2023 Call for Promotion and Dissemination Projects

APPLICATION FORM

**Deadline: April 15, 2023, at 12:00 (noon) CET**

Please send your application as one complete PDF e-mail attachment by April 15, 2023, 12:00 (noon) CET, to [chloe.longfield@nutfruit.org](mailto:chloe.longfield@nutfruit.org).

We need an electronic copy (PDF) only. Please do not send paper copies.

|  |  |
| --- | --- |
| **Identification** | |
| Project name: |  |
| Applicant name: |  |

General information:

* For any current project supported by the INC, applicants may apply for new funding if the project currently funded by the INC ends in six months or less.
* All project proposals must be submitted using the Application Form, which must be written in English.
* Please read the associated **Guidelines** on eligibility and requirements before applying.
* For further information, please contact Ms. Chloe Longfield, Marketing Specialist, [chloe.longfield@nutfruit.org](mailto:irene.girones@nutfruit.org).

Disclaimer: There shall be no expectation of grant unless and until a grant agreement is signed by both parties. All applicant’s costs and charges incurred as a result of making this application shall be for the applicant’s account and cannot be claimed as part of the project. If the information provided in the application form is incorrect or significant elements are no longer applicable when the agreement is due for signature, INC reserves the right to revise its decisions about amounts and/or recipients.

1. Applicant information

Please note that INC will be contacting you both by post and e-mail. Therefore, a complete postal address should be provided.

Project applicant:

|  |  |
| --- | --- |
| Title: | Mr., Ms., Dr., Prof… |
| Name: |  |
| Position: |  |
| E-mail: |  |
| Organization: |  |
| Type of org.: |  |
| Postal address: |  |
| Tel.: |  |
| Website: |  |

2. Application details

|  |  |
| --- | --- |
| Project title: (max 100 characters) |  |
| Total project budget: | \_\_\_\_\_\_\_\_\_\_ Euros |
| Requested INC contribution\*: | \_\_\_\_\_\_\_\_\_\_ Euros (total requested INC contribution) |
| Co-funding: (list all sources and amounts in Euros) |  |
| Project duration: (12 months max) | \_\_ months |
| Project start date: |  |
| Project end date: |  |
| Project location: |  |

\*INC calls for projects that have matching funds. It will be standard practice to grant up to 50% of the total cost of the project. The applicant must have secured the co-funding at the moment of submitting the project. INC will only accept one project per institution and year, and will fund a maximum of €50,000 per project/institution. Exceptionally, INC will finance all the expenses for a non co-funded project whenever the total expenditure does not exceed €5,000.

3. Signatures and declaration

Responsible financial officer to whom funds should be sent and who will keep a full account of disbursements.

All funds will be transferred from INC accounts. The INC is a non-profit entity registered at the Register of Foundations of Catalonia, Spain with the number 1958. The industry partners are not involved in the review process or decision on the grant awardees and they will have no rights to any project. Therefore funding through INC will not be subject to VAT.

|  |  |
| --- | --- |
| Officer name: |  |
| Position: |  |
| Grant payable to: | (organization name only) |
| Tel.: |  |
| E-mail: |  |

**Declaration**: We the undersigned declare that the information submitted is accurate and complete to the best of our knowledge.

**Project Manager Assurance**: The undersigned agrees to accept responsibility for the conduct of the project.

|  |  |
| --- | --- |
| Signature Project Manager: |  |
| Signature & Stamp of Responsible Financial Officer: |  |

4. Abstract

|  |  |
| --- | --- |
| Project title: (max 100 characters) |  |
| Project abstract: (max 300 words) |  |

5. Project management capacity

This part must not exceed 3 pages.

|  |
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| Describe the resources, knowledge, expertise and skills that you and any delivery partners have to deliver the project: |
| Provide details of previous and existing projects the Project Manager has been involved in. Provide the name of the project, brief description, role within the project, start and end dates: |

6. Financial support

**IMPORTANT:** TheINC calls for projects that have matching funds. It will be standard practice to grant up to 50% of the total cost of the project. The applicant must have secured the co-funding at the moment of submitting the project. The project applicant is responsible for obtaining the co-funding. Subsidizers may include public or private sector organisations, as well as business and other partner organizations whenever these bring distinctive contributions to the project. Salaries paid by the institution of origin (applicant) are not considered co-funding. INC will only accept one project per institution and year, and will fund a maximum of €50,000 per project/institution. Exceptionally, INC will finance all the expenses for a non co-funded project whenever the total expenditure does not exceed €5,000.

