Sample form, not for offline completion.

Visit https://up2circ.grantplatform.com to apply.

Large scale project: Piloting and demonstration

Project name

Project short name/acronym   20 characters

Please provide a short name for your project proposal.

Company name

Please provide the legal name of the company associated with the user account for the Up2Circ Academy online learning programme.

Website

Please provide the URL to your company's official website.

VAT number

Please enter the VAT number associated with your company.

Street

Please provide the street address of your company.

Street number

Please provide the street number of your company's address.

City

Please provide the city where your company is located.

County/State/Region (optional)

<div style="border:1px solid #000; padding:20px;"></div>

Please provide the county/state/region where your company is located.

ZIP/Postal Code

<div style="border:1px solid #000; padding:20px;"></div>

Please provide the ZIP/postal code of your company's location.

Country

<div style="border:1px solid #000; padding:20px;"></div>

Please select the country where your company is located from the dropdown menu.

Name and surname

<div style="border:1px solid #000; padding:20px;"></div>

Please provide the full name (first name and surname) of the contact person.

Email address

<div style="border:1px solid #000; padding:20px;"></div>

Please provide the email address of the contact person.

Phone number

<div style="border:1px solid #000; padding:20px;"></div>

Please provide the phone number of the contact person.

☐ My company qualifies as an SME according to the EU definition.

SME status should be checked by applicants using the <u>EU SME self-assessment questionnaire</u>.

☐ My company completed the Up2Circ Assessment Report with the support of a local Up2Circ advisor.

You must upload the Up2Circ Assessment Report, completed with the assistance of a local Up2Circ adviser. The local Up2Circ advisor will support you in performing a circularity assessment and completing the Up2Circ Assessment Report, highlighting your SME's strengths, weaknesses, and recommended improvements.

☐ My company participated in the Up2Circ Academy, completing at least 50% of the e-learning modules.

You must have actively participated in the Up2Circ Academy online learning programme. Active participation is defined as completing at least 50% of the <u>Up2Circ Academy</u> e-learning modules.

Note that this eligibility criterion will be verified through online systems based on the company name.

☐ My company has not been involved in any conflict of interest situations, including close family relationships with Up2Circ partners.

Confirm that your company has no conflicts of interest, such as close family ties with Up2Circ partners.

Name of your Up2Circ advisor

_____

Please provide the full name (first and last name) of your Up2Circ advisor who supported you in completing the Up2Circ Assessment Report.

Email of your Up2Circ advisor

_____

Please provide the email address of your Up2Circ advisor who supported you in completing the Up2Circ Assessment Report.

Upload the Up2Circ Assessment Report

⬆️

Please upload your Up2Circ Assessment Report, completed with the support of a local Up2Circ advisor.

Project summary   1000 characters

_____

Provide a brief summary of your Up2Circ project, highlighting its focus and how it aligns with the eligible activities you select from the list below.

This summary may be used for communication and dissemination purposes if your project is selected for funding. Please ensure that it is suitable for publication.

Pilot and demonstration activities

☐ Implementation of technologies to increase circularity

☐ Adoption of circular product design

☐ Introduction of new products, processes or services

Select at least one activity that you aim to implement within your project.

There are only three types of eligible activities:

1. Implementation of technologies to increase circularity: Activities should focus on integrating technologies that significantly reduce resource consumption and/or waste production. The expected outcome is a new technology technology successfully integrated into the applicant's processes.

2. Adoption of circular product design: Activities should involve conducting a product environmental footprint analysis (LCA), identifying optimization opportunities, and developing or testing a prototype. The expected outcome is a validated prototype of a product enhanced with circular design principles, developed by the applicant.

3. Introduction of new products, processes or services: Projects should introduce new products, processes, or services that enhance the circularity of the applicant's core business. The measures do not need to be new to Europe but must be new to the company. The expected outcomes are new products, processes, or services integrated into the applicant's operations.

Relevance   2000 characters

_____

Summarize your company's business activities, focusing on the key sustainability challenges you face and the specific problem your project aims to solve.

Describe the objective of your Up2Circ project, the steps already taken, and how the project will address these challenges with specific measures.

Explain how the project aligns with your company's goals and supports its transition to a circular economy, highlighting the tangible and measurable changes it will achieve.

