**5G**

**Call for Projects**

**– application form –**

**v12 26/07/2019**

* v11>v12: minor changes (section numbering); further details requested in sections 1.3., 2.1., 2.2. added details regarding the declaration of honor;

This application form is to be used in conjunction with the Call for Projects published by the SMC.

Further explanations concerning the different information to submit are given via footnotes all along the form. Applicants can remove those footnotes while filling out the form.

# Project Description

### Project Summary

|  |  |
| --- | --- |
| Project Title[[1]](#footnote-2) | [please fill in here] |
| Project Acronym[[2]](#footnote-3) | [please fill in here] |
| Anticipated Duration (Months) | [please fill in here] |
| Location[[3]](#footnote-4) | [please fill in here] |
| Starting date | [please fill in here] |
| Expected finishing date | [please fill in here] |

### Executive summary including reasons for project eligibility (max ½ page).

|  |
| --- |
| [please fill in here] |

### Funding summary

|  |  |
| --- | --- |
| Overall project budget (€) | [please fill in here] |
| Own contribution[[4]](#footnote-5) (€) | [please fill in here] |
| Other contributions[[5]](#footnote-6) (€) | [please fill in here] |
| Request for co-funding (€) | [please fill in here ] |
| Maximum co-funding rate[[6]](#footnote-7) (%) | [please fill in here] |

## Information about the project

### Objectives

What are the objectives that you wish to achieve while choosing a given technology for your project? The answer to the question should allow to distinguish between start up projects, between industrial research and experimental development.

The description of the objectives should be S.M.A.R.T (specific, measurable, achievable, relevant and time-bound).

|  |
| --- |
| [please fill in here] |

### Expected outcomes

Describe the expected outcomes at the end of the project. Indicators should be *S.M.A.R.T* (specific, measurable, achievable, relevant and time-bound).

In this section, the applicant(s) shall indicate in which regards the public co-funding contributes to a positive development of the project and more precisely which aspects or elements of the project would not been undertaken / possible without public co-funding.

|  |
| --- |
| [please fill in here] |

### Innovation

Describe how and why the project is innovative and how it differs from the implementation of existing technologies. This should reflect the information requested in section 2 of the CfP.

|  |
| --- |
| [please fill in here] |

### Expected Impact

Provide your view of the wider impacts of the project (economic, environmental, social, etc.). Indicators should be *S.M.A.R.T* (specific, measurable, achievable, relevant and time-bound).

|  |
| --- |
| [please fill in here] |

## Detailed description of the project

### Service information

Describe the service(s) you would like to develop/test in the project. This should reflect the information requested in section 2.1 of the CfP.

|  |
| --- |
| [please fill in here] |

### Network information

Provide details about the network (topology, architecture and coverage)**.** This should reflect the information requested in section 2.2 and subsections of the CfP.

|  |
| --- |
| [please fill in here] |

### Implementation of the project

Information provided in this section should reflect the information requested in section 2.3 of the CfP.

### Work packages

Describe the work packages (title, duration, tasks, effort in MMs, objectives, deliverables, partner in charge in case of a consortium).  
Include any cross-dependencies on other consortium member projects if relevant.

|  |  |
| --- | --- |
| **WP1** | **[Title of the work package]** |
| Description of the work package | [please fill in here] |
| Description of the tasks to be carried out | [please fill in here] |
| Role of each partner in the WP (for consortium applications) | [please fill in here] |
| Expected deliverables | [please fill in here] |

|  |  |
| --- | --- |
| WP[please fill in here] | **[Title of the work package]** |
| Description of the work package | [please fill in here] |
| Description of the tasks to be carried out | [please fill in here] |
| Role of each partner in the WP (for consortium applications) | [please fill in here] |
| Expected deliverables | [please fill in here] |

[Add tables as required]

### Planned schedule

Description of implementation schedule (Gantt chart[[7]](#footnote-8)), milestones and associated performance indicators. Please ensure that the Gantt chart is summarised in a readable form taking no more than a single sheet of A4. If the applicant considers it necessary, more detailed versions can be attached as separate files to the annex.

Please explain the milestones and performance indicators are also matched against funding requests.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Package | M1 | M2 | M3 | M4 | M5 |  |  |  |  |
| WP1: |  |  |  |  |  |  |  |  |  |
| WP2: |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

### Budget and financing

Please provide detailed description of costs per category (per partner in case of a consortium). Please note and adhere to the information in section 3.3.4 and elsewhere of the CfP.

Please ensure that there is a high-level summary of the funding request.

Especially for high funding requests, detailed budget sheets can be attached in the form of a spreadsheet as an annex.

