

**Single Market Programme (Food Strand)**

**Application Form**

**Administrative Forms (Part A)**

**Technical Description (Part B)**

SMP - FOOD-2022-PigStunning

**Version 1.0**

**25 January 2022**

**IMPORTANT NOTICE**

**What is the Application Form?**

The Application Form consists of 2 parts:.

* Part A contains structured administrative information
* Part B is a narrative technical description of the project.

**How to prepare it?**

The Application Form must be prepared by the consortium and submitted by a representative. Proposals must be submitted in paper via registered letter. An electronic version of the proposal (USB) shall accompany the paper copy. The applicant is responsible to ensure that the two versions are identical. The post stamp date will be considered as the proof of the submission time. Applicants should send also an email with copy of the post stamp. Once received it, you will receive a confirmation.

**The proposal** (paper and USB) shall be sent to this postal address:

European Health and Digital Executive Agency (HaDEA)

HADEA.A - Health and Food / A2.2 Food

COV2, Place Charles Rogier 16

1210 Brussels – Belgium

**The copy of the post stamp** shall be sent via email to: HADEA-FOOD-GRANTS@ec.europa.eu

**Character** and **page limits**:

* page limit normally **70** pages (unless otherwise provided in the Call document)
* supporting documents can be provided as an annex and do not count towards the page limit (see section 5 Call Document for detailed information on the mandatory annexes)
* minimum font size — Arial 9 points
* page size: A4
* margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

# ADMINISTRATIVE FORMS (PART A)

##  COVER PAGE

|  |
| --- |
| **PROJECT** |
| **Project number:** |  |
| **Project name:** |  |
| **Project acronym:** |  |
| **Call:** | SMP-FOOD-2022-PigStunning |
| **Topic:** | SMP-FOOD-2022-PigStunning |
| **Type of action:** | SMP Project Grants |
| **Service:** | HaDEA/A2/002 |
| **Project starting date:** | xx/xx/202x |
| **Coordinator contact:** | name, organisation |

**PROJECT SUMMARY**

|  |
| --- |
| **Project summary**  |
|  |

##

# LIST OF PARTICIPANTS

|  |
| --- |
| **PARTICIPANTS** |
| **Number** | **Role**  | **Short name** | **Legal name** | **Country** | **PIC** |
| 1 | COO |  |  |  | N/A |
| 2 | BEN |  |  |  | N/A |
| 2.1 | AE |  |  |  | N/A |
| 3 | BEN |  |  |  | N/A |
|  |  |  |  |  |  |

## LIST OF WORK PACKAGES

|  |
| --- |
| **Work packages** |
| **Work Package No** | **Work Package Name** | **Lead Beneficiary** | **Effort** **(Person-Months)** | **Start Month**  | **End Month** | **Deliverable No(s)**  |
| [insert number] | [insert name] | [insert beneficiary short name] | [insert total number of person-months] | [insert month number] | [insert month number] | [insert deliverable numbers linked to the WP] |

## STAFF EFFORT

|  |
| --- |
| **Staff effort per participant**  |
| Participant | WP1  | WP2 | WP… | Total Person-Months |
| [name] |  |  |  |  |
| [name] |  |  |  |  |
| Total Person-Months |  |  |  |  |

## LIST OF DELIVERABLES

|  |
| --- |
| **Deliverables***The labels used mean:**Public — fully open* *Sensitive — limited under the conditions of the Grant Agreement**EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision* [*2015/444*](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32015D0444&qid=1586092489803)*. For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.* |
| **Deliverable No** | **Deliverable Name** | **Work Package No** | **Lead Beneficiary** | **Type** | **DisseminationLevel** | **Due Date (month)**  |
| [insert number] | [insert name] | [insert WP number] | [insert beneficiary short name] | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | *[*PU *—* Public] *[*SEN *—* Sensitive*]* *[*R-UE/EU-R — EU Classified*]* *[*C-UE/EU-C — EU Classified*]**[*S-UE/EU-S — EU Classified*]* | [insert month number] |

### Deliverable [insert number] – [insert name]

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable No** | [insert number] | **Lead Beneficiary** | [beneficiary number]. [beneficiary short name] |
| **Deliverable Name** | [insert name] |
| **Type** | [insert type] | **Dissemination****Level** | [insert dissemination level] |
| **Due Date (month)** | [ insert month number] | **Work Package No** | [insert work package number] |

|  |
| --- |
| **Description** |
| [insert description]  |

## LIST OF MILESTONES

|  |
| --- |
| **Milestones** |
| **Milestone No** | **Milestone Name** | **Work Package No**  | **Lead Beneficiary** | **Means of Verification** | **Due Date (month)**  |
| [insert number] | [insert name] | [insert WP number] | [insert beneficiary short name] | [insert means of verification] | [insert dd/mm/yyyy] |

