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Document History

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**Deadline**

**Please submit by email before 13 November 17h00 CET**

fundingopportunities@incircular-project.eu

# EXECUTIVE SUMMARY

The INCIRCULAR.eu project (European Union’s ERDF grant agreement No 101114988) organizes an Open Call to select 6 small and medium-sized enterprises (SME) to accelerate the interregional uptake and deployment of Circular Technologies (CIRCULAR TECHNOLOGY).

This document provides the templates for preparing a submission to the INCIRCULAR Open Call.

A complete submission includes the following documents:

* Part 1: Administrative Data Sheet (incl. signed consent form)
* Part 2: SME Proposal Template, including the budget (max. 10 pages)
* Part 3: Company/Project Description and expert CVs (no page limit)

## GLOSSARY

|  |  |
| --- | --- |
| CIRCULAR TECHNOLOGY | Circular economy technologies |
| CET | Central European Time EC |
| EC | European Commission EU |
| ESR | Evaluation Summary Report |
| EU | European Union  |
| FSTP | Financial Support to Third Parties |
| MVP | Minimum Viable Product |
| PIC | Participant Identification Code |
| PoC | Proof of Concept |
| SME | Small and Medium-sized enterprises (including start-ups)  |
| TRL | Technology Readiness Level  |

#

# Checklist

| Checklist | YES | NO |
| --- | --- | --- |
| The applicants are fully eligible in accordance with the criteria set out in the call for proposals |  |  |
| The submission is complete and duly signed  |  |  |
| PART 1 - Administrative data |  |  |
| PART 1 - ANNEX I: Declaration of honour |  |  |
| PART 1 - ANNEX II: Consent form. (ONLY required when more than one SME or a Service Provider are included in the project) |  |  |
| PART 2 - 10 pages proposal |  |  |
| PART 3 - Information on the company, including CVs  |  |  |
| The applicant self-declares to be an SME |  |  |
| The SME self-declares that within the proposed action it will focus on:1) TRL6+ Demonstration Projects with a close-to-market commercialisation pathway; and/or2) Adoption/Replication projects. |  |  |

The applicant only is responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.

|  |  |  |
| --- | --- | --- |
| Name | Place, Date | Signature |
|  |  |  |

# Part 1 - Administrative Data Sheet

|  |  |
| --- | --- |
| Legal Name |  |
| Short Name |  |
| Address of the organisation |  |
| Town |  |
| Postcode |  |
| Country |  |
| Webpage |  |
| Year of foundation |  |
| VAT |  |
| Legal Status[[1]](#footnote-2) SME | YES/NO |

Person in charge of the proposal

|  |  |
| --- | --- |
| Title (Mr, Mrs, Dr.) |  |
| Name |  |
| Surname |  |
| Position in the company |  |
| Full Address if different from above |  |
| Email Address |  |
| Telephone |  |

| **PART 1 – ANNEX I****Declaration of Honour** |
| --- |
| **Title of the proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Company name) established in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Official SME address), SME VAT number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,[[2]](#footnote-3) represented for the purposes of signing and submitting the proposal and the Declaration of Honor by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of legal representative), By signing this document, I declare that 1. I have the power of legally binding the above-mentioned SME on submitting this proposal.
2. In case the above-mentioned SME has submitted more than one proposal in this Open Call, only one proposal will be financed.
3. I and the above SME that I legally represent are fully aware and duly accept all INCIRCULAR rules and conditions as expressed in the INCIRCULAR Open Call documents and all Annexes, and will fully respect any evaluation decision and proposal selection.
4. The information included in the application documents is true and legally binding.

All provided information in this declaration is true and legally binding. |

By signing this declaration of honour, I declare that all provided information below is true and legally binding both for me and for the SME that I legally represent:

1. I declare that the mentioned SME is not in one of the following situations:

1. it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. it or persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
3. it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organizations;
4. it is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed, to be proved by the deliverance of official documents issued by the local authorities, according to the local applicable rules;
5. it or persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity, where such illegal activity is detrimental to the Union’s financial interests;
6. is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.
7. I declare that the natural persons with power of representation, decision-making or control over the above-mentioned SME are not in the situations referred to in 1.a) to f) above;
8. I declare that:
9. Neither myself or any person that I know is subject to a INCIRCULAR conflict of interest;
10. I have not made false declarations in supplying the information required by participation in the Open Calls of INCIRCULAR Project or does not fail to supply this information;
11. I am not in one of the situations of exclusion, referred to in the abovementioned points 1.a) to f).
12. I am aware and fully accept all INCIRCULAR conditions and rules as expressed in the INCIRCULAR Guide for Applicants ([https://INCIRCULAR.eu/open-call/](https://blockpool.eu/open-call/)).
13. I certify that the SME that I represent:
* is committed to participate in the abovementioned project;
* has stable and sufficient sources of funding to maintain its activity throughout its participation in the above-mentioned project and to provide any counterpart funding necessary;
* has or will have the necessary resources as and when needed to carry out its involvement in the above-mentioned project.

