



Innovation Fund

Application Form

Second stage

Administrative Forms (Part A)

Technical Description (Part B)

Innovation Fund Large-scale Projects

InnovFund-LSC-2020-two-stage

Version 2.0
24 March 2021

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.



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.*

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

Abstract

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.

Previously submitted proposals should be with either 6 or 9 digits.

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.

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			

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 organisation	unknown
Secondary or Higher education establishment	unknown
Research organisation	unknown
SME Data	
Based on the below details from the Participant Registry the organisation 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 organisation'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 organisation name

☐ Same as proposing organisation'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			
	Total		0

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 %) 0,00

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

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

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 3 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project
- Form C gathering indicators

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

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

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

Part C gathers key indicators from the project. Please ensure that all information in parts A, B and form C is consistent.

Fill in all boxes and answer all questions according to the instructions in each box. If not relevant, specify so.

Please note that all information in part A and B takes precedence over the information included in other parts of the application and particularly the other annexes, however it must be consistent across all 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:

- 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.**

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

PROJECT	
Project acronym:	[acronym]
Project title:	[title]
Coordinator contact:	[name NAME], [organisation name]

PARTICIPANTS				
<p>Use the same numbering as in Part A of the Application Form.</p> <p>List Beneficiaries, Affiliated entities and other participants involved in the action: associated partners, third parties giving in-kind contributions to the action and sub-contractors (see the Model Grant Agreement, especially Articles 2, 7-9 for explanation of the different roles and responsibilities).</p> <p>Coordinator (COO) – Beneficiaries (BEN) – Affiliated entities (AE) – Associated Partners (AP) – Third parties giving in-kind contributions to the action (TP) – Subcontractors (SUB)</p>				
Number	Role	Name	Short name	Country
1	COO			
2	BEN			
2.1	AE			
3	BEN			
4	AP			
...				

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PROJECT SUMMARY

Project summary

The summary should cover:

- objectives specific to the project
- climate mitigation pathways
- raw materials and final products
- capacity of the proposed system
- location of the project
- main innovative aspects
- expected impacts (e.g. GHG emissions reduction and other environmental benefits)

Insert Abstract (please ensure consistency with Application Form Part A).

Changes compared to first stage

Changes compared to first stage

Applicants are not allowed to substantially change the substance or nature of their project (e.g. with regard to the technological solution to be deployed) between first and second stage of application in a way that may call into question the outcome of the first stage evaluation.

Changes to the project implementation plan due to the advancement of project preparation are allowed. Changes to the business plan due to the evolution of the market or changes to the regulatory framework are allowed. The submission of a more advanced or detailed feasibility study or due diligence report is equally allowed. The change to the amount of the EU contribution may, however, not exceed 50%.

Please list below and justify any change that was made between the first and second stage.

Section	Justification
Application form part B	Insert text or mark no change
Project implementation plan	Insert text or mark no change
Business plan	Insert text or mark no change
Feasibility study	Insert text or mark no change
Relevant costs and resulting EU contribution (max 50%)	Insert text or mark no change
Other (please specify)	Insert text

1. PROJECT AND APPLICANT

1.1 Background and objectives specific to the project

Background and objectives

Describe the background and rationale of the project as well as the specific objectives of the project.

Insert text

1.2 Presentation of the applicant

Presentation of the applicant(s)

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.

Please describe the relationship between these participants in the frame of the project.

Insert text

1.3 Financial capacity of the applicant (selection criteria)

As specified in the call text section 6.1, the financial capacity of the applicants will be checked at the grant preparation stage for applicants whose proposal is successful as an outcome of the second stage evaluation.

1.4 Operational capacity of the applicant (selection criteria)

Operational capacity of the applicant(s)

Applicants must have the know-how and qualifications needed to successfully implement the project, including sufficient experience with projects of a comparable size and with implementation of projects in the Member State where the project will be located.

Applicants must provide the following information (mandatory) within one document (limited to 50 pages in pdf format):

- *description of the profiles of the people primarily responsible for managing and implementing the project, accompanied by curriculum vitae;*
- *explanation of the company's operations relevant to delivery of the project covering at least the last year;*
- *a list of relevant previous projects and/or activities carried out in comparable projects in related fields.*

Applicants should summarise below their operational capacity for the project.

Insert text

1.5 Technical characteristics and scope

Technical characteristics and scope of the project

Outline the technical characteristics and scope of the project. Include information on:

- *Project location and site*
- *Technology (and why this has been chosen over alternatives)*
- *Expected source of key inputs and feedstock*
- *Expected output in terms of volume of main product(s)*

Technology scope and the chosen technological solution

Describe in detail the technology/solution applied, and expected impacts of the technology and processes associated with the plant, with reference to the category, sector and product proposed.

Describe the expected operating regime, technology/process integration, and explain how the expected output is likely to be achieved.

Describe the technology construction, operation and maintenance plan, including operation assumptions and sensitivities. The description should also cover safety, reliability, technical performance and relevant standards.

Describe the critical interfaces between the different technical components and how interface issues are handled.

