ivo Volt | 10.04.2025 | Online

Why we talk about the State Aid?

Public money (our Programme support) to organisations operating on the market can influence as:



Economic advantage



Distortion of competition



Effect on trade between Member States

Is the beneficiary an undertaking?

The first and most important question is:

Is there an economic activity?

No matter what is the organisation's legal status or ownership

- Private companies: always “yes” -> undertaking

Economic activity?

- Public organisations: municipalities, state owned companies, departments, etc.
- NGOs

Assess the nature of supported activities and developed products or services: are these freely available to general public? do they have a character of public services? are they meant for general interest?

If yes -> no economic activity -> not undertaking

Will organisation offer goods/services that already exist on the market? will it compete with profit-oriented companies?

If yes -> economic activity -> undertaking

Training activities

- In most cases available on the market, thus can be considered as economic activity and potential distortion of competition.
- Still, needs individual analysis. Depends on current partners, activities, etc.

European Commission Notice on the notion of state aid (2016/C 262/01)

§31. ... the Commission considers that certain activities of public universities and research organisations fall outside the scope of the State aid rules. This concerns their primary activities, namely:

- (a) education for more and better skilled human resources;
- (b) the conduct of independent research and development for more knowledge and better understanding, including collaborative research and development;
- (c) the dissemination of research results.

- If training will be provided by private/NGO project partners, state aid relevant -> GBER Art 20
- If project partner(s) will not deliver training by themselves, but will procure/outsource it from the market as external service -> not state aid relevant
- If training will be provided by public educational institutions for more and better skilled human resources (PO6) -> not state aid relevant

CB Programme uses GBER scheme



General Block Exemption Regulation



Commission Regulation (EU) 651/2014 of 17 June 2014, amendment 2023/1315 of 23 June 2023



Articles 20 and 20a

Aid limits

GBER aid limits:

- Art 20: max 2.2 million € to the partner **per project** (CB Programme max limit is 2 million € per partner)
- Art 20a: max 22 000 € to non-partner beneficiaries (SMEs) per project
- Art 20a is mainly used for business development (PO 1 & PO 2) projects

Planning the budget



Possible state aid relevance must be assessed by applicants in early stages of project preparation as it may influence the partner budget.



If state aid relevant project (GBER Art 20), partner can not use available national co-financing sources because maximum support rate can not exceed 80%.



If state aid relevant project, the refundable VAT is not eligible.

GBER Art 20a

- Don't plan more than 22 000 € support for indirect beneficiaries.
- NB! Support to SMEs, not to natural persons participating in project activities.

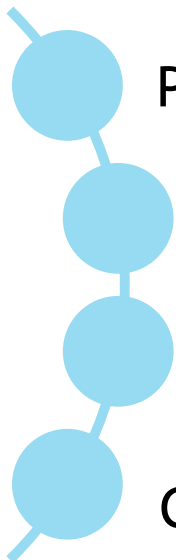
Project Applicant Webinar

Activity planning in work packages

Tiina Keinänen

10.4.2025, Online

Content

- 
- Planning of the activities
 - Structure of the work plan
 - Programme output indicators
 - General tips and remarks



