

# The 4<sup>th</sup> Seed money call webinar

## How to report a project?



SME  
development



Sustainable  
tourism



Green  
technologies



Sustainable  
transport



Skilled  
labour force



Cooperation  
capacity building



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# How to report a project?

## Reporting

- ✓ Reporting is done in the **SL2014 system**.
- ✓ All approved project partners will get an access to it.

Partial payment claim for the period from 2022-05-01 until 2022-08-31

Identification of the payment claim

Payment claim for the period from 2022-05-01 until 2022-08-31

Payment claim status: In preparation

Payment claim number:

Type of payment claim

Advance payment claim

Reporting payment claim

Payment claim for reimbursement

Payment claim settling the advance payment

Payment claim for final payment

Project

Physical progress

Financial progress

Information

Attachments

Summary

Co-financing contract/decision number: STHB.01.02.00-00-1666/21-00

Name of the beneficiary: FIRMA TESTOWA TD\_2020\_

Project title: test lum sum

Operational Programme: STHB.00.00.00. South Baltic Cross-border Co-operation Programme 2014-2020

Priority axis: STHB.01.00.00. Strengthening international activeness and innovation capacity of the South Baltic blue & green economy

Measure: STHB.01.02.00. Improve the transfer of innovation for the benefit of blue and green sector SMEs through joint cross-border actions

Sub-Measure:

Total expenditure	3 000,00
Eligible expenditure	3 000,00
Public support	2 350,00
Requested amount, of which	0,00
Advance payment	0,00
Reimbursement	0,00

# How to report a project?

## STEP 1

### Step 1: EACH PARTNER reports

1. Each partner fills in the Partial Report (SL2014)

*“What did I do?”*



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# How to report a project?

## STEP 1

### Step 1: EACH PARTNER

#### Attachments:

1. Signed Project Concept Paper  
(or a part of it developed by each respective partner)
2. Workshop supporting documents  
(to support participation of each partner)
3. *Signed Partnership Agreement*



# How to report a project?

## What is a “Partnership Agreement”?

A template to be filled in and signed

*MINIMUM SCOPE*

**Partnership Agreement**  
Within the framework of the Interreg V-A Poland – Denmark – Germany – Lithuania – Sweden (South Baltic) Programme 2014-2020  
for the implementation of the Project No .....  
titled [title of the project] .....



Between:

[full name of Lead Partner] .....

located in: [full address] .....

[particulars identifying the Lead Partner?]

hereinafter referred to as the „Lead Partner”

represented by: [full name and position of person representing the Lead Partner] .....,  
based on ..... dated [yyyy-mm-dd], attached hereto as Appendix No .....

and<sup>2</sup>

[full name of Partner] .....

based in: [full address] .....

[particulars identifying the Partner?]

hereinafter referred to as the „Partner”

represented by: [full name and function of a person representing the Partner] ....., based  
on ..... dated ....., attached hereto as Appendix No .....

jointly referred to as the „Parties”