Applicant #1: [please insert name here]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personnel** |  |  |  |  |  |
| Name (Surname, First Name) | Role in the project | Person months in the project | Person Month (€) | Total Cost (€) | Contribution requested (€) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| [please add new lines if needed] |  |  |  |  |  |
| **Total Personnel Costs** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equipment** |  |  |  |  |  |
| Type | Short Description | Units | Unit Cost (€) | Total Cost (€) | Contribution requested (€) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| [please add new lines if needed] |  |  |  |  |  |
| **Total Equipment Costs** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consumables** |  |  |  |  |  |
| Type | Short Description | Units | Unit Cost (€) | Total Cost (€) | Contribution requested (€) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| [please add new lines if needed] |  |  |  |  |  |
| **Total Consumable Costs** |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IP rights** |  |  |  |
| Name | Short Description | Total Cost (€) | Contribution requested (€) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [please add new lines if needed] |  |  |  |
| **Total Subcontracting Costs** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel and training** |  |  |  |
| Name | Short Description | Total Cost (€) | Contribution requested (€) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [please add new lines if needed] |  |  |  |
| **Total Subcontracting Costs** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subcontracting** |  |  |  |
| Name | Short Description | Total Cost (€) | Contribution requested (€) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [please add new lines if needed] |  |  |  |
| **Total Subcontracting Costs** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other** |  |  |  |
| Name | Short Description | Total Cost (€) | Contribution requested (€) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| [please add new lines if needed] |  |  |  |
| **Total Other Costs** |  |  |  |

### Impact of the public aid

Please indicate as appropriate:

The project would not be launched without the public co-financing (for SMEs)

Substantial changes would occur to the project without the public co-funding (for major corporations)

Please explain (and quantify) which notable material increase would be generated by the co-funding (scope of the project, speed of completion of the project, increase in the total amount spent on the project in terms of staff, budget spending,…)

With the public funding

|  |
| --- |
| [please fill in here] |

Without public funding

|  |
| --- |
| [please fill in here] |

### Human Resources

Description of key personnel involved in the project along with their brief CVs (no more than 2 paragraphs / person) and role in the project (and link to a partner in case of a consortium).

|  |
| --- |
| [please fill in here] |

### Management capability

Describe the management capability for implementing the project by providing a brief description of similar projects. Describe the key competences and expertise the applicant organisation(s) bring into the project. (In case of a consortium, the partners shall furthermore detail how the consortium management is intended to be implemented, especially with respect to the Lead or Prime applicant)

|  |
| --- |
| [please fill in here] |

### Risk analysis and risk management

Describe the risks, likelihood, their importance and measures to address them as listed in section 3.3.7 as well as any other risks that are not addressed there.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk identified** | **Likelihood[[8]](#footnote-9)** | **Importance[[9]](#footnote-10)** | **Measures to mitigate risk** |
| [please fill in here] | [please fill in here] | [please fill in here] | [please fill in here] |
| [please fill in here] | [please fill in here] | [please fill in here] | [please fill in here] |
| [please fill in here] | [please fill in here] | [please fill in here] | [please fill in here] |
| [please add new lines if needed] |  |  |  |

## Administrative information

(see CfP, section 3 for the details of the administrative information that shall be supplied)

### Information about the lead applicant

|  |  |
| --- | --- |
| Applicant legal name: | [please fill in here] |
| Address: | [please fill in here] |
| Legal Form: | [please fill in here] |
| Main activity: | [please fill in here] |
| V.A.T. number: | [please fill in here] |
| Country of Registration: | [please fill in here] |
| National identification number: | [please fill in here] |
| National registration number: | [please fill in here] |
| Website: | [please fill in here] |
| Ownership information[[10]](#footnote-11) | [please fill in here] |
| Relation to other consortium members[[11]](#footnote-12) | [please fill in here] |

### Main contact person for the project

|  |  |  |  |
| --- | --- | --- | --- |
| Designated Contact for the purpose of the project | | | |
| Surname, First name | [please fill in here] | Telephone | [please fill in here] |
| Position | [please fill in here] | email | [please fill in here] |

### Information about the project consortium (if applicable)

|  |  |
| --- | --- |
| Applicant number[[12]](#footnote-13) | Applicant name |
| [please fill in here] | [please fill in here] |
| [please add new lines if needed] |  |

*[details about consortium members shall be filled in in the annexes]*

### Financial information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant number and name | Date of the last available financial accounts | Staff Headcount (full time equivalents) | Annual Turnover (€) | Balance Sheet  (€) |
| [please fill in here] | [please fill in here] | [please fill in here] | [please fill in here] | [please fill in here] |

### Letters of support (applicants without a network operator as a partner)

Such a support letter should indicate:

* Restrictions and limitations that the applicant(s) and the network supplier(s) have agreed for the use of the network (e.g. bandwidth)
* Agreed timescale for the use of the network
* The terms of contract with the network supplier(s)

Further support letters from additional partners, supporters or beneficiaries are considered an added-value to prove the integration of the project into the Luxembourg context.