Insert text

2. GHG EMISSION AVOIDANCE POTENTIAL (AWARD CRITERIA)

2.1 Absolute GHG emission avoidance

Absolute GHG emission avoidance

Provide the potential absolute GHG emission avoidance (in tCO₂) during the 10 years after the project's entry into operation using the GHG emission avoidance methodology described in Annex C of the call text (Please note that, compared to the 1st stage application, additional emissions sources have to be considered in this 2nd stage).

Briefly explain how the calculation was made, in particular:

- assumptions for the reference scenario;
- assumptions for the project scenario;
- any deviations from the GHG emission methodology and justification.

If the value has changed compared to the 1st stage application, indicate the difference and explain the reasons for the change.

It is mandatory to support the claims with:

- detailed calculations in one editable Excel document using the template for second stage. As there are additional emission sources requested for second stage, please ensure these are provided. Complete all tabs. Please note that the key elements of the monitoring plan need to be described in the tab "project emissions".
- third-party verification of the GHG emission calculation (see section 8 for further details)

The result of the calculation must also be included in Form C of the application form. Please ensure the numbers provided are consistent.

[Insert here the estimated figures of absolute GHG emission avoidance over the 10 years' period]

tCO₂e

Insert text

2.2 Relative GHG emission avoidance

Relative GHG emission avoidance

Provide the potential for relative GHG emission avoidance during the 10 years after entry into operation using the GHG emission avoidance methodology described in Annex C of the call text.

If the value has changed compared to the 1st stage application, indicate the difference and explain the reasons for the change.

The result of the calculation must also be included in part C of the application form. Please ensure the numbers provided are consistent.

[Insert the estimated percentage GHG emission avoidance over the 10 years period]

%

Insert text

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 this with the equivalent EU ETS benchmark(s) applicable at the time of the application¹ and confirm that the project emissions are lower than the EU ETS benchmark emissions.

Please note that the EU ETS benchmarks were revised on 12 March 2021, therefore the values to be used for the comparison are different from those used in the 1st stage application.

Insert text

2.4 Sustainability of biomass (Only for projects using biomass feedstocks)

Sustainability of biomass

Projects using biomass as feedstock must confirm that the biomass used 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 sustainability will be ensured.

Insert text

3. DEGREE OF INNOVATION (AWARD CRITERIA)

State-of-the-art

Describe the state-of-the-art of the solution(s) the project aims to demonstrate. This should focus on the global, rather than European, national or local level.

Insert text

Innovation beyond state-of-the-art

Describe how the project (technology / product) goes beyond incremental innovation, covering at least:

- i) plant design*
- ii) operating approach*
- iii) construction*
- iv) performance / quality*
- v) reliability & availability*
- vi) maintenance*
- vii) economics*

See examples in the Annex D to the call text.

Insert text

Contribution to EU objectives for a climate-neutral economy

¹ Commission Implementing Regulation (EU) 2021/447 of 12 March 2021 determining revised benchmark values for free allocation of emission allowances for the period from 2021 to 2025 pursuant to Article 10a(2) of Directive 2003/87/EC of the European Parliament and of the Council: https://eur-lex.europa.eu/eli/reg_impl/2021/447

Describe in detail how the project's innovation (technology / product) contributes positively to the EU ambition of a climate-neutral economy in 2050, specifically in relation to the following objectives (see also Annex D.2 and D.3 and D.4 of the call text)).

In addition, if the project contributes to one of the objectives below, please provide a succinct but separate explanation:

- i) *Energy efficiency (substantiate claims with calculation integrated as a separate tab in the GHG emission excel sheet)*
- ii) *Circularity (substantiate claims with a calculation integrated as a separate tab in the GHG emission excel sheet)*
- iii) *Innovative solutions for procurement of additional renewable electricity*
- iv) *Delivering net carbon removals*
- v) *Other GHG savings from emissions sources not included within the boundaries of the GHG emission avoidance methodology (substantiate claims with calculation integrated as a separate tab in the GHG emission excel sheet)*

Insert text

4. PROJECT MATURITY (AWARD CRITERIA)

4.1 Technical Maturity

Provide in the sections below a detailed description of the project's technical maturity, in particular evidence on the degree of technology readiness of the project and the technical feasibility of delivering the expected output and achieving the GHG emissions avoidance within its operational environment, and of the possible technical risks and related mitigation measures. Cover the current state of project development, building on relevant information or documents. Attach:

- *Feasibility study (mandatory, see section 8 for additional information)*
- *Any existing technical due diligence report produced by an independent party (optional)*

Provide the details in the boxes below and reference the relevant sections of the supporting documents precisely.

Technical feasibility of achieving the GHG emissions avoidance

Explain in this section the technical feasibility of the project to deliver the expected outputs and how the project will ensure reaching the expected GHG emission avoidance. In particular describe:

- *the technology readiness of the project, expected project output (in terms of volume of the products) and technical feasibility of achieving this output, including in terms of GHG emission avoidance*
- *whether the proposed technology has already been proven in a pilot scale demonstration (where available), and, if so, how it has performed*
- *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*
- *how the characteristics of the proposed plant are in line with basic engineering principles*
- *the assumptions used for operational characteristics of the plant and for the estimation of the GHG emissions avoidance*
- *whether the existing and envisaged assets in the project site are suitable for reuse.*

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

Conclusions of any technical due diligence report (where available)

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

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

Technical risks and proposed risk mitigation measures

Describe key risks identified in relation to the technology, the proposed risk mitigation measures and why they are suitable. All risks identified should also be summarised in section 4.4.

