



Innovation Fund

Application Form

Administrative Forms (Part A) Technical Description (Part B)

Innovation Fund Small Scale Projects

InnovFund-SSC-2020- single-stage

**Version 1.1
15 December 2020**

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.



IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information.
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information, which you enter into the Portal Submission System screens.

Part B needs to be uploaded in the Submission System. The templates to use are available there.

Part B mentions a number of supporting documents which must be uploaded in the Submission System. Section 8 provides a complete overview of this list of documents.

How to prepare and submit it?


The Application Form must be prepared by the single entity or consortium and submitted by a representative or coordinator respectively. Once submitted, you will receive a confirmation.


Character and page limits for application form and supporting documents:

- Page limit for application : **70** pages
- Page limits for supporting documents: see section 8
- Minimum font size — Arial 9 points
- Page size: A4
- Margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. Keep your text as clear and concise as possible; page limits are not a target! Excess pages will be blanked for evaluators and therefore disregarded. Make sure your text is relevant to address the objectives of the call text and impact-oriented. Make sure to provide the most up-to-date information.

Do not use hyperlinks to show information that is an essential part of your application. Ensure consistency between information provided in the Application Form and in the supporting documents. Cross references should be provided where requested or needed. In particular, references to supporting documents included in the Application Forms should indicate clearly the supporting document's name, and the page number, paragraph or sheet number where the cross-referenced information is provided.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page-limit takes into consideration the instructions in the template.**

Call:

()

Topic:

Type of Action:

()

Proposal number:

Proposal acronym:

Type of Model Grant Agreement:

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Other questions	

How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

Application forms

Proposal ID

Acronym

1 - General information

Field(s) marked * are mandatory to fill.

Topic

Type of Action

Call

Type of Model Grant Agreement

Acronym

Proposal title *Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

Fixed keyword 1

Add

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract

Example, not to complete

Remaining characters 2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

☐ Yes ☐ No

Please give the proposal reference or contract number.

Remove

Application forms

Proposal ID

Acronym

Declarations

Field(s) marked * are mandatory to fill.

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. * ☐
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). * ☐
- 3) We declare:
- to be fully compliant with the eligibility criteria set out in the call ☐
 - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#) ☐
 - to have the financial and operational capacity to carry out the proposed project. *
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#). * ☐
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). * ☐
- 6) For Lump Sum Grants with a detailed budget table: We understand and accept that EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see [AGA — Annotated Grant Agreement, art 6](#)) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest. ☐

The coordinator is only responsible for the information relating to their own organization. Each applicant remains responsible for the information declared for their organization. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

Application forms

Proposal ID

Acronym

2 - Participants

List of participating organizations

#	Participating Organization Legal Name	Country	Action
1			

Example, not to complete

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Organization data

PIC	Legal name
-----	------------

Short name:

Address

Street

Town

Postcode

Country

Webpage

Specific Legal Statuses

Legal person	unknown
Public body	unknown
Non-profit	unknown
International organization	unknown
Secondary or Higher education establishment	unknown
Research organization	unknown

SME Data

Based on the below details from the Beneficiary Registry the organization is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status.....	unknown
SME self-assessment	unknown
SME validation sme	unknown

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Departments carrying out the proposed work

Department 1

Department name

Name of the department/institute carrying out the work.

☐ not applicable

☐ Same as proposing organization's address

Street

Please enter street name and number.

Town

Please enter the name of the town.

Postcode

Area code.

Country

Please select a country

Links with other participants

Type of link	Participant

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title _____

Gender ☐ Woman ☐ Man ☐ Non Binary

First name

Last name

E-Mail

Position in org. *Please indicate the position of the person.*

Department *Name of the department/institute carrying out the work.*

☐ Same as organization name

☐ Same as proposing organization's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone +xxx xxxxxxxxxx

Phone 2 +xxx xxxxxxxxxx

Other contact persons

First Name	Last Name	E-mail	Phone
			+xxx xxxxxxxxxx

Application forms

Proposal ID

Acronym

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
			?
1			0
	Total		0

Example, not to complete

Application forms

Proposal ID

Acronym

4 - Other questions

In which Member State(s) and/or associated countries will the project be implemented?

GHG Emission

Absolute GHG emission avoidance (in tCO₂e) 0

Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.1

Relative GHG emission avoidance (as a %) 0

Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.2

Example, not to complete

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section

Description

The form has not yet been validated, click "Validate Form" to do so!

