

## **GRANT APPLICATION FORM**

**PROGRAMME CONCERNED:**

**European Economic Plan for Recovery**

**Carbon Capture and Storage (CCS)**

**REFERENCE NUMBER OF THE CALL FOR PROPOSALS:**

**Before filling in this form, please read carefully the relevant call for proposals and any other reference documents related to this programme**

**Incomplete forms will not be accepted**

# **1. INFORMATION ON THE APPLICANT<sup>1</sup>**

## **1.1 IDENTITY OF THE APPLICANT<sup>2</sup>**

Official name in full:

Short name or acronym:

Official legal form:

Legal capacity:<sup>3</sup>

Company registration number:<sup>4</sup>

VAT number:<sup>5</sup>

Applicant's official address:

- Street:
- Number:
- Post code:
- City:
- Country:
- Telephone:
- Fax:
- E-mail address:
- Internet site:

---

<sup>1</sup> In case the proposal is submitted by a consortium, each beneficiary has to provide the information on the applicant. The bank details will only be required from the coordinator.

<sup>2</sup> The information given here must be taken from official documents such as the trade register, memorandum and articles of association or equivalent documents in the case of private-sector organisations.

<sup>3</sup> Applicant's capacity to take part in court proceedings (to constitute a party in court proceedings) under the applicable national legislation: reply by yes or no.

<sup>4</sup> Not applicable if the beneficiary is a public-sector body.

<sup>5</sup> If the applicant is not liable for VAT, this must be justified in the light of the applicable national legislation.

Contact person responsible for this proposal:

- Name:
- Position:
- Telephone:
- Fax:
- E-mail address:

## **1.2 BANK DETAILS**

**The account to be used for the action or work programme for which a grant is being requested *[must allow payments made by the Commission to be identified]***

- Name of the bank:
- Address of branch:
- Precise name of the account holder:
- Full account number (including bank codes):
- IBAN (or BIC code if not applicable):

### **1.3 APPLICANT'S STRUCTURE AND COMPOSITION**

- Give the name(s) of the person(s) authorised to enter into legally binding commitments on behalf of the applicant;
  - Name / first name:
  - Position:

**2. INFORMATION ON THE ACTION / WORK PROGRAMME FOR WHICH  
THE GRANT IS REQUESTED**

**2.1 DESCRIPTION OF THE ACTION / WORK PROGRAMME (1 PAGE SUMMARY)**

**Title:**

**Specific objective(s):** *(explain how the action meets the objectives of the Community programme concerned)*

**Summary description (detailed description to be provided in annex 5):**

**Summary of expected results and their use:**

**Financial viability of the applicant<sup>6</sup> and of any third parties involved throughout the period during which the planned action or work programme is to be carried out.**

This section must show that the applicant has stable and sufficient sources of funding to continue operating throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.

*[In this context the following indicators must be given (for the last two financial years for which the accounts have been closed) in euros:*

	<i>Accounts N</i>	<i>Accounts N-1</i>
<i>Turnover or equivalent:</i>		
<i>Net earnings or equivalent:</i>		
<i>Total balance sheet or budget:</i>		
<i>Shareholders' equity or equivalent:</i>		
<i>Medium and long-term debt:</i>		
<i>Short-term debt (&lt; 1 year):</i>		
<i>Permanent staff (number of posts):</i>		

*Any guarantees granted by third parties:*

*Any other factors demonstrating financial viability:*

<sup>6</sup> In case the proposal is submitted by a consortium, each beneficiary has to provide the information on the financial viability of the applicant

## **2.2 DURATION AND SUMMARY TIMETABLE FOR CARRYING OUT THE ACTION / WORK PROGRAMME**

**The period during which an action or work programme is carried out determines the period of eligibility of the corresponding costs.**

Applicants are here requested to indicate and justify:

- the planned dates for starting and completing the action,;
- an overview timetable for carrying out each stage of the action or work programme showing the main key dates and the objectives/expected results for each stage (detailed time schedule to be presented in annex 5):

## **2.3 INVOLVEMENT OF THIRD PARTIES IN THE ACTION / WORK PROGRAMME**

Use sheets 2.3.1 and/or 2.3.2 of Annex 1 if necessary.