### Declaration of honour and commitments

* Please fill out the annex regarding the declaration of honor and commitments for each applicant.

### Declaration of other public support

* Please enter all public support that has been or is currently being received by each of the consortium members directly and indirectly associated with the proposed projects.
* Please enter all de minimis support that has been granted in the course of the past 3 years or is currently being received by any entity of the group to which belongs the consortium member.
* Please state ‘NONE’ if there is no other public support being received.
* Please repeat the table for each public support being received.

|  |  |
| --- | --- |
| **Grant recipient name[[13]](#footnote-14):** | [please fill in here] |
| **Granting authority:** | [please fill in here] |
| **Grant amount (€)** | [please fill in here] |
| **Name / Description of the grant:** | [please fill in here] |

## Annexes

Please add hereunder in a numbered list the attachments that shall deliver further information about the proposal

|  |
| --- |
| * Per applicant:   + Declaration of honor and commitments [section 5.1.]   + Administrative information of consortium partner [section 5.2.]   + Certificate on the headcount (available for Luxembourg via [www.ccss.lu/certificats/](http://www.ccss.lu/certificats/) or any other document confirming the current full time equivalent)   + Bank identification form (for the lead applicant)   + Organization registration (via [www.lbr.lu](http://www.lbr.lu/) or equivalent document confirming the first date of establishment of the legal entity)   + Registration information from the “beneficial owners register” (via lbr.lu)   + Applicants falling under the condition of a small or medium enterprise: <https://ec.europa.eu/growth/tools-databases/SME-Wizard>   + A copy of the last financial statements (“comptes annuels”) in case of enterprises * In case of a consortium:   + Memorandum of understanding or (draft) consortium agreement that displays the commitment of the applicants to join forces for the submitted project * Supporting letters   + [please fill in here] * [please fill in here] |

### Declaration of honor and commitments[[14]](#footnote-15)

I, We[[15]](#footnote-16) the undersigned [please fill in here]

acting in the position of [please fill in here]

hereby certify that the organisation / entreprise [please fill in here],

in the frame of the project [please fill in here], is informed about the following stipulations and is committed to respect and fulfil them:

our contribution to the project has not started before the submission of the complete request for co-funding;

we have already in place or will put in place before the actual start of the project a suitable tool to track and manage the expenses charged to the project;

nor we nor our related economic entities are part of a pending recovery procedure from the European Commission nor from the Luxembourg Government;

the project / our contribution[[16]](#footnote-17) to the project is not done on behalf of a third party, nor globally, nor in parts;

we will be owner of the outcomes of / our contribution to of the project[[17]](#footnote-18) (acquired know-how or intellectual property);

we do not obtain and will not request any additional public aid, additional to what is communicated within the application (4.7 Declaration of other public support);

we are not an undertaking in difficulties, according to article 2, paragraph 18 of the general bloc exemption regulation (651/2014) and are not subject of an insolvency proceeding;

we are committed to inform the SMC / the lead applicant[[18]](#footnote-19) about any substantial modification to the project (stop, interruption, change in size of the project,…) or regarding our situation (insolvency,…);

we will reimburse any co-funding paid out, together with the applicable legal interests, in the event of a bad or non-compliant management of the allocated funds;

we accept that the co-funding relate dot the present project will be published on the internet and in printing with at least the following information: name of the co-funded project, duration of the project, name of the co-funded bodies, “matricule” (of an enterprise if the public aid is €500.000 or above), granted amount.

we have not been the subject of a conviction by final judgment for one of the following reasons:

1. relating to the (non) payment of taxes or social security contributions (their application is mandatory pursuant to Article 57(2) of Directive 2014/24/EU;
2. relating to insolvency, conflicts of interests or professional misconduct (See Article 57(4) of Directive 2014/24/EU);
3. relating to criminal convictions (their application is mandatory pursuant to Article 57(1) of Directive 2014/24/EU;
4. participation in a criminal organization, as defined in Article 2 of Council Framework Decision 2008/841/JHA (32);
5. corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union (33) and Article 2(1) of Council Framework Decision 2003/568/JHA (34) as well as corruption as defined in the national law of the contracting authority or the economic operator;
6. fraud within the meaning of Article 1 of the Convention on the protection of the European Communities’ financial interests (35)
7. terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA (36) respectively, or inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision;
8. money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council (37);
9. child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council (38).