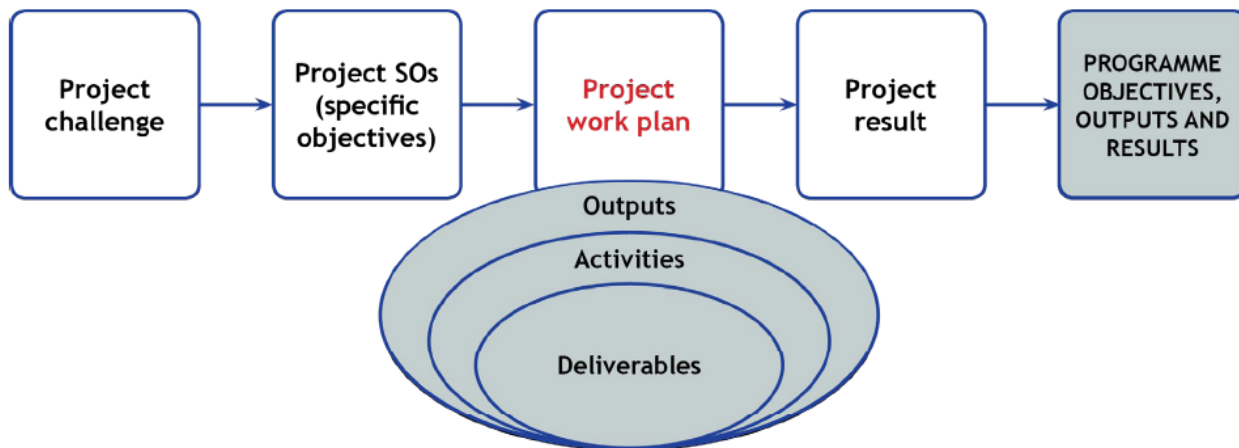
C.4 Project work
plan

Planning of the activities

- Broad involvement of partners and other relevant people: content experts, administration etc.
- Consider stakeholders' and end users' needs and opinions
- Plan realistic and clear, focus on results, but do not be too detailed
- Remember risk assessment (C.7)
- Plan for the sustainability of project outcomes and results (C.8)

Planning of the activities

- Be coherent and plan only the activities which help you to reach planned project and programme level outputs, results and objectives



