JEMS STIPP - Application form template

***Applications must be submitted by filling the digital portal JEMS-STIPP.***

***This template is meant as a helpful tool but is no substitute to that digital portal!***

# A – Project identification

## A.1 Project identification

### Project acronym

Please provide an abbreviated project name for easier reference in the application form.

***[Textbox – max 25 characters]***

### Project title

***[Textbox – max 2000 characters]***

### Project duration

Project duration in months (max 24 months).

***[Textbox – enter duration in months]***

### Project priority and specific objective

Programme priority: [***Select priority 1 – Innovation projects by SME consortia]***

Specific objectives: ***[Select objective 1.iii: Enhancing sustainable growth and competitiveness of SMEs and job creation in SMEs, including by productive investments]***

## A.2. Project summary

Please give a short overview of the project and describe:

* the start and end dates of the project;
* the common challenge of the programme area you are jointly tackling in your project;
* the overall objective of the project and the expected change your project will make to the current situation;
* the main outputs you will produce and those who will benefit from them;
* the approach you plan to take and why a cross-border/transnational/inter-regional approach is needed;
* what is new/original about the project.

***[Textbox – max 5000 characters]***

## A.3 Project budget overview

Table will be automatically generated once partners and budgets have been added in section B.

## A.4 Project outputs and result overview

Table will be automatically generated once outputs and results are created in section C4 and C5.

# B – Project partners

Note: at least two SMEs located in the Programme area, from two different Member States



## B.1.1 Partner identity

* Partner role ***[Select one]***

* Abbreviated name of the organisation ***[Textbox – max 15 characters]***
* Name of the organisation in original language ***[Textbox – max 250 characters]***
* Name of the organisation in English ***[Textbox – max 250 characters]***
* Department / unit / division ***[Textbox – max 250 characters]***

### Legal and financial information

Type of partner : ***Select SME***

Legal status ***[Select one]***

* ***Public***
* ***Private***

VAT number (or other identifier) ***[Textbox – max 50 characters]***

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? ***[Select one]***


## B.1.2 Partner address

### Partner main address

* Country ***[Select one]***
* Street ***[Textbox – max 50 characters]***
* House number ***[Textbox – max 20 characters]***
* Postal code ***[Textbox – max 20 characters]***
* City ***[Textbox – max 50 characters]***
* Homepage ***[Textbox – max 250 characters]***

### Address of department / unit / division (if applicable)

* Country ***[Select one]***
* Street ***[Textbox – max 50 characters]***
* House number ***[Textbox – max 20 characters]***
* Postal code ***[Textbox – max 20 characters]***
* City ***[Textbox – max 50 characters]***

Note: B.1.3 section doesn't exists in Jems!

## B.1.4 Legal representative

* Title ***[Textbox – max 25 characters]***
* First name ***[Textbox – max 50 characters]***
* Last name ***[Textbox – max 50 characters]***

## B.1.5 Contact person

* Title ***[Textbox – max 25 characters]***
* First name ***[Textbox – max 50 characters]***
* Last name ***[Textbox – max 50 characters]***
* E-mail address ***[Textbox – max 255 characters]***
* Telephone no. ***[Textbox – max 25 characters]***

## B.1.6 Partner motivation and contribution

Which of the organisation's thematic competences and experiences are relevant for the project?

***[Textbox – max 3000 characters]***

What is the role (contribution and main activities) of your organisation in the project?

***[Textbox – max 3000 characters]***

If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

***[Textbox – max 3000 characters]***

## B.1.7 Budget

Note: Eligible expenditure according to the Cost Catalogue

### Partner budget overview

Table will be automatically generated once budgets have been added.

### Partner Budget Options

***[Select partner budget options]***


Partner budget

Define your cost line(s) according to your budget option:

* Staff costs
* Travel and accommodation
* External expertise and services
* Equipment
* Infrastructure and works

## B.1.8 Co-financing

Note: default is 50% own contribution by each partner

### Co-financing

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

***[Select co-financing source]***

### Origin of partner contribution

***[Select legal status of contribution]***

***[Optional: add new contribution origin]***

## B.1.9 State Aid

### State aid relevant activities

***[Select applicable state aid scheme]***

* ***GBER Article 20***

# C – Project description

## C.1 Project overall objective

Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the STIPP’s objective.

Your objective should:

* be realistic and achievable by the end of the project, or shortly after;
* specify who needs project results and in which territory;
* be measurable – indicate the change you are aiming for.

***[Textbox – max 500 characters]***

## C.2 Project relevance and context

### C.2.1 Criterion 1: The degree of innovativeness

Please describe the relevance of your project according to the degree of innovativeness. Use and motivate TRL-levels at beginning and at the end of the project. Describe also in what way the project goes beyond existing practice in the sector/market, for instance with a competition analysis. What is the cause, the problem in the market?

