

**EaSI programme –
Incubators (business support organisations) for
inclusive and social entrepreneurship
Call for proposals VP/2019/017**

Description of the action and work plan

This template for the description of the action is deemed to provide the information requested under section 16.1 of the call and to enable the assessment of the proposals against the 'Award criteria' set out in section 9 of the call text. The cost-effectiveness of the proposal will also be assessed on the basis of the information provided in the document "Budget explanation for the project".

*The **questions** hereunder aim to help applicant organisations to elaborate further the information provided in the SWIM application form.*

All questions are mandatory. Replies are given in the boxes below each question. If one or more questions are not relevant, please write "Not applicable" and explain why. There is no size limit for the text, but the information should be as clear, concise and complete as possible.

[Please complete]:

Application ref (generated by SWIM): VP/2019/017/...

1. Please explain the key actions proposed and the expected outputs and results (maximum 500 words).

2. Present below the deliverables, assumptions, risks and how these will be managed.

3. Describe how the proposal is planning to use the existing knowledge and experience at EU and/or national level (e.g. already tested tools, methodologies, templates). Alternatively, please indicate the innovative elements that the action is planning to test.

4. Explain the role that each applicant (lead applicant and co-applicants) and any affiliated entities will have in the project.

5. Describe the potential of the proposed activities to further develop and reach sustainability beyond the grant period.

6. Please describe the work plan of the project. This should include the activities foreseen, the timetable and geographical distribution and outreach of the activities, the responsible organisation(s) involved in the activities and estimated resources in person-days for each activity.

The information provided in this section can be identical to the one provided in section "Workplan" of the application form.

7. Present below a description of the strategy and action plan for reaching out to target-group / social enterprises in the different countries covered.

8. Present below a description of actions related to communication and transnational dissemination of practices, experience and lessons learnt.

9. Present below a short needs assessment of the business incubator situation by country covered, including estimates of the number / share of specialist (target-group / social enterprise) business incubators. If possible, the assessment is expected to also include an estimate / assessment of support for target-groups / social enterprises by mainstream business incubators

10. In case of subcontracting, please provide details on the tasks to be subcontracted and the reasons for doing so. These tasks must be clearly identified in the budget in separate lines.