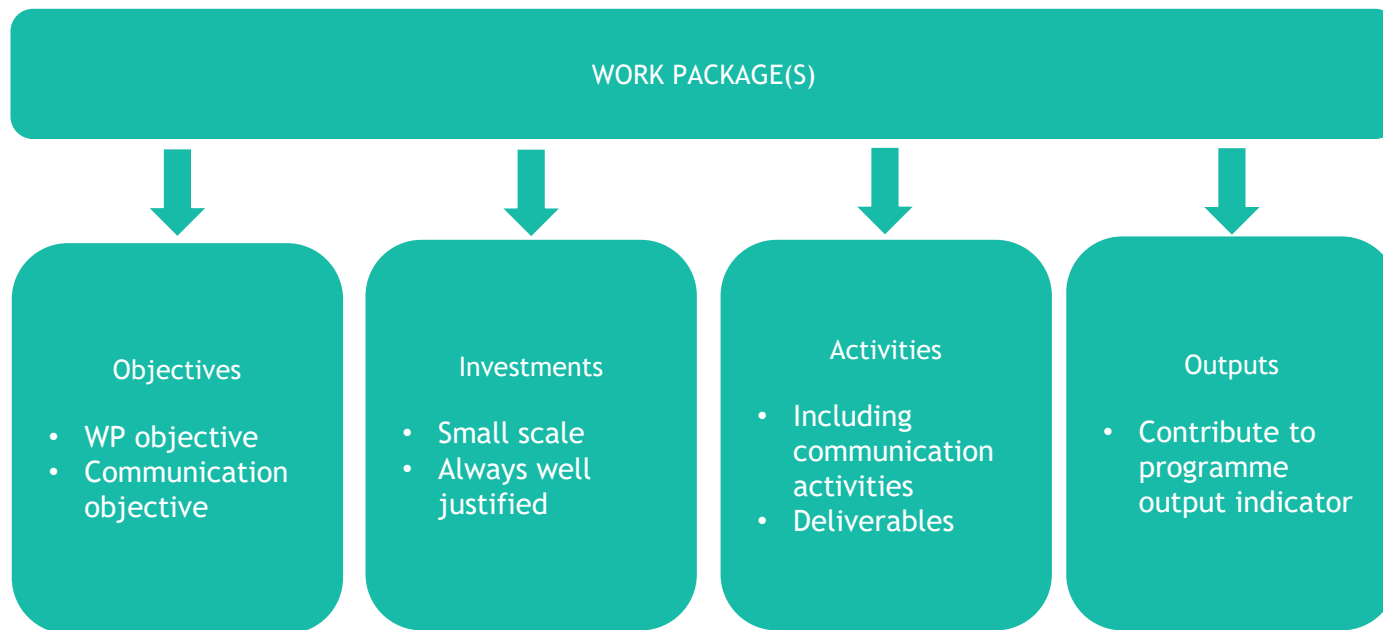
Planning of the activities

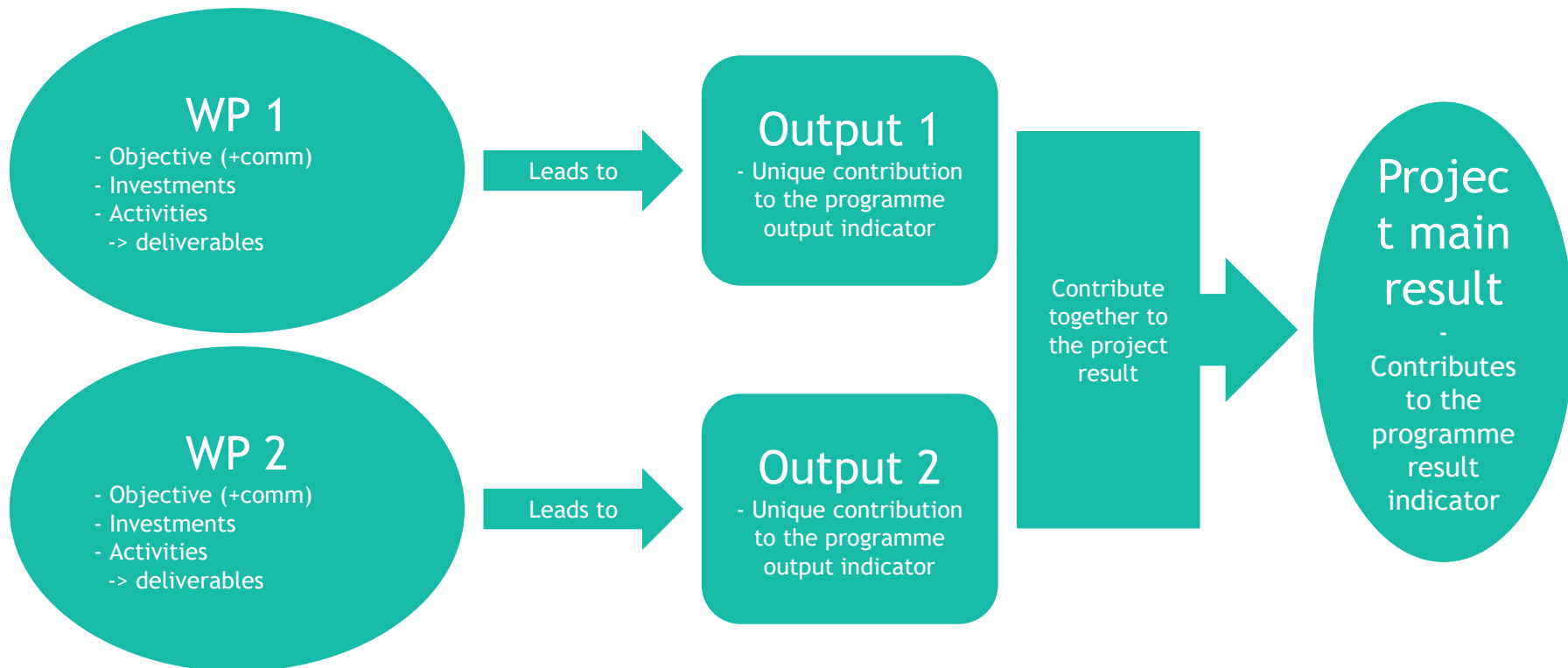
- The quality of planning will reflect in your project implementation and reporting

