

**CIP Eco-innovation
First Application and market replication projects
Call 2013**

Call Identifier: CIP-EIP-Eco-Innovation-2013

APPLICATION FORM

- PART B -

Full title of the proposed action:	
Acronym of the proposed action:	
Co-ordinator: (Organisation, Address)	

**CIP Eco-innovation website:
<http://ec.europa.eu/ecoinnovation>**

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Please read me first:

- *Proposers should follow the instructions given in the Guide for Proposer¹s for completing the application forms.*
 - *The proposal short name (Action Acronym) should be indicated in the header of every page of Part B.*
 - *Remember to keep to maximum page lengths where these are specified. It is in your interest to keep your text concise.*
 - *The number of work packages and of the information given must be appropriate to the complexity of the work and to the proposed efforts.*
 - *Pages should be numbered.*
 - *Please use a large font (at least 11).*
 - *It is essential to reply to all of the subheadings, either by following the structure or by elaborating on each individual bullet point (as indicated).*
 - *Please remember that the proposal will be evaluated exclusively on the basis of the information provided in the application forms. Hence, be as clear and comprehensive as possible.*
 - *Ensure that information in all three parts of the application (A, B and C) is consistent.*
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¹ http://ec.europa.eu/environment/eco-innovation/getting-funds/application-packs/index_en.htm

B1 Summary

In your description, cover the following issues:

- Specific Objectives
- Description of the proposed solution and summary of the work programme
- Major outputs and results (including main result indicators)

Maximum 1 page

B2 Technical description including the state of development

Describe your proposed solution covering all the following issues:

- Description of the technology, product or process including its innovation aspects Please detail the physical location of the project and if appropriate, specify the production capacity of current or future plants
- Description of any preparatory research, existing prototype or previous tests in real-life (and their results)
- Summary of quantified environmental impacts
- Similar or comparable solutions on the market, existing competitors
- Description of possible technical and economic risks
- Issues of Intellectual Property Rights (IPR), existing, requested or planned patents
- A flowchart related to your innovative solution (process, material, product...) including a general mass and energy balance

Maximum 4 pages

B3 Overview on the market and relevant framework conditions

In your description, cover the following issues:

- Short-term and potential market size for uptake
- Identified market barriers to the proposed solution
- Market demand and/or results of market analyses
- Legislative/ policy frameworks in participating countries/ EU and how they affect the implementation of your solution.

Maximum 3 pages

B4 Exploitation of the action

Follow the structure given:

- Marketing strategy / expected return on investment / business plan
- Transferability and replication
- Target groups and key actors
- Exploitation and business opportunities of the project during and after the project duration

Maximum 2 pages

B5 Objectives – Results – Impacts of the Action

Please elaborate on every individual bullet point separately (maximum 2 pages):

- Environmental benefits and resource efficiency in a life-cycle approach (when evaluating the net environmental benefits, please consider the entire life cycle of the solution proposed (e.g. resources, production, use, and disposal)
- Economic sustainability (including cost-benefits)

Note, that you should relate your descriptions to the performance indicators in the second worksheet of Part C Detailed Budget called "Indicators".

B6 Rationale for the Composition of the Consortium

Please elaborate on every individual bullet point separately:

- List of Participants (please complete the following table*):

Participant No.	Participant name	Participant short name	Country	Main Role in Consortium
1 (CO)				
2 (CB)				
3 (CB)				
4 (CB)				
5 (CB)				
6 (CB)				
etc.				

* The numbering and names of the participants should be the same as those used in Part A and Part C
CO: Co-ordinator, CB: Co-beneficiary

- Brief description of the participants and rationale for the composition of the consortium.
- If one of the participants is an association, provide the list of members who will work on the project for the association.

Maximum 1/2 page per participant

B7 Co-financing Sources

- Please explain your co-financing sources. If you plan to invest own funds, please explain why you plan to do so and where the budget comes from. If you expect co-financing from an external body or 3rd party, please explain why this 3rd party is ready to support your project. Of course you can have a combination of own funding and co-financing by an external body. Please complete the table for each participant individually.

