How to apply for Business Partnership Support

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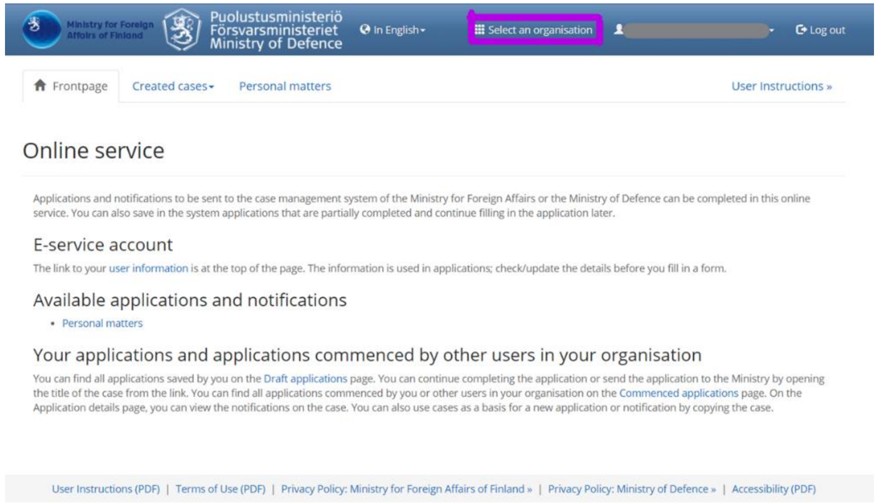
E-services, company mandate and mandate theme

- Log in to the e-services as a private individual.
- To use the e-service on behalf of the company, both the company's mandate and the correct mandate theme must be in order (Applying for subsidies).
- Please note that private entrepreneurs also need to grant themselves a mandate to do business on behalf of their company.

E-services, company mandate

1. Ensure that “Select an organisation” is visible to the left of the user in the e-service.

- If the field is visible, select the company you are doing business on behalf of under it.
- If the field is not visible, the company has not yet mandated the person to do business on its behalf. In this event, the mandate needs to be given in the Suomi.fi service.



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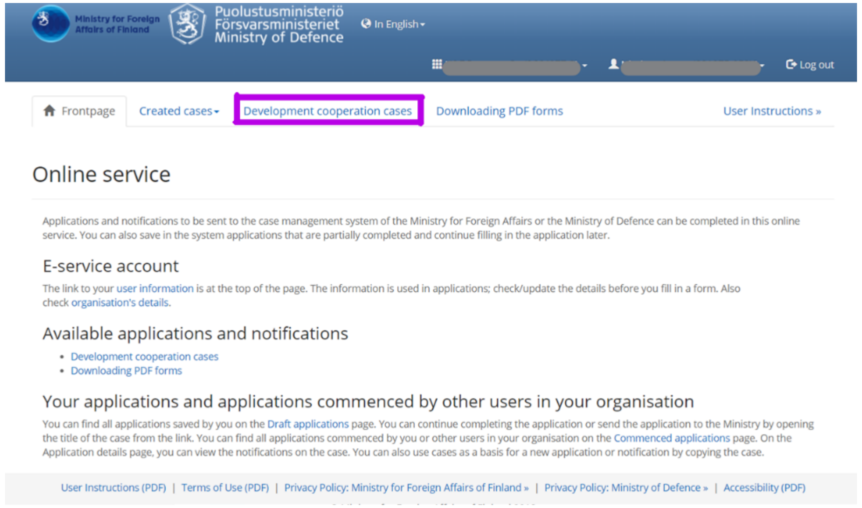
E-services, mandate theme

2. Once you have selected the organisation you are acting on behalf of, ensure that the “Development cooperation cases” tab is visible.

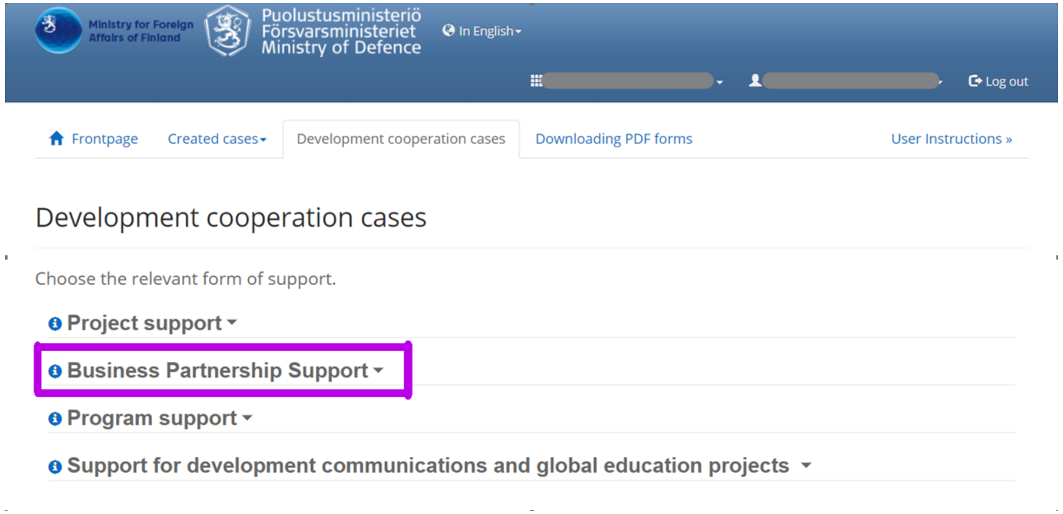
- If the tab is visible, the mandate theme is in order.
- If the tab is not visible, the company also needs to give you the correct mandate theme (Applying for subsidies and, separately, Mandate). The mandate theme is given in the Suomi.fi service.