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

4.2 Financial maturity

This section should provide a detailed overview of the financial maturity of the project, focusing on the robustness of the business plan, financing structure and the commitments of the project funders (lenders or shareholders).

For this sub-criterion it is mandatory to attach the following documents (see section 8 for additional information):

- *Business plan, which should cover the entire duration of the project.*
- *Add to the business plan any supporting document indicating the degree of support to the project including heads of terms if already available:*
 - *letters of support/commitment from board of directors of the project shareholders*
 - *letters of support/commitment from lenders/debt providers*
 - *letters of support/commitment from or terms of agreements with suppliers, off-takers, construction/O&M companies (as available)*
 - *letters of support from public authorities (including national subsidies programmes)*
- *Financial Model Summary Sheet to be filled in by applicants with standardised financial information on the key profitability and financial metrics of the project.*

The following optional documents may also be attached:

- *Any existing financial due diligence report produced by an independent party, e.g. independent financial assessment.*
- *Additional excel sheets of the financial model with detailed information on model assumptions and projections. Applicants are encouraged to provide their own financial model based on their own template; as an example, they can refer to the fully developed financial model available in the Funding and Tender Portal, which can be used as illustrative guidance and for advice on modelling best practices.*

Provide the details in the boxes below and include a reference to the relevant sections of the supporting documents.

Project business plan

Describe the project value proposition, including company strategy, approach to commercialisation 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.

Explain the assumptions made on the breakdown of expected revenues (including evidence of potential off-take contracts), capital expenditure (CAPEX), operational expenditure (OPEX, including evidence of potential supply contracts) and fill the Financial Model Summary Sheet with the projected data coming from your own financial model.

Explain the strategy for securing supply and off-take agreements and other key commercial contracts for the operation phase and its state of development.

Include the main terms of purchase agreements for electricity/heat of renewable origin, bio feedstock sourcing and supply, CO2 storage or similar, where relevant.

Explain the technical, financial and commercial capacity and standing of contractors, suppliers and off-takers, including their track-record, financial standing and credit rating. Set out the main terms of the supply and off-take agreements, where available, or terms of Memoranda of Understanding.

If available and relevant, you may refer to the conclusions of the due diligence reports produced by independent parties.

Insert text

Detailed cash flow projections and business viability

Fill in the Financial Model Summary Sheet (mandatory) with the output of your financial model including a summary overview of the cash flow projections from revenues and costs, down to free cash flows (including cash from operating, investing and financing activities), the key elements of the P&L (revenues, costs, down to net income) and balance sheet. Information provided in the summary sheets is the minimum required and applicants are encouraged to provide additional details from sheets coming directly from their financial model. The projections should be consistent with the detailed calculation of relevant costs in the editable Relevant Costs excel file (mandatory) to be separately submitted (see section 6).

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

assumed WACC used for the relevant cost calculation and the applicant's threshold rate of return (if different). For the WACC calculation, explain how the assumed debt-to-equity ratio expected for the project is achievable.

Estimate and explain the sensitivity of the cash flows and project profitability (for example NPV or IRR) to the key risks identified which could impact the financial viability of the project.

Insert text

Soundness of financing plan

Describe the project financing plan including a description of type, sources and use of funds (amount and source of equity/shareholders loan, amount and source of debt, expected public subsidies and their source). Fill the expected funding uses and sources in the Financial Model Summary Sheet. Please describe how the equity will be injected (if applicable list any intermediary legal entities with their country of residence).

Describe how the project will be financed if there are negative cash flows at project start or during operation. The financing plan must be consistent with the milestones described in section 7.1 to ensure that the project can cover the costs expected to be incurred during implementation in a timely manner.

Present and explain the financing structure highlighting whether the debt will be raised at the level of the corporate entity or of the project, and the level of recourse to the project shareholders.

Insert text

Project funders and investors commitment

Describe the status and degree of advancement in securing funding sources, including the applicant's own contribution, external funding and financial support from Member States. Explain the planned date of financial close, including a description of milestones that have already been reached, as well as the outstanding tasks. Explain how the project finances will be ready to be provided as expected.

Describe the nature, level/amount 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. Provide supporting documents as attachments to the Business Plan.

Describe the financial standing of the project shareholders. Please also include their cash flow statements, profit and loss account and balance sheet for the last three years (consolidated or social accounts) as appendix in the Business Plan.

For projects with low profitability and/or exposed to high financial risks, provide evidence from the project shareholders that they will support the project to reach operation and cover potential shortfalls during operations.

Insert text

Expected business and financial risks with proposed mitigation measures

Identify the key risks related to the business plan which could impact the financial viability of the project, their potential impact and describe the measures taken to mitigate these risks.