Example, not to complete

APPLICATION FORM (PART B)**COVER PAGE**

PROJECT	
Project acronym:	[acronym]
Project title:	[title]
Coordinator contact:	[name], [organisation name]
INNOVATION FUND SPECIFIC INFORMATION	
Note: When similar information is requested in Application Form part A, the answer should be identical.	
Duration of the project from Innovation Fund grant agreement signature until the end of monitoring and reporting period under the Innovation Fund	[number of months]
Years from grant agreement signature to financial close¹	[number of years]
Years from grant agreement signature to entry into operation²	[number of years]
Duration of the monitoring and reporting period (number of years from entry into operation of the project until last report is sent to INEA)	[number of years: the default monitoring and reporting period once the project has entered into operation is 3 years. If a longer period is desired (max. 10 years), please justify]
Category of the project	[category name from list: (Energy storage, Renewable energy, Production facilities, Energy Intensive Industries, CCU, Substitute products, CCS)]
Sector of the project³	[sector name from list: Must be the same sector as chosen in Application Form part A as "Fixed keyword 1" (Intra-day electricity storage, Other energy storage, Wind energy, Solar energy, Hydro/Ocean energy, Geothermal energy, Bio-electricity, Renewable Heating/Cooling, Refineries, Biofuels and bio-refineries, Iron & steel, Non-ferrous metals, Cement & lime, Glass, Ceramics & construction material, Pulp & paper, Chemicals, Hydrogen, Other, CO2 Transport and Storage)]
Principal product(s)⁴	[all products chosen for principal products must belong to the same sector as explained in the Methodology for GHG

¹ Financial close is the moment in the project development cycle where all the project and financing agreements have been signed and all the required conditions contained in them have been met.

² Entry into operation is the moment in the project development cycle where all elements and systems required for operation of the project have been tested and activities resulting in effective avoidance of greenhouse gas emissions have commenced.

³ Guidance is provided in the Methodology for GHG emission avoidance calculation.

⁴ Guidance is provided in the Methodology for GHG emission avoidance calculation.

	emission avoidance calculation; (if substitute product(s), please indicate the product substituted)]
Other products⁵	[list any other final products of the project, which are not considered principal products]
In which Member State(s) and at which location will the project be implemented?	[name of EU Member State, Iceland or Norway and the geographic coordinates of the location of the project]
Total project costs	[EUR]
Relevant project costs in EUR (equivalent to total project CAPEX)	[EUR: Please note that only projects with a total capital expenditure (relevant cost) of minimum EUR 2 500 000 and below EUR 7 500 000 are eligible under this call.]
Requested EU contribution	Should be identical to "Requested grant amount" indicated in the section "3 - Budget" in Application Form part A" [EUR: Maximum 60% of relevant costs]
Total project OPEX	[EUR]
Project Net Present Value including the IF support	[EUR]
Discount rate used in the Net Present Value and, where relevant, risk premium applied	[%]
Internal Rate of Return without Innovation Fund support	[%]
Internal Rate of Return with Innovation Fund support	[%]
Does the project build on prior work supported under Horizon 2020 or any other EU programme(s)?	[yes/no; if yes, name the project(s) and programme under which it was supported]
Is the project co-financed by, or requesting funding or planning to request funding from other EU programmes or state aid support?	[yes/no; if yes, state the name of the project(s) and programme(s) or state aid support scheme(s)]

PARTICIPANTS

Use the same numbering as in Part A of the Application Form.

List Beneficiaries, Affiliated entities and other participants involved in the action: associated partners, third parties giving in-kind contributions to the action (see the [Model Grant Agreement](#), especially Articles 2, 7-9 for explanation of the different roles and responsibilities).

Coordinator (COO) – Beneficiaries (BEN) – Affiliated entities (AE) – Associated Partners (AP) – Third parties giving in-kind contributions to the action (TP) –

Number	Role	Name	Short name	Country
--------	------	------	------------	---------

⁵ Guidance is provided in the Methodology for GHG emission avoidance calculation.

1	COO			
2	BEN			
2.1	AE			
3	BEN			
4	AP			
...				

Example, not to complete

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PROJECT SUMMARY

Project summary
<i>Insert Abstract (from Application Form Part A).</i>

1. PROJECT AND APPLICANT

1.1 Background, objectives and impact

Background, objectives and impacts <p><i>Describe the background and rationale of the project as well as the specific objectives of the project. Describe the target market on which the project will compete.</i></p> <p><i>Describe how the project is relevant to the general objectives and expected impacts of the call for proposals in particular:</i></p> <ul style="list-style-type: none"> - <i>how it helps demonstrating highly innovative technologies, processes or products, that are sufficiently mature and</i> - <i>how it will significantly reduce greenhouse gas emissions.</i>
Insert text

1.2 Presentation of the applicant

Presentation of the applicant <p><i>Brief presentation of the applicant(s) (including any affiliated entities involved in the action) outlining areas of overall and project-specific expertise, number of employees, founding year, geographical locations. Explain why the applicant is the most suitable for implementing the project.</i></p>
Insert text

1.3 Operational capacity of the applicant (selection criteria)

Operational capacity of the applicant <p><i>Applicants must have the know-how and qualifications needed to successfully implement the project at the time of grant signature, including sufficient experience with projects of a comparable size and with implementation of projects in the Member State where the project will be located.</i></p> <p><i>To assess this capacity, applicants must provide as Annex to the application the following documents (please limit the combined page number for these documents to no more than 20 pages, if possible):</i></p> <ul style="list-style-type: none"> • <i>description of the profiles of the people primarily responsible for managing and implementing the project, accompanied by curriculum vitae (in pdf format), please indicate the members of the project management team;</i> • <i>a list of relevant previous projects and/or activities carried out in comparable projects in related fields (in pdf format).</i>

1.4 Technical characteristics and scope

Technical characteristics and scope

Outline the technical characteristics and scope of the project. Explain why the approach is the most suitable for achieving the project's objectives.