E-services, development cooperation cases

3. Click the “Development cooperation cases” tab.

- A list of the development cooperation instruments of the Ministry of Foreign Affairs will appear.



E-services, business partnership support

4. Select the correct support type, “Business partnership support”, under which the instructions for filling in different forms will open.

Choose the relevant form of support.

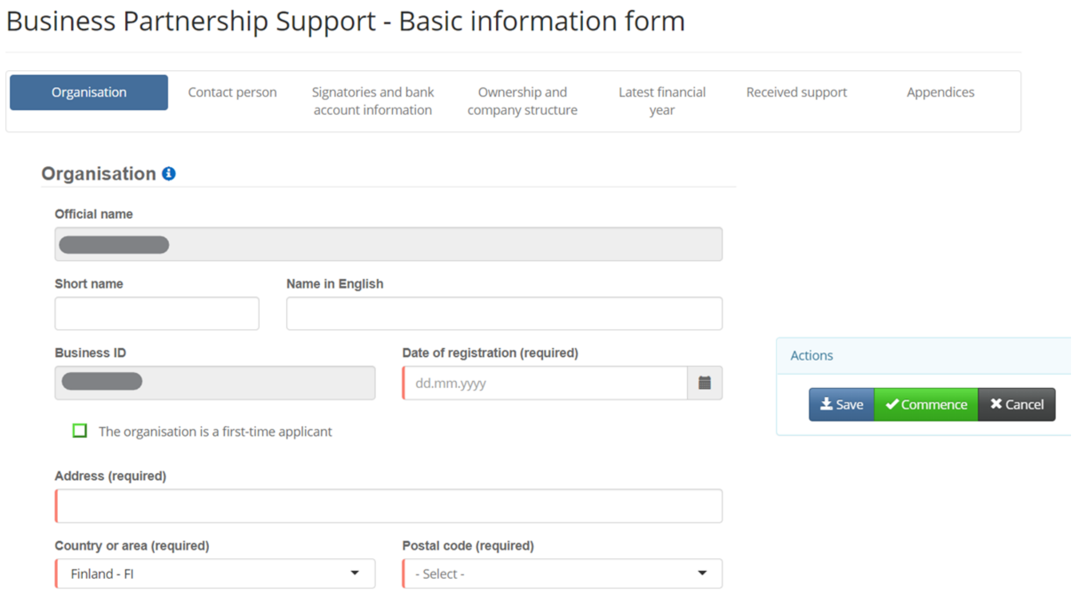
Project support

Business Partnership Support

1. **Fill in the basic information form** before submitting the project application. The basic information form is valid for 3 months.
   Start to fill in the basic information form.
2. **Fill in the PDF application.** You can upload it to the online system after you have received a notification of acknowledgement of receipt of your basic information. You will find the UHA code needed for the application in the notification of acknowledgement of receipt of your basic information.
   Download the PDF forms.
3. **Fill in the commitment form** before submitting your first request for payment if your project has been allocated a discretionary government grant. Collect the earlier project application from the Commenced cases page and choose Commitment form.
   Go to the Commenced cases page.
4. **Prepare a request for payment**. Collect the earlier project application from the Commenced cases page and choose payment request.
   Go to the Commenced cases page.
5. **Complete the basic information form**. Collect the basic information form from the Commenced cases page and choose Complete the basic information.
   Go to the Commenced cases page.
6. **Complete the project application or fill in a change of use application**. Collect the project application from the Commenced cases page and choose Complete/revise the application.
   Go to the Commenced cases page.

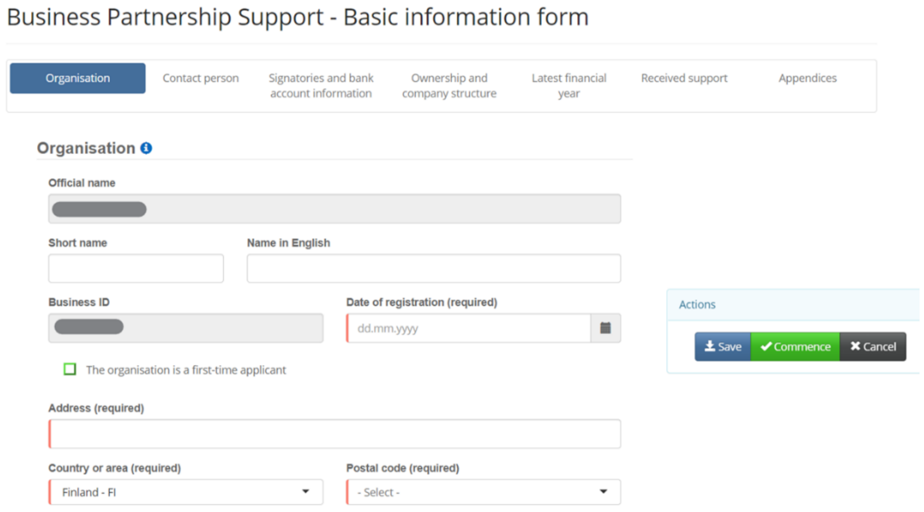
Basic information sheet, landing page

- Under the “Business partnership support” menu, click the link in section 1, “Fill in the basic information form”
- The tabs that need to be completed are displayed at the top. To move to the next tab, you need to click “Continue” at the bottom right of the page.