If the project is co-funded, list ALL financial support (current or approved for funding). Give complete titles of all grants as well as total award (in Euros, regardless of budget currency), funding dates, the role of the applicant and percent of time devoted to each grant.

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| --- |
| Co-funding: Give complete titles of all grants as well as total award in Euros, regardless of budget currency; funding dates; the role of the applicant and percent of time devoted to each grant. |

Salaries paid by the project applicant are not considered co-funding.

The applicant must have secured the match-funding at the moment of submitting the project.

This Application Form should attach a Subsidizer Statement from each co-funder (see Annex 1).

In no case the INC will pay more than the amount resulting of applying the percentage of the INC funding (INC Grant/Total Project Budget) over the definitive total expenses of the project.

Have you received support through any INC award previously? Yes: 🞎 No: 🞎

If yes, please provide the following information for each award:

|  |  |
| --- | --- |
| Project title: |  |
| Project start date: |  |
| Finish date: |  |

7. Budget

A detailed budget of the whole project –even if it is beyond the INC funding– must be provided on the following pages (please complete all parts of the forms). The budget period (time) during which the sum requested will be spent according to the specific needs of the project must be clearly stated and justified where indicated. Please state your costs in Euros. If you are applying from a country outside the Euro Zone, please convert your local currency into Euros, using the exchange rate on the date of your application. The maximum duration of the project should be 12 months.

Payments will be made according to the following plan:

* 1st payment: 50% is to be paid by the INC when the grant agreement is signed.
* 2nd payment: 50% is to be paid by the INC when the Final Report is received and all expenses have been duly justified. Grant holders will only receive the amount of grant funding supported by adequate evidence (e.g. receipts, invoices or bills).

The award is in Euros, and all documents and payments will be in Euros. INC will not pay in any other currency under any circumstances and regardless of the exchange rate.

|  |  |
| --- | --- |
| Total budget period: | \_\_ months (12 months max) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Budget | | | | | Funds | | |
| Personnel[[1]](#footnote-1): | | | | | Applicant | Matching funds[[2]](#footnote-2) | Requested INC contribution[[3]](#footnote-3) |
| Name | Role on project | % Effort  on project | Institutional  base salary/year | Budgeted to the project |
|  |  | % | € | € | € | € | € |
|  |  | % | € | € | € | € | € |
| Subtotal personnel: | | | | € | € | € | € |
| Supplies\*: | | | |  |  |  |  |
|  | | | | € | € | € | € |
| Subtotal supplies: | | | | € | € | € | € |
| Contractual costs\*: | | | |  |  |  |  |
|  | | | | € | € | € | € |
| Subtotal contractual costs: | | | | € | € | € | € |
| Equipment[[4]](#footnote-4),\*: | | | |  |  |  |  |
|  | | | | € | € | € | € |
| Subtotal equipment: | | | | € | € | € | € |
| Other direct costs\*: | | | |  |  |  |  |
|  | | | | € | € | € | € |
| Subtotal other direct costs: | | | | € | € | € | € |
| TOTAL DIRECT COSTS[[5]](#footnote-5) | | | | € | € | € | € |
| INDIRECT COSTS[[6]](#footnote-6) | | | | € | € | € | € |
| TOTAL BUDGET[[7]](#footnote-7) | | | | € | € | € | € |

\*Add one table-row per item.

|  |
| --- |
| Contractual costs:  List all contractual costs, i.e. work carried out at another institution or company. |

|  |
| --- |
| Budget justification:  Please provide a justification for each item listed in the budget. Provide clear justification for each item. This will allow the reviewers to determine whether the budget is appropriate for the proposed work. |

8. Project plan

Be completely open about support from other sources. If the project is already supported from other sources, please explain this in detail and justify the additional/complementary resources requested.

