

**Contracting Authority: Yerevan Municipality, ‘IPIU Building Up of Yerevan’ CNCO**

**Programme:** Capital Cities Collaborating on Common Challenges in Hazardous Waste Management – Yerevan, Warsaw, Tirana.

**Sub-Grant Scheme:** **FINANCIAL SUPPORT TO THIRD PARTIES:** **INNOVATION GRANTS FOR MUNICIPAL WASTE MANAGEMENT** **- Reference: ENI/2019/412-943/SG3**

**Annex A.I – SUB-GRANT Application**

Deadline for submission of Applications: **7 April 2023 at 24:00 Armenian time (GMT+4; 22:00 CET)**

*NOTE: In all fields substitute the text highlighted in red colour with appropriate entries.*

|  |  |
| --- | --- |
| **Title of the project:** | <Insert> |
| Lot: | *<INSERT>* | <Indicate under which Lot this application is submitted. See Guidelines for Applicants, Section 1.2 and 2.1.2> |

##

## Part 1: General information

***DATA ON THE LEAD APPLICANT***

|  |  |
| --- | --- |
| **1.1 Name:** | <insert name of the Lead Applicant (entity)> |
| **1.2 Address:** | <insert address where the entity is legally registered> |
| **1.3 Legal status[[1]](#footnote-1):** | **Micro, small or medium-sized Enterprise (SME)** | **□** |
| **Research Institution** | **□** |
| **Research and Development Institution** | **□** |
| **Higher Education Institution** | **□** |
| **1.4 Field of activity:** | <specify the field according to the EU NACE codes or to National Classifier of main Economic Activity> |
| **1.5 Registration Date and Official Number:** | dd/mm/yyyyNo.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.6 Place of operation:** | <insert address of the places of operation (if different from 1.2)> |

***LEGAL REPRESENTATIVE AND CONTACT PERSON OF THE LEAD APPLICANT***

|  |  |  |
| --- | --- | --- |
|  | **Legal Representative** | **Contact Person** |
| **1.**7 **Name and position:** | <insert name and position> | <insert name and position> |
| **1.8 Contact data** | <insert phone number and e-mail address> | <insert phone number and e-mail address> |

**1.9 Brief description of the Lead Applicant**

|  |
| --- |
| <please briefly describe the Lead Applicant, providing information on the fields of activity, the experiences and competences that are necessary to implement the Action and why the participation of the Lead Applicant is important to the implementation of the Sub-Grant Project>.Max 1/2 page> |

*<fill in 1.10 only if the Application is submitted in partnership. If not erase>*

**1.10 Co-Applicant :**

|  |  |
| --- | --- |
| **Name:** | <insert name of the Co-Applicant entity> |
| <please briefly describe the Co-Applicant, providing information on the fields of activity, the experiences and competences that are necessary to implement the Action and why the participation of the Co-Applicant is important to the implementation of the Sub-Grant Project – Max 1/2 page> |

*Note: do not insert Co-Applicant’s contact data here. They will be required in part 3 of this form.*

## Part 2: Data on the Sub-Grant Project

***KEY DATA ON THE PROJECT***

|  |  |
| --- | --- |
| **2.1 Project Title:** | *<insert title>* |
| **2.2 Duration:** | *<insert duration in months>* |
| **2.3 Estimated Budget:** | Total budget: EUR*<insert>*Applicant own-contribution: EUR*<insert>****NOTE: this section must be consistent with the proposed budget*** |
| **2.4 Number of the Lot:** | *<insert number of the Lot>* |

***DESCRIPTION OF THE PROJECT***

**2.5 Relevance**

|  |
| --- |
| <Explain why and how the Project you propose will contribute ‘**to improving municipal waste and household hazardous waste management systems by devising and promoting innovations, smart solutions and digital (mobile/online) applications**’.Max 1/2 page> |
| <Explain why and how the Sub-Grant project you propose will contribute to the specific objective relevant to the selected Lot (see Guidelines for Applicants, Section 1.2 Objectives of the Programme – Global and specific objectives).Max 1/2 page> |
| <Explain how the Sub-Grant project you propose will contribute to these cross-cutting issues promoted by the EU: Democracy and good governance, Environmental sustainability, Promotion of human rights, Gender equality, Support to youth, Rights of indigenous peoples, ethnic minorities, and socially vulnerable groups.Max 1/3 page> |