Briefly describe the scope, approach and key technical characteristics of the project, including:

- *Expected output in terms of volume of main product(s)*
- *Expected source of key inputs and feedstock*
- *Technology, and why this has been chosen over alternatives*
- *Current status of project development*

Insert text

2. GHG EMISSION AVOIDANCE POTENTIAL (AWARD CRITERIA)

2.1 Absolute GHG emission avoidance

Absolute GHG emission avoidance

Calculate the potential for absolute GHG emission avoidance in accordance with the Methodology for GHG emission avoidance calculation.

Support the calculation with:

- *Copy of own detailed calculation as one editable Excel document (mandatory). Please use the available templates.*
- *Detailed explanation of the assumptions made and consistency with the methodology.*

Provide below an overview of the absolute GHG emissions avoidance, the calculation and assumptions made.

Insert text and reference to relevant sections of the supporting documents. The result of the calculation is also to be encoded in application form part A.

2.2 Relative GHG emission avoidance

Relative GHG emission avoidance

Calculate the relative GHG emission avoidance in accordance with the GHG emission avoidance methodology.

Provide detailed explanation of the assumptions made and explain the consistency with the methodology.

Insert text and reference to relevant sections of i supporting documents. The result of the calculation is also to be encoded in application form part A.

2.3 Comparison of the emissions from processes with the EU ETS benchmark(s) (only for projects producing products with an EU ETS benchmark)

Comparison with EU ETS benchmark emissions

Calculate the GHG emissions after implementation of the project per unit of product according to the EU ETS methodology and compare with the equivalent EU ETS benchmark(s) applicable at the time of the application⁶.

Insert text

2.4 Sustainability of biomass (Only for projects from the bioeconomy)

Sustainability of biomass

Projects using biomass as feedstock should confirm that the used biomass will at least meet the sustainability requirements of the Renewable Energy Directive and originate from feedstocks with a low risk of causing indirect land-use change. Explain how the sustainability will be ensured.

Insert text

3. DEGREE OF INNOVATION (AWARD CRITERIA)

Innovation in relation to the state-of-the-art

Describe the state of the art and whether the proposed action (technology / product / business model) goes beyond it. In addition, indicate the degree to which the proposed action (technology / product / business model) goes beyond incremental innovation, e.g. in terms of performance, reliability & availability, maintenance economics, simplicity of design, simplicity of manufacturing, simplicity in control & operation. See examples in Annex B to the call text.

Insert text

Encouraged activities

Explain briefly if the proposed action aims to demonstrate (i) products substituting carbon intensive ones produced in sectors listed in Annex I to the EU ETS Directive, (ii) direct air capture (DAC), (iii) the potential to deliver net carbon removals.

Insert text

4. PROJECT MATURITY (AWARD CRITERIA)

4.1 IMPLEMENTATION MATURITY

For this sub-criterion attach the following documents:

⁶ EU ETS product benchmarks are based on the average greenhouse gas emissions of the best performing 10% of the installations producing that product in the EU and EEA-EFTA states. Please check https://ec.europa.eu/clima/policies/ets/allowances/industrial_en for further details.

- Feasibility study (mandatory)
- Any existing due diligence report, e.g. technical due diligence report or legal due diligence on Intellectual Property produced by an independent party (optional)

Technology readiness and GHG emission avoidance feasibility

Describe the degree of technology readiness (TRL⁷) of your project and its individual components before the project and after the project, and further describe the technical readiness of the project site, expected project output and technical feasibility of achieving this output, including in terms of GHG emission avoidance.

Describe how the proposed technology has performed at the TRL preceding this proposal (e.g. at pilot or smaller-scale demonstration). Provide details if the testing took place under different technical circumstances..

Describe how changes in scale or changes in circumstances compared to previous testing/projects have been taken into account in the design of the project, where applicable.

Describe main conclusions of the feasibility study.

Insert text and reference to relevant sections of supporting documents.

Implementation planning

Describe the implementation planning of the project and key milestones, deliverables and work plan for project development, construction and roll out, and envisaged permitting procedures, (consistent with the template summary time-table provided in section 7.2).

The timeline provided must cover the period of the project implementation starting from the signature of the grant up to the end of the proposed monitoring and reporting period and include inter alia the status of project development, the steps concluded so far (e.g. FEED study, initial permits, etc), the planned date of start of construction, the planned date of entry into operation). The implementation planning must be consistent with the work packages, milestones and deliverables to be described in section 7.1.

Insert text and reference to relevant sections of supporting documents.

Project business model

Describe the project business model, including fit with company strategy, approach to commercialization and market access, target markets, key customers, the value the innovation will deliver compared to other solutions, how it addresses market gaps and who are the main competitors.

Describe the demand for the products/services proposed by the project, and any market entry barriers.

Insert text and reference to relevant sections of supporting documents.

