

Fifth round of a call

Applicant workshops 2019

Managing Authority

Basic information for the 5th call

- Will be closed by 27.3.2019
- The financial envelope is 6,8 million euros
- All priorities are open:
 - Priority 1 Lively, active and competitive economy
 - Priority 2 Innovative, skilled and well-educated area
 - Priority 3 Attractive, clean environment and region
 - Priority 4 Well-connected region
- Maximum duration of the projects is 30 months
- Special emphasis for applications increasing institutional capacity of public authorities at municipal level

Evaluation Process Of Applications

- Consists of the Administrative and eligibility check and Quality assessment
- The first step is administrative and eligibility check for all submitted applications ([Programme Manual page 16](#))
 - Applications that pass this check continue to the quality assessment
 - Applications that don't pass this check are not forwarded to the quality assessment

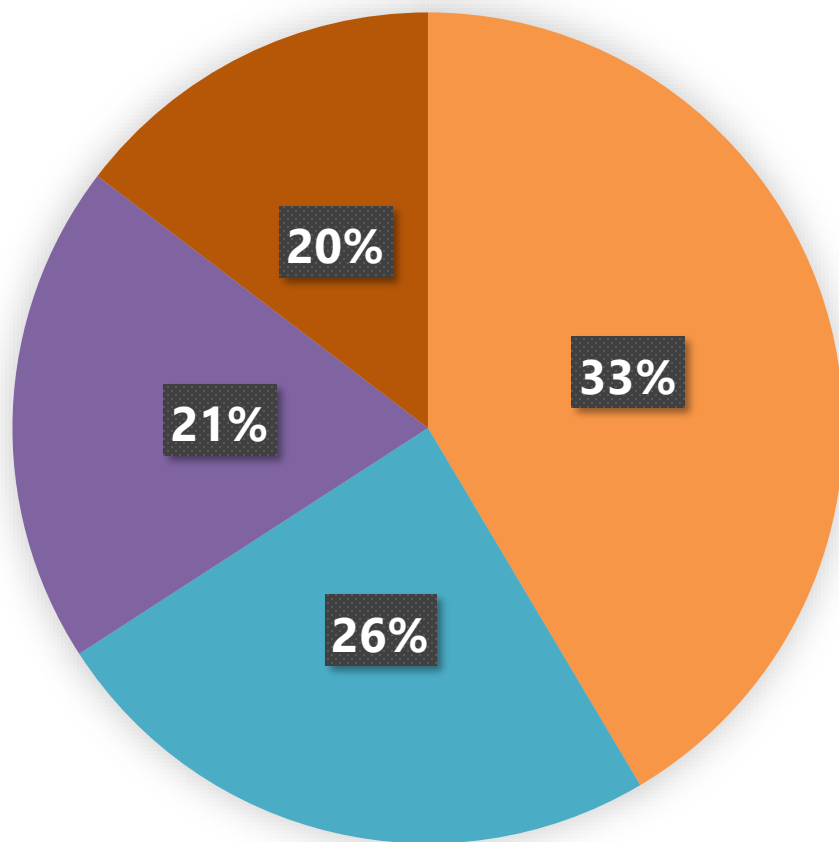
Administrative and eligibility check

NO	CHECKLIST	Yes	No	Na	Comments
A	ADMINISTRATIVE CRITERIA				
A.1	Correct application form has been used.				
A.2	Original printed and signed application has been received to the Managing Authority.				
A.3	The application has been signed by the authorised person.				
A.4	Electronic version of the application has been locked to the PROMAS system, and paper and electronic versions are identical.				
A.5	The application is in English.				
A.6	Administrative and formal data in the application is consistent.				
A.7	All required mandatory annexes are downloaded to the PROMAS system and enclosed in the document package.				

Administrative and eligibility check

B	ELIGIBILITY CRITERIA	Yes	No	Na	Comments
B.1	Project fulfils the requirements set for the partners, including their number and location.				
B.2	Lead partner and partners are legal entities.				
B.3	Duration of the project corresponds to the defined criteria.				
B.4	Project is assigned to the correct thematic objective and priority.				
B.5	Co-financing is secured and presented according to the requirements.				
B.6	Budget requirements are respected.				
B.7	Estimated costs of the project activities are assigned to each partner and the project budget is done per partner.				
B.8	There is no evidence of the partners not having liability.				
B.9	There is no evidence of double funding of the proposed activities.				

Most common grounds for rejections – Administrative and eligibility checks of the calls 1-4



- Questions concerning financial capacity of the lead partner or partner
- Questions concerning eligibility of the partner(s)
- Requirements concerning budget breakdown
- Questions concerning co-financing (amount or verification)

Information based to results of the administrative and eligibility checks from the calls 1 and 4.