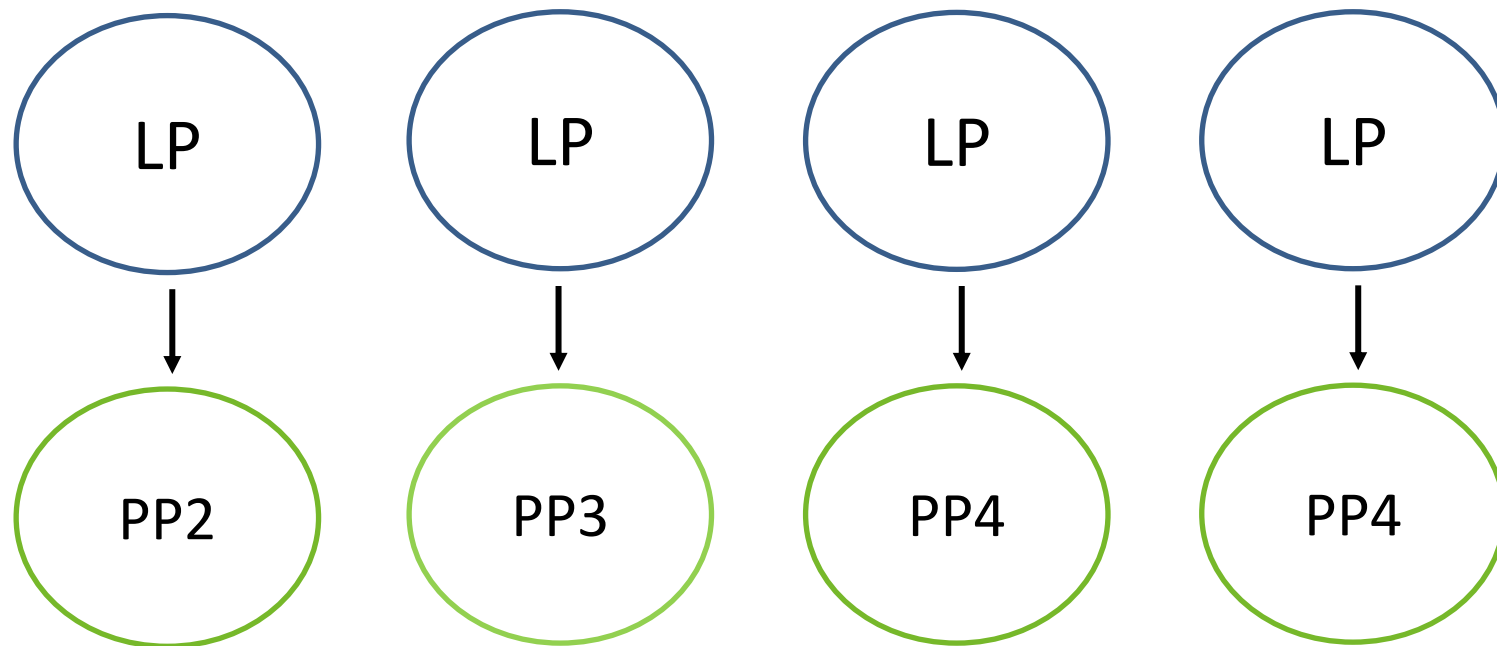
hereinafter referred to as „agreement”.

The Parties hereby agree the following:

# How to report a project?

How to sign the Partnership Agreement?