**2.4 GRANT APPLIED FOR** (give amounts in euros)

- Estimated total cost of the action or work programme:
- Amount of grant requested (EUR):
- As a percentage of proposed eligible costs:

**3. BUDGET SUMMARY**

Use      Annex 2A (single beneficiary)  
              Annex 2B (multiple beneficiaries)

#### **4. OTHER SOURCES OF EXTERNAL FINANCE, EXCLUDING ANY COMMUNITY GRANT**

The data below are to be provided for each external sponsor of the action or work programme.

##### **4.1 FUNDS CONFIRMED**

A letter committing the financial contribution must be signed by each sponsor.

*(Add further sheets if necessary.)*

- Official name in full:
- Official legal form:
- Official address
- Activities:
  
- Person responsible within the sponsoring organisation that has signed the commitment letter (name/first name, title or position):
  
- Amount of funding which the organisation undertakes to provide for the operation:
  
- Any pre-allocation of these funds:
  
- Any conditions or reservations:

#### **4.2 OTHER FUNDS REQUESTED, BEING APPLIED FOR OR AWAITING CONFIRMATION**

*(Add further sheets if necessary.)*

- Organisation concerned:
  
- Official address:
  
- Activities:
  
  
- Amount requested:
  
  
- Any pre-allocation of these funds:
  
  
- Any conditions or reservations:

## **5. DECLARATION BY THE APPLICANT<sup>7</sup>**

I, the undersigned, ....., authorised to represent the applicant, hereby request from the Commission a grant of EUR .... with a view to implementing the action / work programme on the terms laid down in this application.

I certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Community funding to carry out the action / work programme which is the subject of this grant application.

I certify on my honour that the applicant organisation is not in any of the situations which would exclude it from taking part in a Community grant programme and accordingly declare that the organisation:

- is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established;
- has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- is not currently subject to an administrative penalty referred to in Article 96 of the Council Regulation No. 1605/2002<sup>8</sup>;
- is not subject to a conflict of interest during the grant award procedure;
- is not guilty of misrepresentation in supplying the information required as a condition for participation in the grant award procedure or of failure to supply this information;

I have been informed that, under the Council Regulation No. 1605/2002 applicants who have made false declarations, have committed substantial errors, irregularities or fraud or have been found in serious breach of their contractual obligations may be subject to administrative and financial penalties in accordance with the conditions laid down in that Regulation.

The administrative penalties consist in being excluded from all contracts or grants financed from the Community budget for a maximum of five years from the date on which the infringement is established, as confirmed after an adversarial procedure with the applicant. This period may be extended to ten years in the event of a repeat offence within five years of the first infringement.

---

<sup>7</sup> In case the proposal is submitted by a consortium, each beneficiary has to sign a declaration by the applicant

<sup>8</sup> Official Journal L 248, 16.9.2002.

Applicants who have made false declarations, have committed substantial errors, irregularities or fraud may also be subject to financial penalties representing 2% to 10% of the value of the grant being awarded. This rate may be increased to 4% to 20% in the event of a repeat offence within five years of the first infringement.

Name / first name:

Title or position in the applicant organisation:

Signature and official stamp of applicant:

Date:

Your grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.<sup>9</sup> Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

*[If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.]<sup>10</sup>*

- Annexes:**
1. Involvement of third parties in the action / work programme
  - 2A. Forward budget for a grant awarded to a single beneficiary
  - 2B. Forward budget for a grant awarded to multiple beneficiaries
  3. Supporting documents to be attached to the grant application
  4. Check list for applicants

---

<sup>9</sup> Official Journal L 8, 12.1.2001.

<sup>10</sup> **Clause to be inserted in calls for proposals or grant application forms in the absence of a call for proposals for “ex A-30 and similar” grants awarded from 2005, following a request from the European Ombudsman accepted by the cabinets of Ms Schreyer and Ms de Palacio.**



### **2.3.2 Other third parties involved in carrying out the action for which a grant is being requested**

**Should the nature of the action require third parties who are associates of the applicant to become involved in carrying out the action jointly with the applicant, such associate third parties are bound to carry out the action on the same terms as the applicant.**

A letter undertaking to carry out the action must be signed by each associate third party.

