Innovation Fund

Application Form

First stage

Administrative Forms (Part A – Coming soon)
Technical Description (Part B)

Innovation Fund Large-scale Projects

InnovFund-LSC-2020-two-stage

Version 1.0
3 July 2020

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 supporting documents) must be prepared and submitted online via the Portal.

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 2 parts:

- Part A contains structured administrative information.
- Part B is a narrative technical description of the project.

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

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

Part B mentions a number of supporting documents which must be uploaded in the Submission System. Section 5 provides a complete overview of this list of 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 Form Part B : **40 pages**
- Page limits for supporting documents: see section 5
- 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.**

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APPLICATION FORM (PART B)

COVER PAGE

PROJECT	
Project acronym:	[acronym]
Project title:	[title]
Coordinator contact:	[name NAME], [organisation name]
INNOVATION FUND SPECIFIC INFORMATION	
Proposed date of Financial Close:	[month, year]
Proposed date of Entry into Operation:	[month, year]
Category of the project (drop down list) *For this and next two items, refer to Annex C to the call, Methodology for calculation of GHG emission avoidance, Appendix C1 Classification of projects into sectors*	[category name from list: (Energy storage, Renewable energy, Energy Intensive Industries, Energy intensive industries, CCS]
Sector of the project (drop down lists)	[sector name from list: (Intra-day electricity storage, Other energy storage, Wind energy, Solar energy, Hydro/Ocean energy, Geothermal energy, Bio-electricity, Renewable Heating/Cooling, Refineries, Biofuels and bio-refineries, Iron & steel, Non-ferrous metals, Cement & lime, Glass, ceramics & construction material, Pulp & paper, Chemicals, Hydrogen, Other, CO2 Transport and Storage)]
Products within sector	[product name from list: (if substitute product, indicate the product substituted)]
Monitoring and reporting period	[number of years: the default monitoring and reporting period once the project has entered into operation is 10 years. In well justified cases, a shorter period (no shorter than 3 years) can be accepted based on a justification provided by the applicant]
In which Member State(s) and at which location will the project be implemented?	[name of EU Member State, Iceland or Norway and the geographic coordinates of the location of the project]
Does the project build on prior work supported under Horizon 2020 or any other EU programme(s)?	[yes/no, in case of yes name of project(s) and programme under which it was supported]
Is the project co-financed by, or requesting funding or planning to request funding from other EU programmes?	[yes/no, in case of yes, state the name of the project(s) and programme(s)]

PARTICIPANTS

Use the same numbering as in Part A of the Application Form.

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) *Coordinator (COO) – Beneficiaries (BEN) – Affiliated entities (AE) – Associated Partners (AP) - Third parties giving in-kind contributions to the action (TP) – Subcontractors (SUB)*				
Number	**Role**	**Name**	**Short name**	**Country**
1	COO			
2	BEN			
2.1	AE			
3	BEN			
4	AP			
…				

PROJECT SUMMARY

Project summary
Insert Abstract (from Application Form Part A).

1. PROJECT AND APPLICANT

1.1 Background, objectives and impact

Background and objectives *Describe the background and rationale of the project as well as the specific objectives of the project.* *Describe how is the project relevant to the general objectives and expected impacts of the call for proposals, in particular:* - *how does it help demonstrating highly innovative technologies, processes or products, that are sufficiently mature and have a significant potential to reduce greenhouse gas emissions; and* - *how does the project plan to attract additional public and private resources.* *With regard to the expected impact, describe briefly how the project will contribute to one or more of the following EU policy objectives: the Integrated SET Plan, the New Industrial Strategy for Europe and the Communication on a recovery plan for Europe, the new Circular Economy Action Plan, the shift to renewables and increased electrification, energy efficiency, the LULUCF Regulation, the EU Biodiversity Strategy for 2030 and the Bioeconomy Strategy.*
Insert text

1.2 Presentation of the applicant

Presentation of the applicant *Brief presentation of the applicant(s) (including any affiliated entities and other participants involved in the action) proposing the project: areas of overall and project-specific expertise, number of employees, founding year, geographical locations. Explain why the applicant is suitable for implementing the project.*

Insert text

1.3 Technical characteristics and scope

Technical characteristics and scope

Outline the technical characteristics and scope of the project. Explain why the proposed solution is the most suitable for achieving the project's objectives.

Briefly describe the scope, approach and key technical characteristics of the project, including:

- *Location of the project*
- *Expected output in terms of volume of main product(s)*
- *Expected source of key inputs and feedstock*
- *Technology, and why this has been chosen over alternatives*
- *Current status of project development*

Insert text

1.4 Requested EU contribution (EUR)

Requested EU contribution

Indicate the requested EU contribution for the project (EUR) based on an approximate estimate of the relevant costs.

Only an indicative estimate of EU contribution is required. However please note that the amount of the requested EU contribution at the second stage may differ from the indicated EU contribution at first stage due to the project development by a maximum of 50% and such a change must be duly justified.