1-step application

- Both regular and small projects do their full work plan at the same time than all other parts of the application form

Structure of the work plan - Jems





Structure of the work plan - Work package

- The basic unit of the work plan is a work package (WP)
 - Logical entity of activities within the project
 - Consider also generation and reporting of programme output indicators
 - Small projects only 1 WP
- Only one type of WP for the project activities
 - Define one project objective that will be achieved when all activities in this WP are implemented, and outputs delivered
 - Define one communication objective (and target audience) that will contribute to the achievement of the specific objective

*Do not plan
too many
WPs*

Structure of the work plan - Investments

- Small scale investments can take place within work packages of regular projects
- The need for investment must be well justified, considering the cross-border aspects
- Risks must be elaborated, and documentation (permissions etc.) provided

Structure of the work plan - Activities

- Different types of actions or tasks which must be implemented to achieve the WP objectives and outputs
- Include only activities which are directly relevant and necessary for achieving the WP objective
- Make a structure for activities, deliverables, and outputs, ensuring their clear interlinkage
- No separate project management actions
 - Reporting, project team meetings, project steering group meetings etc.

Structure of the work plan - Activities

- Plan also communication activities
 - Activities to reach your target groups and stakeholders, but also general public
 - No need for separate project webpage, as the Programme will provide a platform for this
- Do not go into too specific details when defining the activities; create set of activities to limit the number of separate ones
 - E.g. planning of the training programme, implementation of the training programme, selecting relevant equipment for water treatment pilot, recruitment process of participating SMEs

Do not
plan too
many
activities

Consider
the
duration of
the
activity

Consider
the number
of
deliverables
per activity

Structure of the work plan - time plan

C.6 Project Time Plan

	Period 1	Period 2	Period 3	Period 4	Period 5
▼ WP1 Training programme for the target gr...					
A1.1 Drafting and compilation of traini...	D1.1.1				
A1.2 Recruitment and selection of the t...	D1.2.1				
A1.3 Training course, round 1		D1.3.1			
A1.4 Elaboration of training materials b...		D1.4.1			
A1.5 Recruitment and selection of the t...		D1.5.1			
A1.6 Training course, round 2			D1.6.1		
A1.7 Contracting work training places f...			D1.7.1		
A1.8 Work based training for target gro...				D1.8.1	
A1.9 Finalisation of training material ha...					D1.9.1
PO6O1				O1.1	
▼ Result indicator					
PO6R1				R.1	

Structure of the work plan - Outputs

- An output is the main achievement of a set of activities (= WP)
- List the output(s) that will be delivered during the implementation of the WP and describe it
- The output(s) must be connected to a programme output indicator
- A realistic target value for the output(s) must be indicated
 - Targets are set per unique company/ organisation/ pilot/ person/ solution (programme output indicators)

Programme output indicators

- Each WP should contribute to programme output indicator(s)
- **Do not duplicate** the programme output indicator **target values** in your WP structure
 1. If the outputs do not contribute directly to the programme output indicator, do not fill in this section
 - Outcomes that do not contribute to programme output indicators should be filled in as deliverables resulting from activities
 - OR
 2. If the outputs do not contribute directly to the programme output indicator define programme output indicator target value as 0 (zero)

Objectives	Activities	Outputs
List of outputs		
Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.		
Output 1.? XXXXX		
Output Title XXXXX		
Programme Output Indicator PO6O1: PSO1 Number of participating (in project activities)organisations and companies		
Measurement Unit Organisation, company		
Target Value 1,00		
Delivery Period Period 2, month 7 - 12		
Output Description		

Programme output indicators - 3 examples

- Programme Objective 6 - programme output indicator: "Participations in joint actions across borders" → 2 WPs planned in the work plan