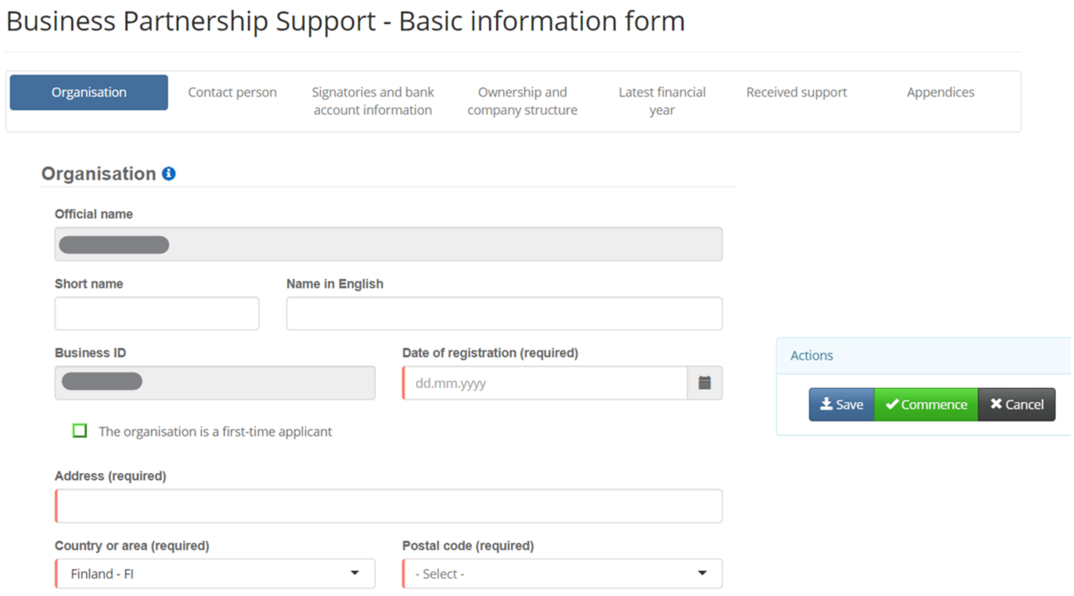
Basic information sheet, options 1/2

- The “Save”, “Commence” and “Cancel” actions are displayed on the right.
- Instructions for filling the form can be found by clicking on the blue “i” icon.
- You can save the information you have entered into the form by clicking on “Save” even if you have not finished filling in the required fields.



Basic information sheet, options 2/2

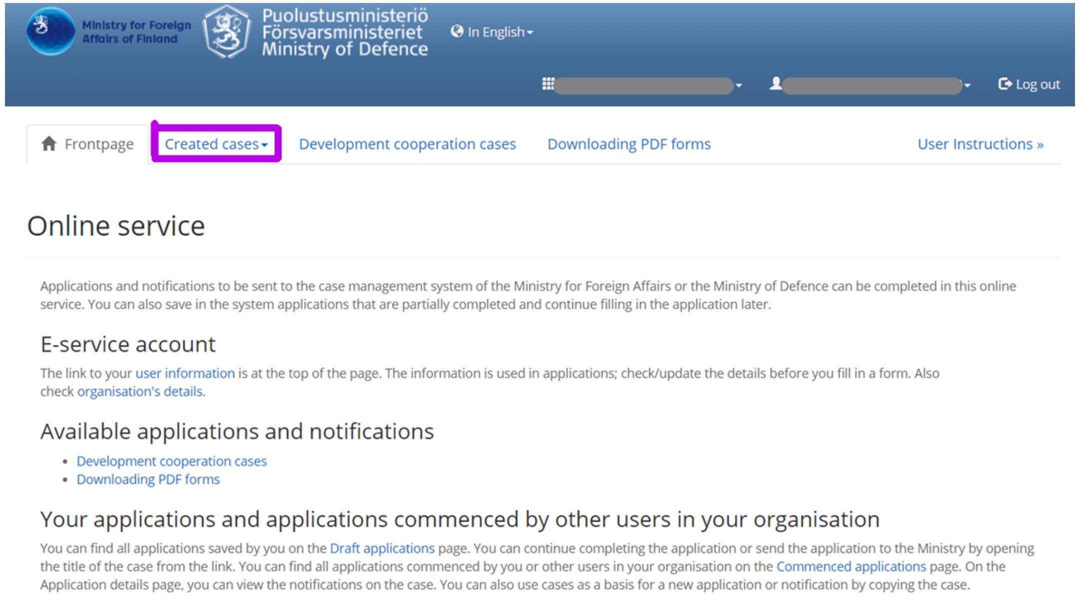
- A notification will pop up if one or more fields are filled incorrectly (some fields will also inform you in real time if your entry is invalid).
- The document may only be commenced when all required fields are correctly filled in.