**2.6 Outline of proposed innovation or smart/digital solution**

**2.6.1 Activities and Priority Areas** <identify relevant Lot, indicate activities/priorities the proposed innovation or smart/digital solution will address - tick relevant boxes>

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **LOT 1** - **Smart Solutions for Improved Citizens’ Behaviours in Preventing and Managing Household Hazardous Waste – YEREVAN, WARSAW and TIRANA** | **□** |
| **A.1.1 Development of a digital application (mobile and/or online)** which will allow citizens to easily recognise HHW and/or provide suggestions for switching to HHW-free products, and/or proper disposal of HHW (design, prototyping, testing, and launch of a digital application with multiple language versions, at least Armenian, Polish, Albanian and English languages); | **□** |
| **A.1.2 Adaptation of existing digital application(s) (mobile and/or online)** by combining and/or increasing their functionalities which will allow citizens to easily recognise HHW and/or provide suggestions for switching to HHW-free products, and/or proper disposal of HHW (design, prototyping, testing, and launch of a digital application with multiple language versions, at least Armenian, Polish, Albanian and English languages); | **□** |
| **A.1.3 Licencing out of a digital application (mobile and/or online)** which will allow citizens to easily recognise HHW and/or provide suggestions for switching to HHW-free products, and/or proper disposal of HHW to Yerevan, Warsaw and Tirana Municipalities, or other local authorities. | **□** |
| **A.1.4 Promotion / dissemination activities** to publicize the digital application among potential users. | **□** |
| **A1.5 Assessment of options, dissemination and promotion among other cities than Yerevan, Warsaw and Tirana**, of a digital application (mobile and/or online) which will allow citizens to easily recognise HHW and/or provide suggestions for switching to HHW-free products, and/or proper disposal of HHW. | **□** |
| **A1.6 Other** <please indicate or leave blank> | **□** |

|  |  |
| --- | --- |
| **LOT 3 - Innovations and Smart Solutions in Municipal Waste and Household Hazardous Waste Management – WARSAW****R&D&I activities –** including, *inter alia,* design, prototype development, testing, coding/programming, purchase of necessary equipment and external services, etc. - aimed to **develop and introduce innovations and smart solutions in MWM/HHWM** pertaining to the following **priority areas**: | **□** |
| **Communication with inhabitants, feedback, and awareness-raising related to specific functions of MWM/HHWM systems and operations.** Examples: * + Improving public information systems on waste generation and management, and resources used or saved in support of the circular economy
	+ Improving communication systems with inhabitants to improve products and packaging re-use and recycling rates
	+ Improving systems of active involvement and feedback by inhabitants in waste prevention, management and prevention of irregularities
	+ Improving systems (software and hardware) of intelligent, technology-facilitated recognition of waste types by inhabitants to improve rates of proper disposal
	+ Development of software created and used by Warsaw Municipality (e.g. Warszawa 19115 website and app., SegregujNa5 website) by expanding software functionalities.
 | **□** |