1

WP 1 - Training for the target group, round 1



WP 2 - Training for the target group, round 2



Programme output
indicator target value 3

Programme output
indicator target value 3

Programme output
indicator target value 0

2

WP 1 - Training for the target group, round 1



WP 2 - Training for the target group, round 2



Programme output
indicator target value 3

3

WP 1 - Training
programme preparation



Programme output
indicator target value 0

WP 2 - Training for
the target group,
rounds 1 and 2



Programme output
indicator target value 6

Central Baltic Programme

WP 1

- Objective (+comm)
- Investments
- Activities
- > deliverables

Leads to

Output 1

- Unique contribution to the programme output indicator

WP 2

- Objective (+comm)
- Investments
- Activities
- > deliverables

Leads to

Output 2

- Unique contribution to the programme output indicator

Contribute together to the project result

Project main result

- Contributes to the programme result indicator

General tips and remarks

- Take the necessary time to prepare the work plan jointly
- Have clear roles for each partner
- Focus on achieving the results
- Do not plan too many activities for the first months of your project
- Remember closure period (1 month)
- Remember coherence between the work plan and budget

Project Applicant Webinar

Do-s and don't-s - experiences from previous calls

Liina Luup

10.4.2025, online

4th call statistics

- More than half applications were unsuccessful (statistics available on centralbaltic.eu)
- **What do you think was the main criterion that caused failure?**
 - Obligatory annexes to the application were not submitted
 - Some sections in the application were not filled in
 - Not all programme countries had partners in the application
 - Project did not show clear contribution to programme objective's result indicator
 - Sustainability of results was described insufficiently
 - Mistakes in the budget - missing mandatory SCOs, unclear or too high costs in External Expertise, etc
 - Cost efficiency unclear: justifications of costs and sufficient detailness was missing
- /all of them are relevant in combination, but only one is often the main reason to fail

Assessment of the applications - what does it mean? 1/3

- Technical reasons / admissibility check - very few fails
 - ineligible lead partner (LP):
(private) SMEs not eligible as LP;
SMEs only eligible as partners in Programme Objectives (PO) 4 and 5.
 - missing documents, some missing info, mistakes in annexes/application:
short period given to correct the situation;
LP contact person data in Jems is important!

Admissibility check criteria Programme Manual page 60

Assessment of the applications - what does it mean? 2/3

- Strategic assessment criteria - 60%

I The project's contribution to programme results and strategic relevance - 30%

II The project's cross-border value added - 10%

III Partnership relevance and capacity - 10%

IV The project approach - 10%

If any above criterion is assessed poor/unsatisfactory, assessment stops here

Every criteria consists of list of questions, in detail Programme Manual p. 63-64

Assessment of the applications - what does it mean? 3/3

- Operational assessment criteria - 40%

V Work plan/Activity plan 15%

VI Management 10%

VII Budget 15%

V-VII topics were covered by today's webinar presentations

Every criteria consists of list of questions, in detail Programme Manual p. 63-64

Strategic assessment criteria 1/3

I The project's contribution to programme results and strategic relevance - 30%

- The relevance of the particular challenge/resource in the location of the project intervention. (C.2.2.)
- *usually applicants know their field of work, and identify relevant challenges. Be specific, no need to heal the whole world.*
- How the project belongs/fits to the „scope and approach“ of the chosen programme objective. (C.2.1.)
- *it happens that applicant has not made it clear what the Programme allows and expects*
- Demand/need for the project from the side of stakeholders and final beneficiaries (target group).(C.2.4.)
- *usually applicants know their target groups and demand*
- Project's contribution to programme objective's results (to result indicator's target value).(C.5)
- *often forgotten that the programme is result oriented and EVERY project must contribute to the programme result indicator by*
 - a. *planning it according to the programme result indicator descriptions, and*
 - b. *correctly filling in section C.5*
- Coherence of result and output indicators (related to main target group where relevant). (C 5)
- The project's strategic relevance based on sectoral, local, regional, national or macroregional strategies.(C.2.5)
- Whether the impact to horizontal principles is neutral or positive (C.7.6.)
- Sustainability of results (where relevant). (C.8)
- *important elements, but rarely dealbreakers, if the approach and contribution to results is good*