Identify the key risks related to the financing plan which could impact the financial viability of the project, their potential impact and describe any contingency funding sources that the project can rely on to reach completion as planned.

All risks identified should also be summarised in section 4.4.

Insert text

4.3 Operational maturity

In the sections below provide a detailed description of the operational maturity of the project, demonstrating that the proposed plan for implementing the project is sufficiently developed, comprehensive and realistic.

The timing should be consistent with the summary timetable in section 7.2 and Gantt chart provided in the Project implementation Plan.

Attach:

1. *Project implementation plan (mandatory, see section 8 for additional information)*
2. *Any existing due diligence report, e.g. legal due diligence on Intellectual Property (optional)*

Provide the details in the boxes below, moreover provide precise reference to the relevant sections of the supporting documents.

Project implementation plan covering all project milestones and deliverables

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.

Provide the timeline which must cover the period of the project implementation starting from the signature of the grant up to the end of the 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 for the final investment decision, start of construction, commissioning and testing, entry into operation.

The timeline should be illustrated a Gantt chart in the Project Implementation Plan, which must be consistent with the template summary timetable provided in section 7.2), as well the Project Implementation Plan.

Provide information on the following aspects:

- *strategy to reach the milestones of financial close and entry into operation as well as the intermediate milestones as proposed by the applicant*
- *planned timing of project activities and milestones and how it ensures meeting the project milestones (e.g. sufficient time reserve for procurement and delivery of major capital components, commissioning and appropriate ramp-up period of reduced output in the initial operation of the project)*
- *strategy for regular operation of the proposed technology during the monitoring and reporting period (e.g. maintenance, down times for revisions, operational capacities, quality assurance/quality control)*

The implementation planning must be consistent with the work packages, milestones and deliverables described in section 7.1, as well the Project Implementation Plan.

Insert text and refer to relevant sections of the project implementation plan.

Project management team and project organisation

Describe the project management team and the project organisation, including:

Project management team:

- *project team, including key qualifications and track records of the staff responsible for project implementation*
- *ability to operate without interruption if a key individual leaves*
- *sufficient coverage of all required skills (such as technical expertise, technology commercialisation, business management, financial management and environmental management);*
- *need for additional outside resources.*

Project organisation:

- *project management structure;*
- *governance, responsibilities and decision-making mechanisms and processes within the consortium;*
- *evidence that the applicant's management and sponsors are committed to implementing the project;*
- *quality management and health and safety processes and how they are expected to meet the best industry practice;*
- *consistency of the human resources planning with the project implementation plan.*

Please make reference to the project diagram provided in section 4.5.

Insert text and refer to relevant sections of the project implementation plan.

Permits, Rights, Licences and Regulatory Procedures

Describe in detail the regulatory framework impacting the project, any intellectual property rights or licence and other relevant regulatory procedures, relevant permitting processes needed (including permits related to environmental impacts), permits obtained and still needed and the plan for obtaining them.

Include a timeline indicating the relevant permit application dates, expected reception dates and measures planned to ensure timely granting.

Insert text and refer to relevant sections of the project implementation plan.

Ensuring public acceptance of the project

Describe all environmental impacts expected throughout the project life-cycle (from construction to operation to decommissioning), and the mitigation measures. Explain when the environmental studies, assessments and modelling will take place.

Explain the degree of public acceptance of the technology and the project.

Explain how public acceptance will be ensured.

Insert text and refer to relevant sections of the project implementation plan.

Conclusions of any due diligence report

Describe the main relevant conclusions of any due diligence report (e.g. legal due diligence on Intellectual Property) produced by an independent party or any other supporting evidence (ensure consistency / avoid duplications with respect to the same section under project maturity).

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

Operational risks and proposed mitigation measures

Detailed description of the project's operational risks and the proposed risk mitigation measures. Include all known risks associated with construction, project design, operation and decommissioning, relevant to the project technology, category and sector.

Explain how risks (including timing, weather conditions, commissioning conditions, unexpected or undesired events) are taken into account in the project planning and strategy and the proposed mitigation measures.

Description of measures proposed to handle any potential forced outages (e.g. power plant, capture or separation plant, compression plant, transportation, energy or CO₂ storage site) and operational interdependencies of all parts along the project value chain.

All identified risks should also be summarised in section 4.4.

Insert text and refer to relevant sections of the project implementation plan.

