

KARELIA

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Filling in and submitting the application

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



Jarkko Kärkimaa

16.8.2017

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

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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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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)



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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

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



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Role 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"/>



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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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Activity planner + RACI

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

Activity planner

Day Week Month **Year**

Task name	Start time	Duration	2018													
			Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Super Culture Pro	2018-01-15	108			Super Culture Project											
Work package	2018-01-15	60			Work package 1											
Work package	2018-02-15	77				Work package 2										

Roles of the partners

	Another culture actors	Culture actors ltd.	Third partner	Fourth partner
Work package 1	R	R/A	C	I
Work package 2	R	I	R/A	C



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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

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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
Total	0	0
Project revenue	<input type="text" value="0"/>	0
Net eligible costs	0	0

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"/>	€
Total Co-financing	0	€ % of Net eligible cost
Total financing	0	€

Investments included in total costs

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



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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
- 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.
- “ 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**



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Kiitos huomiostanne



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