**Initiative to encourage economic co-operation with the European regions of Baden Württemberg, Brittany and Flanders**

**Application form**

(June 2022)

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| **Guidelines for completing the form** |
| Before completing this form, you should be aware of the call document and the [SCoRE Cymru Guidance](https://gov.wales/score-cymru-guidance)[[1]](#footnote-1).  **Application Sections**   * + - 1. [Applicant and Partner(s) details](#_Applicant_and_Partner)       2. [Project synopsis and description of activity](#_Project_synopsis_and)       3. [Criteria](#_Criteria)       4. [Experience](#_Experience)       5. [Identified Risks and Alternative plans](#_Identified_Risks_and)       6. [Grant Requested](#_Grant_requested)       7. [UK Subsidy](#_UK_Subsidy)       8. [Declaration](#_Declaration*)   For further information, please contact the Welsh Government Horizon Europe Unit via email [HorizonEurope@gov.wales](mailto:HorizonEurope@gov.wales)  or by phone on 0845 0103355  **Please send completed forms to** [HorizonEurope@gov.wales](mailto:HorizonEurope@gov.wales). Postal options are available upon demand. |

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| **Applicant and Partner details** |

**Applicant**

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| **Organisation name:** |  |
| **Address, including postcode:** |  |
| **Telephone:**  **Email address:**  **Website:** |  |
| **Company registration number:** |  |
| **VAT registration number:** |  |
| **Is VAT Recoverable?** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Yes:** |  |  | **No:** |  | |
| **Applicant name:**  **(please include contact person if different to applicant)** |  |
| **Applicant Date of Birth**  (see footnote [[2]](#footnote-2)): |  |
| **Applicant National Insurance Number** (see footnote 2)**:** |  |

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| **Date when a decision on this application is required[[3]](#footnote-3):** |  |
| **Please note: Eligible costs must only be incurred on or after the date when an application is approved by the Welsh Government unless you have written confirmation from the Horizon Europe Unit.** | |

**Partner(s)**

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| **Partner 1** | |
| **Country/Region** |  |
| **Organisation:** |  |
| **Contact Name and title:** |  |

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| **Partner 2** | |
| **Country/Region** |  |
| **Organisation:** |  |
| **Contact Name and title:** |  |

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| **Partner 3** | |
| **Country/Region** |  |
| **Organisation:** |  |
| **Contact Name and title:** |  |

Add additional partner details as necessary. If not known, please explain below.

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| **Project synopsis and description of activity** |

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| **Project Synopsis** |
| Please provide a summary of how you propose to use the SCoRE Cymru funding, noting the region(s) targeted, thematic focus, the key objective(s), how this will be achieved and their fit with the aims of this initiative.  This should provide a short summary of the proposed project (200 words should be sufficient). Subsequent sections cover aspects in greater detail.  **Please note** that content in the project synopsis may be used for publicising this grant, if approved, and should not contain confidential information. |
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| **Description of activities** |
| Specify the each of the key activities for which funding is sought, the provisional timings for the activities and the expected outcome(s). (Maximum 250 words).  For example:  For Travel support, please include destination(s), number of trips, estimate dates of travel, who is travelling, and the expected outcome(s) of the travel.  For Consultancy support, please describe the support to be procured, the timings of the related activity, and the expected outcome(s). Quotes for sub-contracted expertise will be required, see [SCoRE Cymru Guidance](https://gov.wales/score-cymru-guidance) . |
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| **Criteria** |
| Where possible, please detail how the proposed activity has the potential to support the following areas (300 words or fewer should be sufficient): |

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| **Create and maintain relations between Wales and the target region/s, including with key organisations or networks (essential).** |
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| **Create economic opportunities for Wales in a domain rich in innovation.** |
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| **Transfer international knowledge to Wales for impact on Welsh policy priorities. For example, bringing best practice in the use of innovative devices or practices to Welsh settings.** |
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| **Demonstrate relevance to Welsh and EU/UK innovation agendas, opening a pathway to attracting competitive funding, or another route to ongoing, sustainable economic activity.** |
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| **Experience** |
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| **Please tell us about any relevant experience in working with international partners. Have you participated in international projects previously (including EU funded projects)?** (Maximum 150 words) |
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| **Identified Risks and Alternative plans** |
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| **Please note any identified risks that could have an adverse impact on the project’s delivery and include a “Plan B” where necessary. For example, COVID travel restrictions.** |
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| **Grant requested** |

Please set out the anticipated costs for all activity.

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| **1** | **2** | **3\*** | **4** | **5** |
| **Cost description** | **Description and justification of cost**  (for example flights, accommodation, or type of subcontracted expertise) | **Total expected cost (£)** | **Grant requested**  **(£)** | **Grant intervention rate**  **(%)** |
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| **Total expected cost (£):** | **£** |  |  |
| **Total Grant requested (£):** |  | **£** |  |
| **Overall intervention rate (%):** |  |  | **%** |

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| **Only one quote is required if the contract is £4,999 and under.**  **Contracts over £4,999 require 3 quotes and an explanation of the reason(s) for the choice of the preferred bidder.**  **Note –** this relates to the full value of the contract not just the proportion the SCoRE grant would cover |

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**\* Please indicate if you are including any non-recoverable VAT. Recoverable VAT is ineligible.**

**Value For Money** options must be used, taking into account the objectives of the activity. The policies of the applicant’s organisation must be followed. For travel, we expect all expense costs to be within the HMRC benchmark rates and we may limit our grant to these rates unless higher costs are justified specifically: <http://www.hmrc.gov.uk/employers/emp-income-scale-rates.htm>

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| **UK Subsidy** |

EU state aid rules no longer apply in Wales (except for the ongoing awarding of residual EU funds). Applicants will need to consider the UK’s international obligations on subsidy controlwhen applying for grant.