Quality assessment

- Each project proposal is assessed by 3 experts: one Finnish, one Russian and a representative of the MA (Programme Manual pages 18-19)

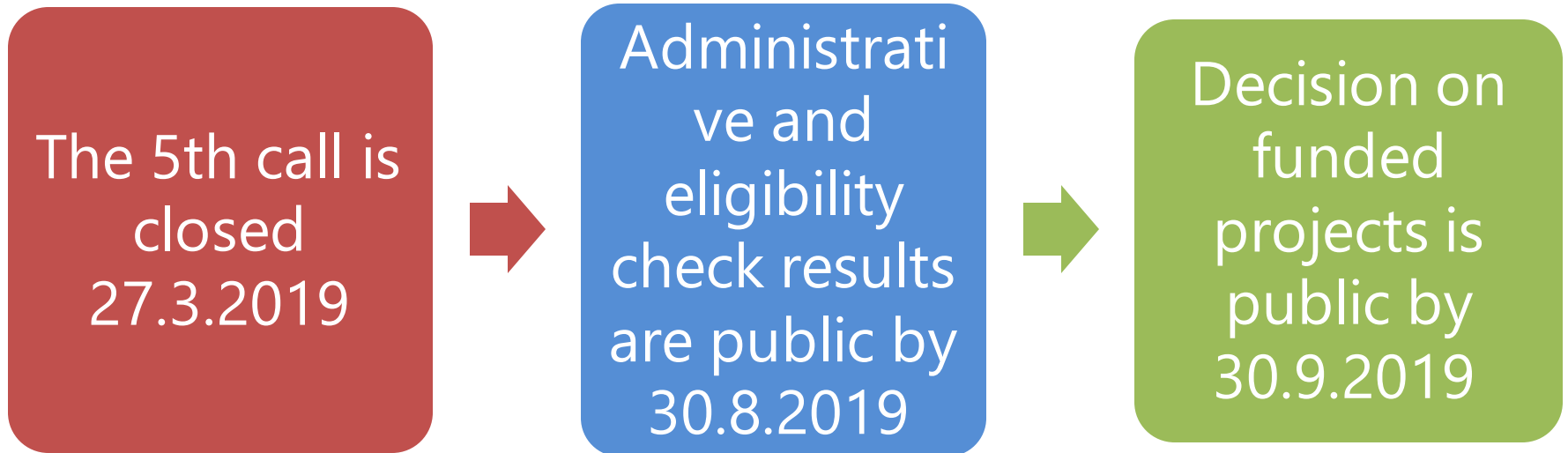
Assessment and selection criteria:

1. Project's context, relevance and strategy
2. Cooperation and cross-border character
3. Project's contribution to programme's objectives, expected outputs and results
4. Partnership relevance
5. Management
6. Communication
7. Work plan
8. Budget

Quality assessment

- Maximum score is 10 for every question, minimum is 0, weighting x 3-1 -> when 3 maximum is 30
- Projects selected for funding must reach a quality threshold of 65 %, that is weighted final score 130 or more (max. score 200)
- The Joint Selection Committee will recommend projects for funding
- The Joint Monitoring Committee decides projects for award

Timetable for the evaluation process



The MA shall send to all lead applicants an official letter with the information about either rejection or selection of the project after the evaluation process of the call has ended.

Lessons learned from the previous rounds

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Statistics from calls 1-4

Round of call, closing date	Amount of project applications	Applied funding in million €	Selected project proposals	Selected project proposals in million €
1 st call, 15.3.2017	29	23,5	10	7,1
2 nd call, 30.6.2017	51	41,6	10	7,2
3 rd call, 28.3.2018	32	23,5	10	6,5
4 th call, 15.6.2018	34	20,4	11	6,8
TOTAL	146	109	41	27,6