 |

|  |  |
| --- | --- |
| **LOT 2 - Innovations and Smart Solutions in Municipal Waste and Household Hazardous WM - YEREVAN** **R&D&I activities –** including, *inter alia*, design, prototype development, testing, coding/programming, purchase of necessary equipment and external services - aimed to **develop and introduce innovations and smart solutions in MWM/HHWM** pertaining to the following **priority areas**: | **□** |
| **Communication with inhabitants, feedback, and awareness-raising related to specific functions of MWM/HHWM systems and operations**. Examples:* + Improving public information systems on waste generation and management, and resources used or saved in support of the circular economy
	+ Improving communication systems with inhabitants to improve products and packaging re-use and recycling rates
	+ Improving systems of active involvement and feedback by inhabitants in waste prevention, management and prevention of irregularities
	+ Improving systems (software and hardware) of intelligent, technology-facilitated recognition of waste types by inhabitants to improve rates of proper disposal.
 | **□** |
| **Management of bio-waste**. Examples:* Improving systems of bio-waste separate collection, local processing and forms of smart management.
 | **□** |
| **Collection, transportation and handling operations of MW/HHW**. Examples:* + Improving systems of dynamic and flexible separate collection of waste involving advanced technologies such as the Internet of Things
	+ Improving management information systems, platforms or data warehouses for optimisation of logistics
	+ Improving monitoring, data collection and decision-making systems on patterns of behaviours of inhabitants related to waste, including those providing actual data on households’ waste disposals
	+ Improving temporal and spatial analysis and data management systems
	+ Improving systems of Pay-As-You-Throw (PAYT)
	+ Introducing smart containers with sensors, renewable energy power supply, auto-compacting functions, and/or communication systems.
 | **□** |

|  |  |
| --- | --- |
| **LOT 4 - Innovations and Smart Solutions in Municipal Waste and Household Hazardous WM – TIRANA****R&D&I activities –** including, *inter alia,* design, prototype development, testing, coding/programming, purchase of necessary equipment and external services, etc. - aimed to **develop and introduce innovations and smart solutions in MWM/HHWM** pertaining to the following **priority areas**: | **□** |
| **Organisation of MWM related to mass events.** Examples:* + Improving systems of dedicated waste prevention and management for large-scale concerts, festivals and other events
	+ Improving systems of dedicated monitoring waste levels in temporal and spatial terms to provide adequate additional resources and services.
 | **□** |
| **Collection, transportation and handling operations of MW/HHW.** Examples:* + Improving systems of dynamic and flexible separate collection of waste involving advanced technologies such as the Internet of Things
	+ Improving management information systems, platforms or data warehouses for optimisation of logistics
	+ Improving monitoring, data collection and decision-making systems on patterns of behaviours of inhabitants related to waste, including those providing actual data on households’ waste disposals
	+ Improving temporal and spatial analysis and data management systems
	+ Introducing systems of Pay-As-You-Throw (PAYT)
	+ Introducing smart containers with sensors, renewable energy power supply, auto-compacting functions, and/or communication systems.
 | **□** |
| **Tariffication and tariff collection systems for MWM/HHWM. Examples:*** + Improving monitoring systems allowing tariff setting based on precise and up-to-date household data
	+ Improving waste tariff collection systems using modern payment methods

Improving systems of control of the (selective) waste collection linked to tariffs. | **□** |
| **Management of Civic Amenity Sites/Systems. Examples:*** + Improving systems of access control, inspection, weighing, and customer support at CASs
	+ Improving systems of managing civic amenity ‘pop-up’ sites/events initiated by inhabitants on the neighbourhood scale.
 | **□** |

 |

|  |
| --- |
| **2.6.2 – Objective and Design of the Innovation or Smart/Digital Solution**<Describe the proposed innovation or smart/digital solution. In particular reply to the following questions:* How will the innovation or smart/digital solution work? Which are its structure, characteristics and functionalities?
* Which specific MW/HHW management problems it intends to address? Why and how is it likely to improve the quality of MW/HHW management processes in the target city/cities?
* How, in practice, will the innovation or smart/digital solution respond to the activities/priorities of the relevant Lot selected in section 2.6.1 *above?*

Max. 2 pages> |
| **2.6.3 Target groups of the Innovation or Smart/Digital Solution**<Present the target groups of the innovation or smart/digital solution. In particular, explain:* which/who are the intended institutional users? What concrete benefits will they obtain?
* which are the intended end users (citizens)? What concrete benefits will they obtain?
* which information / promotional actions are proposed to reach the intended target groups?