Project management team and project organisation

Describe the project organisation and the relevance and track record of the project management team:

- Governance structure and alignment of interests between management and investors, responsibilities and
- Decision-making mechanisms and processes including within the consortium where applicable,

⁷ For guidance on TRLs, see

https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf

- *Description of the project management team, including key qualifications and track record in sector and relevant geography.*
- *Number of staff adequately qualified for project implementation and description of key qualifications of key staff to be responsible for the implementation of project.*
- *Ability to operate without interruption if key individual leaves*
- *Need for additional outside resources*
-

Insert text and reference to relevant sections of supporting documents.

Permits, Rights, Licences and Regulatory Procedures

Describe the required permitting and other relevant regulatory procedures, steps towards acquiring intellectual property rights or licences including the list of permits/rights/licences already obtained, those still needed and the envisaged timing for obtaining them.

Describe the regulatory framework, both barriers and support relevant for the project.

Insert text and reference to relevant sections of supporting documents.

Ensuring public acceptance

Describe environmental impacts during construction and operation and the state of public acceptance of the technology and the project and how you propose to ensure public acceptance for your project if the size or nature of the project makes it relevant.

Insert text and reference to relevant sections of supporting documents.

Strategy for securing the key supply and off-take contracts

Describe the main commercial contracts envisaged (key supply and construction contracts, off-take contracts e.g. with pioneer customers or PPA, EPC etc.) and the contractual relationship between the main parties involved with the project. List any preliminary agreements with suppliers and off-takers/pioneer customers, where available, and describe the strategy for timely conclusion of further required agreements.

Include a short description of key contracts and explain how the required solidity/track record of suppliers and off-takers will be ensured.

Insert text and reference to relevant sections of supporting documents.

Conclusions of any technical due diligence report (where available)

Describe relevant main conclusions of any relevant due diligence report (e.g. technical due diligence, legal due diligence on Intellectual Property) produced by an independent party where available.

Insert text and reference to relevant sections of supporting documents.

4.2 Financial maturity

For this sub-criterion attach the following documents:

- Business plan (mandatory). The business plan should cover the entire duration of the project. The business plan should include the financial model and detailed implementation planning (e.g GANTT chart).
- Any documents indicating support for the project (e.g. letters of interest, letters of support, letters of approval from funders, letters from shareholders or board) (optional).
- Any existing financial due diligence report produced by an independent party, e.g. independent financial assessment (optional).

Project cash flow

Provide a detailed calculation of the expected costs and revenues (cash flow projections) along the project milestones. Provide the breakdown of the project costs, i.e. capital expenditure (CAPEX), operation and maintenance costs (OPEX) and the expected revenues. Detail the sensitivity of the cash-flows to regulatory frameworks and market conditions, and robustness of off-take agreements / pioneer customers. Costs and revenues should be presented in constant prices.

Insert text and reference to relevant sections of supporting documents.

Total project costs, relevant costs and requested EU contribution

State the total project costs and project relevant costs (equivalent to CAPEX). Justify and explain these costs and provide background assumptions (if available please provide letters of firm proposals from contractors).

State the requested EU contribution for the project (EUR) and describe how this was established. The requested EU contribution should be consistent with the business plan and the relevant cost calculation for the cost efficiency criteria in section 6 (consider that the requested grant will impact the cost efficiency criteria and thereby the relative competitiveness of the application).

The maximum amount of the requested EU contribution cannot exceed 60% of the relevant costs.

Insert text

Project financial viability

Describe the project's business viability measured by the project's Net Present Value (NPV) and Internal Rate of Return (IRR) estimated over the expected lifetime of the project before and after the requested Innovation Fund support.

Insert text and reference to relevant sections of supporting documents.

Financing plan

Describe the financial structure of the project including a description of type, sources and use of funds (level and source of equity, level and source of debt, expected public subsidies and their source).

Describe how potential negative cash flows at the start of operation will be funded and how project scale up will be financed when the project has entered into operation but is not yet generating sufficient revenue to become self-sustainable.

Explain the allocation of costs (as evidenced in Section 7 Work Packages, Activities and Milestones), and consistency of project planning with the financing plan and type of the project.

Describe the alignment of requested funding and milestones with the profile of cash consumption during the project cycle. Provide a timeline for such cash consumption and cash injection, on a cumulated basis, indicating the proposed milestones and demonstrating the financial sustainability of the financing plan.

Insert text and reference to relevant sections of supporting documents.

Project funders and investors commitment

State the expected date of reaching financial close of the project.

Describe the status, level and solidity of commitment of funding from other sources than the Innovation Fund, including applicant's own contribution, external funding and financial support from Member States.

Describe the nature, level and conditions of support provided from project funders and investors, including the contribution by the applicant and how the funds will be injected into the legal entity owning the project and the ownership structure. Where available, attach corresponding evidence as support documents to this application (e.g. letters of interest, letters of support, letters of approval from funders, letters from shareholders or board) confirming the support of the project.

Provide evidence on support from other sources including market mechanisms, or support from Member States and status/planning for State aid clearance where relevant

Describe the shareholder structure and integrity of envisioned investors with the objectives of the project.

Insert text and reference to relevant sections of supporting documents.