**Option 1:** A separate PA with each PP



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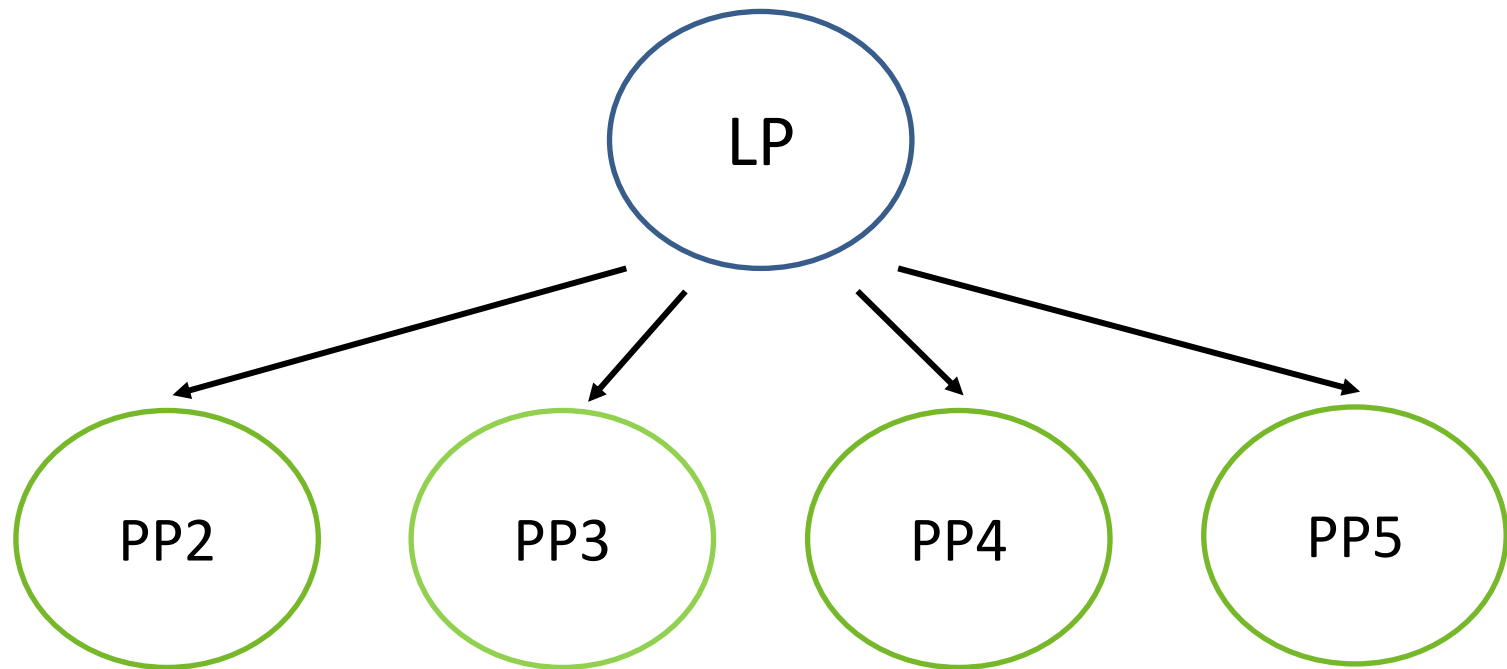


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# How to report a project?

How to sign the Partnership Agreement?

**Option 2:** 1 joint PA signed by all PPs