Max. 1 page> |
| **2.6.4 Innovation or Smart/Digital Solution development and promotion team**<Indicate in the table below:* the name and position of the Project Team Leader. This is mandatory, and his/her CV must be included in the application
* the name and position of the other Project Team Members. Identifying the Project Team Members at this stage is optional but no separate procurement procedure, or other competitive selection procedure, will be required during implementation **if** their names and functions are provided here, and their salaries or fees correspond to market rates and typical rates offered by the applicants>

|  |  |
| --- | --- |
| **Project Team Leader** | <insert name - mandatory> |
| <insert position in the Project Team> | <insert name - optional> |
| **…..** | ….. |

 |

**2.7 Feasibility of expansion, universality**

|  |
| --- |
| **2.7.1 Feasibility of expansion, multiplication, universality of the Innovation or Smart/Digital Solution**<Present the perspectives of expansion, multiplication, and universality of the proposed innovation or smart/digital solution. In particular:* is it potentially suitable for other cities or countries or will it be exclusively designed for the target city/cities?
* is there possibility of expanding its functionalities aiming to improve the quality of MWM/HHWM systems?
* what are the factors impacting the feasibility of expansion (e.g. operational costs, maintenance costs, required additional investments, etc.)?

Max. 1 page >. |
| **2.7.2 Aspects concerning the intellectual property**The innovation or smart/digital solution will be designed as: <select the correct option> |
| a. Open-free source / open-free licence (e.g. open-source software) | **□** |
| b. Protected intellectual property or licensed software (e.g. patent or utility design) | **□** |
| c. Neither: <please explain> | **□** |

**2.8 Expected outputs and results**

|  |  |  |
| --- | --- | --- |
| Output indicators | Expected outputs | Relevant Activities |
| O.1 | Number of technical, and organizational improvements, innovations and smart/digital solutions for MWM/HHWM developed | <insert> | <See instructions below> |
| O.2 | Number of innovations and smart/digital solutions for MWM/HHWM under intellectual property protection | <insert> | <See instructions below> |
| O.3 | Number of innovations and smart/digital solutions for MWM/HHWM made available as open source/ licence  | <insert> | <See instructions below> |

|  |  |  |
| --- | --- | --- |
| Result indicators | Expected results | Means of verification |
| R.1 | Number of institutional users of innovations and smart/digital solutions for MWM/HHWM | <insert> | <See instructions below> |
| R2. | Number of end users (inhabitants) of innovations and smart/digital solutions for MWM/HHWM | <insert> | <See instructions below> |

**INSTRUCTIONS for TABLE COMPLETION:** This section describes the outputs and results that will be generated by the Project. All the indicators are mandatory. **For each indicator**, insert the value corresponding to the outputs and results you expect to achieve. Note that:

* the expected output for indicator O.1 must be >0.
* the expected output of indicators O.2 and O.3 can be zero;
* the expected result for one out of the two result indicators can be zero.

**In the column ‘Relevant Activities’**, for each relevant indicator please list the activity/ies by which the output will be generated. **In the column ‘Means of verification’** please indicate which tools /methods you will use to collect monitoring data on institutional users and/ or end users.

|  |
| --- |
| **Additional information on monitoring**<Additional information about result monitoring methodology and practices – if any, can be provided here – Max. 1/2 page. This section is optional> |

**2.9 Other information**

|  |
| --- |
| <Provide here any other information on the innovation or smart/digital solution to be developed that you consider importantMax. 1/2 page> |

**2.10 DESCRIPTION OF INDIVIDUAL ACTIVITIES**

Complete the table below, adding rows as appropriate.

|  |  |  |
| --- | --- | --- |
| **Title and Duration**  | **Description** | **Role of Applicants** |
| **Activity 1 -** <insert title> | <concisely describe the activity – max. 1-2 paragraphs > | <specify who - the Lead Applicant and/ or the Co-applicant (if any) - is involved in the implementation of this activity and briefly describe their tasks.– max. 1-2 paragraphs> |
| **Duration:** <from month to month> |
| **Activity 2 -** <insert title> | <concisely describe the activity – max. 1-2 paragraphs > | <specify who - the Lead Applicant and/ or the Co-applicant (if any) - is involved in the implementation of this activity and briefly describe their tasks.– max. 1-2 paragraphs> |
| **Duration:** <from month to month> |
| **Activity XX -** <insert title> | <concisely describe the activity – max. 1-2 paragraphs > | <specify who - the Lead Applicant and/ or the Co-applicant (if any) - is involved in the implementation of this activity and briefly describe their tasks.– max. 1-2 paragraphs> |
| **Duration:** <from month to month> |