Conclusions of any financial due diligence report (where available)

Describe relevant main conclusions of any financial due diligence report produced by an independent party where available.

Insert text and refer to the relevant text of the supporting documents.

4.3 Risks and mitigation measures

Risk management framework

Please outline the envisioned risk management framework for the project (e.g. according to ISO 31000), the measures taken to ensure effective implementation of the risk management process (e.g. risk committee, communication and consultation with internal and external stakeholders) and the risk management methodology (risk identification, analysis, evaluation, mitigation planning, implementation, and monitoring)..

Insert text

Key risks and mitigation measures table

Please outline the critical risks that could jeopardize the success of the project. This should include:

- risks in relation to the technology including technical risks, implementation and operational risks; and
- financial risks of the project (e.g. cash flow volatility, credit/counterparty risks related to suppliers and off-take agreements / pioneer customers, risks that public subsidies are discontinued or reduced)

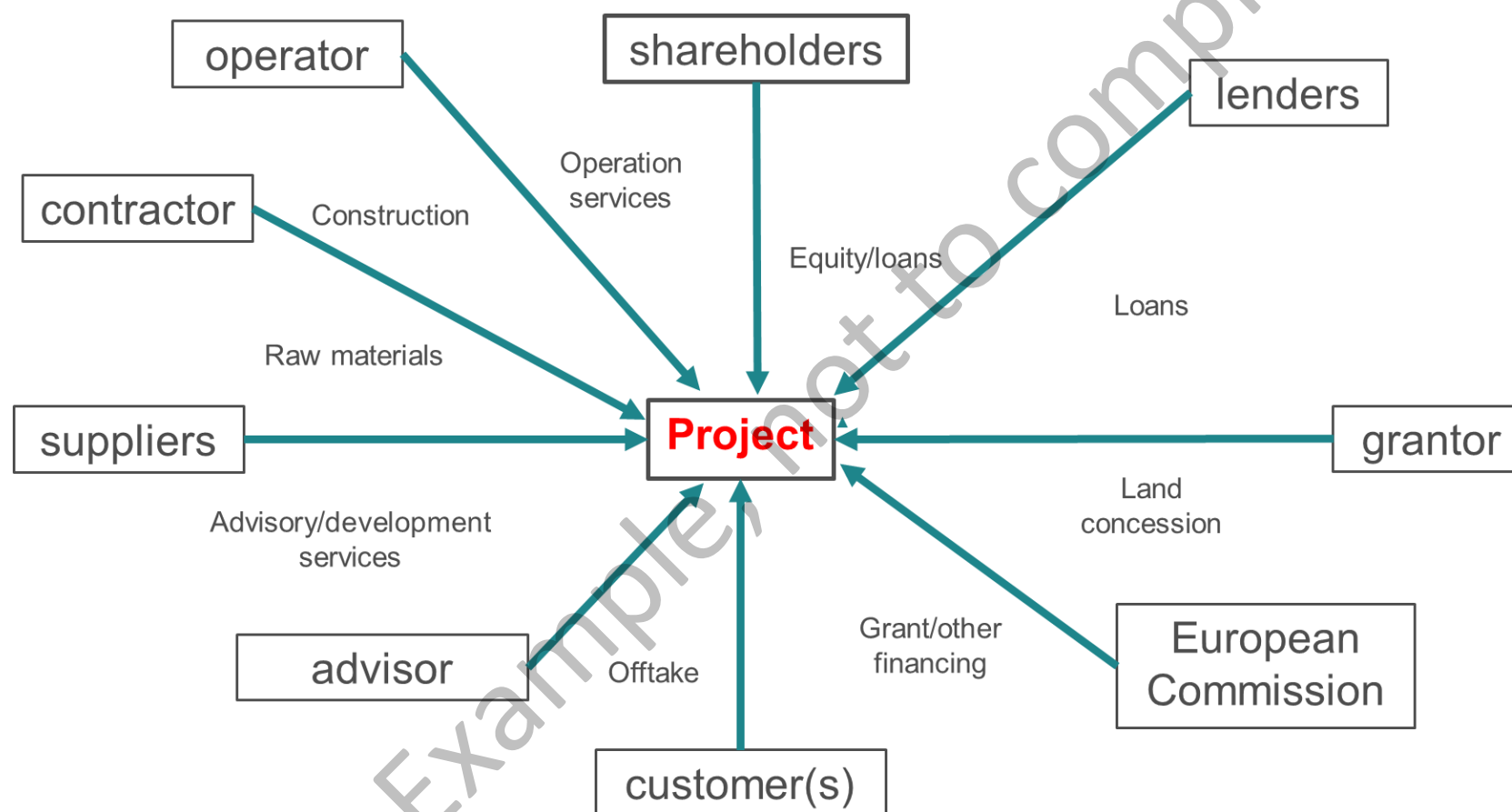
Assess their likelihood and potential impact. Explain how each of them will be mitigated and who is responsible (risk owner)

Risk number (no.)	Project Phase (Award to FC, FC to Entry into Op, Operation)	Risk type (Technical, Commercial, Financial, Environmental, Legal)	Description of risk (text)	Cause of risk (text)	Consequence rating on a 5 point scale (5: very significant – 1: insignificant)	Likelihood rating on a 5 point scale (5: very likely – 1: very unlikely)	Proposed risk-mitigation measures	Risk owner

4.4 Project diagram

Please insert a project diagram (*the example below is only an illustrative example and should be deleted when inserting the project specific diagram*).