***[Textbox – max 5000 characters]***

### C.2.2 Criterion 2: The degree of focus on the societal challenges of the programme

Please describe how the new innovative solution(s) (e.g. a product, service, process) that will be developed during the project contribute to (at least one of) the three societal challenges of the programme: industrial transition, green transformation, healthier inhabitants.

***[Textbox – max 5000 characters]***

### C.2.3 Criterion 3: The degree of cross-border cooperation and added value

Please explain how and what the project contributes to cross-border cooperation, a.o. according to the coverage of regions in the consortium, and to the benefits gained by the project for the programme area in taking a cross-border/transnational/inter-regional approach. Which programme regions are covered? Describe also the added value during and after the project, a.o. according to the benefits gained by the project for (e.g.) partners/target groups/project area/programme area in taking a cross-border/transnational/inter-regional approach.

***[Textbox – max 5000 characters]***

### C.2.4 Criterion 4: The potential degree of economic impact

Please describe the potential of your innovative project, a.o. the market potential, the business case and the economic impact. Describe the target group/potential customers, time-to-market. How will you realise this? E.g. what is the market strategy, communication etc. Also give insights in the phase after this project.

***[Textbox – max 5000 characters]***

### C.2.5 Criterion 5: The quality of application

Please describe first your Project work plan in section C.4. In this section, you may add additional views/explanations on its realisation: feasibility, execution, budget per work package, agreements (who does what), timing (when)…

***[Textbox – max 5000 characters]***

## C.3 Criterion 6: The quality of the project partnership

Please describe the structure of your partnership and explain why these partners are needed to implement the projects and to achieve project objectives, a.o. according to their individual and joint competences. What is the contribution of each partner to the project? What is the complementarity of the partners in the consortium?

Eventual involvement of partners not being SME located in the programme area and their contribution can also be described here.

***[Textbox – max 5000 characters]***

## C.4 Project work plan



### Objectives

Work package title ***[Textbox – max 100 characters]***

Your objectives should be:

* realistic and achievable by the end of the project;
* specific (who needs project outputs delivered in this work package, and in which territory);
* measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

***[Textbox – max 1000 characters]***

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

***[Textbox – max 1000 characters]***

### Activities

Please describe the activities by which the project achieves the project specific objective and related communication objective(s).



* Title ***[Textbox – max 200 characters]***
* Start period ***[Select start period for activity]***
* End period ***[Select end period for activity]***
* Description ***[Textbox – max 3000 characters]***
* Deliverables ***[Add deliverables to your activity]***

	+ Deliverable title ***[Textbox – max 100 characters]***
	+ Description ***[Textbox – max 300 characters]***
	+ Delivery period ***[Select delivery period]***

### Outputs

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.



* Output Title
* Programme Output Indicator ***[Select one]***
	+ **RCO01: Enterprises supported (of which: micro, small, medium, large**
	+ **RCO02: Enterprises supported by grants**
* Measurement Unit: ***enterprises***
* Target value ***[Number value]***
* Delivery period ***[Select delivery period]***
* Output description ***[Textbox – max 500 characters]***

## C.5 Project Results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.



* Programme result indicator: ***RCR05: SMEs innovating in-house***
* Measurement unit: ***enterprises***
* Baseline: ***0***
* Target value: ***[Number value]***
* Delivery period ***[Select delivery period]***
* Result description ***[Textbox – max 1000 characters]***

## C.6 Project Time Plan

Table will be automatically populated once work packages have been added in section C.4.

## C.7 Project management

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

### C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

***[Textbox – max 5000 characters]***

### C.7.2 Which measures will you take to ensure quality in your project?

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

***[Textbox – max 5000 characters]***

### C.7.3 What will be the general approach you will follow to communicate about your project?

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transfer your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here.

***[Textbox – max 5000 characters]***

### C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?

Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

***[Textbox – max 5000 characters]***

### C.7.5 Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

|  |  |  |
| --- | --- | --- |
| **Horizontal principles** | **Type of contribution**  | **Description of contribution** |
| Sustainable development | ***[select one]*** | ***[Textbox – max 2000 characters]*** |
| Equal opportunities and non-discrimination | ***[select one]*** | ***[Textbox – max 2000 characters]*** |
| Equality between men and women | ***[select one]*** | ***[Textbox – max 2000 characters]*** |

## C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

### C.8.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions.

***[Textbox – max 5000 characters]***

### C.8.2 Durability

Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom.

***[Textbox – max 5000 characters]***

### C.8.3 Transferability

Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

***[Textbox – max 5000 characters]***