

Filling in and submitting the application

Growing cross-border business cooperation Clean and comfortable region to live Call for proposals 4 & 5









Filling in the application form

- Filling in PROMAS
- " Concept note as a basis
- Name of the project, acronym and Lead Partner name, country cannot be changed





Filling in the application form

- " Changes are possible
 - . Partners can be added and information may be modified
 - . Summary text can and should be modified/rewritten





New elements in application phase

- " Relevance
- " Implementation
- " Budget and Financing



Relevance

" Objective

- . Problem analysis
- . Overall and Specific Objective of the project
- . CBC Nature
- . Cross-cutting issues (listed in Joint Operational Programme)





Objective

- " Problem analysis
 - . Description of the core problem that will be solved
 - . How the core problem is identified
 - Cause and effect relationships



Objective

Specific objective

- . The core problem has been converted to the **one** specific objective
- . Specific objective have to be realistic and can be achieved with planned activities and outputs
- . The development outcome at the end of the project.
- . Defined by the project but contributing to <u>one</u> of the elements defined by the programme.

Objective

" Cross-cutting issues

- . People to people actions
- . Education, research and innovations
- . Environmental sustainability
- . Equality



Relevance

" Indicators

- . Thematic indicators
 - Number of feasibility studies and structural analysis identifying the barriers and problems in different business sectors (Call 4)
 - Number of enterprises substantially and actively involved in projects (Call 4)
 - Number of concrete actions taken to eliminate identified threats to biodiversity in cross-border areas (Call 5)
 - Number of persons actively participating in environmental actions and awareness raising activities (Call 5)
 - Number of persons actively participating in projects using nature as a tool to improve the health and wellbeing (Call 5)









Relevance

- " Indicators
 - . Project specific indicators
 - Defined by each project
 - Consistent with indicators presented in logframe matrix

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Relevance

- " Work plan
 - . Description of activity . Work packages are recommended
 - . RACI matrix
 - " Responsible partner
 - " Accountable partner
 - Consulted partner
 - " Informed partner
 - . Location
 - . Output

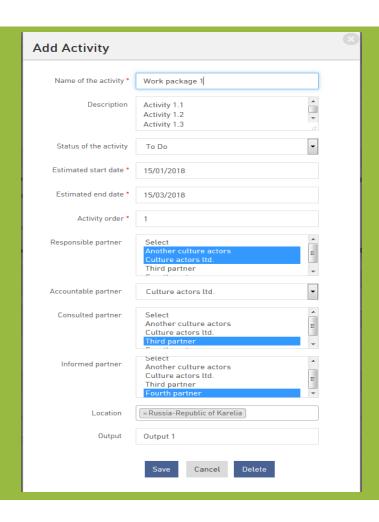






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Adding activity



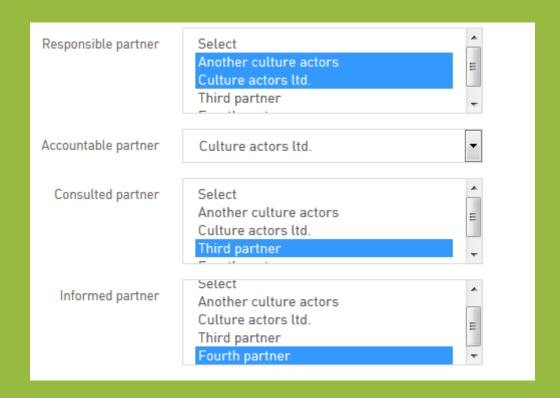






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Role of the partners









RACI Matrix





Responsible: Those who do the work to achieve the task. There is at least one role with a participation type of *responsible*, although others can be delegated to assist in the work required



Accountable: The one ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those *responsible*



