

Instructions for the application form

The application form consists of nine sections. You can reach the instructions by clicking the information button (i) in each of the sections.

Allmänna uppgifter / General information

The section *Allmänna uppgifter* (General information) contains basic information about the project.

Projektets namn / Name of the project

Choose a short and concise name for the project. The name of the project should be used consistently in all communication concerning the project and its activities.

Projektets startdatum / Start date of the project

Fill in the start date of the project. The start date can at earliest be the submission date of the application.

Projektets slutdatum / End date of the project

Fill in the end date of the project. The project can have a maximum duration of three years (36 months) including time for project closure.

Programgeografi / Programme area

The programme has only one area, Botnia-Atlantica.

Till vilken typ av projekt söker ni stöd? / What kind of project are you applying funding for?

In Botnia-Atlantica it is possible to receive support for implementation projects, and from 2019 also preparatory projects.

Stödsökande / Applicant

The section *Stödsökande* (Applicant) contains information about the lead partner. Read more about the responsibilities of the lead partner in chapter 2.2 in the project handbook.

Land / Country

Choose the country of the lead partner.

Län/region / County/Region

Choose the region of the lead partner.

Kommun / Municipality

Choose the municipality of the lead partner.

Organisationsnummer / Organization number

Swedish applicants fill in their organization number. Finnish applicants fill in their Business ID (y-tunnus).

Organisationsnamn / Name of the organization

Fill in the name of the organization (legal entity).

Arbetsställesnummer / Number of the workplace

Does not concern Finnish applicants.

Swedish applicants fill in the CFAR-number (www.cfarnrsok.scb.se)

Arbetsställesnamn / Name of the workplace

Fill in the name of the workplace. The workplace can e.g. be an institution at a university or the name of a local office.

Arbetsställets postadress / Postal address of the workplace

Fill in the postal address of the workplace.

Arbetsställets postnummer / Post code of the workplace

Fill in the post code of the workplace.

Arbetsställets postort / Post office of the workplace

Fill in the post office of the workplace.

Besöksadress / Visiting address

Fill in the visiting address of the workplace.

Firmatecknare / Authorized signatory

The authorized signatory of the applicant (statement of authority to sign should be attached to the application).

Varför vill organisationen delta? Vilken kompetens bidrar organisationen med? /

Why does the organization wish to participate in the project? Which competence does the organization bring to the project?

Describe the reasons for the organization to take part in the project and especially what the organization expects to gain from the work. Describe also the competence the organization brings to the partnership from the perspective of implementing and reaching the main goals of the project.

Är organisationen momsredovisningsskyldig för projektets verksamhet? /

Is the organization required to declare value added tax for project activities?

Choose *ja* (yes) or *nej* (no) regarding the question whether or not the applicant has the right to reduce or get refund for value added tax in the project.

When choosing *nej* (no) a declaration from the national tax authority should be submitted to state that the value added tax remains a final cost for the project.

Är organisationen offentlig? / Is the organization public?

Choose *ja* (yes) or *nej* (no) regarding the question if the organization is public.

Kontakt Kontaktperson / Contact information of the contact person

Namn / Name

Fill in the name of the applicant's contact person.



Telefon / Phone number

Fill in the phone number.

E-post / Email

Fill in the email address.

Kontakt Projektledare / Contact information of the project manager

Namn / Name

Fill in the name of the project manager, if known.

Telefon / Phone number

Fill in the phone number.

E-post / Email

Fill in the email address.

Kontakt Ekonomi / Contact information of the financial manager

Namn / Name

Fill in the name of the financial manager, if known.

Telefon / Phone number

Fill in the phone number.

E-post / Email

Fill in the email address.

Betalningssätt / Method of payment

Choose BIC/IBAN. The currency of the programme is EUR and IBAN is the international bank account number. Turn to your own bank for more information.

Ange nummer för valt betalningssätt / Fill in the number of the chosen method of payment.

Fill in the bank account information of the lead partner (BIC code and IBAN account number). The EU-support will be paid to the specified account.

Medsökande / Fellow applicant

The section *Medsökande* (Fellow applicant) contains information about the other project partners. Only partners can pay costs related to the project and receive support for the costs. A project partner has its own book keeping for project costs and receives a share of the EU-support. Project costs should be registered separately from other activities and be approved by first level control (more information can be found in the project handbook).

Fill in the necessary information. **NB!** All information concerning a specific fellow applicant needs to be filled in at once to be able to save the information. In case a project has several fellow applicants, the information of each applicant should be filled in separately.