**Personal data protection**

The assessment of your proposal will involve the collection and processing of personal data (such as your name, address and CV), which will be performed pursuant to Regulation (EU) 2016/679 GDPR.

|  |  |  |
| --- | --- | --- |
| Name | Place, Date | Signature |
|  |  |  |

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

| **PART 1 – ANNEX II****Consent Form** **ONLY required when more than one SME or a Service Provider are included in the project** |
| --- |
| This Consent Form is between the following parties: [Applying SME][Address]and[Technology supplier/CIRCULAR TECHNOLOGY specialist][Address]This Consent Form sets the terms between [Applying SME] and [Technology supplier/CIRCULAR TECHNOLOGY specialist]to define their participation in a project submitted to the INCIRCULAR Open Call. To this end: * [Technology supplier/CIRCULAR TECHNOLOGY specialist] will provide technical support tailored to the needs identified in the sector represented by [Applying SME] and specified in the submitted proposal Technical Description of the Proposal Template (Part 2).
* [Technology supplier/CIRCULAR TECHNOLOGY specialist] will supply it all the information, data and features required for the fulfilment of the project objectives.
* The technical support defined in the project submission to the INCIRCULAR Open Call cannot start before the [Applying SME] has signed the Third Party agreement with the INCIRCULAR consortium.

 This Consent Form may be modified by mutual consent of the signatories, but any change must be communicated to INCIRCULAR Consortium. This Form shall become effective upon signature of the legal representatives from each party, and will remain in effect until the end of the participation of [Applying SME] within the INCIRCULAR programme. |

Applying SME:

|  |  |  |
| --- | --- | --- |
| Name | Place, Date | Signature |
|  |  |  |

Service Provider:

|  |  |  |
| --- | --- | --- |
| Name | Place, Date | Signature |
|  |  |  |

# Part 2 – SME PROPOSAL TEMPLATE

A complete submission includes the following documents:

- Part 1: Administrative Data Sheet (incl. signed consent forms of all partners and Ethics and security self-assessment)

- Part 2: Technical Description - Proposal Template (max. 10 pages)

- Part 3: Company/Project Description and CVs

This Proposal must describe the activities to be undertaken by SME applicants for the application of innovative circular technologies to the INCIRCULAR process chain. The project should focus on:

1) TRL6+ Demonstration with a close-to-market commercialisation pathway; and/or

2) Adoption/Replication.

Please follow the structure of the template when preparing your proposal. It has been designed to ensure that the important aspects of your innovation and planned work are presented in a way that will enable the evaluators to make an effective assessment against the award criteria.

If you upload a proposal longer than 10 pages (including cover page and executive summary), excess pages will be made invisible and will not be taken into consideration.

Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since evaluators rarely view unnecessarily long proposals in a positive light.

Please respect the following formatting constraints:

Times New Roman, Arial or similar, at least font size 11, page size A4, margins (2.0 cm side and 1.5 cm top and bottom), at least single line spacing.

Further guidance is available in the Guidelines for Applicants <https://incircular-project.eu>

# Cover Page (1 page)

|  |  |  |
| --- | --- | --- |
| **Proposal Title** | **ACRONYM** | **Duration in months** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant number**  | **Organisation name** | **PIC**[[3]](#footnote-4)**(optional)** | **Country** |
| 1 (SME) |  |  |  |

If applicable: Interregional project -> yes/no

# Executive Summary

Abstract (a maximum of 2.000 characters, including spaces):

# Content

## Relevance (2 pages)

### Business and industrial relevance

* Explain the industrial/economic/social problem to overcome, or the business opportunity to be taken advantage of, that has not yet been solved / offered and can be solved / offered through your circular innovation (technology, process, digital application …) and its business project
* Explain also how your innovative solution solves the stated problem or avails of the circular business opportunity at hand
* Describe the objectives and expected outcome of your circular technology deployment project

### Innovative use of Circular Technology

* Why now? Explain the historical evolution of your project and define recent trends that make your solution possible
* Explain the current stage of development of the technology demonstration and/or deployment project as well as the key milestones that have led to it (e.g. prototype, early field trials, pilot studies)? Refer to Technology Readiness Levels where relevant (<http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-g-trl_en.pdf>)
* Describe how your circular technology project intends to develop something new to Europe that addresses EU wide challenges
* Explain the novelty of your circular technology demonstration and deployment approach
* Describe the expected key market application(s) extracted from the results already achieved, that differentiates your project and provides the highest added value for potential customers
* What are the further stages and activities needed to commercialize your innovative application/solution?

## Impact (3 pages)

### Societal and Economic value

* Who are the targeted users and/or customers and why will they take advantage from your circular innovation demonstration/deployment project (unique selling point)? Are they new or already part of your user/customer base? What is your relation with them (e.g. market survey, testing/feedback, letters of intent)?
* What is the market in terms of type (e.g. niche/high volume, new/mature, growth rate), size (e.g. volume, value, geographical scope) and growth? What is your envisaged market share?
* How will you differentiate yourself from direct and indirect competitors? (Competitors, substitutes and alternatives).

