

## How to prepare an Application for Demonstration Projects

Please find below information on what information to provide for the questions in the Application form.

### **1. Information on the applicant**

The applicant must act as the lead partner and must take a key role in the project implementation. The applicant must also name a project manager that will be responsible for driving the project forward and reporting to Tillväxtverket.

### **2. Information on the partner organization**

If there are more than two partners in the project, please provide the same information for each additional partner as an attachment.

While the project manager will be based at the applicant's organization we would also like to have a contact person in the partner organization.

The information in section 1 and 2 will be checked against eligibility criteria such as no. of years in business, no. of employees and will be used to assess the organizational capacity to implement the project.

### **3-6.**

For section 3-6 please provide us with your ideas, plans and references that clearly show that the project is in line with the aim of the Demo Environment Programme. If you are successful and awarded a grant, we will follow up on the stated benefits for the environment, poverty reduction and target groups during the implementation.

We will also use the answers in section 3-6 to see whether you and your partner organization understand the market, have prepared the project well and that you are aware of potential risks and know how to mitigate them. Risks can be external or internal to a project.

### **7. Partnership**

Building new and sustainable partnerships is a goal for the Demo Environment programme. Please use this space to give us an idea of how the partnership started, where it is now and where you see it going.

The applicant is the partner based in the country where you plan to implement the project. However, the project should be implemented jointly and it is expected that both parties are involved in preparing the application.

### **8.2 Project plan**

In section 3 you have given us a brief summary of the project and its expected results. In this section we are looking for the details of how you will implement the project, who will do it and when. We also want to know what the expected outcome for each activity will lead to, what is the deliverable.

### **9. Budget and financing**

Please state the budget for:

- Equipment: specify the types and number of equipment needed. Please attached a complete bill of quantities to the application.
- External services: specify the type of external services and the estimated no. of days needed.
- Travel: specify the number of trips, persons and estimated costs. Please note that travels should be made in economy class, per diems should be in accordance with levels set by the Swedish Tax Authority and Sida's rules and regulations.
- Transportation costs for equipment
- Audit and accounting: the cost for external accounting services and for auditing the request for payments in accordance with §5.6 in the General Conditions for Demonstration Projects.

Please note that costs incurred outside the approved project period are not eligible for support. Tillväxtverket maximum grant amount is 1,800,000 SEK, which can be used to cover 50% of equipment and 80% of all other costs.

**10. Appendices**

Forms for the Appendix on Environmental, Social and governance Issues, Certification of Procurement and Proof of Co-financing can be found on Tillväxtverket's website.

**15. Signatures**

The application should be signed by the authorized signatory of the Applicant as well as the project manager.

The signed application form (original) should then be sent by regular mail to Tillväxtverket. A copy of the signed application form can be scanned and sent electronically to Tillväxtverket. The date of submission will be the date when the electronic form was submitted, provided the original form reaches Tillväxtverket within reasonable time.