For guidance regarding calculation of relevant cost refer to the Annex B of the call for proposals. The maximum amount of the requested EU contribution cannot exceed 60% of the relevant costs.

The indicative EU contribution and project budget must be consistent with the calculations in the financial maturity section and the submitted business plan.

Insert text

2. GHG EMISSION AVOIDANCE POTENTIAL (AWARD CRITERIA)

2.1 Absolute GHG emission avoidance

Absolute GHG emission avoidance

Calculate the potential for absolute GHG emission avoidance during 10 years after entry into operation in accordance with the GHG emission avoidance methodology described in Annex C of the call text.

Support the calculation with:

- *Copy of own detailed calculation as one editable Excel document (mandatory). Templates that will ease the calculation and its presentation are provided for the sectors of CCS, renewable electricity and heating, and energy storage. Due to the variety of possible cases in the sectors of energy intensive industries, it hasn't been possible to develop a template to guide the calculations. Applicants are however encouraged to structure the presentation of the calculations in a similar way to the extent possible, i.e. using the same tabs in one Excel document: overview, summary, reference emissions, project emissions, conversion factors.*
- *Detailed explanation of the assumptions made and consistency with the methodology*

Insert text

2.2 Relative GHG emission avoidance

Relative GHG emission avoidance *Calculate the relative GHG emission avoidance during 10 years after entry into operation following the GHG emission avoidance methodology described in Annex C of the call text.* *Support the calculation with:* • *Copy of own detailed calculation as an editable Excel sheet (mandatory). Both absolute and relative emission avoidance calculations should be presented in one Excel document, see note above on the available templates.* • *Detailed explanation of the assumptions made and consistency with the methodology.*
Insert text

2.3. Comparison of the emissions from processes with the EU ETS benchmark(s) (only for projects producing products with a EU ETS benchmark)

Comparison with EU ETS benchmark emissions *Calculate the GHG emissions per unit of product according to the EU ETS methodology and compare with the equivalent EU ETS benchmark(s) applicable at the time of the application*
Insert text

2.4 Sustainability of biomass (only for projects using biomass as feedstock)

Sustainability of biomass *Projects using biomass as feedstock should confirm that the used biomass 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 the sustainability will be ensured.*
Insert text

3. DEGREE OF INNOVATION (AWARD CRITERIA)

Degree of innovation *Describe whether the proposed action (technology / product) is innovative in relation to the state-of-the-art and how it goes beyond incremental innovation.* *Include in the description clear arguments on how the technology / product is innovative in relation to state-of-the-art in terms of performance, reliability & availability, maintenance, economics, simplicity of design, simplicity of manufacturing, simplicity in control & operation. Explain these for all parts or aspects of the project that you consider innovative.*
Insert text

4. PROJECT MATURITY (AWARD CRITERIA)

4.1 Technical Maturity

Technical Maturity (short summary)

Provide a description of the technical maturity of the project, focusing on the evidence on the degree of technology readiness and technical feasibility of the project within its operational environment. Reflect the current state of project development, building on any available information or documents.

Attach documents:

- *Feasibility study (mandatory)*
- *Any existing technical due diligence report produced by an independent party (optional)*

Provide the details in the boxes below and provide precise references to the relevant sections of the supporting documents.

Insert text

Technology readiness

Describe the degree of technology readiness of your project and of the various components of your project (TRL[1]) before the project and after the project.

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

Technical feasibility of achieving the GHG emission avoidance within the project's operational environment

Describe the technical readiness of the project site, expected project output and technical feasibility of achieving this output.

Describe if and how the proposed technology has already been proven to perform in a pilot scale demonstration (where available), including at other sites or with other technical circumstances.

Describe how changes in scale or change in circumstances compared to previous testing/projects have been taken into account in the design of the project, where applicable.

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

Degree of understanding of technology and related technical risks and proposed risk mitigation measures

Describe key risks identified in relation to the technology and proposed risk mitigation measures.

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

[1] For guidance on TRLs, see https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf

4.2 Financial maturity

Financial maturity (short summary)

Summarise the financial maturity of your project. Provide justification for the planned date of financial close and explain how the project will be financially prepared to enter into operation as expected. Reflect the current state of project development.

The summary should reflect how financially viable your project is i.e. fundable/bankable, based on project business plan, financial model, financial standing of applicant and of main commercial partners, commitment of other investors or public support. You should demonstrate that the financial risks of the project are understood and there is a sound strategy to mitigate them. Based on this you should explain how the planned date for financial close and entry into operation was determined.

Attach documents:

1. *Business plan (mandatory). The business plan should cover the entire duration of the project.*
2. *Any existing financial due diligence report produced by an independent party, e.g. independent financial assessment (optional).*

Provide the details in the boxes below and provide precise references to the text in the supporting documents.

Insert text

Credibility of the business model

Describe the proposed project business model, targeted market(s), including the project's value proposition, and how it addresses market gaps.