Please see the details of UK subsidy obligations and criteria in the [SCoRE Cymru Guidance](https://gov.wales/score-cymru-guidance), and indicate if the support meets the definition of a subsidy, and if so, whether the “Small Amounts of Financial Assistance” applies.

You must obtain your own legal advice if you require guidance regarding your duties and responsibilities.

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|  | **No subsidy**  The grant requested is for non-economic activity carried out by Higher Education Institutions or the public sector and does not meet the definition of subsidy. The support is sought on a ‘no subsidy’ basis. |
|  | **Small Amounts of Financial Assistance**  The EU-UK Trade and Cooperation Agreement details exceptions of subsidy control (Article 364) which include subsidies where the total amount granted to a single economic actor is below 325 000 Special Drawing Rights over any period of three financial years.  Subsidy provided to you through SCoRE Cymru will be relevant if you wish to apply, or have applied, for any other subsidy.  **Please complete the following statement, detailing de minimis aid or UK ‘small amounts of financial assistance’ (SAFA) received in the current and previous two financial years to confirm your eligibility for support.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Confirmation of EU de minimis aid and ‘small amounts of financial assistance’ received**  I confirm that [***Business name***] has received the following de minimis aid or UK ‘small amounts of financial assistance’ (SAFA) in the current and previous two financial years:   |  |  |  |  | | --- | --- | --- | --- | | **Body providing the assistance/aid** | **Type of assistance/aid** | **Value of assistance/aid (£)** | **Date of assistance/aid** | |  | *[EU de minimis aid/’small amounts of financial assistance’]* | *[assistance/aid amount in £ at the point of award]* | *[Date]* | |  |  |  |  | |  |  |  |  | |  |  |  |  |   ‘Please be aware, SAFA support can be variously referred to by any of the following names:   * SDR aid * UK de minimis * ‘Small Amounts of Funding Exemption’ (SAFE) * ‘Minimal Financial Assistance’ (MFA)   If you have been in receipt of funding under any of these titles, you should include it in your statement of eligible support received.  I acknowledge that if I fail to meet the Eligibility Requirements, I/we shall become liable to pay the full price that would otherwise be payable in respect of the services received. |

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| **Declaration** |

**I/we confirm each of the following:**

1. I/we certify to the best of my/our knowledge and belief that entries and details on this application form and supporting documentation are correct and the application for financial assistance is for the minimum required to enable the project to proceed.
2. I/we do not have an alternative source of funding for this activity.
3. I/we accept the payment and auditing conditions associated with this grant.
4. I/we acknowledge that if I/we fail to meet the eligibility requirements, I/we shall be liable to pay the full price that would otherwise be payable in respect of services received.
5. I/we also confirm that there is no one involved in the management of the activity that has been bankrupt, disqualified from being a company director or been a director, partner or proprietor of a business subject to financial insolvency
6. If this application is successful and I/we discontinue the agreed activity and I/we fail to provide a good and justifiable reason why that was necessary (of which the Welsh Government shall be the sole judge), I/we agree to repay in full any monies I/we have already received in respect of this application.
7. I/we acknowledge that approval of this application does not in any way imply that the Welsh Government or any other funder will accept any future proposal.
8. I/we agree that the Welsh Government can use information in this application form for the purposes of assessment and monitoring the operation of the grant scheme. Where a call is coordinated with another funding organisation such as a regional government, it may be necessary to share non-personal information about applications in order to avoid duplication.
9. I/we agree that the Welsh Government can publish an agreed text concerning the success of my application and/or any related outcomes. Please refer to SCoRE Guidance for details of obligations in respect of the General Data Protection Regulation: <https://gov.wales/score-cymru-guidance>
10. I/we understand that invoices, timesheets, receipts and other relevant records relating to each of the eligible cost categories must be kept for up to 10 years from the date of any award resulting from this application (see SCoRE Guidance). All information must be made available to the Welsh Government, their successors or their appointed agents on request for audit purposes.

I am/we are authorised to sign on behalf of the applicant organisation.

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| **Signature** |  | **Date** |  |
| **Name** |  | **Position** |  |

**Higher Education Institutions – if required by your internal processes, signature of European Liaison Officer.**

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| **Signature** |  | **Date** |  |
| **Name** |  | **Position** | European Officer |

1. Available on the Welsh Government website: <https://gov.wales/score-cymru-guidance> [↑](#footnote-ref-1)
2. Welsh Government grant procedures involve a quick fraud prevention [CIFAS](https://www.cifas.org.uk/services/national-fraud-database) search, which requires such information in order to be effective. Please let us know if there are problems with including this data in the form. [↑](#footnote-ref-2)
3. Whenever possible, applications should be submitted at least 2 weeks before eligible costs are likely to be incurred. [↑](#footnote-ref-3)