The 4ᵗʰ Seed money call webinar
How to prepare and implement a project?

SME development

Sustainable tourism

Green technologies

Sustainable transport

Skilled labour force

Cooperation capacity building

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Project development and implementation overview

Steps:

1. Identify the thematic focus

2. Form a partnership

3. Determine the Lead Partner

4. Read the Call documents

5. **Prepare and submit an Application Form**

6. **Implement the project**

7. Deliver 2 outputs

8. Report the project

Prepare an Application

Download the Application pack from the www.southbaltic.eu

Main focus:

- ✓ Terms of Reference

- ✓ Application Form

- ✓ Annex 1 Project Partner Declarations

Prepare an Application

3 Documents to prepare:

1. Application Form (in MS Excel) – filled in

2. Project Partner Declarations – filled in and signed by each partner

3. Confirmation page of the Application Form (LP) – filled in and signed by the LP

Prepare an Application

Tips:

- ✓ Fill in all fields of the AF

- ✓ Where not applicable, insert "n/a"

- ✓ Correctly specify the legal status of each partner

- ✓ Information corresponds in all relevant sections

- ✓ Fill in each Project Partner Declaration in accordance with the AF

- ✓ Authorized persons to sign

Submit an Application

Submit the Application:

1. All 3 documents are prepared in English and signed*

2. Send an e-mail with all 3 documents to the e-mail address:

   seed-money@southbaltic.eu

3. **Meet the deadline!** Before 21 November 2022, 4.00 pm CET

* Signed document implies electronic signature OR scan of the handwritten signature

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Submit an Application

Tips:

- ✓ Submit the AF in advance as in case of any technical problem if submitted later, the AF will not be considered

- ✓ Check the timeline of the Call to know when except the results

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Implement a project

During the implementation process:

✓ Max 4 months for implementation

✓ Activities as planned in the AF

✓ Ensure cross-border nature

✓ Develop 2 outputs

✓ Not allowed to entirely outsource development of outputs!

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Implement a project

Project Concept Paper:

- ✓ Programme template (www.southbaltic.eu)

- ✓ Answer all questions/ fill in all fields of the document

- ✓ When developed <u>to be signed</u> by ALL involved partners

Project Concept Paper

Interreg South Baltic EUROPEAN UNION

4th SEED MONEY call for proposals

PROJECT CONCEPT PAPER

(to be delivered together with the final report of the seed money project)

1. **Interreg South Baltic 2021-2027 Programme Measure[1]:**

   (Please leave only one Measure, appropriate for the project idea)

   Programme Measure 1.1: Digitizing the region

   Programme Measure 1.2: Building connectivity of the region through internationalization

   Programme Measure 2.1: Supporting transition towards green energy

   Programme Measure 2.2: Promoting sustainable use of water

   Programme Measure 2.3: Supporting a circular and more resource efficient development

   Programme Measure 3.1: Developing sustainable, resilient and innovative tourism

   Programme Measure 4.1: Strengthen the cooperation capacity of actors based within the South Baltic Area (incl. civil society)

2. **Project title:**

   Please state the proposed title.

3. **Indicative duration of the future regular project:**

   Please indicate the expected project duration in months.

4. **Indicative budget of the future regular project:**

   Please provide the indicative budget plan of the future regular project (EUR total value of the project, up to 1 page), and if possible:

   - *partner's contributions;*
   - *value of the main work packages / items (in EUR).*

5. **Partners / associated partners found/confirmed:**

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   [1] Subject to change, to be filled accordingly with the latest published version of draft Interreg South Baltic Programme 2021-2027 to be approved or approved by the European Commission

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Project concept paper – 4th Seed money call for proposals | 2

Please list partners or associated partners which were already found/confirmed as partners in the future regular project. Please briefly describe the partnership of the project, including the following:

- *interest of the partners to take part in the project;*
- *competences of involved partners in the field of the interest of the project;*
- *responsibilities and tasks in the project.*

What kind of partners / associated organisations do you still need in order to compose the relevant consortium? Please provide information.