Strategic assessment criteria 2/3

II The project's cross-border value added - 10%

III Partnership relevance and capacity - 10%

- Crossborder cooperation as a prerequisite for crossborder project, plan joint activities across the borders
- Avoid working in parallel - eg partners make some joint development work, but activities are implemented only in parallel - also eg target groups should have some kind of joint elements
- Only include relevant partners:
 - partners who have access to the target group (eg companies)
 - partners who have mandate to work in the chosen field
 - partners who have capacity to implement foreseen activities (if not, describe what expertise will be outsourced)
- No need to have partners from every country, nor just to show the high number

Strategic assessment criteria 3/3

IV The project approach 10% + operational criteria V Work plan/Activity plan 15%

Main assessment questions from IV and V:

- The Project approach/intervention logic (main activities, the sequence of activities, proportions of activities, methods of work) are optimal for achieving targeted outputs and results (C.4)
- The budget is proportionate to the expected results (Part D)
- Project approach is in sufficient detail elaborated into activities and deliverables (C.4)
- The proposed activities are relevant and lead to the planned main outputs and results (C.4, C5)
- Activities, deliverables and outputs are in a logical sequence (C4)
- Time plan is realistic (C6)

If these criteria are not met:

I The project's contribution to programme results and strategic relevance

IV The project approach + V Work plan

=

- what project wants to do and deliver is not what the Programme needs;
- what project wants to do and deliver is relevant for the Programme, but not realistic to achieve based on project approach and work plan descriptions;

What Programme needs:

PROGRAMME OBJECTIVE 1

More exports by SMEs

As a result, companies achieve sales and contracts on target markets - 400 sales / contracts (on programme level)

PROGRAMME OBJECTIVE 2

More new scaled-up growth companies

As a result, companies achieve scaled-up status as, for example attract investment, develop new product or expand their team (500 companies)

PROGRAMME OBJECTIVE 3

Joint circular economy solutions

As a result, product and service cycles and chains are improved (13 cycles / chains)

PROGRAMME OBJECTIVE 4

Improved coastal and marine environment

As a result, the load of nutrients and other harmful substances to the Baltic Sea is reduced from various sources (100 sources)

PROGRAMME OBJECTIVE 5

Decreased CO2 emissions

As a result, CO2 emissions are reduced from intermodal transport nodes and areas (25 nodes and areas)

PROGRAMME OBJECTIVE 6

Improved employment opportunities on labour market

As a result, people's competitiveness (1800) on labour market and entrepreneurship capabilities (950) are improved and additional anti-discriminatory policies are applied by organisations (90).

PROGRAMME OBJECTIVE 7

Improved public services and solutions for the citizens

As a result, solutions are taken up or upscaled by organisations.

Read about the programme result indicators:

- [Project Applicant Webinar part 1 presentation](#)
- Programme Manual - every Programme Objective result indicator explained in a detailed way

Check: Programme Manual - all POs result indicators described in a detailed way:

Indicators

Programme Objective 4

For Programme Objective 4 projects, the result indicator
„The number of improved urban and agricultural runoff/load sources“ is used.

The reduction or elimination of the runoffs/loads should be targeted and realistically achievable by the jointly implemented projects.

1 project can target and achieve more than 1 „improved runoff/load source“.

The improved runoff/load source is defined as dispersed or spot source where measurable reduction of inflows of nutrients or toxins or hazardous substances is achieved.

Potentially improved source can be located on land area/coast or in sea (bottom).

For each potentially improved source the baseline is determined by the start of the project activities. And the target is set for what should be achieved. If target is achieved the source is counted as “improved”.

Reporting by the projects will take place annually from the 2nd full year of the project implementation. Last overall count of results will be reported by the projects 1 full year after project has ended.

The following output indicators are used:

1. “Participations in joint actions across borders”

For achievement of this indicator the organizations/companies' representatives' active participation from project activities is counted. Not recipients of just information (newsletters, emails) and other passive types of activities are counted.