4.4 Risks and mitigation measures

Risk management framework

Please outline the 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

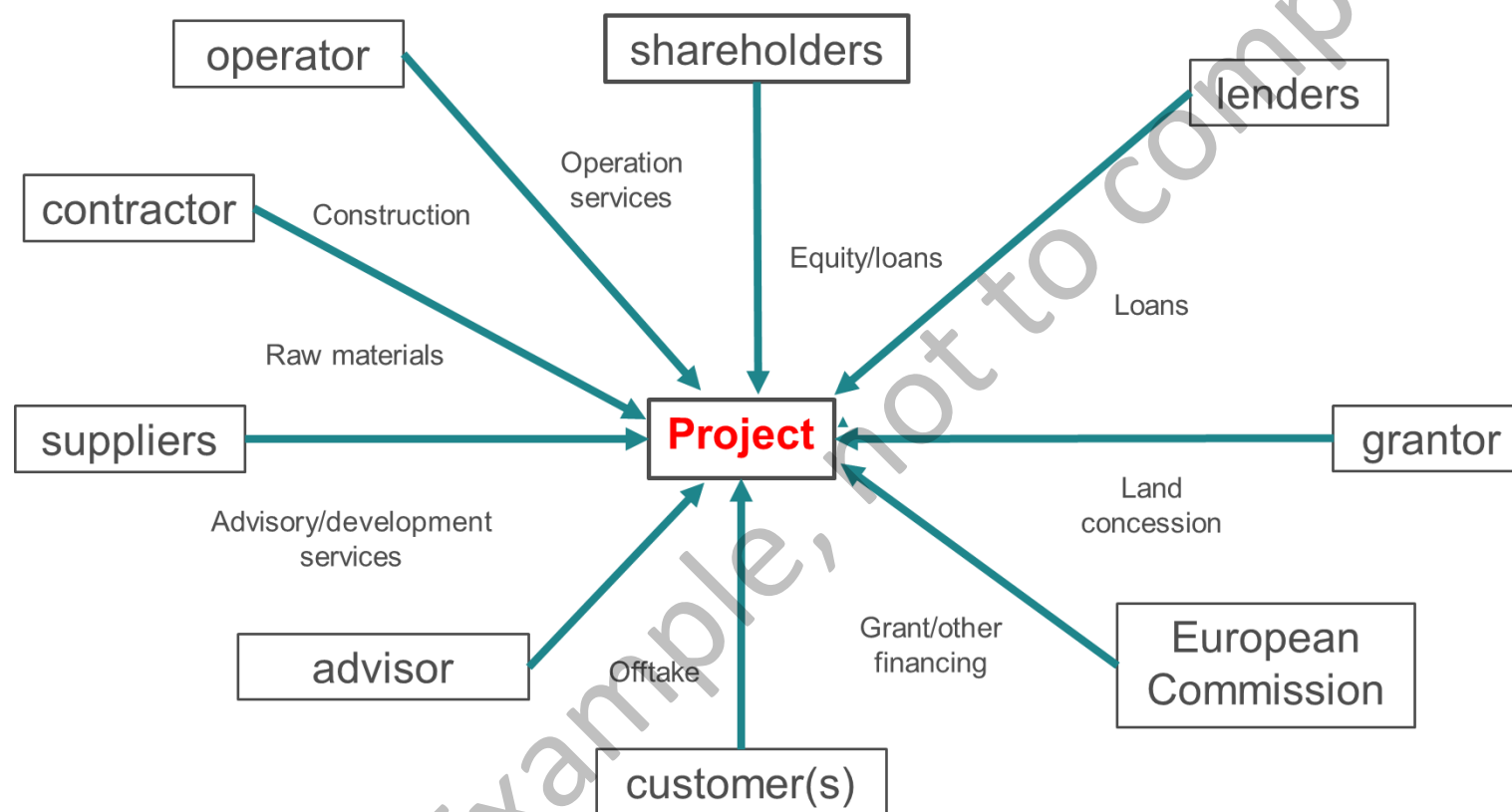
Please list here the risks identified in previous sections that could jeopardise the success of the project. Assess their likelihood and potential impact. Explain how each of them will be mitigated and who is responsible (risk owner). Ensure consistency with previous sections.

Risk number (no.)	Project Phase (Award to FC, FC to Entry into Operation, Operation)	Risk type (Technical, Financial, Operational)	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

4.5 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 your specific project.
- Please specify as much as possible the relationship of the project to the coordinator and to the participants mentioned in Application Form Part A.



5. SCALABILITY (AWARD CRITERIA)

In the sections below provide a detailed description of the scalability of the project, at different levels: project and regional economy level, at sector level and economy-wide.

Attach: Knowledge-Sharing Plan (mandatory, see section 8 for additional information)

Please ensure that the information entered under Form C is in line with this section. Substantiate any quantitative claims with calculations in the separate Scalability tab in the GHG emission Excel sheet.

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

Project level economy impact

Describe the potential for further expansion at project site, and the possible project technology transfer to other sites (e.g. based on the applicant's strategy for further expansion).

Insert text

Project's impact at regional economy level

Describe the project's impact for the regional economy, including sector coupling, and cooperation with other actors of the regional economy; impacts on economic growth and jobs at regional level.

Insert text

Knowledge-sharing plan and activities planned to promote the results and maximise the impact (summary)

Provide a summary of the knowledge-sharing plan. The knowledge-sharing plan shall contain the knowledge-sharing activities that go beyond the mandatory knowledge-sharing requirements (see draft knowledge-sharing reporting template for minimum requirements) and shall include the communication and dissemination activities.