- The project may be in a special purpose vehicle/legal entity or not (please specify in diagram).
- The parties mentioned are for illustration purposes only, please adapt the diagram and the parties to the case of your project.
- Please specify as much as possible the relationship of the project with the coordinator and the participants mentioned in Application Form Part A.



5. SCALABILITY (AWARD CRITERIA)

5.1 Project level impact and regional economy impact

Scalability at the level of the project and at the level of the regional economy

Describe the potential for scaling up at the level of the project and at the level of the regional economy based on the applicant's strategy for further expansion at project site or technology transfer to other sites, and the possible impact on the regional economy such as cooperation with other actors of the regional economy. Detail any further additional impacts of the project.

Insert text

Communication and dissemination

Describe the applicant's plan for communication and dissemination of the results of the project (in accordance with section 10.7 of the Call).

Outline planned dissemination and communication activities (to whom, which format, when, how, etc.), clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination and communication channels.

Insert text

5.2 Sector impact

Sector impact and contribution to emission avoidance in the sector

Describe how the results of the project may contribute to wider impacts in the sector, e.g. emission avoidance at sector level.

Support the description with qualitative and where available, quantitative indicators e.g. number of installations at which the technologies can be applied and resulting emissions avoidance and explain your assumptions. Take into account supply and demand conditions, such as expected cost reductions and resource constraints both in the short and medium term (during transition to a climate neutral economy) and the long term (in a climate-neutral economy).

Insert text

5.3 Economy-wide impact

Economy-wide impact

Describe how the results of the project may contribute to wider economy impacts, e.g. emission avoidance outside the sector both in the short and medium term (during transition to a climate neutral economy) and the long term (in a climate neutral economy). Explain the potential opportunities for sector coupling and the project's potential to create new value chain or reinforce existing ones and the related impacts on competitiveness, economic growth and jobs, environmental aspects, e.g. air pollution, biodiversity, circularity.

Support the description with qualitative and, where available, quantitative indicators, e.g. list of other sectors and applications where the technology could contribute to decarbonisation and other positive impacts and explain your assumptions.

Insert text

6 COST EFFICIENCY (AWARD CRITERIA)

Detailed calculation of relevant costs and cost efficiency ratio

Establish the relevant cost for the project in accordance with section 8.5 of the call.

Provide a calculation of cost efficiency ratio (Relevant Cost – applicant's contribution) / Absolute GHG emission avoidance during the first 10 years of operation as calculated in section 2.1 [EUR / t CO₂-eq]).

Attach the following documents:

Copy of detailed calculation of relevant costs and cost efficiency as one editable Excel document (mandatory)

Insert text

Example, not to complete

7. WORK PACKAGES, ACTIVITIES, MILESTONES

7.1 Activities and work packages

Work packages, Milestones and Deliverables (outputs/outcomes)

This section concerns the detailed description of the project activities to achieve the objectives of the project described through section 1-1. Group your activities into work packages.

Work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.

For the purpose of smooth grant management under the Innovation Fund, please observe the following guidelines for definition of work packages for your project.

1. **Work packages should be sequential**
2. **Your project should include at least the following three work packages (mandatory):**
 - **WP1 - Activities prior to Financial Close**
 - **WP2 - Activities between Financial Close and Entry into Operation**
 - **WP3 - Operations phase**
3. **You may define tasks by subdivision of the above mandatory work packages** (e.g. subdivision of WP2 Activities prior to Financial Close in a WP2.1 for Completion of Feed Study or for exploration of geothermal reservoir, and a WP2.2 for Financial Close, or by subdivision of the WP3 Operations phase in annual WPs for the operations phase).

You can create additional work packages as needed by copying the table for WP3 below.

As disbursements of the grant will be on a lump sum basis against reaching of milestones and work packages completion (prior to entry into operation) and also based on verified greenhouse gas reductions (after entry into operation), applicants must therefore conclude all their work packages by a financing reporting milestone specific to each work package. The conclusion of each work package and the reaching of its related financing reporting milestone will open the right to the corresponding lump sum payment.

Project management Milestones are control points in the project that help to chart progress. Use them only for major outputs.

You can have several project management milestones inside a work package; but you can have only one **financial reporting milestone** at the end of the work package which triggers payments.

Each project should have the minimum following Financial reporting Milestones:

- **Financial Close (milestone at the end of WP1)**
- **Entry into operation (milestone at the end of WP2)**
- **Annual reporting of GHG emission avoidance (milestone at the end of WP3 or at the end of each annual reporting during the operation period of the project)**

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can refer to indicators.

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do NOT include minor sub-items, internal working papers, meeting minutes, etc.