Basic information sheet, draft applications

You can complete a saved unfinished form with the following steps:

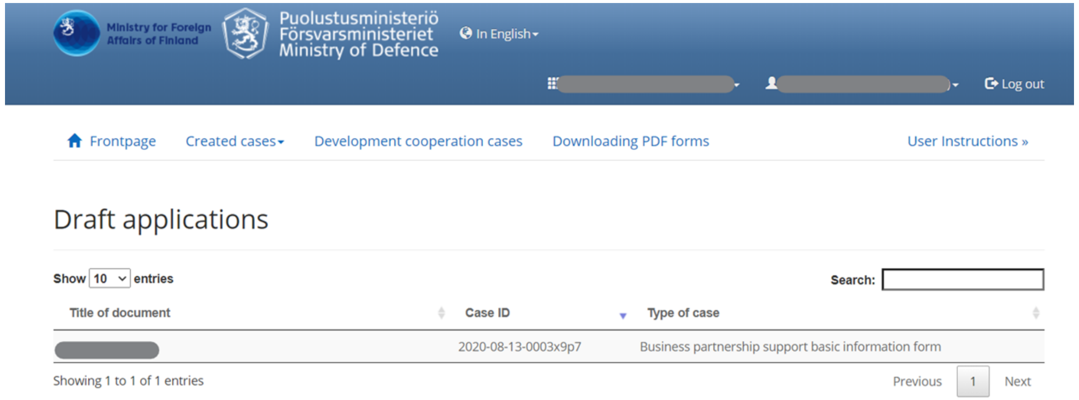
1. Click on the “Created cases” dropdown menu, then select “Draft applications”.



Basic information sheet, selecting a document

2. Select the document you want to complete by clicking on the title.

- If there is more than one document in the list, be sure to click on the correct one.



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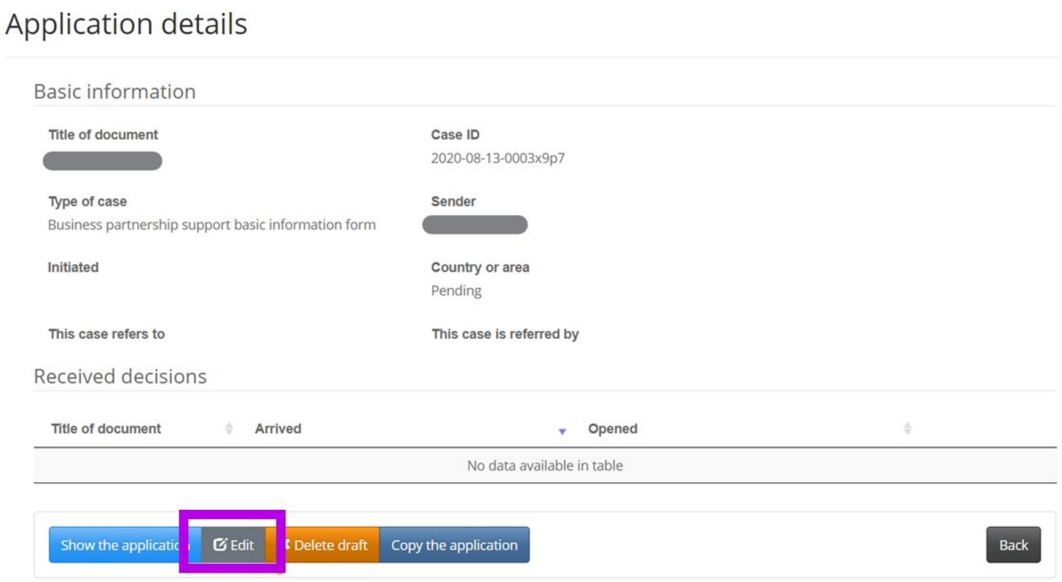
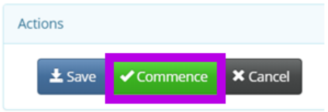
Basic information sheet, editing a document

3. Click on “Edit”.

- This will allow you to edit the document, and the “Commence” action will appear on the right.





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Basic information sheet, attachments and approval

- The following should be attached to the Basic Information Sheet:
  1. The applicant organisation's trade register extract (max. 3 months old)
  2. The applicant organisation's two most recent financial statements. If at least six months have passed since the end of the last financial period, provide also the most recent profit and loss account and balance sheet.
  - If the financial statements are not available, please attach the most recent balance sheet and profit & loss statement and the CVs of the project's key persons and the project team.
  - If the applicant organisation is part of a group of companies, the two most recent financial statements of the group's parent company (showing both the parent company's and the group's financial statements) should also be attached.
- The Basic Information Sheet will be submitted to the e-services of the Ministry for Foreign Affairs, where it will generally be registered within 1–3 days. Once it has been registered, the Ministry for Foreign Affairs ("Ministry") will send the applicant an acknowledgement of receipt via the e-service.

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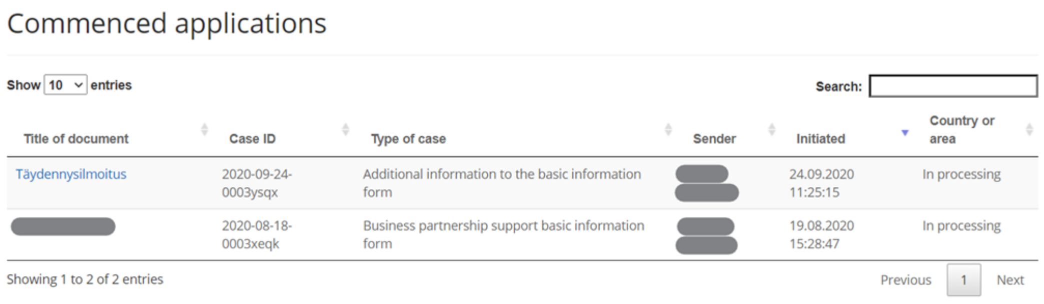
Basic information sheet, received notifications

- Received notifications can be found on the e-service as follows:
  - Click on the “Created cases” dropdown menu and select “Draft applications”, then click on the application you want to view.
  - New notifications are also displayed on the e-service’s front page (the correct organisation must be selected).
- If the Basic Information Sheet does not contain all the required information, the Ministry will request in the acknowledgement of receipt that the applicant organisation supplement it. The Basic Information Sheet can be supplemented by filling in the appropriate form on the e-service. Instructions on how to submit a notification of amendment can be found on the following page.