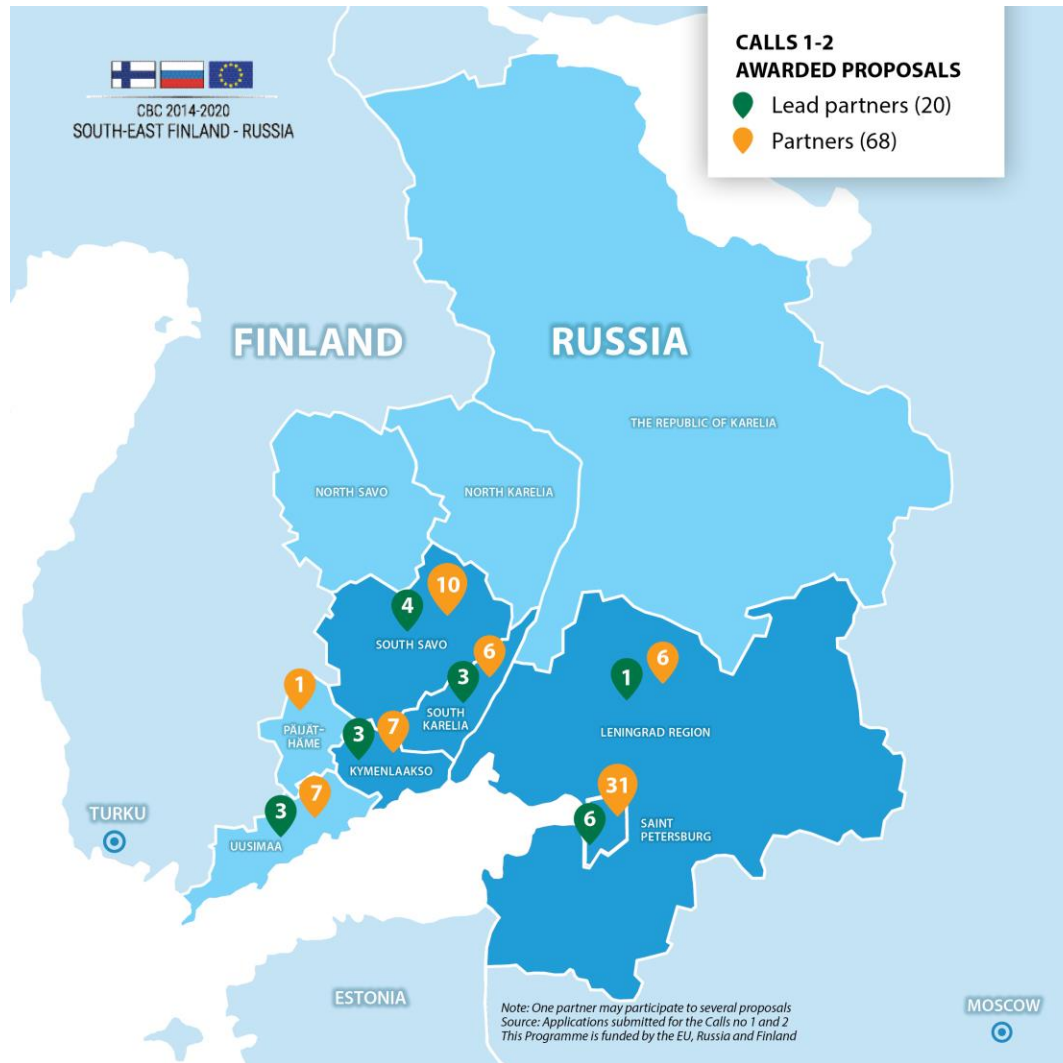
Submitted proposals from calls 1-4

State of play:

- 15 projects have started implementation from calls 1-2, rest of them will begin during nearest months
- Grant contract negotiations ongoing with the awarded projects of the 3rd call, first of them will be launched by 1.3.2019



Awarded proposals from calls 1-2



Awarded proposals from the call 3



How to improve?

Few essential tips while preparing project:

- Consider if all partners are relevant for your action.
- Check that their role is clearly described and that all partners have suitable operational and financial capacity.
- Check with your organization's financial unit if the requirements concerning the bookkeeping, accounts and audits can be met.
- Review if the planned budget is reasonable and balanced with the aimed results.

How to improve?

- Review if your action meets with the programme's objectives and that the indicators are verifiable
- Two types of indicators needed for the application: thematic and project specific
- Indicators give clear picture about expected outputs and results of the project -> define them well and try to list concrete ones
 - Quantitative or qualitative, measurable
 - Valuable information for the quality assessment
 - Followed by the MA when monitoring granted projects

How to improve?

- Example of the most common used project specific indicator: **Number of people participating in the project event – target value 200**
- Is it enough that the event is held and there were over 200 participants?
- Consider to describe indicator more precisely:
 - What is the target audience?
 - What is the aim for participants to learn?
 - Are there any results or impacts on the event?
 - Did the event create cooperation between participants?

How to improve?

- **Before submitting the application check that all questions are answered, and all required annexes are signed and recorded to PROMAS!**

In addition to such types of costs that are not considered relevant, there are only few questions may not apply to all or some partners:

- other public funding
- co-financing from other sources
- question referring to final payment (only for lead partner)
- question referring to added value (only partner outside core area)

Available services

- Programme personnel is available for questions and inquiries also in the project preparation phase.
- Offices in Lappeenranta and Saint Petersburg are providing services by local office hours.
- Contact information at <http://www.sefrcbc.fi/contacts/>

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