Provide description of project costs, revenues and profitability. This should include the best estimates currently possible of:

- *The project capital expenditures (CAPEX), operations and maintenance costs (OPEX) and the expected revenues. Describe the main cost items*
- *Describe cash flow projections along the project milestones*
- *Internal Rate of Return (IRR) before the requested Innovation Fund support*
- *Internal Rate of Return (IRR) after the requested Innovation Fund support*

Include the description of prices assumed and expected revenue structure. Costs and revenues should be presented in constant prices.

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

Soundness of financing plan and solidity of commitment of project funders and investors

Describe the proposed project financing plan, including envisaged financial structure of the project (level and source of equity, level and source of debt, expected public subsidies and their source).

Describe the state-of-play, nature, level and conditions of support provided from project funders and investors, including the own contribution by the applicant. Provide corresponding evidence (e.g. letters of interest, letters of support, letters of approval from funders, letters from shareholders or board confirming the submission and the support of the financing plan).

Provide evidence on support from other sources including market mechanisms, or support from Member States and status/planning for State aid clearance where relevant.

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

Level of understanding of the expected financial risks of the project and quality of proposed mitigation measures

Describe the expected financial risks of the project (e.g. cash flow volatility, credit/counterparty risks, risk that public subsidies are discontinued or reduced) and how you propose to mitigate these risks.

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

4.3 Operational maturity

Operational maturity (short summary)

The summary should demonstrate that the project implementation plan is sufficiently developed, comprehensive and realistic.

Clearly indicate the current standing in the project development cycle.

Describe the prospects for successful construction, commissioning and entry into operation of the project.

Reflect the current state of project development, building on any available information or documents.

Attach documents:

- *Project implementation plan (mandatory).*

Provide the details in the box below along with precise references to the relevant section of the project implementation plan.

Insert text

Credibility and level of detail of the project implementation plan covering all project milestones and deliverables

Describe the project timeline and key milestones and deliverables for project development, construction and roll out, including the project monitoring reports after entry into operation (note: these reports must include annual GHG emissions avoidance reports).

The timeline provided must cover the period of the project implementation starting from the signature of the grant up to the end of the proposed monitoring and reporting period.

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

Relevance and track record of the project management team and soundness of the project organisation

Describe the project management team, its professional capacity, relevant track record, and proposed project organisation including decision-making structures and processes.

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

State of play and credibility of the proposed plan for obtaining required permits, intellectual property rights or licences and other regulatory procedures.

Describe the required permitting and other relevant regulatory procedures, steps towards acquiring intellectual property rights or licences including the list of permits/rights/licences already obtained, those still needed and the envisaged timing for obtaining them.

Describe the regulatory framework/support relevant for the project.

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

Strategy for ensuring public acceptance of the project *Describe environmental impacts during construction and operation and the state of public acceptance of the technology and the project.* *Explain how you propose to ensure the public acceptance of your project.*
Insert text and refer to relevant section of the project implementation plan.

Robustness and credibility of the strategy for securing the key supply and off-take contracts *Describe the main commercial contracts envisaged and a graphic showing the contractual relationship between the main parties involved with the project. List and describe any preliminary agreements with suppliers or off-takers, where available, and strategy for timely conclusion of further required agreements. Include short description of key contracts and explain how the required solidity/track record of suppliers and off-takers will be ensured.*
Insert text and refer to relevant section of the project implementation plan.

Level of understanding of the project's implementation risks and credibility of proposed mitigation measures *Describe the expected project implementation risks and propose strategy to mitigate them.*
Insert text and refer to relevant section of the project implementation plan.

5. OVERVIEW OF SUPPORTING DOCUMENTS TO BE SUBMITTED

Mandatory documents	Page limit	Optional documents	Page limit
• Detailed calculation of GHG emission avoidance potential (in editable xls format)	n/a	Any existing due diligence reports (pdf format)	n/a
• Feasibility study (in pdf format)	80		
• Business plan (in pdf format)	25		
• Project implementation plan (in pdf format)	25		
Note that excess pages will be blanked for evaluators and therefore disregarded. *The mandatory documents can include any existing documents by the applicant or third party that the applicant considers useful and that fall in the scope of the documents listed in the table above.*			

6. 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 details)
If NO, add explanation	

Information sharing with the European Investment Bank (EIB) *Rejected projects at first stage and identified by evaluators for the PDA support will be further assessed by the Commission and the EIB, to draw the short-list of projects awarded the PDA support.* *Information sharing with EIB requires explicit acceptance by the applicant.*	
We confirm our acceptance to our application and all related documents being passed to the EIB if it is identified by evaluators as having potential for improving its maturity through specific PDA support.	**YES/NO** (if NO, add details)
If NO, add explanation	

Publication of general summary and anonymised project information *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 anonymised way before the signature of the grant agreement.* *Publication of this information requires the explicit agreement of the applicant.*	
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 details)
If NO, add explanation	

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	03.07.2020	Initial version.