Basic information sheet, supplementing

- The Basic Information Sheet can be supplemented directly via the "Business partnership support" menu (section 5), or otherwise by doing the following:

1. Click on the "Created cases" dropdown menu and select "Draft applications", then choose the Basic Information Sheet you want to supplement and click on the name of the document.


Commenced applications

Show 10 entries Search:

Title of document	Case ID	Type of case	Sender	Initiated	Country or area
Täydennysilmoitus	2020-09-24-0003ysqx	Additional information to the basic information form	[redacted]	24.09.2020 11:25:15	In processing
[redacted]	2020-08-18-0003xeqk	Business partnership support basic information form	[redacted]	19.08.2020 15:28:47	In processing

Showing 1 to 2 of 2 entries Previous 1 Next

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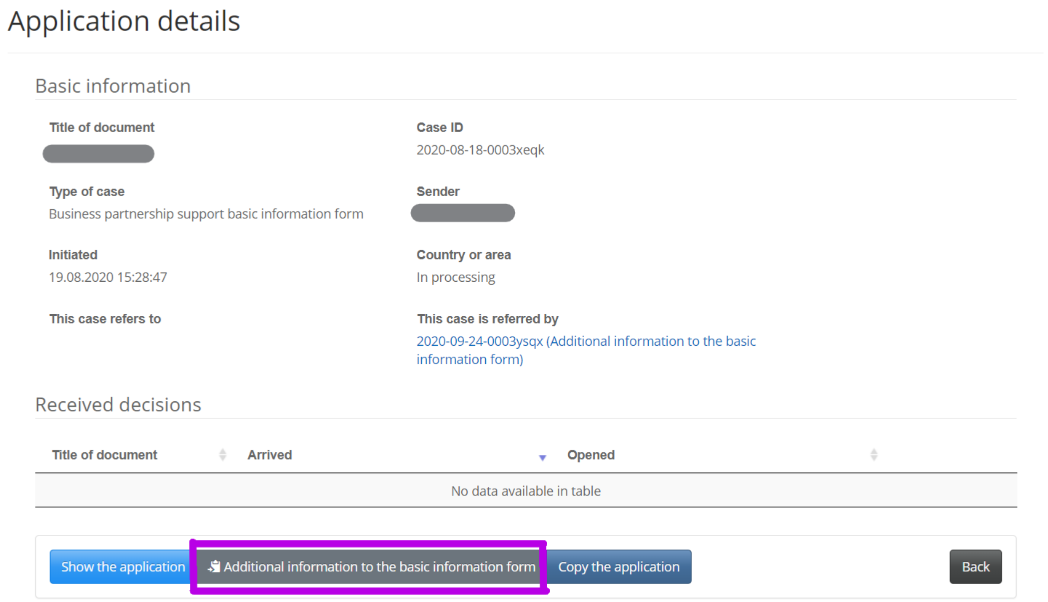
Basic information sheet, additional information

2. When the page opens, click on “Additional information to the basic information form” in the bottom corner.



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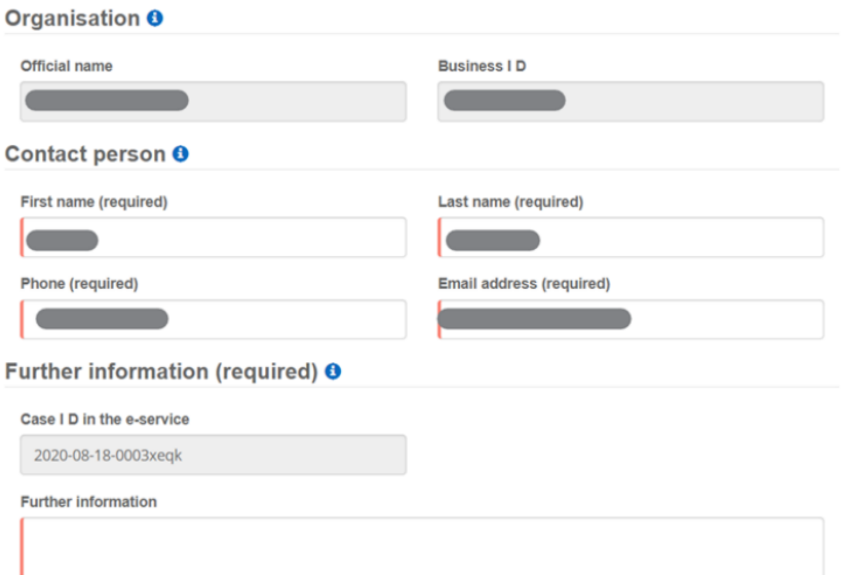
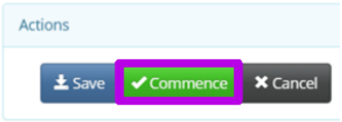
Basic information sheet, commence