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (e.g. web)

Confidential — restricted under the conditions of the Grant Agreement

Work Package 1

Work Package 1: [Activities prior to Financial Close]				
Duration:	YX - YX	Lead Beneficiary:	1-Short name	
Objectives				
<i>List the specific objectives to which this work package is linked.</i>				
▪				
Description of the activities (what, how, where) and division of work				
<i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Provide means of work completion verification in order to allow for an efficient project management</i>				
<i>Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader</i>				
<i>Add information on third parties' involvement in the project e.g. subcontractors, in-kind contributions.</i>				
Note:				
<i>In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.</i>				
Task No (continuous numbering linked to WP)	Task Name	Description	Participant	
			Name	Role (COO, BEN, AE, AP, OTHER)
1.1				
1.2				

Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Type	Lead Beneficiary	Means of Verification	Due Date (month number)	Description
MS1	Financial Close	1	[FIR - Financial reporting milestone]				
MS2		1	[PM – project management milestone]				
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[PRE – Progress Reports] [PR – Periodic Reports] [KS – reporting on Knowledge Sharing] [GHG – reporting on GHG emissions avoided]	[PU – Public] [CO – Confidential] [
D1.2				[OTHER – Document, report, technical diagrams, on-site building etc.] [DEM –			

				Demonstrator, pilot, prototype]			
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Work Package 2

Work Package 2: [Activities between Financial Close and Entry into Operation]				
Duration:	YX - YX	Lead Beneficiary:	1-Short name	
Objectives				
<i>List the specific objectives to which this work package is linked.</i>				
▪				
Description of the activities (what, how, where) and division of work				
<i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Provide means of work completion verification in order to allow for an efficient project management</i>				
<i>Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader</i>				
<i>Add information on third parties' involvement in the project e.g. subcontractors, in-kind contributions.</i>				
Note:				
<i>In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.</i>				
Task No (continuous numbering linked to WP)	Task Name	Description	Participant	
			Name	Role (COO, BEN, AE, AP, OTHER)
2.1				

2.2							
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Packag e No	Type	Lead Beneficiary	Means of Verification	Due Date (month number)	Description
MS1	Entry into Operation	2	[FIR - Financial reporting milestone]				
MS2	Start of construction	2	[PM – project management milestone]				
MS3	End of construction	2	[PM – project management milestone]				
MS4	Start of commissioning	2	[PM – project management milestone]				
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1		1		[PRE – Progress Reports] [PR – Periodic Reports] [KS – reporting on Knowledge Sharing]	[PU – Public] [CO – Confidential]		

				[GHG – reporting on GHG emissions avoided]			
D2.2				[OTHER – Document, report, technical diagrams, on-site building etc.]/[DEM – Demonstrator, pilot, prototype]			

Work Package 3

Work Package 3: [Operations phase]			
Duration:	YX - YX	Lead Beneficiary:	1-Short name
Objectives			
List the specific objectives to which this work package is linked.			
<ul style="list-style-type: none"> ▪ 			
Description of the activities (what, how, where) and division of work			
Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Provide means of work completion verification in order to allow for an efficient project management.			
Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader			
Add information on third parties' involvement in the project e.g. subcontractors, in-kind contributions.			

Note:
In-kind contributions: in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost). Please indicate clearly whether in-kind contributions are against payment or free-of-charge.

Task No (continuous numbering linked to WP)	Task Name	Description	Participant	
			Name	Role (COO, BEN, AE, AP, OTHER)
3.1				
3.2				

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Type	Lead Beneficiary	Means of Verification	Due Date (month number)	Description
MS1	GHG avoidance reporting after year 1	3	[FIR - Financial reporting milestone]				
MS2		3	[PM – project management milestone]				

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D3.1		1		[PRE – Progress Reports] [PR –	[PU – Public] [CO – Confidential]		

				Periodic Reports] [KS – reporting on Knowledge Sharing] [GHG – reporting on GHG emissions avoided]	[
D3.2				[OTHER — Document, report, technical diagrams, on-site building etc.] [DEM — Demonstrator, pilot, prototype]			

Work Package ...

To insert additional work packages, copy WP3 as necessary.

Overview of Budget**Overview of budget**

The applicant should for the purpose of the application:

1. Calculate the Relevant Cost of the project (in accordance with guidance in section 8.5 of the call text)
2. Decide on the level of grant request to be submitted to the IF (consider that the requested grant will impact the cost efficiency criteria and thereby the relative competitiveness of the application)
3. Break down the total grant request into WPs
4. Break down the total grant request per beneficiary (only if there is more than one beneficiary)
5. Enter the resulting budget amounts in the table below

The grant budget shall be a fixed maximum amount. Disbursement shall be on a lump-sum basis against successfully completed financial reporting milestones.

The budget for each work-package should be proportional to the activities covered by the work package.