**Reasons for involving associate third parties and cooperation arrangements envisaged** (creation of a consortium, appointment of a coordinator, etc.):

**The data below must be completed for each associate third party:**

*(add further sheets if necessary)*

- Official name in full:
- Official legal form:
- Legal capacity:
- Company registration number:
- Main activities:
- Official address:
  
- Person who is authorised to enter into legally binding commitments on behalf of the associate third party and who will sign the agreement (or who will officially authorise the coordinator to sign):
  - Name /first name
  - Position
  
- Person responsible for the operational performance of the tasks to be carried out as part of the action for which a grant is being requested:
  - Name /first name
  - Position
  
- Grounds for the choice and involvement of the associate third party:
  
- Role in carrying out the action:

Estimated value of the eligible costs concerned:

## Annex 2A

### 3.A BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED (ONE BENEFICIARY)

**The budget estimates must be detailed,<sup>11</sup> in balance and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered. The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action or work programme.**

<b>A — ELIGIBLE COSTS<sup>12</sup></b>	<b>EUROS</b>	<b>B — FUNDING</b>	<b>EUROS</b>
A.1) costs of the staff assigned to the action or work programme <sup>13</sup>		B.1) expected direct revenue from the action or work programme	
A.2) cost of purchasing equipment <sup>14</sup>		B.2) contribution by the applicant	
A.3) costs of consumables and supplies		B.3) contribution by other external sponsors <sup>16</sup>	
A.4) any other direct costs <sup>15</sup>		B.4) contribution requested from the Commission <sup>17</sup>	
<b>TOTAL ELIGIBLE COSTS</b>		<b>TOTAL FUNDING</b>	

<sup>11</sup> A detailed description for each of the eligible cost items must be provided in annex 5.

<sup>12</sup> Refer if necessary to the call for proposals or other documents intended for grant applicants which may contain specific rules on cost eligibility.

<sup>13</sup> Staff costs must correspond to real costs including social security contributions and other statutory wage costs.

<sup>14</sup> Equipment must be written off in accordance with the tax and accounting rules which apply to the applicant.

<sup>15</sup> This item may include costs arising directly from requirements imposed by the Commission (dissemination of information, specific evaluations, audits, translations, reproduction, costs of financial guarantees or of opening a specific account, etc.).

<sup>16</sup> Give details in section 4. Specify in particular whether these contributions are allocated to specific costs.

<sup>17</sup> See point 2.4 of the grant application form.

**Annex 2B**

**3.B BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED (MULTIPLE BENEFICIARIES)**

**The budget estimates must be detailed, in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered. The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.**

<b>A — ELIGIBLE COSTS<sup>18</sup></b>	<b>Applicant</b>	<b>Partner No 1</b>	<b>Partner No 2</b>	<b>Partner No 3</b>	<b>...</b>	<b>TOTAL</b>
A.1) costs of the staff assigned to the action <sup>19</sup>						
A.2) purchase cost of equipment <sup>20</sup>						
A.3) costs of consumables and supplies						
A.4) any other direct costs <sup>21</sup>						
<b>TOTAL ELIGIBLE COSTS</b>						

<sup>18</sup> Refer if necessary to the call for proposals or other documents intended for grant applicants which may contain specific rules on cost eligibility.

<sup>19</sup> Staff costs must correspond to real costs including social security contributions and other statutory wage costs.

<sup>20</sup> Equipment must be written off in accordance with the tax and accounting rules which apply to the applicants.

<sup>21</sup> This item may include costs arising directly from requirements imposed by the Commission (dissemination of information, specific evaluations, audits, translations, reproduction, costs of financial guarantees or of opening a specific account, etc.).