3. Enter the new information and add any attachments. Remember to save and commence.



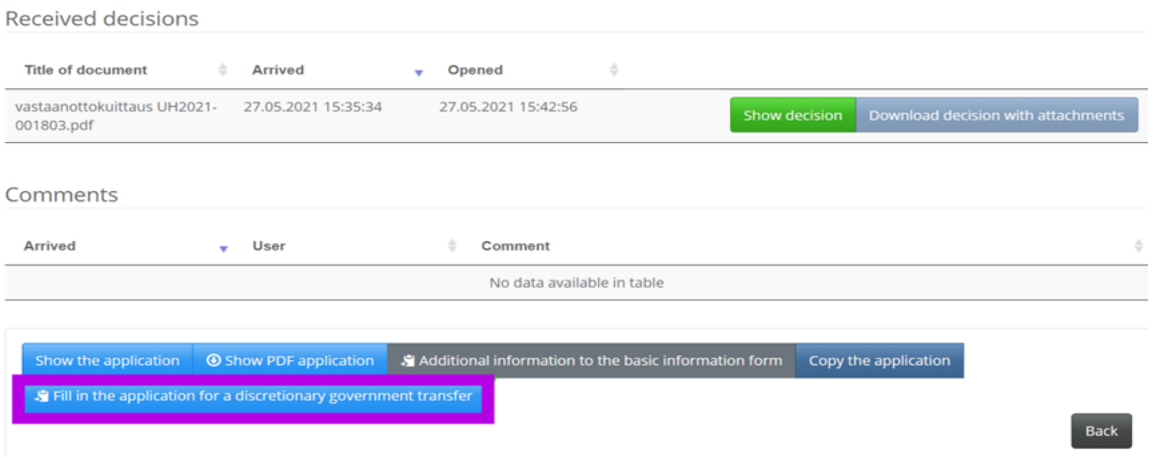


Basic information sheet and project application, supplementary information

The applicant will not receive an acknowledgement of receipt after supplementing the basic information sheet or the application form, and their status will appear as “Processing”. The applicant may proceed with filling in and submitting the application.

Project application, submitting 1/5

- Click on the ”Fill in the application for discretionary government transfer ”.
- Fill in the Application Form with care using the filling instructions that can be found on Finnpartnership’s website.



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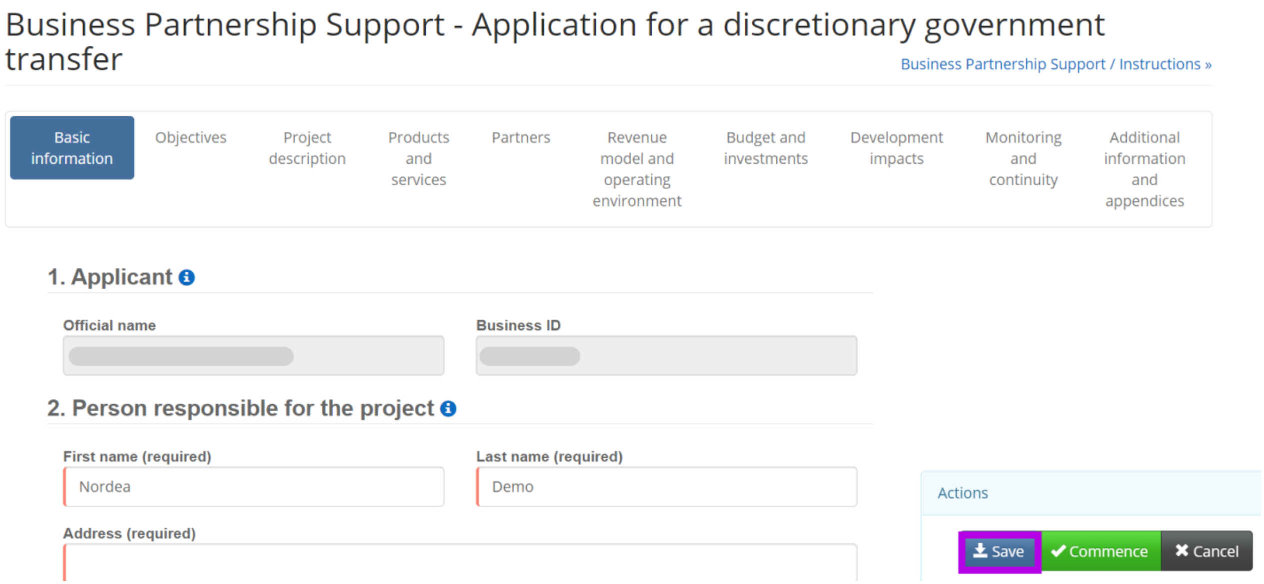
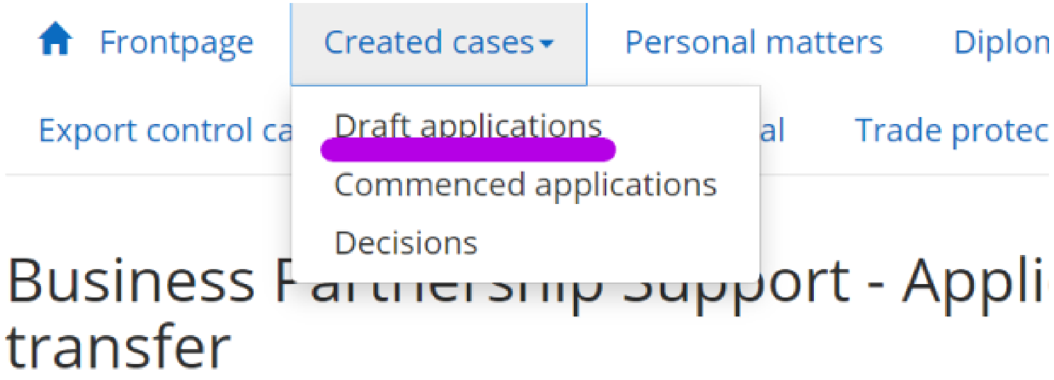
Project application, submitting 2/5

- You can save the form any time and continue later by clicking on ”Save”.