Novelty
<div style="text-align: right">2000 characters</div>

Describe the value and benefits the project will bring to your company compared to its current state.

If the project incorporates advanced technologies and/or social innovation to increase your company's circularity, please explain how.

Work plan for piloting and demonstration
<div style="text-align: right">3000 characters</div>

Present a monthly breakdown of the main activities, key milestones, and deliverables for the entire twelve-month duration of the project.

Your piloting and demonstration project must address concrete measures toward circularity through technology adoption, circular product design, or the development of new products, processes, or services.

For technology adoption, the expected outcome is the successful integration of new technology into the applicant's processes.

For circular product design, the expected outcome is a validated prototype enhanced with circular design principles, developed by the applicant.

For the introduction of new products, processes, or services, the expected outcome is their successful integration into the applicant's operations.

Team and network
<div style="text-align: right">3000 characters</div>

Provide details about your team members, emphasizing their relevant skills and experience.

Outline internal and external resources that will support the achievement of your project objectives.

Describe your professional network, including any external partners or collaborators involved in the project.

Include the number of full-time employees in your team and your total sales for the last financial year.

Identify any gaps in your team's expertise and explain your plan to address them.

Risk analysis
<div style="text-align: right">2000 characters</div>

Identify the key technical and business risks that could impact the project's success and describe the mitigation strategies you will implement to address them.

Environmental and social impact
<div style="text-align: right">2000 characters</div>

Quantify the potential impact by establishing baseline and target values for at least one recommended Key Performance Indicator (KPI) related to Sustainable Development Goals (SDGs) 7, 12, and 13, which will contribute to making your company more circular. Describe the methodology used to calculate these values. Additionally, describe any additional expected environmental or social impacts along with qualitative indicators.

SDG 7 Affordable and Clean Energy: Improvements in energy efficiency can be measured with a ratio of energy consumption per economic output.

SDG 12 Responsible Consumption and Production: Decrease in waste generation through prevention, reduction, recycling and reuse

SDG 13 Climate Action: Reduction of GHG emissions, e.g., striving for 55% reduction of GHG emissions by 2030 in line with the EU's "Fit for 55" and Green Deal targets

Describe the expected economic impact of the project on your company. Quantify this impact by establishing baseline and target values for the recommended Key Performance Indicator (KPI) related to Sustainable Development Goal (SDG) 8. Explain how your project is expected to influence the relevant industrial sector. Additionally, detail the anticipated impact of your project on the region where it will be implemented, including its potential for replication.

SDG 8 Decent Work and Economic Growth: Improvements in resource efficiency and in decoupling economic growth from environmental degradation. You can e.g., compare the decrease in consumption of primary materials with the number of jobs created and preserved or with increased turnover

Upload your project budget

[↑]

Please upload your budget table in euros in PDF, using the Up2Circ budget template,

Detail and justify the need for each cost item included in the project.

Personnel costs: employees or equivalent, natural persons under direct contract, seconded persons, SME owners and natural person beneficiaries.

Subcontracting costs: up to a maximum of 50% of the requested funding, based on beneficiary's usual purchasing practices and ensuring best value for money and no conflict of interests.

Purchase costs: travel and subsistence.

Purchase costs: equipment, infrastructures and other assets - only depreciation costs (not the full purchase costs) are eligible, and only the portion that reflects the actual use of the asset during the project's duration can be included.

Purchase costs: other goods, works and services.

Indirect costs (overheads): calculated as a flat rate of 25% of direct costs, excluding subcontracting.

Requested funding

The requested funding must correspond to the fixed amounts of €15,000 for small scale projects and €50,000 for large scale projects.

Plan for covering additional costs

Explain how any additional costs exceeding the requested funding will be covered to ensure the project's feasibility. If no additional costs are expected, clearly state this.

Ethics Self-Assessment (optional)

☐ Does your project involve processing of personal data?

☐ Does your project involve human participants (with or without consent)?

☐ Does your project present a risk to the environment or society?

☐ Does your project involve the use of AI-based applications?

☐ Does the activity involve the use of animals in any capacity?

☐ Does the activity include the use of human or other biological tissues?

☐ Are there any other ethical issues that should be taken into consideration?

Please tick the appropriate box(es) if relevant for your project. If you tick any of the boxes, please detail and indicate how you plan to address this ethical issue.