Please note, that information about Norwegian project partners should be filled in under the section Norsk partner (Norwegian partner). The information concerning Norwegian partners is the same as the information for fellow applicants. Norwegian partners cannot receive EU-support.

Land / Country

Choose the country of the project partner.

Län/region / County/Region

Choose the region of the project partner.

Kommun / Municipality

Choose the municipality of the project partner.

Organisationsnummer / Organization number

Swedish partners fill in their organization number. Finnish applicants fill in their Business ID (y-tunnus).

Organisationsnamn / Name of the organization

Fill in the name of the organization (legal entity).

Arbetsställesnummer / Number of the workplace

Does not concern Finnish applicants.

Swedish applicants state the CFAR-number (www.cfarnrsok.scb.se)

Arbetsställesnamn / Name of the workplace

Fill in the name of the workplace. The workplace can e.g. be an institution at a university or the name of a local office.

Arbetsställets postadress / Postal address of the workplace

Fill in the postal address of the workplace.

Arbetsställets postnummer / Post code of the workplace

Fill in the post code of the workplace.

Arbetsställets postort / Post office of the workplace

Fill in the post office of the workplace.

Besöksadress / Visiting address

Fill in the visiting address of the workplace.

Varför vill organisationen delta? Vilken kompetens bidrar organisationen med? /

Why does the organization wish to participate in the project? Which competence does the organization bring to the project?

Describe the reasons for the organization to take part in the project and especially what the organization expects to gain from the work. Describe also the competence the organization brings to the partnership from the perspective of implementing and reaching the main goals of the project.

Är organisationen momsredovisningsskyldig för projektets verksamhet? /

Is the organization required to declare value added tax for project activities?

Choose *ja* (yes) or *nej* (no) regarding the question whether or not the applicant has the right to reduce or get refund for value added tax in the project.

When choosing *nej* (no) a declaration from the national tax authority should be submitted to state that the value added tax remains a final cost for the project.

Är organisationen offentlig? / Is the organization public?

Choose *ja* (yes) or *nej* (no) regarding the question if the organization is public.

Kontakt Kontaktperson / Contact information of the contact person

Namn / Name

Fill in the name of the fellow applicant's contact person.

Telefon / Phone

Fill in the phone number.

E-post / Email

Fill in the email address.

Kontakt Projektledare / Contact information of the project manager

Namn / Name

Fill in the name of the project manager, if known.

Telefon / Phone

Fill in the phone number.

E-post / Email

Fill in the email address.

Kontakt Ekonomi / Contact information of the financial manager

Namn / Name

Fill in the name of the financial manager, if known.

Telefon / Phone

Fill in the phone number.

E-post / Email

Fill in the email address.

Projektbeskrivning / Project description

Description of the project's work with the horizontal criteria should be incorporated in the entire project description.

The text fields in the section *Projektbeskrivning* (Project description) can include up to **4000 characters**. Please note that it is important to give a clear and concise description of the project.

Investeringsprioritering / Investment priority

Within the themes Innovation and Environment a choice between two investment priorities can be made. In the themes Business and Transportation only one investment priority can be chosen.

Specifikt mål / Specific objective

In the Botnia-Atlantica programme there is only one specific objective for each investment priority. The project should contribute to achieving the specific goal.

Aktivetsindikatorer / Activity indicators

The indicators are connected to the specific goal. Please fill in the expected result for each indicator. The definitions of the indicators can be found in the project handbook.

Kommentar till indikatorerna / Comments to the indicators

Comment on how the expected results have been estimated and how the turnout will be monitored.

Projektets huvudsakliga mål / Main goal of the project

State the main goal of the project. Clarify how the main goal of the project contributes to the specific objective of the theme.

Help and support for formulating the main goal can be found in the project handbook. Creating a goal tree might be helpful.

Förväntat resultat / Expected results

List the most important results achieved during the project. Describe how the project partners will utilize the results and how the results serve the target group of the project. Comment on what the project will do in concrete terms to achieve permanent results. Please note that we are not asking for specific activities but the results gained from the activities.

Målgrupp / Target group

Choose the main target group of the project.

Motivera projektet / Justify the project

Describe the demand for the project results. What is new about the project in comparison to before? What would happen if the project was not realized? Specify what makes the project special.

Gränsöverskridande mervärde / Cross border added value

Emphasize the benefits of executing the project as cross border cooperation in comparison to executing the project nationally. Specify the role of the border. Support for defining the role of the border can be found in the project handbook.

Samband med övriga insatser / Connection to other projects and activities

Describe how the project connects to other projects and activities.