1 organization/company may participate in several project activities but 1 is counted. There can be more than 1 representative from 1 company but 1 is counted.

The achievements of the output indicators are reported annually (1 year/12-month periods) during project duration and aggregated on project level.

Reporting by the projects will take place annually and after the project ends in final report.

2. “Pilot actions developed jointly and implemented in projects”

I The project's contribution to programme results and strategic relevance - 30%
IV The project approach and V Work plan - 25%

Specific and focused challenge ->

Focused target group ->

Realistic, specific and focused project approach ->

Project result contributing to the Programme result indicator

That coherence must exist in a successful application



DO:

- Read what every PO needs - result indicators ([Programme Manual](#) and other guidance, [PAW1 presentation](#))
- Answer questions in the application form - every section has a list of questions, focus on them in your descriptions
- Read assessment criteria, self-assess your application - Programme manual p63-64
- All assessment criteria are marked with their place in the application, eg:
 - The relevance of the particular challenge/resource in the location of the project intervention. (C.2.2.)
 - Project's contribution to programme objective's results (to result indicator's target value) (C.5)
- Make sure the needed info is on correct section!

MENTI

- 4th call - more than half applications were unsuccessful (statistics available on centralbaltic.eu)
- **What do you think was the main criterion that caused failure?**
 - Obligatory annexes to the application were not submitted
 - Some sections in the application were not filled in
 - Not all programme countries had partners in the application
 - **Project did not show clear contribution to programme objective's result indicator - the main reason!**
 - Cost efficiency unclear: justifications of costs and sufficient detailness was missing

/disclaimer - all the rest are relevant in combination, but almost never the main reason to fail

Project Applicant Webinar

How to submit an application

- Ivo Volt | 10.04.2025 | Online

Tips for applying

- Register as a Jems user of the Central Baltic Programme
- All partners must register as Jems users
- Lead Partner will give user rights for other partners to have an access to the project application
- Project application can be submitted only via Jems
- NB! One step application process for all types of projects

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Better together!

We are improving the lives in our region by solving common problems and working on joint opportunities – together and across borders.

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Fifth Call for Projects

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Central Baltic Programme

Welcome to the monitoring system of Central Baltic Programme 2021-2027!

Here you can find our latest calls and manage your applications. Just login
or create a new account and get started!

Jems – Login

* Email

ivo.volt@centralbaltic.eu

* Password



Password should not be empty.

By logging in, I agree to the [Terms of service](#), [privacy policy](#) and [cookies usage policy](#).

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[Create a new account.](#)

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Jems is partially compliant with WCAG 2.1 AA Web Accessibility
Standard. Please follow [this link](#)

Jems is a project of

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Proudly developed by  cloudflare

Tips for applying (2)