Insert text

5.2 Scalability at the level of the sector

Sector impact and contribution to emission avoidance in the sector

Describe the extent to which the technology of the project can be applied within the sector. In particular:

- provide an indicative quantification of the expected contribution to emissions avoidance at sector level e.g. number of installations at which the technologies can be applied and resulting emissions avoidance and explain your assumptions (substantiate claims with calculation integrated as a separate tab in the GHG emission excel sheet).

In addition, taking into account supply and demand conditions both in the short / medium term (during transition to a climate-neutral economy) and the long term (in a climate-neutral economy), provide an estimation of, but not limited to:

- expected cost reductions;
- any resource constraints and how they can be overcome.

Insert text

5.3 Economy-wide scalability

Economy-wide impact

Describe how the results of the project are expected to contribute to wider economy impacts both in the short / medium term (during transition to a climate neutral economy) and the long term (in a climate-neutral economy), including:

- extent to which the technology of the project can be applied across the economy.
- provide an indicative quantification of the emissions avoidance outside the sector and globally (substantiate claims with calculation integrated as a separate tab in the GHG emission Excel sheet).
- potential to create new value chains or reinforce existing ones in Europe, in particular with regard to the contribution to the development of strategic autonomy in industrial supply chains as defined in the New Industrial Strategy for Europe and the Communication on a recovery plan for Europe.

Insert text

6 COST EFFICIENCY (AWARD CRITERIA)

Detailed calculation of relevant costs and cost efficiency ratio

Provide a calculation of cost efficiency ratio: $(\text{Relevant Cost} - \text{applicant's contribution to the relevant cost}) / \text{Absolute GHG emission avoidance during the first 10 years of operation [EUR / t CO}_2\text{-eq]}$.

It is mandatory to support the claims with a:

- detailed calculation of relevant costs by filling in the relevant cost calculation sheet downloaded from the Funding and Tender portal (mandatory)
- statement by an independent auditor confirming the correctness of the relevant costs calculation provided (mandatory).

Explain how the relevant costs are calculated using the relevant cost methodology as set in Annex B to the call, including a detailed justification of choice of reference scenario and the description of any underlying assumptions and of their consistency

The detailed calculation of relevant costs should be consistent with the requested EU contribution (below) and the data encoded in the Financial Model Summary Sheet as part of section 4.2 on financial maturity.

Insert text

Requested EU contribution

State the total budget of the project and the requested EU contribution for the project (EUR) and describe how this was arrived at. The requested EU contribution should be consistent with the submitted business plan, the detailed costs described under financial maturity in section 4.2 and the relevant cost calculation for the cost efficiency criterion in section 6 (bear in mind that the requested grant will influence the cost efficiency award criterion and thereby the relative competitiveness of the application).

Insert text

7. WORK PACKAGES, ACTIVITIES, MILESTONES

Overview of Work packages, Milestones and Deliverables

List work packages, duration of work package (from Month YX to month YX, referring to the starting date of the IF project, e.g., Month 01 is the starting month of the project, etc.), deliverables and milestones for each work package below. These should be consistent with the detailed work package descriptions in section 7.1.

More work packages, deliverables or milestones can be added by adding rows to the table.

See guidance on work packages, deliverables and milestones in section 7.1.

Work package	Duration	Deliverable (continuous numbering linked to WP)	Milestones (continuous numbering not linked to WP)
Work package 1: [name of the work package]	YX - YX	D1.1	MS1
		...	MS2
Work package 2: [name of the work package]	YX - YX	D2.1	...
...			

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 additional work packages by subdividing the above mandatory work packages** (e.g. subdivide WP2 Activities prior to Financial Close into a WP2.1 for Completion of Feed Study or for exploration of the geothermal reservoir, and a WP2.2 for Financial Close, or by subdividing the WP3 Operations phase into annual WPs for the operations phase).

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

As disbursements of the grant will be on a lump-sum basis when milestones and work packages are completed (prior to entry into operation) and also based on verified greenhouse gas reductions (after entry into operation), applicants must conclude each work package with a financial reporting milestone specific to that 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. The applicants must ensure that the budget for each work package is proportional to the activities covered by the work package.

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 following minimum 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 period during the operation phase 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). Refer only to major outputs. Do NOT include minor sub-items, internal working papers, meeting minutes, etc.

For each deliverable you must indicate a month by when you commit to upload it in the Portal. This month of the deliverable should be related to the work package and must be in line with the timeline provided below. Month 01 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>				
<div>▪</div>				
Description of the activities (what, how, where) and division of work <i>Provide a concise overview of the work (planned tasks) and of the documents which are typically needed before financial close: term sheets and credit facility agreements, contracts with project stakeholders (e.g. construction, offtake, O&M), FEED study, permit documents, due diligence reports, insurance documents, shareholder agreements and board resolutions.</i> <i>Be specific and give a short name and number for each task. Provide means of work completion verification in order to allow for 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>The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordination tasks cannot be subcontracted.</i> <i>If there is subcontracting, please also complete the table in section 4.3.</i>				
Task No (continuous numbering linked to WP)	Task Name	Description	Participants	
			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]			

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>				
<div>▪</div>				
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 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>The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.</i> <i>If there is subcontracting, please also complete the table in section 4.3.</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] [GHG – reporting on GHG emissions avoided]	[PU — Public] [CO — Confidential]		