## LIST OF CRITICAL RISKS

|  |
| --- |
| **Critical risks and risk management strategy***Special attention shall be given to cover the possible risks of poorly stunned pigs. Risk mitigation measures shall be described****.*** |
| **Risk No** | **Description**  | **Work Package No(s)** | **Proposed Mitigation Measures** |
| [insert risk number] | [insert risk description] | [insert WP numbers] | [insert mitigation measure] |

# TECHNICAL DESCRIPTION (PART B)

## COVER PAGE

***Note:*** *Please read carefully the conditions set out in the Call document. Pay particular attention to the award criteria (see section 9 of the Call Document); they explain how the application will be evaluated.*

|  |
| --- |
| **PROJECT** |
| **Project name:** | [project title] |
| **Project acronym:**  | [acronym] |
| **Coordinator contact:** | [name NAME], [organisation name] |

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## PROJECT SUMMARY

|  |
| --- |
| **Project summary**  |
| See Abstract (Application Form Part A). |

## 1. RELEVANCE

### 1.1 Background and general objectives

|  |
| --- |
| **Background and general objectives***Describe the background and rationale of the project.**How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project’s contribution to the priorities of the call?* |
| Insert text |

### 1.2 Needs analysis and specific objectives

|  |
| --- |
| **Needs analysis** **and** **specific objectives** *Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?**The objectives should be clear, measureable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).* |
| Insert text |

## 2. EFFECTIVENESS AND RATIONALE

### 2.1 Concept and methodology

|  |
| --- |
| **Concept and methodology** *Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project’s objectives.*  |
| Insert text |

### 2.2 Consortium set-up

|  |
| --- |
| **Consortium cooperation and division of roles (if applicable)***Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?**In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.****Note:*** *When building your consortium you should think of organisations that can help you reach objectives and solve problems.* |
| Insert text |

### 2.3 Project teams, staff and experts

|  |
| --- |
| **Project teams and staff** *Describe the project teams and how they will work together to implement the project.**List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc.: — use the same profiles as in the detailed budget table, if any) (and describe briefly their tasks. Provide CVs of all key actors (if required).* |
| Name and function | Organisation | Role/tasks/professional profile and expertise  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Outside resources (subcontracting, seconded staff, etc)**  *If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).* *If there is subcontracting, please also complete the table in section 4.* |
| Insert text |

### 2.4 Consortium management and decision-making

|  |
| --- |
| **Consortium management and decision-making (if applicable)***Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.****Note:*** *The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.* |
| Insert text  |

### 2.5 Project management, quality assurance and monitoring and evaluation strategy

|  |
| --- |
| **Project management, quality assurance and monitoring and evaluation strategy***Describe the measures planned to ensure that the project implementation is of high quality and completed in time.**Describe the methods to ensure good quality, monitoring, planning and control.**Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.* |
| Insert text  |

### 2.6 Cost effectiveness and financial management

|  |
| --- |
| **Cost effectiveness and financial management** *Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.* *Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.*cid:image001.png@01D0B99B.7C10A740 *Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.*  |
| Insert text |

### 2.7 Risk management

|  |
| --- |
| **Critical risks and risk management strategy** *Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.* *Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.**Indicate risk mitigation measures to cover the possible risks of poorly stunned pigs.****Note:*** *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.* |
| Risk No | Description | Work package No | Proposed risk-mitigation measures |
|  |  |  |  |
|  |  |  |  |

## 3. INNOVATION

|  |
| --- |
| **The innovative nature of the action or project — Progress beyond the state-of-the-art***Does the project aim to trigger change/innovation? If so, describe them and the degree of ambition (progress beyond the status quo/state-of-the-art).* |
| Insert text |

## 4. IMPACT AND DISSEMINATION

### 4.1 Impact and ambition

|  |
| --- |
| **Impact and ambition — Progress beyond the state-of-the-art***Define the short, medium and long-term effects of the project*. *Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?*  |
| Insert text |

### 4.2 Communication, dissemination and visibility

|  |
| --- |
| **Communication, dissemination and visibility of funding***Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.**Describe how the visibility of EU funding will be ensured.* |
| Insert text |

### 4.3 Sustainability and continuation

|  |
| --- |
| **Sustainability, long-term impact and continuation** *Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?* *What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?* |
| Insert text |

##

## 5. WORKPLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

### 5.1 Work plan

|  |
| --- |
| **Work plan***Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).* |
| Insert text |

### 5.2 Work packages and activities

|  |
| --- |
| **WORK PACKAGES** |
| *This section concerns a detailed description of the project activities.* ***Please check the Call document for the mandatory work packages****Group your activities into work packages.* ***A work package means a major sub-division of the project****. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.* *Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.**Work packages covering financial support to third parties ( only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).*  *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).* |