Project application, submitting 3/5

- If you save the application, you can find your saved draft under ”Created cases” and ”Draft applications”.



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Project application, submitting 4/5

- Additionally, the following attachments need to be uploaded:
    1. Project budgeted costs (in Excel format)
    2. Development impact questionnaire
    3. Affirmation required by the Employers' Sanctions Directive
    4. Form on non-applicability of de minimis restriction (where necessary)
    5. R&D-link form (in case of an application for innovation funding)

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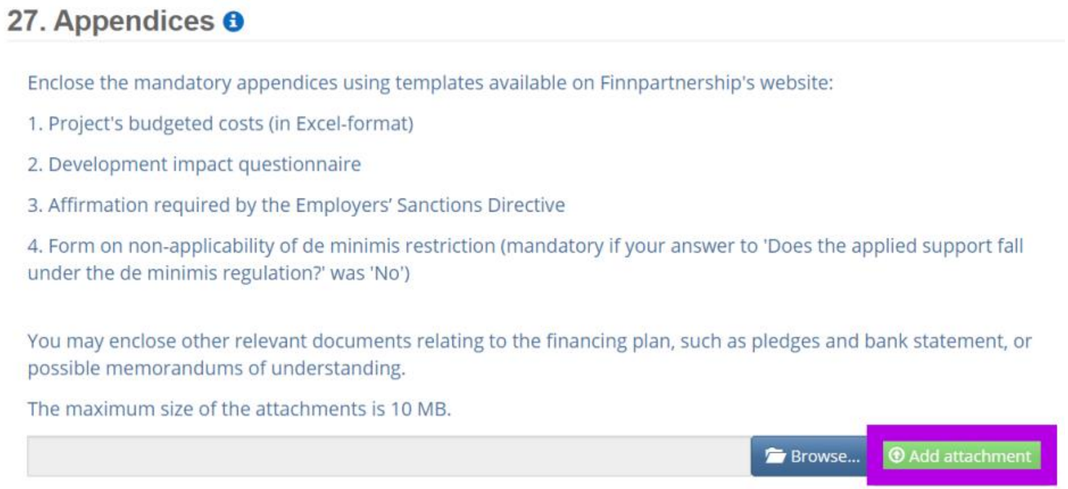
Project application, submitting 5/5

- Click on ”Add attachment” in order to upload the selected attachment to the e-service.



Project application, missing information

- In case the application is missing information, the following text will appear:
- Once the Application Form has been filled in and the required attachments have been added, remember to “Commence” the form.

Please correct the detected errors.

- Source of funding is compulsory
- The sum total must tally with the Total budget
- At least one Partnership Project Finnpartnershipproject State Funding Use Action Expences is compulsory
- Specification of the sector is compulsory
- Partnership Project Project Info Target Purposes Purpose Category is compulsory
- How does the applicant intend to monitor potential social and human rights impacts and the implementation and effectiveness of the measures? is compulsory

Project application, acknowledgement of receipt

- Once you have commenced it, the application will be submitted to the Ministry's e-service, where it will generally be registered within 1–3 days. Once it has been registered, the Ministry will send the applicant an acknowledgement of receipt via the e-service that assigns the applicant organisation a UHA code and an 8-digit intervention code. If the application does not contain all the required information, the Ministry will request further information.
- See viewing notifications on slide 15.

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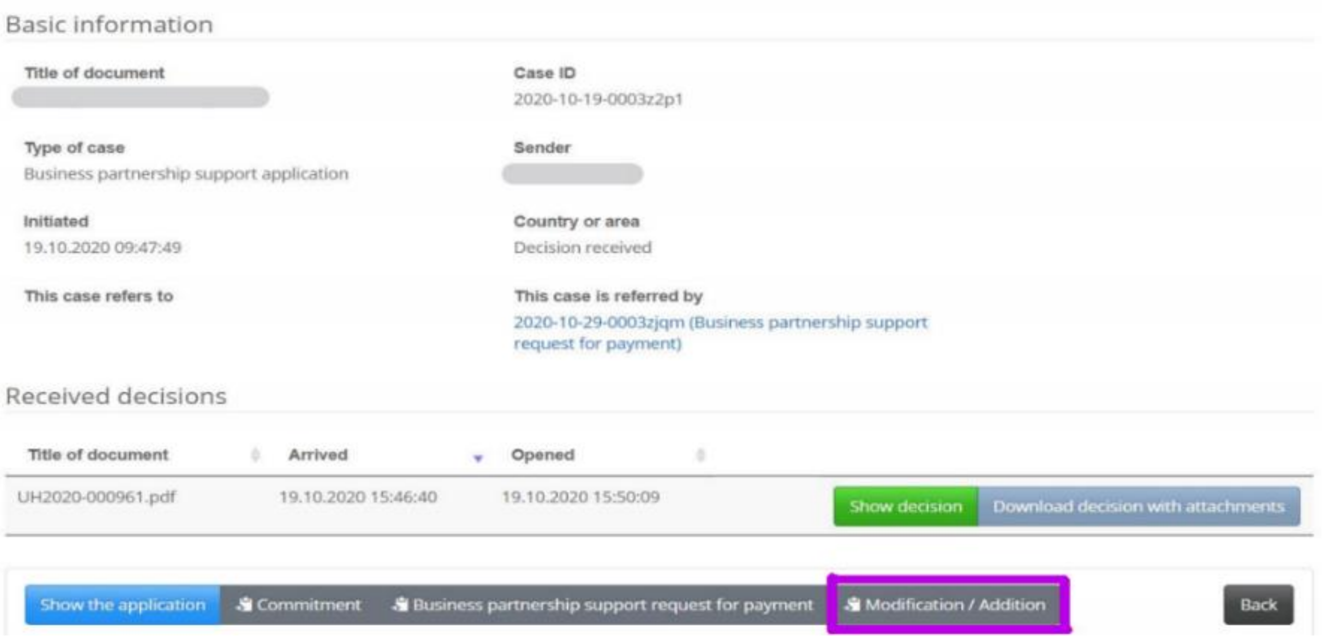
Project application, supplementing 1/2