D2.2				[OTHER — Document, report, technical diagrams, on-site building etc.]/[DEM — Demonstrator, pilot, prototype]			
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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.			
▪			
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:			
The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.			
If there is subcontracting, please also complete the table in section 4.3.			
Task No	Task Name	Description	Participant

(continuous numbering linked to WP)						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 – Periodic Reports] [KS – reporting on Knowledge Sharing] [GHG – reporting on GHG emissions avoided]	[PU – Public] [CO – Confidential]		

D3.2				<i>[OTHER —</i> Document, report, technical diagrams, on-site building etc. <i>]</i> <i>[DEM —</i> Demonstrator, pilot, prototype <i>]</i>			
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Work Package ...

To insert additional work packages, copy WP3 as many times as necessary.

Example, not to complete

Overview of Innovation Fund grant breakdown and disbursement schedule

The applicant should for the purpose of the application:

1. calculate the Relevant Cost of the project (in accordance with guidance in Annex B to the call text);
2. decide on the level of grant request to be submitted to the IF (bear in mind that the requested grant will impact the cost efficiency criterion and thereby the relative competitiveness of the application);
3. break down the total EU grant request into Work Packages;
4. break down the total EU grant request per beneficiary (only if there is more than one beneficiary);
5. enter the resulting values 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 allocation of the IF grant must be consistent with the business plan and overall financial planning of the project.

The budget for each work-package should be proportional to the activities covered by the work package and consistent with the disbursement schedule.

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 Please provide a project timetable. This should be consistent with the Gantt chart and other relevant information provided in the Project Implementation Plan. 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. Fill in cells to show the duration of activities. Repeat lines/columns as necessary. Note: Use the project year numbers instead of calendar years. The timeframe covered by this timetable should be from the signature of the GA to the last periodic report. 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.																				
WP/Activity/Milestone	YEAR and Quarter (from assumed grant award)																			
	Year 1				Year 2				Year 3				Year 4				Year 5			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
WP1																				
Activity 1.1																				
Activity 1.2																				
.....																				
Milestone 1 – Financial Close								X												
WP2																				
Activity 2.1																				
Activity 2.2																				
.....																				
Milestone 2 – Entry into Operation																				

WP3																				

Example, not to complete

8. OVERVIEW OF SUPPORTING DOCUMENTS TO BE SUBMITTED

In the table below you can find the full list of documents to be submitted.

Please ensure the consistency of all information included in the different documents, in particular in form C with other application documents and part B.

Please note that all information in part A and B takes precedence over the information included in other parts of the application and particularly the other annexes, however it must be consistent across all documents.

Ref.	Document	Mandatory / optional	Page limit	Content
A	Administrative Form (Part A)	Mandatory	n/a	Following the template available under the Funding and Tender portal
B	Technical Description (Part B) – This file.	Mandatory	70 pages	Following the template available under the Funding and Tender portal
C	Form C gathering indicators	Mandatory	n/a	Following the template available under the Funding and Tender portal.
D1	Detailed calculation of GHG emission avoidance potential (in editable xls format)	Mandatory	n/a	Following the template available under the Funding and Tender portal
D2	Third party verification of the GHG emissions calculation (in pdf format)	Mandatory	n/a	<p>The verification shall be specific to the calculations submitted in the excel sheet and ascertain that it is correct, complete and done in accordance with the methodology in Annex C.</p> <p>Verification companies/organisations must be accredited verifiers according to Commission Implementing Regulation (EU) 2018/2067² or according to standards ISO 14065,³ ISO 14064-2 and ISO 14064-3⁴</p>
FS	Feasibility Study (in pdf format)	Mandatory		<p>Indicative content:</p> <ul style="list-style-type: none"> • Project description (background information, objectives, expected project outputs, innovation) • Location analysis and strategic overlook (site, site plans, stakeholders involvement and acceptance) • Technical maturity assessment (technology readiness, feasibility of achieving project outputs) • GHG avoidance and key consumptions figures • Sustainability of the proposed solution • Techno-economic feasibility • Risks and mitigation measures (including heat map)
BP	Business Plan (in pdf format)	Mandatory		<p>Indicative content:</p> <ul style="list-style-type: none"> • Executive summary • Main project counterparties (description of who they are and overview of key financials) • Diagram showing the relationship between the different project parties and the project including shareholders, lenders, off-takers, other contractors, advisors, and insurers • Products and services including assumptions on price, volumes, inflation used to derive project revenues • Market analysis (market potential, trends, competitors' overview, market uptake strategy...) • Marketing strategy • Financing plan: table with uses and sources, details of financing sources with key terms, projected financial close and main steps to achieve it • Allocation of financing including IF grant across the project milestones • Budget CAPEX, OPEX underlying assumptions • Economical and other assumptions

² Commission Implementing Regulation (EU) 2018/2067 of 19 December 2018 on the verification of data and on the accreditation of verifiers pursuant to Directive 2003/87/EC of the European Parliament and of the Council

