SmartAgriHubs Open Call

EXPAND the NETWORK

[TITLE OF YOUR PROPOSAL]

[ACRONYM OF YOUR PROPOSAL]

[NAME OF THE COORDINATING ORGANISATION]

[WEBSITE OF YOUR ORGANISATION]

CONTACT PERSON:

[NAME]

[EMAIL]

[TELEPHONE NUMBER]

[ADDRESS]

PREPARATION DATE:

VERSION NUMBER:

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Guidance

Table 1. Contents of DIH’s Proposals for Supporting IEs. [**this has been inserted as a reference, you may delete this table when elaborating the proposal’s final version**]

| Chapter | Content | Pages |
| --- | --- | --- |
| Proposed Project/ Activity | Acronym, title and abstract  Partnership – Coordinator and overall consortium  Signed letters of intent (LOI) of consortium members | 0,5 pages, plus admin. data of all parties. One LOI per member |
| Outline | Explanation of the overall idea of the proposal | 1-2 pages |
| DIH Strategy | Explaining the overall idea of the proposal and strategy of the involved DIH(s)  Highlighting regional but also cross-regional and international collaboration strategies.  Relevance to regional, national and international objectives and strategies. | 2-4 pages |
| DIH Services | Explaining the offered services for supporting the realisation of IEs | 1-2 page |
| Replication of Results | Strategy to create a sustainable impact | 2-3 pages |
| IEs | Presenting specific IEs with related partnership that shall be supported and stakeholders that will be involved.  If IEs are not yet identified, a clear time plan to elicit IEs and related activities need to be presented to allow earlier termination of the contract in case of not favourable achievement of proposed results. | ca. 3-5 pages for each IE  in case IEs are not yet identified, some 2-3 pages with timing, activities and decision points |
| Funding Scheme | Explaining the assignment of the requested funding  Outlining the mobilisation of additional funding | 1-2 pages |
| Project Plan | Timing of activities, milestones and related deliverables  Budget planning | 2-3 pages |
| Consortium | Description of partner organisation with website link  Short CVs of individuals | 0,5-1 page per partner |
| Declarations | Declaration concerning unique proposal submission  SME declaration | Signed forms by the coordinator |

# Proposed Project/Activity

Please add/explain the following

Acronym, title and abstract

Partnership – Coordinator and overall consortium

Signed letters of intent (LOI) of consortium members

**0,5 pages, plus administrative data of all parties. One LOI per member**

# Outline

Explanation of the overall concept behind the proposal

**1-2 pages**

# DIH Strategy

Please include explanations of the following:

The overall idea of the proposal and strategy of the involved DIH(s)

Digital innovation strategy to create impact, enabling IEs to reuse available digital resources

Highlighting regional but also cross-regional and international collaboration strategies.

Relevance to regional, national and international objectives and strategies.

Approach to facilitate end-user and specifically farmer involvement

**2-4 pages**

# DIH Services

## Offered services for supporting the realisation of IEs

**1-2 pages**

## Maturity Self-Assessment of [*Name of DIH1*]

*[Please add the Innovation Services Maturity Self-Assessment results for each DIH]*

# Replication of Results

Please explain the following:

Strategy to create a sustainable impact

Approach for validation and knowledge exchange of DIH & CC support, enabling replicability of results for further network expansion (including number of DIHs, CCs, IEs and regions involved)

**2-3 pages**

# Innovation Experiments (IEs)

Please present the following for each IE:

Presenting specific IEs with related partnership that shall be supported and stakeholders that will be involved.

If IEs are not yet identified, a clear time plan to elicit IEs and related activities need to be presented to allow earlier termination of the contract in case of not favourable achievement of proposed results.

**ca. 3-5 pages for each IE**

**in case IEs are not yet identified, some 2-3 pages with timing, activities and decision points**

# Funding Scheme

Please explain the following:

Assignment of the requested funding

Outlining the mobilisation of additional funding

**1-2 pages**

# Project Plan

Please explain the following:

Timing of activities, milestones and related deliverables

Budget planning

**2-3 pages**

# Consortium

Please provide the following:

Description of partner organisation with website link

Short CVs of individuals

**0,5-1 page per partner**

# [Optional] Graphical representation of the Proposal

We recommend to add an optional one page with a **figure or picture, presenting your proposal graphically** with timing, innovation experiments with addressed digital innovations, mobilised additional funds and expected results.