- As with the Basic Information Sheet, the project application can be supplemented directly via the "Business partnership support" menu (section 6, "Supplement the project application or fill in a project change application"), or otherwise by doing the following:

1. Click on the "Created cases" dropdown menu and select "Draft applications", then select the application you want to modify and click on the name of the document.
2. When the page opens, click on "Addition to the application" in the bottom corner.



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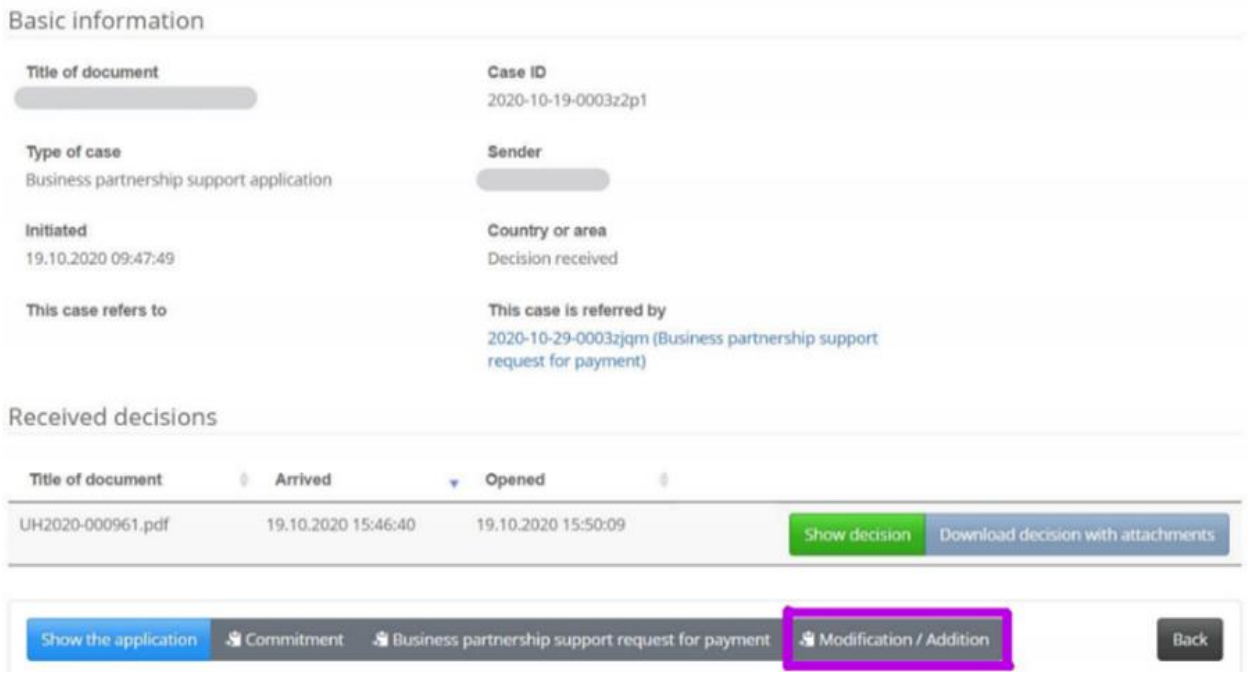
Project application, supplementing 2/2

3. Enter the intervention code from the acknowledgement of receipt and check the "Addition to the application" box.
   Enter the required information on the next page and add any attachments. Remember to save and commence.



Project application, governmental aid decision

- The project's governmental aid decision and approved budgeted project costs are sent to the applicant via the e-service. The governmental aid decision can be found under "Commenced applications" in the "Opened cases" menu. You can show received notifications at the bottom of the page by clicking on the title of the project application. New notifications are also shown on the front page (and are hidden once they have been read).
- The applicant organisation has the right to appeal the governmental aid decision they receive. Instructions on how to submit an appeal are attached to the governmental aid decision sent to the applicant organisation via the e-service. The appeal shall be submitted to the Ministry's Registry in accordance with the instructions in the decision's attachment. The appeal cannot be submitted via the e-service.

Project application, change of use of funds

- You can apply to change the application by going to the “Development cooperation” tab, selecting “Business partnership support instrument” and following the instructions in “Supplement the project application or fill in a project change application” in section 6.
  - Click on the “Created cases” dropdown menu and select “Draft applications”, then select the application you want to change the use of funds of and click on the name of the document.
  - When the page opens, click on “Modification / Addition” in the bottom corner.
  - Enter the intervention code from the acknowledgement of receipt and check the “Change of use of funds” box. Enter the required information on the next page and add any attachments. Remember to save and commence.