Beneficiary	Estimated grant amount (EUR per work package)						Total grant amount per beneficiary
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP [XX]	
Total grant amount per work package							

7.2 Timetable

Timetable																			
<p>Please provide a project timetable in the form of a GANTT chart or a PERT chart.</p> <p>The timetable may be provided either in the format below or by copying a clear and readable picture of the applicant's own timetable into this section.</p> <p>Fill in cells to show the duration of activities. Repeat lines/columns as necessary. Use more than one page if necessary.</p> <p>Note: Use the project year numbers instead of calendar years. Year 1 always marks the start of the project, after the signature of the grant agreement. In the timeline you should indicate the timing of each activity per WP.</p>																			
WP/Activity/Milestone	YEAR and Quarter (from assumed grant award)																		
	Year 1				Year 2				Year 3				Year 4				Year 5		
	Q1	Q2	Q3	Q4															
WP1																			
Activity 1.1																			
Activity 1.2																			
Milestone 1 – Financial Close																			
WP2																			
Activity 2.1																			
...																			
Milestone 2 – Entry into Operation																			
WP3																			

8. OVERVIEW OF SUPPORTING DOCUMENTS TO BE SUBMITTED

Mandatory documents	Page limit	Optional documents	Page limit
<ul style="list-style-type: none"> Detailed calculation of GHG emission avoidance potential, including (if relevant) detailed estimate of further emission avoidance that the project may be bringing and that are not covered under the GHG methodology. (in editable xls format) Feasibility Study (in pdf format) Business Plan including financial model (in pdf) 	<p>n/a</p> <p>100 in total for the feasibility study and the business plan</p>	Other supporting documents, including any documents indicating support for the project (e.g. letters of interest, letters of support, letters of approval from funders, letters from shareholders or board) and any existing due diligence reports (pdf format)	n/a
<ul style="list-style-type: none"> Detailed calculation of relevant costs and cost efficiency (in editable xls format) Description of the profiles of the people primarily responsible for managing and implementing the project (accompanied by a curriculum vitae) List of relevant recent projects and/or activities carried out by the applicant and relevant to delivery of the project 	<p>n/a</p> <p>20 in total including the description of profiles and the list of relevant projects</p>		
<p><i>Note that excess pages will be blanked for evaluators and therefore disregarded.</i></p> <p><i>The mandatory documents can include any existing documents by the applicant or third party that the applicant considers useful and that fall in the scope of the documents listed in the table above.</i></p>			

9. DECLARATIONS

Personal data protection	
The applicant confirms that all individuals whose personal data is submitted by the applicant agree that such personal data may be used for the purposes of evaluating the application and subsequent management of the grant and, if needed, programme monitoring, evaluation and communication, and informing the Member State(s) where the project is planned to take place.	YES/NO
If NO, add details	
The applicants confirms that it agrees that the content of the present form be shared with external contractors, in an anonymised way and subject to a confidentiality agreement, for analytical purposes.	YES /NO

Publication of general summary and anonymised project information

General information on the background and rationale of the project, its objectives, impacts and contribution to EU policy objectives as outlined in the project summary and in section 1.1. can be communicated by the Commission in summary and anonymised way before the signature of the grant agreement.

Publication of this information requires the explicit agreement of the applicant.

The applicant confirms their agreement with the publication in a summary and anonymised way of general information on the background, rationale, objectives, impacts and contribution of the project to EU policy objectives.	YES/NO (if NO, add details)
If NO, add explanation	

Other EU funding

Information concerning other EU grants for this project

 Please note that there is a strict prohibition of double funding from the EU budget. It is important that you provide full and complete information on all other EU funding for the project.

Give information on any other pending grant applications or similar projects submitted by your Consortium (or some of the participants). Name the EU programme, project reference number and title. Include EU funding managed by authorities in EU Member States or other EU funding bodies (e.g. H2020, LIFE+, European Structural and Investment Funds Regional Funds, European Investment Bank, ISF national programmes, Agricultural Funds, etc.).

If the project benefits from EU Synergies calls, indicate NO and specify.

We confirm that the project does not benefit from other funding from EU programmes.

We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant.

Information concerning other funding for this project

Will the project get any funding from other public sources (EU, national, international)?

Will the project be part of a set of coordinated/complementary/joint projects which get funding from other public sources (EU, national, international; e.g. ESTAT combined surveys)?

Will the applicant give priority to applicant's own cofunding of IF supported activities if the project is selected for funding?

Information concerning other EU funding or state aid in the same/similar policy areas

Have any of the participants already benefitted from funding for the technology considered from other EU programmes or state aid support? Include EU funding managed by authorities in EU Member States or other funding bodies (e.g. LIFE+, European Structural and Investment Funds Regional Funds, European Investment Bank, , Agricultural Funds, etc.).

COO — Coordinator; BEN — Beneficiary; AE — Affiliated entity

Participant	EU Programme Name	Project Reference No and Title	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Project Website (if any)

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.12.2020	Initial version.
1.1	15.12.2020	<p>Addition of application form part A</p> <p>Changes in application form part B:</p> <p>Cover page: "Duration of the project" indicated in months; additional explanation to "Sector of the project" and "Requested EU contribution"</p> <p>5.2 Sector impact: correction of clerical error</p> <p>7.1 Overview of budget: "budget" replaced by "grant amount" in the table</p> <p>8 Overview of supporting documents to be submitted: change in "Optional documents"</p>