As regards the clauses in Annex I in the general bloc exemption regulation (651/2014), our undertaking is a [small] [medium] [large] enterprise[[19]](#footnote-20).

The correctness of the provided information in this declaration of honor and the correctness of the provided information in the overall application (main form and its annexes) is certified.

Signed in [insert location] on [insert date],

### Administrative information of consortium partners[[20]](#footnote-21)

### Applicant organisation

|  |  |
| --- | --- |
| Applicant number[[21]](#footnote-22): | [please fill in here] |
| Applicant legal name: | [please fill in here] |
| Address: | [please fill in here] |
| Legal Form: | [please fill in here] |
| Main activity[[22]](#footnote-23): | [please fill in here] |
| V.A.T. number: | [please fill in here] |
| Country of Registration: | [please fill in here] |
| National identification number: | [please fill in here] |
| National registration number: | [please fill in here] |
| Website: | [please fill in here] |
| Ownership information[[23]](#footnote-24) | [please fill in here] |
| Relation to other consortium members[[24]](#footnote-25) | [please fill in here] |

### Main contact person for the project

|  |  |  |  |
| --- | --- | --- | --- |
| Designated Contact for the purpose of the project | | | |
| Surname, First name | [please fill in here] | Telephone | [please fill in here] |
| Position | [please fill in here] | email | [please fill in here] |

1. The Project Title is the name of your Project, which describes the whole assignment in one sentence. It helps understand the main goal of the Project. [↑](#footnote-ref-2)
2. An acronym is a pronounceable word formed from the beginnings (letter or syllable) of other words and thus representing the phrase so formed, e.g. Benelux = the countries Belgium, Netherlands and Luxembourg considered as a political or economic whole. [↑](#footnote-ref-3)
3. Can refer to a limited geographical spot, a city, a country, depending on the actual scope of the project. It refers to the term “pioneering zone” as described in the CfP and in the national 5G strategy. [↑](#footnote-ref-4)
4. In case of a single applicant: own contribution. In case of a consortium: Contribution by all consortium members combined. [↑](#footnote-ref-5)
5. Other contributions, from sources other than the project applicant(s). [↑](#footnote-ref-6)
6. Ratio “request for co-funding” / “overall project budget” [↑](#footnote-ref-7)
7. A Gantt chart is type of bar chart that illustrates a project schedule. This chart lists the tasks to be performed on the vertical axis, and time intervals on the horizontal axis. The width of the horizontal bars in the graph shows the duration of each activity. [↑](#footnote-ref-8)
8. Likelihood of occurrence: low, medium, high [↑](#footnote-ref-9)
9. Impact on the project: low, medium, high [↑](#footnote-ref-10)
10. e.g. is ownership direct from shareholders; is ownership in the hands of another organization in which case organization details and percentage ownership shall be stated [↑](#footnote-ref-11)
11. If applicable, indicate the name of consortium members that this applicant is related to and the level of dependency. [↑](#footnote-ref-12)
12. Add sequential numbers, starting with number 2(the lead applicant being referred to as number 1 in the preceding pages. Numbers shall correspond to the numbers used in the annexes [↑](#footnote-ref-13)
13. Should clearly indicate which applicant this beneficiary is related to (in case of related entities) [↑](#footnote-ref-14)
14. Please use 1 page / consortium partner [↑](#footnote-ref-15)
15. Please delete what is not applicable [↑](#footnote-ref-16)
16. Please delete what is not applicable [↑](#footnote-ref-17)
17. Please delete what is not applicable [↑](#footnote-ref-18)
18. Please delete what is not applicable. The lead applicant shall act as single point of contact for the consortium. [↑](#footnote-ref-19)
19. Please delete what is not applicable. Only to be indicated in case of enterprises. [↑](#footnote-ref-20)
20. Please use 1 page / consortium partner. [↑](#footnote-ref-21)
21. Add sequential numbers, starting with number 2(the lead applicant being referred to as number 1 in the preceding pages. [↑](#footnote-ref-22)
22. if applicable: NACE code; else a reference to the main field of activity of the applicant. [↑](#footnote-ref-23)
23. e.g. is ownership direct from shareholders; is ownership in the hands of another organization in which case organization details and percentage ownership shall be stated. [↑](#footnote-ref-24)
24. If applicable, indicate the name of consortium members that this applicant is related to and the level of dependency. [↑](#footnote-ref-25)