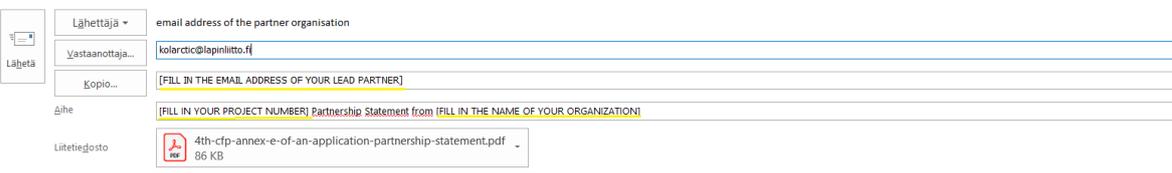


Step-by-step: How to apply if you cannot get signatures or mail your application form by post

Step 1. Fill in the application in the PROMAS. The application shall be filled in carefully (please refer to the Guidelines for 4th Call for Proposals, chapter 6), and the required questions/requests answered accurately. Upload all required annexes to the application. **In the alleviated process, partners do not have to sign the annexes (D and E) at this point. Instead, they can fill in the templates electronically. In addition to emailing the annexes to the Lead Partner, the partner organisation must send the filled in Annex E (Partnership Statement) to the Kolarctic Managing Authority kolarctic@lapinliitto.fi as an attachment to an email by the application deadline (tip: include your lead partner as a recipient). The email should clearly state that the authorized person of the organisation is aware of the content of the Partnership Statement.**



The screenshot shows an email composition form with the following fields:

- Lähetettävä:** email address of the partner organisation
- Vastaanottaja:** kolarctic@lapinliitto.fi
- Kopio:** [FILL IN THE EMAIL ADDRESS OF YOUR LEAD PARTNER]
- Äihe:** [FILL IN YOUR PROJECT NUMBER] Partnership Statement from [FILL IN THE NAME OF YOUR ORGANIZATION]
- Liitetiedosto:** 4th-cfp-annex-e-of-an-application-partnership-statement.pdf (86 KB)

The email body contains the following text:

Dear,

I [NAME OF THE LEGAL REPRESENTATIVE, POSITION], representing [NAME OF THE ORGANIZATION] hereby confirm that I have read and approved the content of the attached Partnership Statement.

Figure 1. This is an example of an email the Partner Organisation sends to the MA and Lead Partner. The number of your application is in the title, Partnership Statement is filled in and attached, the name of the Partner Organisation is clearly stated, and the authorized person to sign the document approves the content of the Partnership Statement.

The lead partner uploads all required annexes, including the Partnership Statement, to the application in PROMAS. In addition, the lead partner uploads the emails sent by each partner organization to the Kolarctic MA in PDF format to PROMAS as an attachment.

A completed application with all required uploaded Annexes shall be submitted to the Managing Authority in the PROMAS system by the deadline (31.3.2020 16.00 EET). Once submitted in the PROMAS, the application can no longer be changed.

Step 2. After submitting the application in PROMAS, **the authorized representative of the Lead Partner organisation sends a PDF copy of the application to the Kolarctic MA (kolarctic@lapinliitto.fi) as an attachment to an email.** The email must be sent no later than 3.4.2020 16.00 EET. The PDF copy of the application does not have to be signed at this point. **Please keep in mind: without this email, the application will not pass the administrative and eligibility check!**

Step 3. When the circumstances allow, the Lead Partner sends the printed and signed application to the MA by mail. Please also include the original signed Annexes D and E. Write the name of the Call, name and address of the Lead Partner on the upper left corner of the sealed envelope. The deadline for sending the documents is 22nd of May.

However, the MA will keep you informed in case the circumstances require further extension of the deadline.

The printed and signed application shall be sent to the following MA's postal address:
Lapin liitto/ Kolarctic CBC programme, Hallituskatu 20 B, PL 8056 FI-96101
ROVANIEMI