Annex 3: Model Proposal for Cooperation Development Support

**Proposal for Cooperation Development Support**

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| --- | --- | --- | --- | --- | --- |
| Registration number | | | (automatic numbering) | | |
| Date of filing | | | (YYYY-MM-DD 00:00:00) | | |
| 1. **Information on the Applicant (as per the registration document)** | | | | | |
| Type of Applicant (to be assessed under the Evaluation Criterion 1: Eligibility of Applicant) | | | To be selected from the list:   * Micro, small or medium-sized enterprise from the Republic of Poland with available *de minimis* aid limit[[1]](#endnote-1) * Micro, small or medium-sized enterprise from the Kingdom of Norway with available *de minimis* aid limit[[2]](#endnote-2) | | |
| Full name of Applicant | | | Text 250 characters | | |
| NIP (PL) /  Organisation Number (NOR) | | | Numerical | | |
| Predominant PKD code (PL) /  Predominant NACE code (NOR) | | | Text 8 characters | | |
| Country of registration | | | To be selected from the list:   * Republic of Poland * Kingdom of Norway | | |
| City/Town/Locality | | | Text 50 characters | | |
| Street and building/premises no. | | | Text 50 characters | | |
| Postal code and post office | | | Text 50 characters | | |
| Website | | | Text 50 characters | | |
| 1. **Contact person** | | | | | |
| Full name | | | Text 50 characters | | |
| E-mail | | | Text 50 characters | | |
| Mobile phone | | | Numerical | | |
| 1. **Scope of activities planned** | | | | | |
| Subject area of support to which cooperation development planned relates | | | | | |
| environmentally friendly technologies | | | | YES/NO | |
| innovation in marine or inland waters | | | | YES/NO | |
| technologies improving quality of life | | | | YES/NO | |
| **Plan for development of bilateral cooperation between Polish and Norwegian entities and its rationale** | | | | | |
| Information about the Applicant’s trade mission planned.  Give the date and name of the trade fairs or conference in which the Applicant intends to take part, according to Annex 2 to the Call for Proposals (to be assessed under Evaluation Criterion 2: Compliance of activities planned with the objectives and intended purpose of support, and Evaluation Criterion 3 Time limit for implementation of activities planned) | | | | | |
| No. | Date | Name of trade fairs or conference according to Annex 2 to the Call for Proposals | | | |
| 1 | Text 50 characters | Text 100 characters | | | |
| Information on the business profile of the Applicant justifying the subject area of support | | | | |
| Text 750 characters | | | | |
| Objective of the trade mission and its results.  Indicate what the expected long-term effects of the trade mission are due to: participation in a trade fairs or conference, participation in the Event and the Meetings, for further activities of the Applicant in the indicated subject area of support and development of Polish-Norwegian cooperation. | | | | |
| Text 1,250 characters | | | | |
| *The Applicant may plan up to two trade misions and add another line, analogous to the above, numbered No. 2.* | | | | | |
| 1. **Communication plan: indicate target groups for information and promotion activities as well as communication tools (e.g. information events and posting information about the support granted on the Applicant’s website and social media profile).** | | | | | |
| Text 500 characters | | | | | |
| 1. **I apply for support to develop cooperation:**   **- to cover the costs of a business trip abroad in the lump sum of:** | | | | | *A list to choose from:*  - EUR 1,800 for the organisation of one trade mission, *(or)*  - EUR 3,600 for the organisation of two trade missions. |
| **- to cover the costs of admission tickets to the trade fair or conference fee within the limit of:** | | | | | *A list to choose from:*  - up to EUR 200 for the organization of one trade mission; (or)  - up to EUR 400 for the organization of two trade missions; (or)  - EUR 0. |

