

# KARELIA

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## Filling in and submitting the application

Call for proposals 8 - 10



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23.1.2019

## 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, removed and information may be modified
  - Summary text can and should be modified/rewritten

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# New elements in application phase

- Relevance
- Implementation
- Budget and Financing



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## Relevance

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



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## Objective

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



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## 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 one of the elements defined by the programme.



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## Objective

- Cross-cutting issues
  - People to people actions
  - Education, research and innovations
  - Environmental sustainability
  - Equality



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## Thematic indicators

- For each element of the priority there will be one thematic indicator defined by the programme
- Not every element has thematic indicator in PROMAS

## Thematic indicators priority 1

Thematic indicator	Element
Number of feasibility studies and structural analysis identifying the barriers and problems in different business sectors	-
Number of enterprises substantially and actively involved in projects	Activities increasing the capacity of the enterprises to start cross-border economic cooperation

## Thematic indicators priority 2

Thematic indicator	Element
Number of established new enterprises in the cultural sector	Increasing the diversity of cultural services with new forms of cross-border cultural activities
Number of young persons/members of special target groups reached with activities aiming at increased integration	Helping young people in danger of dropping out of active society with inclusive cultural activities

## Thematic indicators priority 3

Thematic indicator	Element
Number of concrete actions taken to eliminate identified threats to biodiversity in cross-border areas (target value 1!)	Increasing the biodiversity of border areas
Number of persons <u>actively</u> participating in environmental actions and awareness raising activities	Increasing environmental awareness
Number of persons <u>actively</u> participating in projects using nature as a tool to improve the health and wellbeing	Using nature in the promotion of health and wellbeing

## Project specific indicators

- Defined by each project
- Consistent with output indicators presented in logframe matrix

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## 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

## Add Activity

Name of the activity \*

Description

Status of the activity

Estimated start date \*

Estimated end date \*

Activity order \*

Responsible partner

Accountable partner

Consulted partner

Informed partner

Location

Output

Save

Cancel

Delete



# Adding activity

### Add activity

Name of the activity \*

Description

Status of the activity

Estimated start date \*

Estimated end date \*

Activity order \*

Responsible partner

Accountable partner

Consulted partner

Informed partner

Location

Output





# Activity planner

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

Name	Description	Output	Country and region
Workpackage 1.1	Description of activities in WP 1.1	Output 1	Finland-Kainuu   Finland-North Karelia
Workpackage 1.2	Description of WP 1.2	Output 1	Russia-Republic of Karelia
Workpackage 2.1	Description of WP 2.1	Output 2	Finland-Kainuu

**Activity planner**

Day
  Week
  Month
  Year

Task name	Start time	Duration	2020											
			Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Test project Joensuu	2020-01-06	392	[Gantt bar spanning Dec, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec, Jan, Feb]											
Workpackage 1	2020-01-06	137	[Gantt bar spanning Dec, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec, Jan, Feb]											
Workpackage 1.2	2020-02-03	200	[Gantt bar spanning Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec, Jan, Feb]											
Workpackage 2	2020-07-16	200	[Gantt bar spanning Jul, Aug, Sep, Oct, Nov, Dec, Jan, Feb]											



# Roles of the partners

Responsible partner	<input type="text" value="Select"/> <input type="text" value="Another culture actors"/> <input type="text" value="Culture actors ltd."/> <input type="text" value="Third partner"/>
Accountable partner	<input type="text" value="Culture actors ltd."/>
Consulted partner	<input type="text" value="Select"/> <input type="text" value="Another culture actors"/> <input type="text" value="Culture actors ltd."/> <input type="text" value="Third partner"/>
Informed partner	<input type="text" value="Select"/> <input type="text" value="Another culture actors"/> <input type="text" value="Culture actors ltd."/> <input type="text" value="Third partner"/> <input type="text" value="Fourth partner"/>