³ ISO 14065 Requirements for greenhouse gas validation and verification bodies for use in accreditation or other forms of recognition

⁴ ISO 14064-2 Specification with guidance for the verification and validation of GHG statements. Applicable to organisation, project and product GHG statements and ISO 14064-3 Specification with guidance at the project level for quantification, monitoring and reporting of GHG emission reductions or removal enhancements

			200 pages overall ⁵	<ul style="list-style-type: none"> WACC (with the details) and value creation (comparison WACC with IRR), table of IRR computation Financial Projections (Profit and Loss account, Cash flow statement, and ideally balance sheet) Risks and mitigation (heat map) including sensitivity analysis 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) Main terms of supply, construction and off-take agreements and other key commercial contracts for construction, operation phase and its state of development Cash flow statements, profit and loss account and balance sheet for the last three years (consolidated or social accounts) of project shareholders.
PIP	Project Implementation Plan (in pdf format)	Mandatory		Indicative content: <ul style="list-style-type: none"> Project work plan (Work packages descriptions, time schedule, deliverables, milestones) Gantt chart covering the duration of the project from grant signature to the end of monitoring period Project management team and structure (project organisation, team, governance, HSE) Framework conditions (status/plan for permit, licences, authorisations, regulatory procedures, e.g. in tabular format) Environmental impacts and public acceptance Risks and mitigation measures (including heat map)
KSP	Knowledge Sharing Plan (in pdf format)	Mandatory		Indicative content: <ul style="list-style-type: none"> Communication activities Dissemination activities Plan to develop activities that go beyond mandatory knowledge sharing requirements.
RC1	Detailed calculation of relevant costs (in editable xls format)	Mandatory	n/a	Following the template available under the Funding and Tender portal
RC2	Financial Model Summary Sheet with standardised financial information on the key profitability & financial metrics of the project (in editable xls format)	Mandatory	n/a	Following the template available under the Funding and Tender portal
RC3	Audit statement on Relevant Cost (in pdf format)	Mandatory	n/a	n/a
OC	Operational capacity of the applicant (in pdf format)	Mandatory	50 pages overall	Indicative content: <ul style="list-style-type: none"> Description of the profiles of the people primarily responsible for managing and implementing the Action (accompanied by a curriculum vitae) Explanation of the company's operations relevant to delivery of the project (e.g. organisation's activity reports) for at least the last year List of relevant previous actions and activities carried out in equivalent Actions in related fields
OTH1	Any existing due diligence reports (in pdf format)	Optional	n/a	n/a
OTH 2	Detailed financial model sheets (in editable xls format)	Optional	n/a	Indicative content: <ul style="list-style-type: none"> Input sheet(s) with detailed assumptions Funding sources and uses Projected financial statements Calculation sheet(s) Sensitivity analysis Financial summary information


⁵ If the four documents (BP, FS, PIP and KSP) exceed the overall 200 pages limit, evaluators will disregard pages exceeding page 70 for BP and FS, and page 30 for the PIP and KSP.

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.	YES/NO
If NO, add explanation	
The applicants agree that the application can be shared for analytical purposes with external contractors of the European Commission or the Agency, subject to a strict confidentiality and non-disclosure agreement.	YES/NO
If NO, add explanation	

Publication of general summary and anonymised project information	
<p><i>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 <u>anonymised</u> way after submission of the second stage application.</i></p> <p><i>Publication of this information requires the explicit agreement of the applicant.</i></p>	
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 explanation	

Publication of non-anonymised summary if the project is invited for grant preparation	
<p><i>If the project is invited to grant negotiation a non-anonymised summary based on the information in the project summary and in section 1.1 can be communicated by the Commission.</i></p> <p><i>Publication of this information requires the explicit agreement of the applicant, as requested below.</i></p>	
The applicant confirms their agreement with the publication of a non-anonymised summary if the project is invited for grant preparation.	YES/NO
If NO, add explanation	

Other EU funding	
<p>Information concerning other EU grants for this project</p> <p> 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.</p> <p>Give information on any other pending grant applications or similar projects submitted by your Consortium (or some of the participants). Name the EU programme, proposal / project reference number and title. Include EU funding managed by authorities in EU Member States or other EU funding bodies (e.g. LIFE+, H2020, European Structural and Investment Funds Regional Funds, European Investment Bank, ISF national programmes, Agricultural Funds, etc.).</p> <p>If the project benefits from EU Synergies calls, indicate it and specify.</p>	
We confirm that the project does not benefit from other funding from EU programmes.	YES/NO

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.		YES/NO				
Information concerning other funding for this project						
Will the project receive any funding from other public sources (EU, national, international)?		YES/NO				
Will the project be part of a set of coordinated/complementary/joint projects which receive funding from other public sources (EU, national, international)?		YES/NO				
Information concerning other EU funding or state aid in the same/similar policy areas <i>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+, H2020, European Structural and Investment Funds Regional Funds, European Investment Bank, ISF national programmes, Agricultural Funds, etc.).</i> 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	03.07.2020	Initial version.
2.0	24.03.2021	Updated application forms for 2 nd stage