Participant	Co-financing organisation / body	Explanation / Reasons / Sources
1 (CO)		
2 (CB)		
3 (CB)		
4 (CB)		
5 (CB)		
etc.		

B8 European Added Value

Cover the following issues:

- Benefits of addressing the subject of the proposal at European level
- EU dimension of the market barriers and environmental challenges and how they will be tackled
- Level of European cooperation in the project

Maximum 1 page

B9 Work Programme

Introduction to the Work Programme

Elaborate on each of the following bullet points separately:

- Rationale and structure of your work programme divided up in Work Packages (mainly project phases)
- Please provide a diagram summarising and illustrating the logic of your work programme

Maximum 2 pages

Work Packages

Use the Work Package Template provided on the following pages to describe your planned activities.

There are 3 mandatory Work Packages (WPs), one on Management, one on Business plan and Exploitation, and one on Dissemination Activities. The WP on Dissemination will contain your own project related dissemination and promotional activities planned plus some activities that are pre-defined and that are the same for all CIP Eco-innovation projects. These pre-defined activities may not be changed. Please use the provided templates.

Place "Management" as work package number 1 (WP1) and "Business Plan and Exploitation" and "Dissemination Activities" as the last WPs using the pre-defined templates.

Maximum 2-4 pages per WP

Template for all Work Packages except "Dissemination Activities"

WP <number>: <Name>

Under <number> please insert the number of the WP. "Management" should become WP 1.

Under <Name> please give a fitting name for each WP (consistent with Part C Detailed Budget)

Duration: month <a> to month 	<Participating organisation which will be leading this work package>
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Role and contributions of each participant in this work package:

Participant no. and short name	Contributions of this participant *	Hours foreseen**
1: X		
2: Y		
...		
Total staff costs in €		***

* Describe the contributions that the participant has in this work package.

** Indicate the total amount of hours foreseen per participant in this WP. It is not necessary to indicate hours per task.

***Transfer here the sum of staff costs as included in Part C, C.3 row 4

Major subcontracts (description of tasks / foreseen amount):

Major Equipment and Infrastructure (description of cost item, justification of innovative part and foreseen amount):

Major other specific costs (type of cost item and foreseen amount):

Travel and subsistence: (Include and describe travel cost here only if you did not choose the travel flat rate and if travel cost is a major cost in this WP)

I. Work package overview:

II. Tasks:

III. Tangible Deliverable(s) of this work package:

Deliverable N°	Deliverable name (self-explanatory)	Type of deliverable	Quantification	For Publications: Language(s)	Accessibility of deliverable	Month of completion
D1.1						
D1.2						

Etc						

Template for the obligatory, partly pre-defined work package "Dissemination Activities"

(Last) Work Package <number z>: Dissemination Activities

Duration: whole project duration	<Participating organisation which will be leading this work package>
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Role and contributions of each participant in this work package:

Participant no. and short name	Contributions of this participant *	Hours foreseen**
1 (CO) name		
...		
	Total staff costs in €	***

* Describe the contributions that the participant has in this work package.

** Indicate the total amount of hours foreseen per participant in this WP. It is not necessary to indicate hours per task. The pre-defined tasks 1 to 5 should not need more than 150 hours altogether.

***Transfer here the sum of staff costs as included in Part C, C.3 row 4

Major subcontracts (description of tasks / foreseen amount):

Major Equipment and Infrastructure (description of cost item, justification of innovative part and foreseen amount):

Major other specific costs (type of cost item and foreseen amount):

Travel and subsistence: (Include and describe travel cost here only if you did not choose the travel flat rate and if travel cost is a major cost in this WP)

I. Work package overview:

The work package covers resources to contribute, upon request by the EACI, to common dissemination activities and a final evaluation with the aim to increase synergies between projects supported by the eco-innovation initiative and to increase their visibility.