**I declare that:**

|  |  |  |
| --- | --- | --- |
| 1. The information contained in this proposal is factually and legally correct. | ⮽ YES | □ NO |
| 1. I have read and accept the rules in text of the Call for Proposals for Cooperation Development Support no. 1/2021, including its annexes. | ⮽ YES | □ NO |
| 1. The trade mission will start not earlier than on the day the Polish Agency for Enterprise Development sends information on the approval of the proposal for cooperation development support, as defined in Clause 3.5 of the Call for Proposals for Cooperation Development Support no. 1/2021. | ⮽ YES | □ NO |
| 1. As part of the trade mission, I will carry out all the obligatory activities referred to in Clause 3.3 of the Call for Proposals for Cooperation Development Support and I will complete them before the time limit set in Clause 3.11 of the Call for Proposals for Cooperation Development Support no. 1/2021. | ⮽ YES | □ NO |
| 1. I am not an entity excluded from receiving support under (to be assessed under Evaluation Criterion 1: Eligibility of Applicant): 2. Article 207 of the Act on public finance (i.e. I am not in the register of excluded entities kept by the Minister of Finance); 3. Article 211 of the Act of 30 June 2005 on public finance (i.e. I have not used public funds contrary to their purpose in a manner resulting in failure to implement the full material scope of the project); 4. Article 6b(3)(1)–(4) of the PARP Act, i.e.: 5. for an entrepreneur who is a natural person, I have not been convicted by a final judgment of an offence of making false statements, bribery, offences against property, document credibility, money and securities trading, the business system, the banking system, penal fiscal offences or other offences concerning business activities or an offence committed for financial gain; 6. for an entity that is not a natural person, a member of governing bodies or a partner in a partnership has not been convicted by a final judgment of offences referred to in a);  * I am not in arrears with public liabilities; * I have not gone into administration, liquidation or insolvency; * I have not materially breached an agreement concluded with the Polish Agency for Enterprise Development, for a period of 3 years of the termination date of the agreement;  1. for a collective entity, I have not been prohibited by a court from receiving grants, subsidies or other forms of financial support from public funds. | ⮽ YES | □ NO |
| 1. I acknowledge that: 2. the personal data controller is the Polish Agency for Enterprise Development (Polska Agencja Rozwoju Przedsiębiorczości, or PARP) with its registered office in Warsaw (00-834), ul. Pańska 81/83; 3. personal data will be processed for the purpose of granting cooperation development support. | ⮽ YES | □ NO |
| 1. I have read the rules for personal data protection contained in Clause 13 of the Call for Proposals for Cooperation Development Support no. 1/2021. | ⮽ YES | □ NO |
| 1. VAT included in the price of admission tickets to the trade fair or conference fee will be[[3]](#endnote-3): | | |
| * ineligible expense (as the Applicant, I have the legal possibility of recovering it), | ⮽ YES | □ NO |
| * eligible expense in full (as the Applicant, I have no legal possibility of recovering it), | □ YES | ⮽ NO |
| * partially eligible expense (as the Applicant, I have the legal possibility of recovering part of it). | □ YES | ⮽ NO |

1. To be selected if the Applicant is a micro, small or medium-sized enterprise (in accordance with the definitions included in Annex I to the Regulation No 651/2014 carrying out business activity in the territory of the Republic of Poland (confirmed by an entry in the relevant register) which did not exceed the permissible *de minimis* aid limit, i.e. the value of the gross aid applied for in this proposal together with the value of another *de minimis* aidreceived from the Republic of Poland by the Applicant being a single undertaking within the meaning of Article 2(2) of the Regulation No 1407/2013, in the current year and two previous fiscal years does not exceed an amount equivalent to EUR 200,000 and in the case of an enterprise operating in the road freight transport sector to EUR 100,000, and other conditions laid down in Regulation No 1407/2013 are met. In order to determine the SME status, you can use the qualifier provided on PARP’s website and available at <https://kwalifikator.een.org.pl/>. [↑](#endnote-ref-1)
2. To be selected if the Applicant is a micro, small or medium-sized enterprise (in accordance with the definitions included in Annex I to the Regulation No 651/2014 carrying out business activity in the territory of the Kingdom of Norway, confirmed by an entry in the relevant register or another document issued by a competent administration body of the Kingdom of Norway, which did not exceed the permissible *de minimis* aid limit, i.e. the value of the gross aid applied for in this proposal together with the value of another *de minimis* aid received from the Republic of Poland by the Applicant being a single undertaking within the meaning of Article 2(2) of the Regulation No 1407/2013, in the current year and two previous fiscal years does not exceed an amount equivalent to EUR 200,000 and in case of an enterprise operating in the road freight transport sector EUR 100,000, and other conditions laid down in Regulation No 1407/2013 are met. [↑](#endnote-ref-2)
3. Please, choose only one, proper „YES” option, and for the other two choose „NO”. [↑](#endnote-ref-3)