### Exploitation strategy

* Describe the most important market barriers to be overcome to realise the commercialization strategy
* Describe the targeted users of the final solution; in which market segment/geographical areas do you see these potential users, and how do you intend to reach them?
* Explain which stakeholders are key to involve for a successful commercial exploitation
* Describe the legal and regulatory requirements to be fulfilled for the commercialisation of your solution and whether it is incorporated in or compliant with standards relevant to the technology.
* What is your strategy for knowledge management and protection?
* What will be your business model, including the revenue model? How do you plan to use the funding to commercialize the solution?
* Describe the strategy plan for commercialisation of your business innovation project (mitigation actions talking the barriers) and possible link(s) with the INCIRCULAR value chain, including own commercialisation means or/and cooperation(s) needed with key third parties. Approximate time to market/deployment. Provide a draft summary plan for the commercialisation of your innovation and depict measures for dissemination and exploitation as appropriate.

## Implementation (4 pages)

### Work plan – Work package and deliverable

* Present a detailed project plan comprising:
	+ one work package: presenting how you intend to deploy the process technology solution or digital solution
	+ major milestones
	+ two deliverables: mid-term and final report

|  |  |
| --- | --- |
| **Work package title**  | Process technology solution OR digital solution DEMONSTRATION |

|  |
| --- |
| **Objectives**  |

|  |
| --- |
| **Description of work** (where appropriate, broken down into tasks), lead partner and role of participants |

|  |
| --- |
| **Milestones**: *(Receiving the full amount of funding is subject to the degree of accomplishment of these pre-defined milestones). Please use measurable milestones and key deliverables for the project*M1…M2…**Deliverables**: The mid-tem report (month 6) The Final report, including a summary of how the funding has been used to achieve the milestones (brief description and month of delivery) |

### Team

* Shortly describe your team and their achievements and experience in relation to the approach you will be taking. (Note: CVs and more detailed descriptions will be included in Part 3)
* If your project is to be implemented by a consortium, describe how the partners complement each other.

### Resources allocation

Please provide here a detailed budget table, describing how you intend to spend your budget, indicating specific costs categories (such as personnel costs, travel costs, other costs, etc.). The work package descriptions must demonstrate that it corresponds to the total costs (in EUR).

*Please note (for more details please refer to the Guide for applicants):*

*The subgrant of maximum 60 000 EUR per entity of the consortium is meant to cover the following activities:*

* *Staff cost*
* *Consumables or Equipment depreciation (according to the rule of the country you are located). Depreciation amount is linked to the duration in which the equipment is used during the project*
* *Subcontracting to external expertise to complete your project*
* *Commercialisation activities*
* *Travel costs for collaboration*

|  |  |  |
| --- | --- | --- |
| **Form of costs** | **Costs** | **INCIRCULAR grant amount****Lump sum** |
| **Staff costs**  |  | (min. 50 000 EUR) |
| **Equipment (Consumables or depreciation[[4]](#footnote-5))** |  |
| **Other Costs: Subcontracting**  |  | (max. 10 000 EUR) |
| **Other Costs: Commercialization activities**  |  |
| **Other costs: travel costs** |  |
| **TOTAL** | 60 000 EUR | 60 000 EUR |

# Part 3 – Company/Project Description and CVs

This section is not covered by the page limit.

The information provided here will be used to judge the operational capacity. Please provide for each participant, including the applying SME and potential technology suppliers or CIRCULAR TECHNOLOGY specialists, the following information:

* a description of the legal entity
* explanation why the profile matches the tasks described in the proposal
* a CV for the experts, who will be primarily responsible for carrying out the proposed activities
* a list of up to 5 relevant references (such as publications, products, services, datasets, software, publications, etc.) or other achievements relevant to the intended project
* description of any significant equipment and/or infrastructure
* Third parties involved in the project - SMEs can involve technology suppliers or circular technology (or process) specialists in their proposal. Please include, for each participant as required for the applying SME.
* Provide a clear overview and justification of the tasks and the resources to be subcontracted.
1. If your number of employees is equal or superior to 250 persons (AWU) and your annual turnover is equal or exceeds EUR 50 million and/or your annual balance sheet total is equal or exceeds EUR 43 million, you are not an SME. For more details please refer to: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32003H0361&from=EN> [↑](#footnote-ref-2)
2. VAT is mandatory during the contract preparation. Failure providing of a valid VAT of the specific SME will result in automatic rejection of the proposal. [↑](#footnote-ref-3)
3. See <https://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html> for registration of your organisation. Since consortium partners in an application project become 3rd parties to the INCIRCULAR project, they do not need to undergo a formal validation by the respective EC services. However, the proposing parties need to register with the EC to get a Participant Identification Code (PIC) number. [↑](#footnote-ref-4)
4. The beneficiary cannot charge the full cost of equipment, but only its depreciation. Equipment depreciation can only be claimed for the number of days during which the equipment is used for the project and depreciate following the depreciation rules of your country. [↑](#footnote-ref-5)