**2.11 TIMETABLE**

Complete the table below, adding rows, and colouring the cells as appropriate.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Months** | **Entities involved in implementation (e.g., Lead Applicant, Co-applicant (if any))** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
| **Activity 1 -** <insert title> |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2 -** <insert title> |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity XX -** <insert title> |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**2.12 BUDGET**

This section will be developed using the excel template for the budget (Annex A.II) and will specify:

* All the eligible costs necessary to implement the Sub-Grant Project
* The amount requested from the Contracting Authority.
* The Applicant’s own contribution.

**2.13 CURRICULUM VITAE**

**CURRICULUM VITAE**

**Proposed role: PROJECT TEAM LEADER**

1. **Family name:**
2. **First names:**
3. **Date of birth:**
4. **Nationality:**

**Civil Status:** <single, married, divorced, etc.>

1. **Education:**

|  |  |
| --- | --- |
| Institution(Date from - Date to) | Degree(s) or Diploma(s) obtained: |
|  |  |
|  |  |

1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Membership** **of professional bodies:**
2. **Other skills:** <e.g. Computer literacy, etc.>
3. **Present position:**
4. **Years within the firm:**
5. **Key qualifications:** <Relevant to the project>
6. **Specific experience in the region:**

|  |  |
| --- | --- |
| Country | Date from - Date to |
|  |  |
|  |  |
|  |   |

1. **Professional** **experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date from - Date to | Location | Company& reference person[[2]](#footnote-2) (name & contact details) | Position | Description |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Other relevant information** (e.g., Publications)

## Part 3: Co-applicant

<Fill in this part only if the Application is submitted in partnership. If not, erase.>

***DATA ON THE CO-APPLICANT***

|  |  |
| --- | --- |
| **3.1 Name:** | <insert name of the Co-Applicant entity> |
| **3.2 Address:** | <insert address where the entity is legally registered> |
| **3.3 Legal status[[3]](#footnote-3):** | **Micro, small or medium-sized Enterprise (SME)** | **□** |
| **Research Institution** | **□** |
| **Research and Development Institution** | **□** |
| **Higher Education Institution** | **□** |
| **3.4 Field of activity:** | <specify the field according to the EU NACE codes or to National Classifier of main Economic Activity> |
| **3.5 Registration Date and Official Number:** | dd/mm/yyyyNo.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.6 Place of operation:** | <insert address of the place of operation (if different from 3.2)> |

***LEGAL REPRESENTATIVE AND CONTACT PERSON OF THE CO-APPLICANT***

|  |  |  |
| --- | --- | --- |
|  | **Legal Representative** | **Contact Person** |
| **3.**7 **Name and position:** | <insert name and position> | <insert name and position> |
| **3.8 Contact data:** | <insert phone number and e-mail address> | <insert phone number and e-mail address> |

**Important: This application form must be accompanied by a signed and dated mandate by THE CO-APPLICANT, in accordance with the template provided below.**

**Mandate by the Co-applicant**

The Co-applicant authorises the Lead Applicant <indicate the name of the organisation> to submit on its behalf the present application form and to sign on its behalf the Sub-grant contract (Annex B.I. of the guidelines for applicants) with Yerevan Municipality, ‘IPIU Building Up of Yerevan’ CNCO (the ‘Contracting Authority’), as well as, to represent the Co-applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Signature: |  |
| Date and place: |  |

## Part 4 – Declaration by the Lead Applicant

The Lead Applicant, represented by the undersigned, in his/her capacity of authorised signatory of the Lead Applicant, in the context of the present call for proposals and representing the co-applicant (if any) in the proposed project, hereby declares that:

