OPPORTUNITY OUTSIDE EIT GRANT

PROJECT PROPOSAL TO BE SUBMITTED BY CLIMATE-KIC TO AUDI FOR DECISION

Carbon Neutral Plant Certification

**Note this opportunity is outside the EIT grant and any CKIC Community Member who participates will not be eligible to submit the activity (and costs incurred) to the FPA/SGA framework for reimbursement.**

SUBMITTED BY: “INSERT NAME HERE”

SUBMISSION DATE: DD-MM-YYYY

## Project Details

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name | Climate Neutral Plant Certification | | |
| Project Description | See Climate Neutral Plant Certification document | | |
| Project Type | See Climate Neutral Plant Certification document | | |
| Lead Community Member Organisation | […] | Lead Community Member No | […] |
| Address of Lead Community Member Organisation | […] | Project Lead | […] |
| Planned Start Date | See Climate Neutral Plant Certification document | Duration | See Climate Neutral Plant Certification document |

## Consortium (if applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Organisation’s full legal name | Contact Name | Title of  Contact Person | Project  Role | Contact Information |
| CKIC Community Member |  |  |  |  |  |
| Non-CKIC Community Member |  |  |  |  |  |

## Skills & Experience

* 1. **Background Information (max. 250 words)**

*Please provide a summary of your organization, including core activities, history, and any other information you deem appropriate and useful.*

[write your answer here]

* 1. **Individuals Involved**

*Please describe which individuals would be involved in delivering the work and in what role. Please provide, as separate documents, the CVs of each individual.*

[write your answer here]

* 1. **Strengths (max. 250 words)**

*Please provide a summary of your organization’s personal perceived strengths and how they combine to maximize the likelihood of a successful delivery of the work.*

[write your answer here]

* 1. **Experience (max. 500 words)**

*Please comment on your organizations’ experience in carbon neutral certification process.*

[write your answer here]

* 1. **References (if applicable; max. 250 words)**

*Please provide up to three references for similar work you have performed in the past.*

[write your answer here]

## Execution Strategy

* 1. **GHG Footprint Accounting (max. 500 words)**

*Please describe the process of measuring, validating and verifying the GHG emissions inventory within the defined scope.*

[write your answer here]

* 1. **GHG Reduction Activities (max. 250 words)**

*Please describe the process of assessing the GHG reduction plan, verifying external reduction instruments and recommending potential activities towards carbon neutrality.*

[write your answer here]

* 1. **Outcomes Communication (max. 250 words)**

*Please describe the communication process of the carbon-neutral achievements externally.*

[write your answer here]

## Project Controls

* 1. **Value for Money (max. 250 words)**

*Please describe your approach to ensure value-for-money in delivering the Project.*

[write your answer here]

* 1. **High Level Plan & Key Deliverables**

*Based on the work packages described in the RFP, please describe how you would structure the work into distinct deliverables and indicate a target date for achieving these deliverables (in 2017):*

|  |  |  |
| --- | --- | --- |
| **Phase or Work Package** | **Deliverables** | **Target Date** |
| 1) Scope definition | […] | […] |
| 2) GHG footprint accounting | […] | […] |
| 3) GHG Reduction Activities | […] | […] |
| 4) Outcomes Communication | […] | […] |

* 1. **High Level Budget Overview**

*Based on the work packages described in the RFP, please provide a high-level budget you think you will need to carry out the work (in 2017). Feel free to structure the budget differently if another structure is more useful for planning purposes.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phase or Work Package** | **Staff Time**  **(EUR)** | **Sub-Contractors**  **(EUR)** | **Other**  **(EUR)** | **Total**  **(EUR)** |
| 1) Scope definition | […] | […] | […] | […] |
| 2) GHG footprint accounting | […] | […] | […] | […] |
| 3) GHG Reduction Activities | […] | […] | […] | […] |
| 4) Outcomes Communication | […] | […] | […] | […] |
| **TOTAL** | […] | […] | […] | […] |

* 1. **Conflicts of Interest (max. 250 words)**

*Please describe any existing or perceived conflicts of interests that may apply to your application.*

[write your answer here]

* 1. **Risk Management**

*Please list the top three risks likely to impact the Project. You should consider all types of risks including policy, technology, regulatory, financial and resources. Outline the impact it will have on the delivery of the project and the planned actions to mitigate the risk.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Description of Risk** | **Probability** | **Mitigation Options** |
| #1 | […] |  |  |
| #2 | […] |  |  |
| #3 | […] |  |  |

* 1. **Gender Equity (max. 250 words)**

*Please describe the measures you would take to promote equal treatment of and opportunities for representatives of all gender categories in implementing the Project.*

[write your answer here]

# **Disclosure & Confidentiality**

# Project proposals are reviewed in confidence by Audi and Climate-KIC staff.

# **Signature**

# I (i) confirm that the information/content set out herein is accurate in all material respects and all relevant information/content has been submitted to allow for appropriate consideration of this proposal by Audi, (ii) consent to Climate-KIC providing the information set out in this proposal to Audi, (iii) acknowledge that Climate-KIC’s role is one of facilitator/community outreach with Audi being the decision maker and (iv) the specific terms of potential collaboration between Audi and the project participants shall be further considered and agreed upon in writing in a legally binding contract prior to the initiation of any particular activity.

# (An original signature is required from the authorised representative of the Lead Community Member and it is assumed that all project participants have been advised and have consented to the terms of this form and that this single Lead Community Member acts as the duly authorised agent on behalf of the others during the proposal submission and review process. Please note that any false information in this form will lead to disqualification of the proposal)

# Name of person acting on behalf of lead Community Member organisation

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Signature on behalf of lead Community Member organisation

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Reference Documents**

|  |  |  |
| --- | --- | --- |
| Document Name | Version No | Location |
|  |  |  |

# **Document History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Author | Change Description | Distribution |
|  |  |  |  |  |