**3.B BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED (MULTIPLE BENEFICIARIES)**

The budget estimates must be detailed, in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered. The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

<b>B — FUNDING</b>	Applicant	Partner No 1	Partner No 2	Partner No 3	....	<b>TOTAL</b>
B.1) expected direct revenue from the action						
B.2) contribution by the applicant and associate third parties						
B.3) contribution by other external sponsors <sup>22</sup>						
B.4) contribution hereby requested from the Commission <sup>23</sup>						
<b>TOTAL FUNDING</b>						

---

<sup>22</sup> Give details in section 4. Specify in particular whether these contributions are allocated to specific costs.

<sup>23</sup> See point 2.4 of the grant application form.

### ANNEX 3

#### **Supporting documents to be attached to the grant application<sup>24</sup>**

##### **IDENTITY DOCUMENTS**

- Applicant's memorandum and articles of association, instrument of incorporation or equivalent<sup>25</sup>
  
- Applicant's official registration certificate
  
- Declaration or certificate of non-liability for VAT (if applicable)
  
- Document giving details of the applicant's bank account or sub-account into which the Community grant will be paid. This document must be produced or certified by the bank concerned and must clearly show the data referred to at 1.2.

---

<sup>24</sup> In case the proposal is submitted by a consortium, each beneficiary has to provide identity and financial documents. The bank document will only be required from the coordinator.

<sup>25</sup> Not applicable to national public authorities in the strict sense. For public-sector entities which derive from the national authorities, provide the founding act, decision or regulation justifying their public-sector status.

## **FINANCIAL DOCUMENTS**

- Applicant's annual accounts (or annual budget in the case of a public-sector body) for the last 2 year(s) for which the accounts have been closed, including any annexes or other official documents commenting on and supplementing the financial data in the annual accounts
- External audit report by an approved auditor certifying the accounts for the last 2 year(s) for which they have been closed and giving an assessment of the applicant's financial viability for the period during which the action or work programme will be carried out<sup>26</sup>

## **OTHER DOCUMENTS**

- Letter of commitment from any third parties involved in implementing the action
- Letter of commitment from any external sponsors

---

<sup>26</sup> Pursuant to the Rules for the implementation of the Financial Regulation (Official Journal L 357, 31.12.2002), an external audit report certifying the accounts for the last financial year available and giving an assessment of the financial viability of the applicant is compulsory for actions where the cost to be financed exceeds EUR 300 000 and for operating grants of over EUR 75 000, where it is the first application made by a beneficiary to an authorising officer in any one budget year. The authorising officer responsible may waive that obligation for public bodies, secondary and higher education establishments, international organisations, and beneficiaries who have accepted joint and several liability in the case of agreements with a number of beneficiaries.

## ANNEX 4

### CHECK-LIST FOR APPLICANTS

**Before sending in the form, please check the following:**

- All the sections of the application form have been completed.	<input type="checkbox"/>
- The eligibility criteria for the applicant and for the action laid down in the call for proposals have been met.	<input type="checkbox"/>
- Any rules relating to the period for carrying out the action mentioned in the call for proposals or equivalent have been complied with.	<input type="checkbox"/>
- The budget for the action has been drawn up in euros and is exclusive of VAT (failing which, reasons must be given for non-recovery of VAT), has costs and revenue in balance and contains a detailed statement of all estimated eligible costs.	<input type="checkbox"/>
- Where necessary, letters of commitment have been produced by partner beneficiaries and external sponsors.	<input type="checkbox"/>
- The grant requested complies with the ceilings laid down in the call for proposals in relation to the total estimated cost of the action and/or the eligible costs proposed.	<input type="checkbox"/>
- The application has been made within the deadline for submitting proposals as laid down in the call for proposals and has been dated and signed by the authorised representative.	<input type="checkbox"/>
- References/qualifications in the relevant field have been specified and/or produced.	<input type="checkbox"/>

## ANNEX 5

### **TECHNICAL DESCRIPTION.**

#### 1. Project Description

- 1.1 General concept and status quo of the project
- 1.2 Work plan
  - 1.2.1 Overall strategy and general description
  - 1.2.2 Risk management and contingency plan
  - 1.2.3 Timing of work packages and their components
  - 1.2.4 Work package list and overview
  - 1.2.5 Deliverables list
  - 1.2.6 Detailed work package descriptions
  - 1.2.7 List of milestones

