**Cross-KIC Food Logistics and Distribution**

**for Cross-KIC Sustainable Cities**

***Application form including guidance for complementary information***

**1. TITLE**

*Provide a short, informative proposal name.*

**2. START DATE**

*Must be on or after 1st August 2020.*

**3. END DATE**

*Must be on or before 31 December 2020.*

**4a. APPLICANT INFO**

*Name of the Partner Organisation:*

*Type of organisation:*

*Name of main contact:*

*Job title of main contact:*

*Email of main contact:*

*KIC partnering:*

*In case of participating in more than one KIC, please select the one to do the administrative control:*

**4b. Your data and Confidentiality (GDPR – *Action required*)**

Access to the project proposals will be given to all the KICs participating in this Cross-KIC action. The title and scope of the project will be shared within the KICs communities and will be made publicly available (e.g., on the KICs web site, in presentations at conferences etc.).

**Your Data**

All applicants will have to accept EIT Climate-KIC’s [General Terms and Conditions](https://www.climate-kic.org/policies/?id=61) which also includes, in particular, related [Privacy policies](https://www.climate-kic.org/policies/privacy-policy/) and [Acceptable Use policies](https://www.climate-kic.org/policies/acceptable-use-policy/) and warrant and represent that they have the authority to agree and accept these on behalf of the named organisation. Personal data provided may be processed, including sharing with other organisations, by EIT Climate-KIC and certain sensitive data elements will be visible to other partners or potential partners of EIT Climate-KIC. The named partner organisation or potential partner of EIT Climate-KIC warrants and represents that in providing personal data in connection with the proposal, the data subjects have consented to the provision of this personal data and the processing of it by EIT Climate-KIC in the manner indicated in accordance with Privacy policies, and that the partner organisation or potential partner of EIT Climate-KIC provides the personal data in accordance with applicable law.

**Confidentiality**

EIT Climate-KIC will treat your proposal confidentially, as well as any related information, data and documents received in accordance with our Privacy Policy or as otherwise indicated throughout the proposal form (i.e. public summary). Independent expert reviewers or evaluators are also bound by an obligation of confidentiality.

Please pay attention not to attempt to discuss your proposal with persons you believe may act as an independent expert for KICs participating in this Cross-KIC action.

 [ ]  **By ticking this box, I hereby accept EIT Climate-KIC's** [Terms and Conditions](https://www.climate-kic.org/policies/)

**5. EXECUTIVE SUMMARY (maximum ½ page)**

*The executive summary should be a clear and concise description of the project’s key elements.*

**6. PROJECT DESCRIPTION (maximum 2 pages)**

*Description of the project and the goals and objectives to be reached, potentials pitfalls and challenges, approaches and execution methods, resource estimates, people involved, and other relevant information. Please, describe the project at task level and outcomes. Please feel free to attach to the application infographic annexes to explain better your idea.*

**7. WORKPLAN AND MILESTONES (maximum 1 page)**

*Description of the workplan and milestones, including bi-weekly meetings with the KICs and deliver of expected deliverables. Please feel free to attach to the application infographic annexes to explain better your idea.*

**8. IMPACT (maximum 1 page)**

*Definition of aims, objectives and deliverables and their relevance to the Cross KIC Sustainable Cities and demonstration of project added value.*

**8. FINANCIAL SUSTAINABILITY (maximum ½ page)**

*Plan for the development and refinement of ‘Business Plan’, with explicit milestones for operational and financial sustainability, funding diversification, and early-stage and commercial-scale market activities.*

**9. Communications and dissemination (maximum ½ page)**

*Describe planned activities for communication, dissemination and outreach (as applicable) of the project, its activities and its outcomes, including relevant audiences/stakeholders groups.*

**10. EXPERIENCE/EXPERTISE OF THE PARTNER (maximum 1 page)**

**Profile of the team members involved in the project**

*Provide a profile of the team members who will be primarily responsible for overseeing/carrying out the proposed task and a description of the partner organisation with an explanation of why you are capable of performing the project.* *Where possible, please provide links to any supporting documents/web content.*

**Prior expertise/experience in the field**

*The Applicant must provide a list of their projects/activities related to the topic carried. For each project/activity, the list must include: title, name of coordinating institution and coordinator, duration, short description (300-500 words), funding institution. Where possible, please provide links to any supporting documents/web content.*

**11. Project Budget**

|  |
| --- |
| **Project Budget(s)** |
| **Budget 1 / Partner 1** |
| Partner NAME |   |
| Cost Budget | Cost Category Descriptions |
| A Personnel (€) |   |  |
| A3ai Personnel seconded by a third party against payment - working on the premises of KIC Partner (€) |   |  |
| A3aii Personnel seconded by a third party against payment - NOT working on the premises of KIC Partner (€) |   |  |  |  |  |  |  |  |
| A3bi Personnel seconded by a third party free of charge - working on the premises of KIC Partner (€) |   |  |
| A3bii Personnel seconded by a third party free of charge - NOT working on the premises of KIC Partner (€) |   |  |  |  |  |  |  |  |
| Travel & subsistence\* |   |  |
| D2 Depreciation (€) |   |  |
| D2b Depreciation costs for equipment, infrastructure or other assets - in kind on the premises of the KIC partner (€) |   |  |
| D2c Depreciation costs for equipment, infrastructure or other assets - in kind not on the premises of the KIC partner (€) |   |  |
| D3 Cost of other goods and services (€) |   |  |
| D3d Other goods and services - in kind on the premises of the KIC Partner (€) |   |  |
| D3e Other goods and services - in kind not on the premises of the KIC Partner (€)  |   |  |
| Internally invoiced goods & services\* |   |  |
| Indirect costs (25%)\* |  | \*Indirect costs eligible at 25% of total eligible direct costs (excludes subcontracting costs and financial support to third parties; and in-kind costs NOT working on the premises of KIC Partner). |
| Subcontracting |   |  |
| Sub-granting |   |  |
| Prizes |   |  |
| Total Budget |   |  |  |  |  |  |  |  |
| EIT Contribution |   |  |
| Co-funding (Partner own resources) |  |  | Reimbursement Rate |  |

FOR MULTIPLE PARTNERS USE ADDITIONAL BUDGET TABLES