Consulted: Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication



Informed: Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication







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RACI Matrix rules

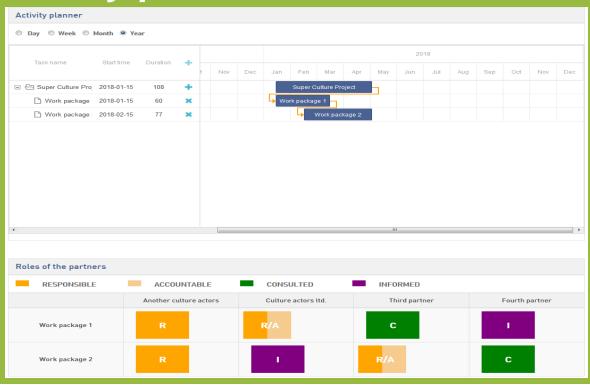
- Responsible and Accountable partners are obligatory
- There can be only one Accountable partner.
- Accountable partner is usually one of the Responsible partners
- Only Accountable partner can be located twice
- 2 -way communication with the Consulted partners
- 1-way communication with the Informed partners
- RACI may be implemented also inside every partner organisation in order to help organizing tasks of single persons



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- Information transfers to planner by adding activity
- " Used as a tool in reporting

Activity planner + RACI











Relevance

" Sustainability

- . How will the outputs be utilized after implementation of the project?
- . How will the results be maintained after implementation of the project?

Implementation

- Structure of the project team
- Monitoring and evaluation arrangements
- Communication and visibility
- Environmental impact
- " Permits, if needed

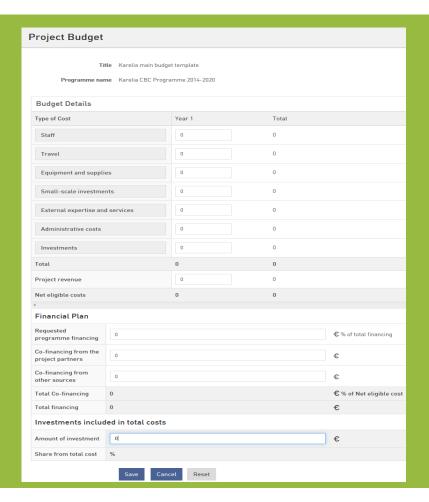


Project Budget

- To be filled in a whole project level
- Total sums for each cost types (specification in attached budget)
- Saved information will update Requested financing details in Basic information sheet
- " Remember 20% rule
- Check that information equals to the attached detailed budget



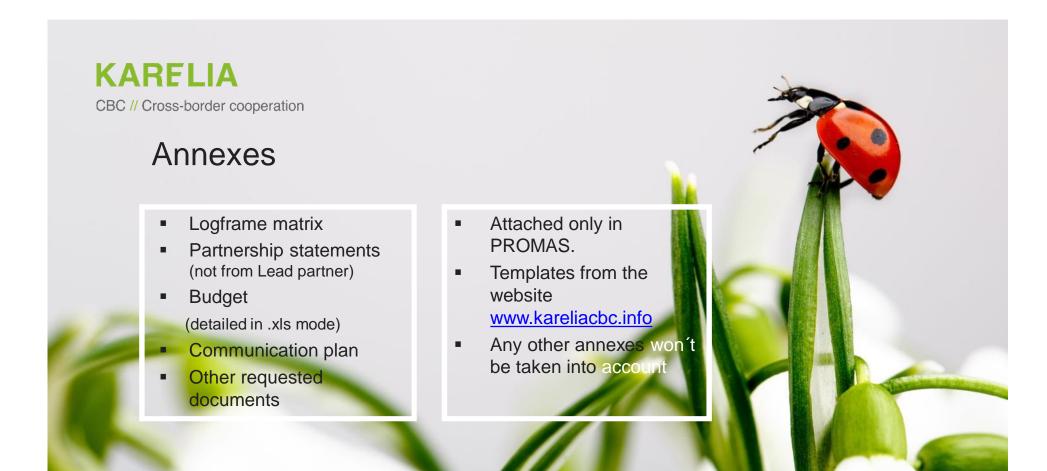
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Submitting the application form

- " Checklist!
- " Submitted via PROMAS.
- Submitted version is printed and signed and sent to the MA or BO.
- Only application is sent as a hard copy.
- " Use references +Call for proposals 2017/4/2+ and +Call for proposals 2017/5/2+







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Deadline in PROMAS

5th of Oct at 16.00 Finnish time

Signed hard copies

Needs to reach Managing Authority/Branch Office latest 12th of Oct