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# How to report a project?

## STEP 2

### Step 2: FLC (First Level Controllers)

2. FLC checks report of EACH partner

*No financial documents to check!*

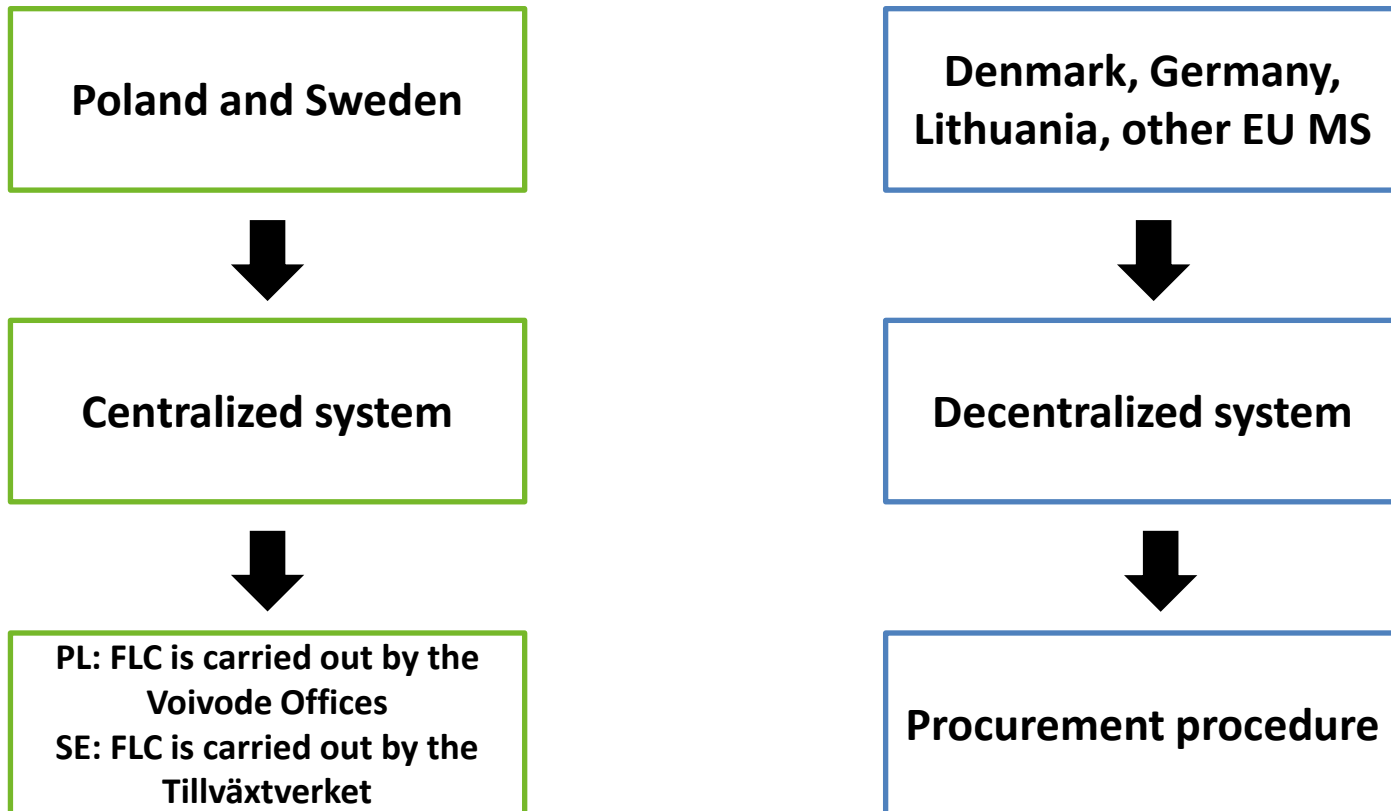
FLCs check attached documents and correctness of the lump sum application.