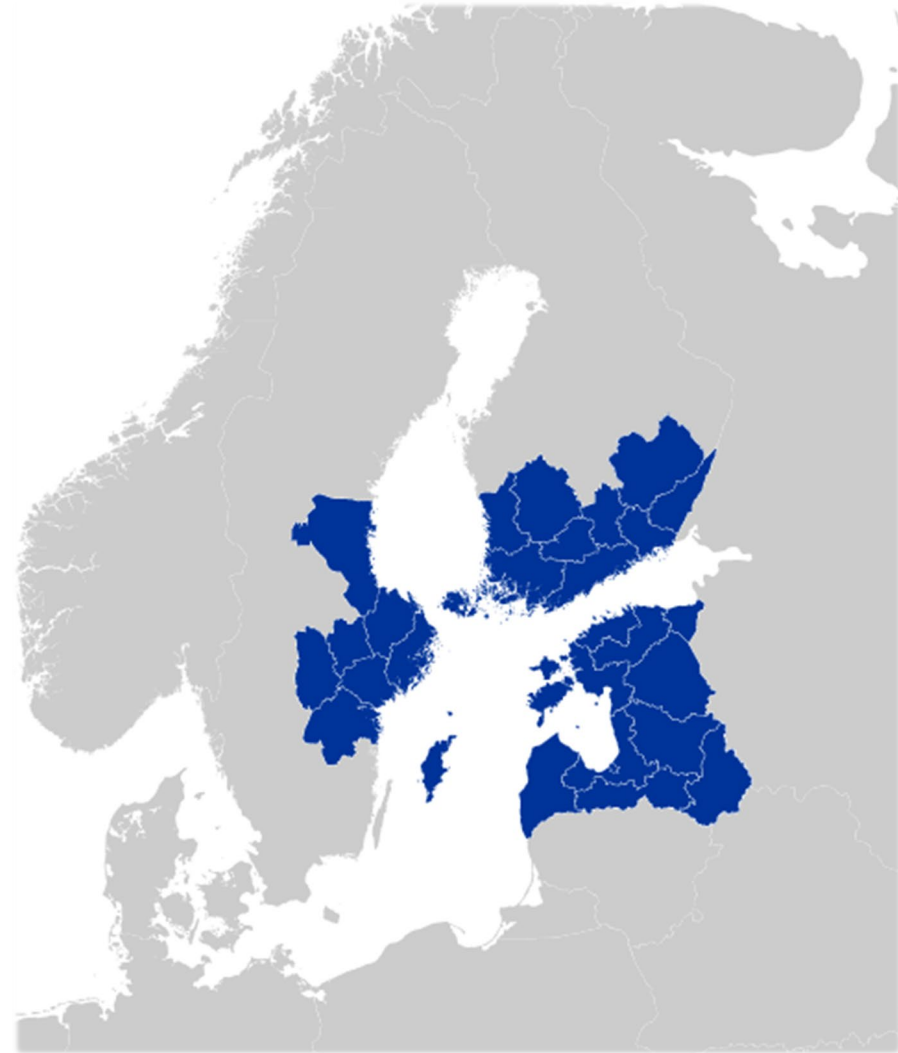
- Jems is not meant to be a planning tool
- Keep the application texts short, clear and concise: your plans, aim and results must be understandable for people who are not experts in your field
- Do not copy-paste the same information in different sections
- Work plan/activities must be coherent with the budget
- Check that you have all (but only) necessary attachments added
- Submit early, not during the last days
- Read the guidance materials!

Attachments to the application

- Confirmation Letter from the Lead Partner (scanned original or digitally signed document)
- Document verifying the right to sign on behalf of the lead applicant
- Partner Contribution Statements
- Declaration of Financial Capacity to Undertake Project Activities (NGOs and private)
- Supporting documentation for investments
- All attachments must be submitted in an electronic format, .pdf files are preferred
- Digitally signed documents are acceptable

Deadlines

- Jems is open for filling in the application form already now
- Submission of the application is possible from August 1st until September 30th, 2025
- Submission deadline is at noon, 12:00 Eastern European Time (12:00 in Finland, Åland, Estonia, Latvia; 11:00 in Sweden) September 30th
- Earliest possible start of project activities from February 2026



Supporting materials

- Central Baltic programme website - <https://centralbaltic.eu/>
- Applicant key documents
<https://centralbaltic.eu/for-applicants/key-documents/#programme-documents>
 - Programme Manual
 - Guide for Applying for a Project
 - templates
- FAQ - <https://centralbaltic.eu/faqs/>

Contact information

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

7. Improved public services

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Becoming applicant support events

- [Project Preparation Workshop in Mikkeli \(Finland\), 22 May](#)
- [Project Preparation Workshop in Lappeenranta \(Finland\), 23 May](#)
 - Registration closes on 16 May
- [Project applicant webinar \(part 3\): Practical tips for a preparation and submission of the project application, 19 August, online](#)
 - Organised by National Contact Points

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Thank You!



Varsinais-Suomen liitto