#### 2. Implementation

- 2.1 Management structure and procedures
- 2.2 Beneficiaries
- 2.3 Consortium as a whole
  - If applicable* [Sub-contracting]
  - If applicable* [Additional beneficiaries / Competitive calls]
  - If applicable* [Third parties]
- 2.4 Support from the relevant MS and local authorities

#### 3. Resources to be committed

- 3.1 Detailed Cost plan for the full project
- 3.2 Planned expenditures until end 2010

#### 4. Impact

- 4.1 Strategic Impact
- 4.2 Plan for the use and dissemination of foreground / Knowledge Sharing

## **Cover Page**

No specific requirements.

## **Contents page**

The table of contents should include page numbering.

## **Technical Description**

### **1. Project Description**

The project description needs to cover the whole investment phase of the project. The description needs to show that substantial investment related expenditures can be made still in 2010 and that the installation can demonstrate the full CCS chain including CO<sub>2</sub> capture, transport and storage by 31 December 2015.

The project description must include a detailed technical description and a financing description. Please note that also a description of the implementation of the base power/industrial installation needs to be included, although costs related to this part of the project will not be eligible. Thus the budget table should include the total costs, the eligible costs and the requested EC grant (for each beneficiary). This table should also clearly indicate which other funding sources will co-finance the project.

The total project description should be very precise, focussed and be a self-standing description and not be much longer than approx. 30-40 pages. During the evaluation, no additional information will be considered. The proposal should be very convincing that public funds are needed to start the action and that it will help to achieve the primary goals of the recovery plan.

#### **1.1 General concept and Status Quo of the project**

Explain the general concept of your project. Describe the objectives of the project in detail, in particular in a measurable and verifiable form. Objectives should be specific and timed (e.g. by which date/milestone the objectives will be achieved), well in line with the milestones that will be described under section 1.2 below.

Refer to the overall project but also specifically to the individual components: base power/industrial installation as well as the capture, transport, and storage concept. Cost estimates (investment, operation, maintenance) have to be provided for all components individually. Based on these figures a calculation for the overall total costs per ton of CO<sub>2</sub> abated in the first 5 years needs to be made. In

order to guarantee comparability a depreciation period of 20 years for all investments in equipment shall be assumed.

Clearly describe the "baseline" of the project in terms of "where does the project work start". This includes an outline of the ongoing and already completed work (permitting and/or construction of the industrial/power plant, feasibility studies for the capture, transport and storage concepts, drillings at test sites, etc.).

Specific information has to be provided on all main technical components of the CCS demonstration plant individually. As minimum information, the following needs to be described for the different components<sup>27</sup>:

#### 1.1.1. Base power/industrial installation

- Location of the installation
- Type and total capacity of the installation
- For power installations: Net efficiency of power plant
- Anticipated amount of CO<sub>2</sub> produced per annum by the installation
- Status of permitting for the plant, including discovered or expected difficulties in the permitting process
- Expected dates for start of construction, main milestones and start of operation
- Statement if the installation will be built independently from the CCS components and description of how the CCS installation will affect the construction of the base installation

#### 1.1.2. Capture technology

- Identification of capture technology
- Short rationale for the choice of this technology
- Capacity of the part of the installation on which CO<sub>2</sub> capture technology will be installed
- Process description accompanied by process flow diagrams and energy and mass balances (this also includes the energy penalty of CO<sub>2</sub> capture installation (or plant efficiency of part of the plant equipped with CO<sub>2</sub> capture))
- Expected availability of CO<sub>2</sub> capture installation for the first 5 years of operation
- Calculations for the anticipated capture rate
- Calculations for the anticipated quantity of CO<sub>2</sub> captured for the first 5 years of operation
- Anticipated purity of CO<sub>2</sub> captured
- Estimates for capital, operating and maintenance costs

---

<sup>27</sup> In case more than e.g. one potential storage site will be analysed in the project, please clearly identify all of the potential sites and describe the status quo for each of them.