# How to report a project?

## FLC (First Level Controllers)



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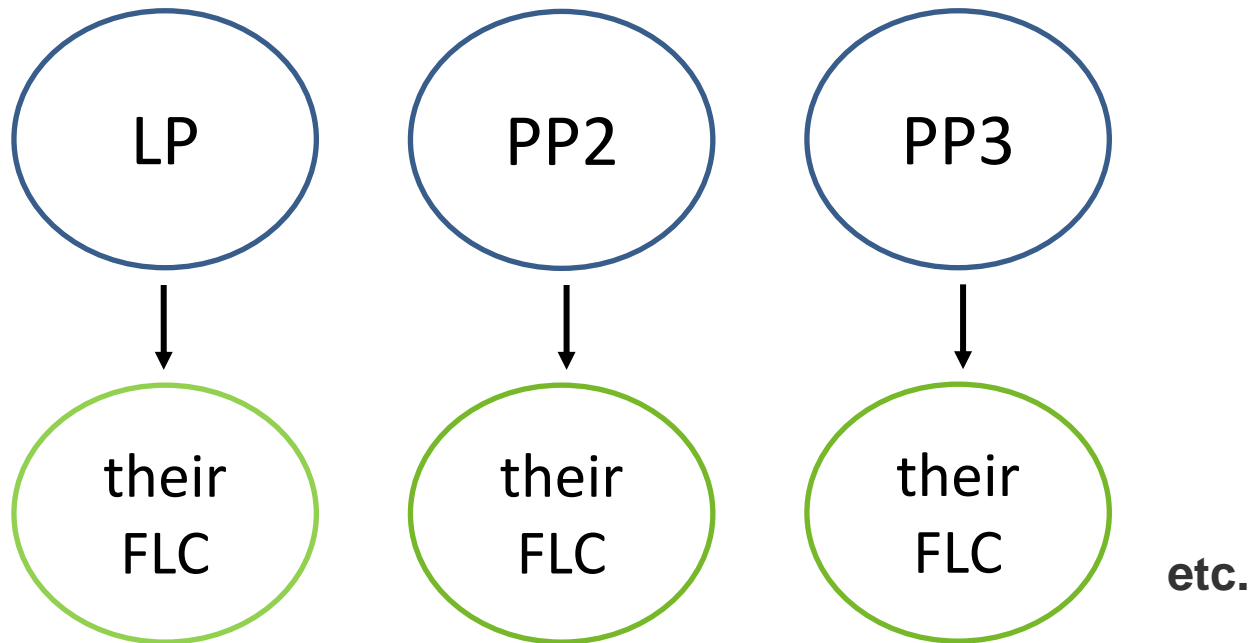
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# How to report a project?