# Declarations

**Please prepare for each partner that will receive funding** the declaration concerning unique proposal submission as well as the SME declaration as appropriate. Add related sections as appropriate and insert them as additional .pdf pages (scanned once filled in) to the main proposal .pdf

## Signed Declaration by [*Name of Legal Entity 1*]

Declaration for Proposal Submission

My organisation [*legal name*] declares the following:

My Organisation will NOT accept any funding or financing aid of more than two sub-grants from SmartAgriHubs in the scope of the SAH open calls.

My Organisation will NOT request more than EUR 100,000 in total in one or more proposals selected by SmartAgriHubs.

In case my Organisation is accepted for funding by SmartAgriHubs, we will provide the legal entity form[[1]](#footnote-2) to SmartAgriHubs.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Place & Date |  | Full name in block letters and signature of legal representative |

SME Self-Declaration

My organisation [*legal name*] is an SME meaning “micro, small and medium sized enterprise” within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003[[2]](#footnote-3), declaring the following[[3]](#footnote-4):

☐ employs fewer than 250 persons

☐ has an annual turnover not exceeding EUR 50 million, and/or

☐ an annual balance sheet total not exceeding EUR 43 million

☐ is autonomous and

☐ is an SME with the meaning of Recommendation 2003/361/EC, also taking into account partner or linked enterprises

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Place & Date |  | Full name in block letters and signature of legal representative |

# Annex

**2-3 pages for providing the tables summarising the budget, milestones and deliverables**

## Timing of activities, milestones and related deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| No[[4]](#footnote-5) | Milestones | Means of verification[[5]](#footnote-6) | Delivery Date |
| 1 |  |  | M## |
| 2 | … |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[6]](#footnote-7) | Deliverable Name/Description[[7]](#footnote-8) | Type[[8]](#footnote-9) | Estimated Costs  in Euro | Delivery Date[[9]](#footnote-10) |
| 1 |  |  |  | M## |
| 2 |  |  |  |  |
|  |  |  |  |  |

## Budget planning

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Category | Amount for  DIH Support | Costs/Effort covered by third parties | Total |
| 1. Personnel costs |  |  |  |
| 2. Costs for realising an IE, if DIH can prove its role in the acquisition of the IE (max. 5% of the supporting funding requested from SAH) |  | **-/-** |  |
| 3. Other direct costs *(travel, equipment, software, services, etc.)* |  |  |  |
| 4. Total direct costs *(Sum of row 1, 2 & 3)* |  |  |  |
| 5. Indirect costs *(25% of Total direct costs)* |  |  |  |
| 6. Total costs *(Sum of row 3 and 4)* |  |  |  |
| 7. Funding requested  (max. 20% of the total budegte required for the overall implementation of activities) |  | **-/-** |  |

1. <http://ec.europa.eu/budget/library/contracts_grants/info_contracts/legal_entities/legEnt_privComp_en.pdf> [↑](#footnote-ref-2)
2. <http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm> [↑](#footnote-ref-3)
3. Please tick every box that applies. [↑](#footnote-ref-4)
4. Milestone numbers in order of delivery dates. [↑](#footnote-ref-5)
5. Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. [↑](#footnote-ref-6)
6. Deliverable numbers in order of delivery dates. [↑](#footnote-ref-7)
7. Give a meaningful name, followed by a concise description. [↑](#footnote-ref-8)
8. Use one of the following codes:   
    R: Document, report (excluding the periodic and final reports)   
    DEM: Demonstrator, pilot, prototype, plan designs   
    DEC: Websites, patents filing, press & media actions, videos, etc.  
    OTHER: Software, technical diagram, etc. [↑](#footnote-ref-9)
9. Measured in months from the project start date. [↑](#footnote-ref-10)