# RACI Matrix

R

**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

A

**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*

C

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

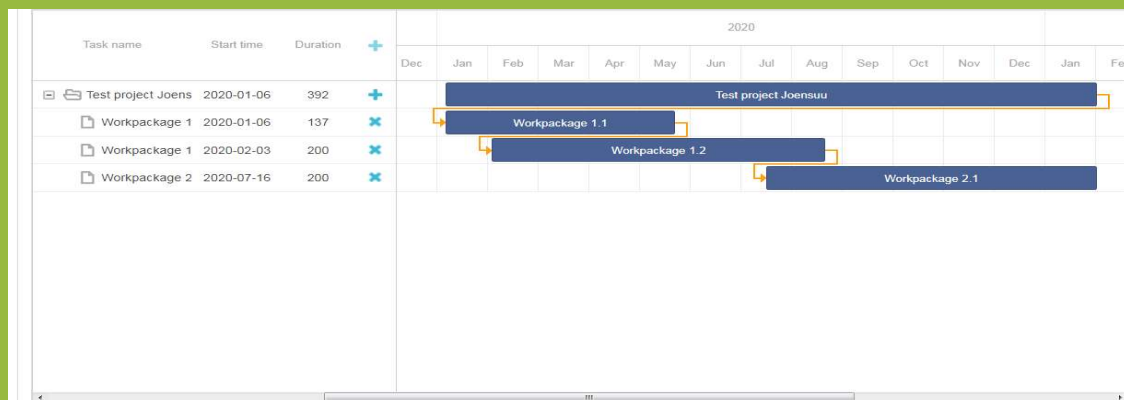
I

**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

## 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

# RACI Matrix in PROMAS



Roles of the partners				
	Partner 1	Partner 2	Partner 3	Lead partner
Workpackage 1.1	<b>R</b>	<b>C</b>	<b>I</b>	<b>A</b>
Workpackage 1.2	<b>A</b>	<b>C</b>	<b>R</b>	<b>C</b>
Workpackage 2.1	<b>I</b>	<b>I</b>	<b>R</b>	<b>A</b>



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## Relevance

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



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## Implementation

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



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## 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



### Project Budget

**Title** Karelia main budget template  
**Programme name** Karelia CBC Programme 2014-2020

**Budget Details**

Type of Cost	Year 1	Total
Staff	<input type="text" value="0"/>	0
Travel	<input type="text" value="0"/>	0
Equipment and supplies	<input type="text" value="0"/>	0
Small-scale investments	<input type="text" value="0"/>	0
External expertise and services	<input type="text" value="0"/>	0
Administrative costs	<input type="text" value="0"/>	0
Investments	<input type="text" value="0"/>	0
<b>Total</b>	<b>0</b>	<b>0</b>
Project revenue	<input type="text" value="0"/>	0
<b>Net eligible costs</b>	<b>0</b>	<b>0</b>

**Financial Plan**

Requested programme financing	<input type="text" value="0"/>	€ % of total financing
Co-financing from the project partners	<input type="text" value="0"/>	€
Co-financing from other sources	<input type="text" value="0"/>	€
<b>Total Co-financing</b>	<b>0</b>	<b>€ % of Net eligible cost</b>
<b>Total financing</b>	<b>0</b>	<b>€</b>

**Investments included in total costs**

Amount of investment	<input type="text" value="0"/>	€
Share from total cost	%	

Save Cancel Reset



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## Annexes

- Logframe matrix
- Partnership statements (not from Lead partner)
- Budget (detailed in .xls mode)
- Communication plan
- Other requested documents

- Attached only in PROMAS.
- Templates from the website [www.kareliacbc.info](http://www.kareliacbc.info)
- Any other annexes won't be taken into account



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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.



## **Deadline in PROMAS**

**12th of March  
at 14.00 Finnish time**

## **Signed hard copies**

**Needs to reach Managing  
Authority/Branch Office  
latest 19th of March**



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Спасибо за внимание  
Kiitos huomiostanne



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