Horisontella kriterier – hållbar utveckling / Horizontal criteria – sustainability

Summarize how sustainability (environment) is integrated into project implementation.

Horisontella kriterier – jämställdhet mellan kvinnor och män /

Horizontal criteria – equality between men and women

Summarize how equality between men and women is integrated into project implementation.

Horisontella kriterier – lika möjligheter och icke-diskriminering /

Horizontal criteria – equal possibilities and non-discrimination

Summarize how equal possibilities and non-discrimination is integrated into project implementation.

Sammanfattande projektbeskrivning / Project summary

Write a short Swedish summary of the project, its goals and expected results. The summary should provide a clear picture of the project. The summary will be used on different occasions to inform about projects.

Sammanfattande projektbeskrivning (annat språk) / Project summary (other language)

Translate the Swedish summary to Finnish.

Does not concern projects that do not have Finnish partners.

Abstract på engelska / Project summary in English

Translate the Swedish summary to English.

Tid- och aktivitetsplan / Time and activity plan

The section *Tid- och aktivitetsplan* (Time and activity plan) contains the work packages of the project (including possible actions in Norway). The entire EU-budget should be divided between the work packages.

The work packages Projektledning (Project Management) and Kommunikation (Communication) are mandatory. In addition to these, the project should be divided into about 3-5 work packages.

In the work package Projektledning (Project Management) the activities Project closure and Equality-integration should be included.

Click *Lägg till* (add) to add work packages.

EU-budget / EU-budget

In the section *EU-budget* (EU-budget) the EU-budget of the project should be entered. The budget of Norwegian project partners should be included in a separate section.

Costs should be specified on a reasonable level (partner budgets are not necessary).

More information on cost categories can be found in the project handbook.

- *Personalkostnader* / Personnel costs (Personnel employed by a project partner to work in the project)
- *Kontorsuppgifter och administrativa utgifter* / Office and administrative costs

This costs category should only be used if a project partner does *not* have overhead expenses. If all partners in the project have overhead expenses, all costs related to office and administration should be included under Flat rate. The same partner cannot have costs under both cost categories (Office and administration *and* Flat rate).

- *Extern sakkunskap och externa tjänster / External expertise and service*
Please note that costs related to marketing and advertising are included in this cost category. Each project should include 1000 EUR for equality-integration in this cost category.
- *Resor och logi / Travel and accommodation*
Travel related costs like meals, accommodation, visa and daily allowance. Please note that the cost category only concerns travel costs of project personnel.
- *Utrustning / Equipment*
E.g. machines and instruments used in the project.
- *Schablonkostnader / Flat rate*
If a project partner has overhead expenses, the costs should be calculated by multiplying the direct personnel costs with 15 %. The sum is budgeted in the cost category Flat rate. The same partner cannot have costs under both Office and administration *and* Flat rate.
- *Avgår projektintäkter / Project income is subtracted*
If the project has income, register the amount as a negative cost. Please note that in projects where the total eligible costs exceed 1 MEUR, income received after project ending should also be estimated.

Information about financing should also be included in the section *Budget* (Budget). Co-financing is divided into public cash financing and private cash financing. In-kind financing is not accepted as co-financing.

When all information concerning the budget has been filled in, the system automatically calculates the amount of EU-financing based on the reported costs and co-financing.

Förväntas intäkter efter projektets slut? /

Is the project expected to generate income after project ending?

Income can e.g. be generated from sales of a product or service developed in the project.

Genomförs aktiviteter i projektet utanför det programområde som denna ansökan gäller, men ska finansieras genom denna ansökan? / Does the project include actions outside the programme area that will be financed through this application?

Describe the budgeted costs, the actions located outside the programme area, where they are located and justify the reasons for organizing the actions outside the programme area.

Bilagor - Attachments

Documents to be attached to the application (max. 10 MB in total):

- Statement of authority to sign the application
- Co-financing statements (can be submitted as a supplement after the call has closed)
- Registration statement (if the applicant is an association or a company)
- VAT declaration from national tax authority
- Table for Norwegian budget in NOK and EUR (if the project has project partners in Norway)
- Table for Swedish co-financing in SEK and EUR

The application cannot be submitted if compulsory information is missing. The system informs about missing information by marking the concerned sections in red. When the application has been submitted electronically, it arrives at the authority.

An authorized signatory of the lead partner shall sign the project application. The confirmation letter can be printed from *Mina ansökningar* (My applications). The confirmation letter can only be printed after the project has been submitted electronically. The signed confirmation letter is sent to the Managing Authority by mail.