### 1.1.3 Transport Concept

- Distance from plant to potential storage site(s), including the likely pipeline path
- Capacity of transport infrastructure
- A brief outline in which way and to what extent the transport infrastructure would be prepared for scaling up in the future
- Description whether the infrastructure would be accessible to third parties (mainly other CO<sub>2</sub> emitters)
- Preliminary investment and operating cost estimates

### 1.1.4 Storage Concept

- Location of (potential) sites
- Type of site(s) (saline aquifer, depleted oil/gas field, onshore/offshore, etc.)
- Approx. potential storage capacity
- Evidence of the suitability and safety of the proposed site, e.g. through preliminary assessments by geological institutes, test drillings, etc.
- Preliminary investment and operating cost estimates

## 1.2 Work Plan

This section describes the technical approach and provides in detail the work planned, over the full duration of the project, to achieve the objectives.

A detailed work plan should be presented broken down into work packages which should clearly follow the logical technical phases of the project implementation. At least the three main project components: capture, transport and storage as well as the integration into the industrial/power plant should have individual technical workpackages. The work plan must also include consortium management and assessment of progress and results (Please note that your overall approach to management will be described in section 2).

If appropriate, the work plan should also include separate work packages for knowledge sharing, public perception and accompanying research activities. Overall, the work plan should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission.

Essential elements of this section are:

**1.2.1 Overall strategy and general description:** This section should briefly outline the strategy for the work plan, provide a general description of the structure of the work plan and explain how it will lead the participants to achieve the objectives of the project.

**1.2.2 Risk management and contingency plan:** This section should identify the most significant technical and financial risks for the success of the project and describe contingency plans.

**1.2.3 Timing of work packages and their components:** Include a graphic representation, e.g. GANTT chart or similar, of the planned timing of the different work packages and their components. Timing should be relative, expressed in months (e.g. project month 3, project month 18 etc.). Month 1 is the month in which your proposal is submitted. The timing should clearly identify for all main technical components the completion of the FEED (Front End Engineering and Design) study, permitting, start of construction, finalisation of construction, testing, start of operation, etc.

**1.2.4 Deliverables list:** Insert a tabular listing of deliverables indicating deliverable number and title, brief verifiable description of the deliverable, work package reference number, participant leading production of deliverable. A deliverable may be a report, or an action such as the completion of a specification or FEED study, report on verification of costs following FEED, the construction of a main element within the plant, completion of test drillings, etc. This deliverable list should also contain activity reports that have to be submitted to COM on a six months basis. Activity reports should clearly describe the progress of work, compare it with the planned progress, explain deviations (if any) and explain which corrective measures the consortium will take in order to catch up delays, reduce risk, etc.

Deliverables should be limited in number, and be specific and verifiable. All listed deliverables must be quality controlled and submitted to the Commission for review and approval, on behalf of the Consortium, by the project coordinator. Deliverables should be described in clear words explaining what can be expected in terms of content and detail.

**1.2.5 Detailed work package description:** Each work package should represent a major sub-division of the project and have a verifiable end-point (normally the finalisation of construction or putting into operation a certain main component). Each work package should contain comprehensive description of all main tasks within this work package. For each work package a work-package leader needs to be identified who is responsible for the management and the success. A clear budget should be allocated to each work package. The risk management plan must be coupled with these work packages.

For each main component of the CCS demonstration all necessary permits need to be identified and an outline of the timing for application and permit granting has to be presented. In those cases where the permitting process is not yet known (due to a lack of a national legal framework) a reasonable assumption needs to be made.

**1.2.6 List of milestones:** Each milestone needs to be described in terms of expected results and achievements. Milestones are points where major results have been achieved as the basis for the next phase of work, or are control points at which decisions are needed; for example a milestone may occur when a major

result has been achieved, if its successful attainment is a pre-requisite for the next phase of work. Another example would be a point when a choice between several technologies will be adopted as the basis for the next phase of the project. These milestones must be clearly linked to the risk management and contingency plan.