In addition, this work package includes project specific dissemination activities.... - *Please complete.*

II. Pre-defined tasks:

1. Project Information Sheets: Creation and regular update of your project information for EACI/DG ENV online information systems (adapted to your reporting schedule).
2. Contribution, upon request by the EACI, to the development of additional information material (News Flash, videos, images etc.) in the quality and form specified by the EACI.
3. Upon request, participation and/or contribution, to information and dissemination events (contractors' workshops, cluster meetings, conferences, briefing days, exhibitions, etc.) related to eco-innovation or other relevant EU programmes.

4. Producing a layman's report before the end of the project that summarises the project objectives, actions and tangible results to a general public (5-10 pages long, in English and, optional, in main project language).
5. Evaluation of project impacts after the project duration: completing a questionnaire on economic and environmental impacts two years after the project has finished.

III. Project-specific tasks:

Please add here your own communication and dissemination tasks. Include the set up of a project website here.

IV. Deliverables of this work package

Please add your own communication and dissemination deliverables in the table.

Deliverable N°	Deliverable name (self-explanatory)	Type of deliverable ^a	Quantification ^b	Language(s) ^c	Accessibility of deliverable ^d	Month of completion ^e
Dz.1	Project information updates (pre-defined)	text, ppt	2-5 times depending on project duration	EN	PU	(M1 and together with reports)
Dz.2	Inputs to additional common information material related to eco-innovation actions (pre-defined)	input to posters, articles for newsletters, visuals, interviews	<i>on request by EACI</i>	EN (or local, as appropriate)	PU	<i>upon request</i>
Dz.3	Project presentations (pre-defined)	ppt, presentation, participation in events	max 2 times	EN (or local, as appropriate)	PU	<i>upon request</i>
Dz.4	Layman's report (pre-defined)	Brochure	5-10 pages	EN (optional: others)	PU	
Dz.5	Evaluation report including performance indicators (pre-defined)	Report	max. 5 pages	EN	to be agreed	2 years after project
Dz.6	Project Website	Website	Updated regularly	EN/(...)	PU	6
Dz.x	(please define here your project-specific deliverables)					

Schedule

(Template for a 30-months-project – *Example, please adapt as appropriate*)

Project phase / Duration of the project (in months)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	...	32	...	54		
Work package 1: Management																																				
Work package 2:																																				
Work package 3																																				
Work package 4																																				
Etc....																																				
WP y: Business plan and Exploitation																																				
Work package z: Dissemination Activities																																				
Project meetings	x					x						x						x						x												
Project reports to EACI										PR									IR					x											FR	
Project Information Sheet to EACI		X								X									X																X	
Project Webpage/site creation and update						X																														
Project deliverables								D1.1 D1.2 etc.			D2.1				D2.2		etc.																		Dz.5	

D: Deliverable

PR: progress report

IR: interim report – technical and financial

LR: layman report

FR: final report – technical and financial

D z.5: For impact assessments in the framework of CIP Eco-innovation, two years after the end of the project a questionnaire will be completed in order to provide information on economic and environmental impacts.

B10 Description of each participant

Elaborate on each bullet point separately:

- Description of the organisation (maximum 1/2 page per organisation).
- Relevant experience of the key personnel proposed to work on this action (not more than 1 page per organisation, use the table below)

Organisation short name:					
Name of person:		First Name:		Nationality:	
Qualification:					
Staff category*:					
Short description of work experience, relevant to the proposal**:					

* e.g. senior expert, junior expert (as in Part C)

** 1 paragraph per person

- List of most relevant experience of the organisation. (Max. 1/4 page per organisation. Use the table below)

Description of experience/project	European, national or local/regional level	Year of finalisation	Website (for further information)

B11 Letters of intent

If applicable, please provide here an overview of your letters of intent (including a list of the organisations that have signed them) as well as the texts of the letters.

If you do not provide any letters of intent, please write here “n/a”