6. **Describe the initial situation, challenge and opportunity - why is the project necessary?**

   Please describe the state of play in the field addressed (up to 1 page):

   - *challenges related to current situation;*
   - *needs of the target group;*
   - *justification for the project idea;*
   - *an overview of complementary projects that were/are being implemented, explaining the intended project added value to the field addressed (the www.keep.eu database should be checked in order to identify similar/related projects).*

7. **Describe the main activities /methodology – how the project will be implemented?**

   Please describe the future regular project workplan, including (up to 1 page):

   - *planned activities;*
   - *explain how the partners intend to tackle the identified challenge/problem through joint actions;*
   - *expected future project result, change in the target group situation.*

8. **Define your project main outputs (list up to 4), and attribute each to the selected Programme output indicator(s).**

Project main outputs (list up to 4)	Programme output and result indicator(s) *(please choose from the list below proper indicators*)*

Implement a project

Cross-Border Workshop:

- ✓ Cross-border nature respected
- ✓ Chosen format applied (on-site/ online)
- ✓ Only ONE comprehensive workshop
- ✓ No template

Cross-Border Workshop

✓ Supporting documents:

- *Agenda*
- *Photos/ screen shots*
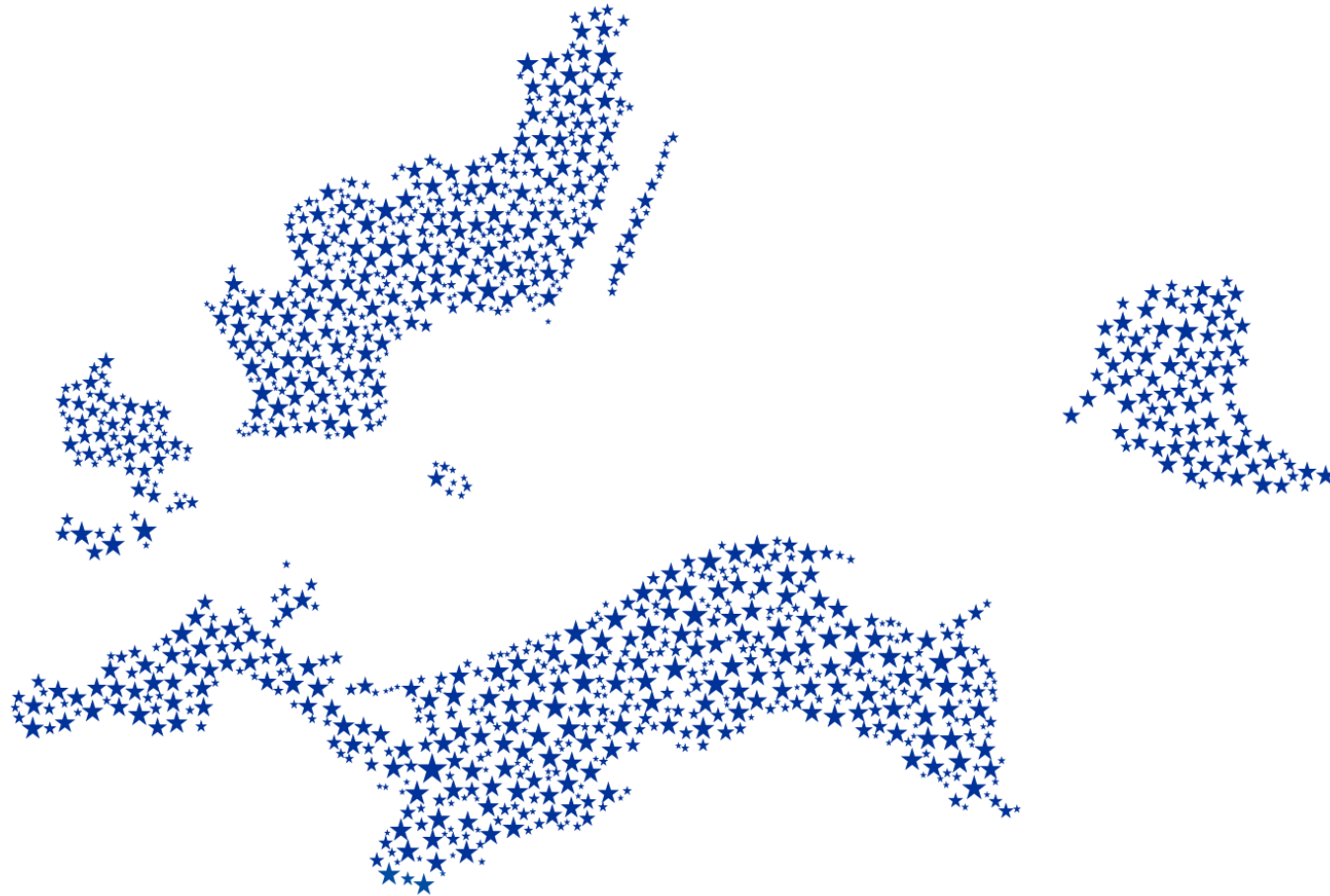- ***List of participating organizations***
- *Summary (vol ≈ 1 page)*

Implement a project

NO need to:

✓ Introduce publicity measures (e.g., communication result, monitor impact)

✓ Deliver a success story

✓ Participate in the Programme events

Thank you!