If you have applied unsuccessfully to any INC program with this project previously, please explain how you have modified your project.

|  |
| --- |
| 1. **Introduction** |
| * 1. Objective:   150 words max. What is the project going to achieve? The objectives should be specific, measurable, achievable, realistic and time-bound. |
| * 1. Rationale and importance of this work:   200 words max. Explain why the project is needed and provide relevant evidence to demonstrate this need. Also, why is it relevant to the nut and dried fruit industry? Relevance to the specific aims of the INC. |
| * 1. Originality and innovativeness of the project:   150 words max. What is new and original about the proposed project. |
| 1. **Detailed project plan** (4 pages max) |
| * 1. Summary of proposed actions with methods, time plans, milestones and deliverables: |
| * 1. What assets are being purchased through the project? |
| * 1. Where and when will the project be delivered? |
| * 1. How will the performance of the project be monitored? |
| 1. **Target group:**   200 words max. Who will be the direct and indirect beneficiaries of your project? Describe the direct beneficiary groups and state how many people are expected to benefit. Describe the target groups for each activity and how they will be reached. Give as much detail as possible, both quantitative and qualitative. |
| 1. **Collaborative arrangements:**   Please name all participating institutions and cooperation partners involved in the proposal, including subsidizers and non-subsidizers, and a clear description of the roles and responsibilities of each of them. |
| 1. **Project risks and mitigation:**   Please name the risks associated with your proposed project and how you will mitigate them. |
| 1. **Measures of success:**   Please specify as much measures of success (expected outcomes) as possible (e.g. media hits or impressions, number of attendees at an event, number of social media likes and/or followers...). Please indicate for each measure of success what measurement tools (performance indicators) will be used (e.g. press clippings, participation statistics...). |

If the project is co-funded, the application must attach a subsidiary statement from each co-funder (see Annex 1). Subsidizers may include public or private organizations, as well as business and other partner organizations whenever these bring distinctive contributions to the project.

When applying, please make sure that all participating institutions and industry partners (non-subsidizers) have approved the submission of the application. The application should attach a statement from each participating institution and/or industry partner (see Annex 2).

9. Communication plan

Please describe how the project will be communicated to the following audiences:

|  |  |
| --- | --- |
| Project team: |  |
| INC/Subsidizers: |  |
| Consumers: |  |
| Industry/ professionals: |  |
| Others: |  |

Give as much detail as possible. Applications with missing information or lack of detail will not be considered.

**Annex 1**

**Subsidizer Statement**

**(to be attached to the Application Form)**

Address of the subsidizer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of subsidizer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I herewith confirm that I have read and agreed with the protocol of this application. The application is feasible and the protocol of this project is in accordance with the requirements outlined in the Application Form. The subsidizer agrees in co-financing the project with \_\_\_\_\_\_\_\_\_\_\_\_\_ Euros.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, place, signature Official stamp

**Annex 2**

**Participating Institutions and Industry Partners**

**Statement**

**(to be attached to the Application Form)**

Address of the participating institution/industry partner:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of participating institution/industry partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I herewith confirm that I have read and agreed with the protocol of this application. The application is feasible and the protocol of this project is in accordance with the requirements outlined in the Application Form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, place, signature Official stamp

1. Salaries paid by the institution of origin (applicant) to current employees are not considered co-funding, and will not be covered by the INC. Only new hirings associated with the project are eligible. [↑](#footnote-ref-1)
2. Add one column per subsidizer. [↑](#footnote-ref-2)
3. INC grants up to 50% of the total cost of the project. [↑](#footnote-ref-3)
4. Heavy equipment expenses will not be covered by the INC. Heavy equipment refers to any tangible item of property that has an acquisition cost of €6,000 or more, and has a useful life of more than one year. [↑](#footnote-ref-4)
5. Personnel + supplies + contractual costs + equipment + other direct costs. [↑](#footnote-ref-5)
6. Maximum 10% of total direct costs. [↑](#footnote-ref-6)
7. Direct + indirect costs including salaries. [↑](#footnote-ref-7)