* the Lead Applicant has (or will secure) the sources of financing specified in Section 2 of the guidelines for applicants;
* the Lead Applicant certifies the legal statuses of the Lead Applicant, and of the Co-applicant (if any), as reported in Parts 1 and 3 of this application;
* the Lead Applicant, and of the Co-applicant (if any), are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants;
* the Lead Applicant, and the Co-Applicant (if any), are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following Internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules](https://wikis.ec.europa.eu/display/ExactExternalWiki/2.%2BBasic%2Brules) )

* the Lead Applicant is directly responsible for the preparation, management and implementation of the action, and of the Co-applicant (if any), and is not acting as an intermediary;
* if the Application is presented in partnership, the Lead Applicant undertakes to comply with the principles of good partnership practice;
* the Lead Applicant, and the Co-applicant (if any), are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.3, Step 3 – Notification and Verification of Eligibility, of the Guidelines for Applicants;
* if recommended to be awarded a grant, the Lead Applicant, and the Co-applicant (if any), accept the contractual conditions as laid down in the Sub-grant contract annexed to the guidelines for applicants (Annex B.1);
* if recommended to be awarded a grant the Lead Applicant, and the Co-applicant (if any), accept to make the innovation or smart / digital solution available to Yerevan Municipality, Warsaw Municipality and Tirana Municipality free of charge and to allow them using the application for 5 years from the end date of the implementation period as per signed Sub-grant contract.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10.1 of the practical guide or if the declarations or information provided prove to be false, we may be subject to rejection from this procedure and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the Lead Applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

 **[Please delete the checklist below before submitting your application]**

## 5. Checklist to review the draft application

*(To be filled in by the applicant only for self-guidance purposes)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Before sending your Application check that each of the criteria below has been met in full** | **Yes** | **No** | **N/A** |
| 1. The correct application form has been used.  |  |  |  |
| 2. The application is filled in in all its parts and instructions have been followed. |  |  |  |
| 3. The proposal is typed (not handwritten) and is written in Armenian |  |  |  |
| 4. The declaration by the Lead Applicant has been filled in, signed and stamped (stamp if applicable) |  |  |  |
| 5. If the Application is submitted in partnership, the Co-applicant has completed and signed the mandate and the mandate is included. |  |  |  |
| 6. The CV of the Project Team Leader is properly filled in and included. |  |  |  |
| 7. The duration of the project is 12 months or less, as per section 2.1.2 of the guidelines. |  |  |  |
| 8. The total cost of the project (including Contracting Authority co-financing and own Applicant’s co-financing) falls between EUR 25,000 and EUR 45,000, as per section 1.3 of the guidelines. |  |  |  |
| 9. The requested sub-grant (Contracting Authority co-financing) is 90% or less of the total eligible costs of the project as per section 1.3 of the guidelines. |  |  |  |
| 10. The Lead Applicant complies with the eligibility criteria as per section 2.1.1 of the guidelines. |  |  |  |
| 11. If the Application is submitted in partnership, the Co-applicant complies with the eligibility criteria as per section 2.1.1 of the guidelines.  |  |  |  |
| 12. The proposed activities are in line with criteria on eligible and ineligible activities as per section 2.1.2 of the guidelines. |  |  |  |
| 13. Costs included in the budget are included in the list of eligible costs as per section 2.1.3 of the guidelines. |  |  |  |
| 14. The budget is enclosed, is presented in the format requested, and stated in EUR. |  |  |  |
| 15. The Application to be sent in electronic format includes all the required documents and they are signed, stamped, and scanned. The same Application in editable format is also included. |  |  |  |

**If any answer is no, please revise the Application prior to submission!**

1. For definitions of SME and RD/RDI please consult the Guidelines for Applicants. [↑](#footnote-ref-1)
2. Reference persons details are not obligatory, however, if provided, the Contracting Authority reserves the right to contact the reference persons. [↑](#footnote-ref-2)
3. For definitions of SME and RD/RDI please consult the Guidelines for Applicants. [↑](#footnote-ref-3)