## FLC check



After FLCs check Partial Reports → LP submits a joint one

# How to report a project?

## STEP 3

### Step 3: the Lead Partner

3. The LP forms a Joint Report and submits in the SL2014

✓ *No financial documents*



# How to report a project?

## STEP 3

### Attachments:

1. Signed by **all partners** Partnership Agreement(s)
2. Final, signed by **all partners** Project Concept Paper
3. **All** Workshop documents:
  - ✓ Agenda
  - ✓ Photos/ screen shots
  - ✓ List of participating organisations
  - ✓ Summary (approx. 1 page).

# How to report a project?

## STEP 4

### Step 4: the JS

4. The JS approves the report\* and makes payments

The whole amount of ERDF is paid to the account of the LP

*\*Clarification procedure may take place*



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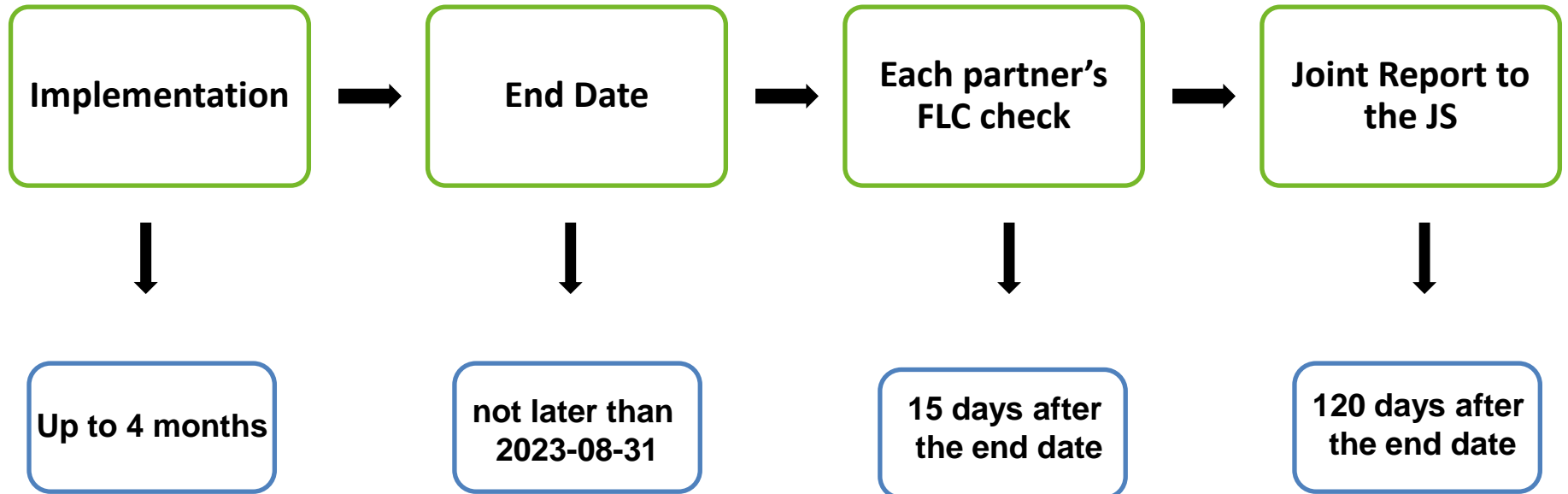
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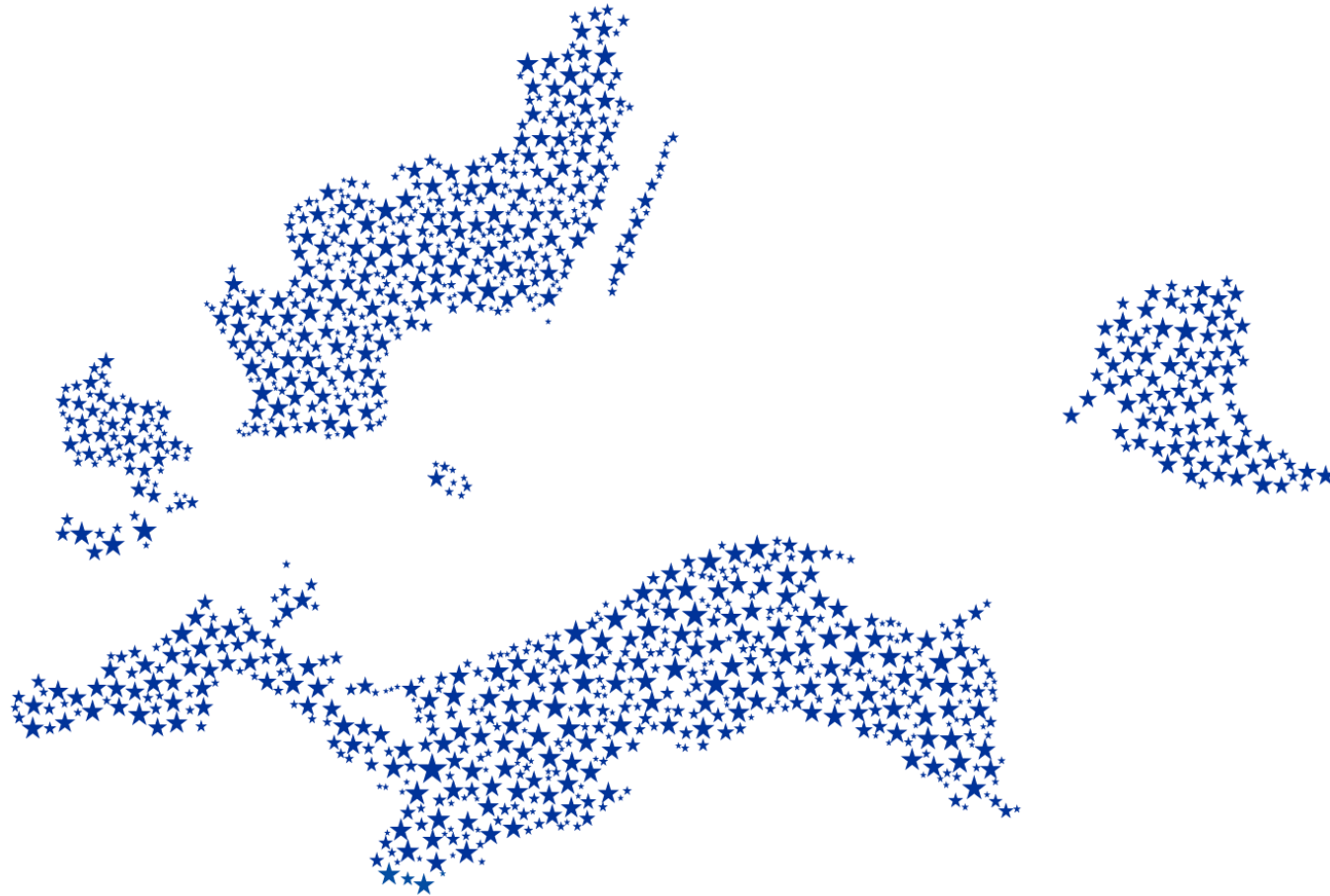


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# How to report a project?

## Reporting Timeline





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**Thank you!**