#### Work Package 1

|  |
| --- |
| **Work Package 1: [Name, e.g. Project management and coordination]** |
| *Ensure consistence with the detailed budget table/calculator (if applicable).*  |
| **Duration:** | MX - MX  | **Lead Beneficiary:** | 1-Short name |
| **Objectives***List the specific objectives to which this work package is linked.* |
|  |
| **Activities (what, how, where) and division of work***Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.**Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating* ***in bold*** *the task leader.* *Add information on other participants’ involvement in the project e.g. subcontractors, in-kind contributions.* ***Note:****In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost.* *Please indicate the in-kind contributions that are provided in the context of this work package.**The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.**If there is subcontracting, please also complete the table below.* |
| Task No(continuous numbering linked to WP) | Task Name | Description | Participants | In-kind Contributions and Subcontracting(Yes/No and which) |
| Name | Role(COO, BEN, AE, AP, OTHER) |
| T1.1 |  |  |  |  |  |
| T1.2 |  |  |  |  |  |
|  |  |  |  |  |  |
| **Milestones and deliverables (outputs/outcomes)*****Milestones*** *are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.* *Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.****Deliverables*** *are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.**For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.* *For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the ‘Description’ field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).* *For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.**The labels used mean:**Public — fully open* *Sensitive — limited under the conditions of the Grant Agreement**EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision* [*2015/444*](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32015D0444&qid=1586092489803). |
| Milestone No(continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead Beneficiary | Description | Due Date(month number) | Means of Verification |
| MS1 |  | 1 |  |  |  |  |
| MS2 |  | 1 |  |  |  |  |
| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date(month number) | Description (including format and language) |
| D1.1 |  | 1 |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | *[*PU *—* Public] *[*SEN *—* Sensitive*]* *[*R-UE/EU-R — EU Classified*]* *[*C-UE/EU-C — EU Classified*]**[*S-UE/EU-S — EU Classified*]*  |  |  |
| D1.2 |  | 1 |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | *[*PU *—* Public] *[*SEN *—* Sensitive*]* *[*R-UE/EU-R — EU Classified*]* *[*C-UE/EU-C — EU Classified*]**[*S-UE/EU-S — EU Classified*]*  |  |  |

|  |
| --- |
| **Estimated budget — Resources** *:*See detailed budget table/calculator (annex 1 to Part B). |

#### Work Package …

*To insert work packages, copy WP1 as many times as necessary.*

#### Events and trainings

XXX

#### Equipment

XX

###

### 5.3 Timetable

|  |
| --- |
| **Timetable (projects up to 2 years)** *Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.* ***Note:*** *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.* |
| **ACTIVITY** | **MONTHS** |
| **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** | **M 13** | **M 14** | **M 15** | **M 16** | **M 17** | **M 18** | **M 19** | **M 20** | **M 21** | **M 22** | **M 23** | **M 24** |
| **Task 1.1 - …**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task …**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

###

### 5.4 Subcontracting

|  |
| --- |
| **Subcontracting** *Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).* *Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.****Note:*** *Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.**Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).* |
| Work Package No | Subcontract No(continuous numbering linked to WP) | Subcontract Name(subcontracted action tasks) | Description (including task number and BEN to which it is linked) | Estimated Costs(EUR) | Justification(why is subcontracting necessary?) | Best-Value-for-Money(how do you intend to ensure it?) |
|  | S1.1 |  |  |  |  |  |
|  | S1.2 |  |  |  |  |  |
| Other issues:*If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.* | Insert text |

## 6. DECLARATIONS

|  |
| --- |
| **Double funding** |
| **Information concerning other EU grants for this project** cid:image001.png@01D0B99B.7C10A740 *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*  | **YES/NO** |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details. |  |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details. |  |

|  |
| --- |
| **Financial support to third parties (if applicable)** *If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project’s objectives.* |
| Insert text |

#

# ANNEXES

**LIST OF ANNEXES**

1. Detailed budget table/Calculator (annex 1 to Part B)
2. CVs (annex 2 to Part B) —mandatory (short outline, if required in the Call document
3. Annual activity reports (annex 3 to Part B): mandatory, if required in the Call document
4. List of previous projects (key projects for the last 4 years) (annex 4 to Part B)
5. Description of the equipment and facilities foreseen for the implementation of the project. (annex 5 to Part B)
6. Description of the appointment procedure for members of the external independent committee. CVs of the committee members if already identified at the time of the proposal submission (annex 6 to Part B)
7. Legal entity and Bank account form (annex 7 to Part B).
8. Declaration of honour for all beneficiaries (annex 8 to Part B).
9. Accession form for each co-beneficiary (annex 9 to Part B).