## 2. Implementation

### 2.1 Management structure and procedures

This section describes the project's organisational structure and high-level decision-making mechanisms. It should describe how the project management will enable the project to achieve its goals. If the addition of beneficiaries during the lifetime of the project is foreseen, describe how the management structure will adapt for this. In this section also a description of monitoring and verification activities needs to be provided.

### 2.2 Beneficiaries

A list of all beneficiaries has to be provided. For each beneficiary provide a brief description of the organisation, the main tasks attributed to them in the project, and the previous experience relevant to those tasks. Provide also a detailed CV of the coordinator and the main responsible project managers who will be undertaking the work for each beneficiary (max. one page per key actor).

### 2.3 Consortium as a whole

Describe how the beneficiaries collectively constitute a consortium capable of achieving the project objectives. Explain briefly how the composition of the consortium is balanced in relation to the objectives of the project.

Further, if relevant; explain the following items

**Sub-contracting:** If any part of the work is foreseen to be sub-contracted, describe the work involved and an estimation of the costs, explain why a sub-contract is needed and how the selection will be performed.

**Additional beneficiaries / Competitive calls:** If there are as-yet-unidentified beneficiaries in the project, the expected competences, the role of the potential beneficiaries and their integration into the running project should be described. If any 'competitive calls' for new beneficiaries are planned, describe the timing, expected budget, purpose, scope and procedure for publication and evaluation of the call.

### 2.4 Support from the relevant MS and local authorities

Feasibility of concept has to be proven by providing evidence of support of competent public authorities for the plant (including CO<sub>2</sub> capture), as well as for the transport and storage infrastructure.

### **3 Resources to be committed**

In this section the expected costs for the overall project (including a break down along the main components) as well as the eligible costs have to be provided.

#### **3.1 Detailed Cost plan for the full project**

A list of all investment related expenditures for the project needs to be provided. This includes a cost breakdown for the 4 technical components of the overall project: base installation, capture, transport and storage. For each of the components these costs have to be further divided into at least the following categories:

- Technical studies (e.g. Feasibility, FEED and storage site assessment studies)
- Permitting processes
- Consumables
- Durable Equipment (provide cost estimates explicitly for the main components of durable equipment)
- Installation costs (if not included under durable equipment)
- Other costs (such as testing, R&D activities, etc.)

The cost estimates have to be provided for the project as a whole as well as individually for each beneficiary.

#### **3.2 Planned expenditures until end 2010**

Give a clear signal that substantial investment related expenditures can occur from month 1 of the project until the end of 2010. Give a detailed list of all planned investment related expenditures<sup>28</sup> for this period. This should specify clearly the expected amounts as well as the month these expenditures will occur.

#### **3.3 Financing Plan**

Give a clear and comprehensive business plan on how you plan to finance the construction of the CCS plant and its operation. Identify own resources, expected/possible funding from other sources (name those sources explicitly and give indicative amount per source), operating income, etc. If appropriate, indicate how much funding is already secured from other financing sources and a plan to secure possibly missing financing.

---

<sup>28</sup> Investment related expenditures can include the purchase of CCS equipment, contracts for civil engineering works as well as the realisation of the technical studies (e.g. FEED studies) necessary to implement the actions described above. General feasibility studies are not eligible.

## **4. Impact**

### **4.1 Strategic impact**

Describe how your project will contribute to the expected impacts listed in the EERP regulation. Mention the steps that will be needed to bring about these impacts, for example in reinforcing competitiveness or creating/sustain employment in the region or in the EU in general. If possible, identify specific areas in which the project results can have a genuine influence. Explain why this contribution requires a European (rather than a national) approach.

### **4.2 Plan for the use and dissemination of foreground / Knowledge Sharing**

Appropriate measures should be planned and implemented to ensure the optimal dissemination and use / exploitation of project results. The description should cover the Consortium's strategy and measures regarding:

- The management of knowledge and intellectual property
- The plan for the use of results and for the dissemination of the foreground (knowledge generated during the project) beyond the Consortium (kind of information, audience, channels, etc.); both during the lifetime of the project and afterwards.

A more detailed version of the knowledge sharing approach should be prepared in the first phase of the project. A specific project website is strongly recommended.