

Programme rules for the 3rd call

5 October 2017, Tartu



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Supported topics

Entrepreneurship

Jointly developed products and services

~6 MEUR



At least one SME from Estonia and one SME from Latvia must participate in the joint development of product or service as project partners

Specific requirements



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1. The participating SME must have at least 50 000 EUR for annual turnover for year 2016.
2. The annual reports of participating SME-s for years 2015 and 2016 are submitted to the relevant national registries. *
3. Requested ERDF support for an SME can be maximum 50% of the SME's last annual turnover.
4. All participating SMEs must have their own functioning product or service at the time of submitting a project application.

* In case by the national legislation the company is not obliged to submit the annual report for 2015, the annual report for 2016 is checked.

Examples of expected activities



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- Joint product and service development
- Carrying out long-term development activities for SMEs
- Building marketing and sales related competencies
- Enhancing cooperation between SMEs, research and educational institutions, and public support structures
- Marketing activities



All projects must fulfil the following output indicators:

- Joint products and services developed in cooperation
- Joint marketing activities

! The programme is not financing the production of goods for sale.

Maximum grant size per project **500 000 EUR**

Co-financing rate is up to **85%**

Other important things



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At least one SME from Estonia and one SME from Latvia, who are legally registered in the programme area

In case of private enterprises, the owners of the companies in Estonia and Latvia cannot be the same, nor can they be owned by their close relatives and/or family members.



Project partners:



- Are not bankrupt, not in liquidation or in compulsory dissolution.
- Have no tax debts or if they do, they are in compliance with a schedule that is in place.
- Have repaid any EU or national support to be refunded by the deadline.
- The applicant or his/her legal representative has not been validly sentenced or penalized.

Project main features



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Basic project and partnership requirements

- 1) Projects are developed, written and planned jointly
- 2) Follow the principles of joint implementation
- 3) Joint team
- 4) All partners have to contribute to the project financially or in-kind

Who is the responsible one?

Each project has to appoint a lead partner (LP). LP submits the application and is responsible for the whole project.

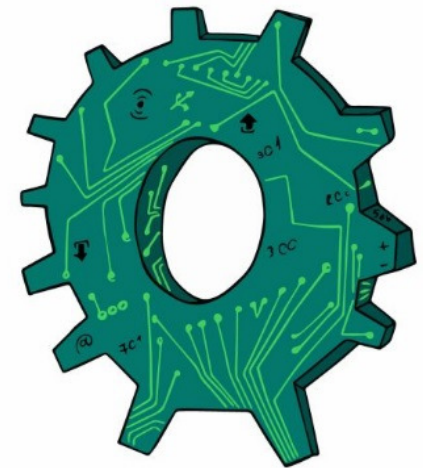
LP is responsible for:

- timely and correct reporting
- the division of tasks among the partners involved in the project
- ensuring proper communication with and among the partners, keeping everybody informed

LP has to appoint or sub-contract a project manager and financial manager (tasks can be carried out by the same person).

Project partner must nominate a coordinator and a book-keeper (tasks can be carried out by the same person).

- Project application and other documents in **ENGLISH**
- **Project duration:** up to 36 months
- Preparation costs:
 - **5000 EUR lump sum**
 - Reals costs related to the building design documentation required for the building works in the project
- **Administration costs flat rate 15%** of eligible staff costs



A little bit about the budget



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Eligibility of costs

In short, all relevant and justified costs are eligible

List of ineligible costs in the manual is short



Budget Set-up



No limitation on budget lines, e.g. how big can be the share of staff costs?

No limitations on costs per activity, e.g. how big could be the share of project management costs?

Documents to be submitted



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Annex 5

<https://estlat.eu/en/for-applicants/for-3rd-call-applicants#>

- SWOT – for every participating SME in the project
- Market (need) analysis and market competition – about the jointly developed product/service

Other documents

- Financial table of every participating SME
- Lead partner's confirmation of the application form
- Partners co-financing statements
- Declaration by Latvian partners
- Statements of *de minimis aid* (Latvian partners)



Other documents

- In case of construction – one copy of a set of documents required under the national building laws
- Document „Justification of investments“ in the following cases:
 - Cost of a single piece or a set of equipment in one location exceeds 50 000 euros under the budget line “Equipment”
 - Construction costs per object/location exceed 50 000 euros under the budget line “Infrastructure and works”,
 - A total cost per object/location under the budget lines “Equipment” and “Infrastructure and works” exceeds 50 000 euros.

Alright, alright, but how
do I get the money?



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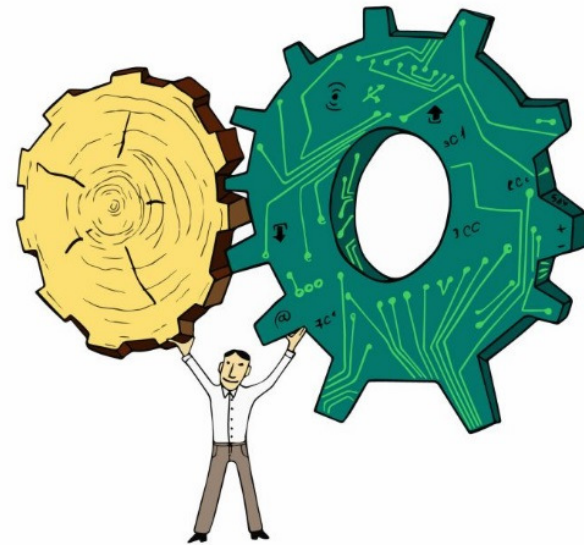
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Everything is fine with the topic, indicators and specific requirements

There is cooperation

Partners are real and contribute

Budget is reasonable



NB! Manual is the most important guidance document

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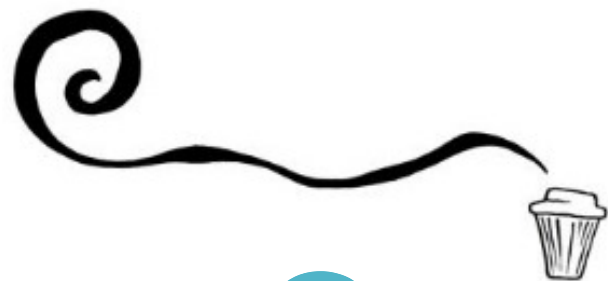
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Inese Nikopēnsius

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On maternity leave

Consult the Joint
Secretariat in
Tartu or Riga!



Good luck to all!



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