



# Up2Circ Application Form

1. Type of project
  - Small scale project: Feasibility study
  - Large scale project: Piloting and demonstration
2. Project title
3. Project acronym
4. Legal name of the applying company (the name must match the name of the company of the user of the [Up2Circ Academy](#) online learning programme and [Up2Circ Circularity Assessment Tool](#))
5. Website
6. VAT Number
7. Address
  - Street Address
  - City
  - County / State / Region
  - ZIP / Postal Code
  - Country
8. Confirmation
  - My company is SME according to the EU definition ([EU SME self-assessment questionnaire](#))
  - My company participated in the Up2Circ Academy (completed circularity assessment and minimum of 50% of the [Up2Circ Academy](#) e-learning modules)
9. Full name of the contact person
  - Name
  - Surname
10. Contact person email address
11. Contact person phone number
12. Project summary (maximum 1000 characters) Give a short overview of your company's business activities, main sustainability challenges and what you plan to do within your Up2Circ project in this context.

**Concept: Does your project demonstrate a clear benefit to the Up2Circ objectives?**

13. **Relevance:** Describe the objective of your project. Describe the problem your project will address, including the steps you have taken up to today. To what extent does your project demonstrate change in the transition of your company towards a circular economy? (maximum 2000 characters)
14. **Novelty:** Please describe the novelty and new value the project will bring to your company compared to the current status. Describe the extent to which the project demonstrates the adoption of advanced technologies and/or social innovation as enablers of circularity for implementing concrete, achievable innovation measures. (maximum 2000 characters)

**Feasibility: Do you have all the necessary resources and capabilities to execute the project proposition?**

15. **Workplan:** Provide a monthly work plan with the main activities, key milestones and deliverables. (maximum 3000 characters)
16. **Team and network:** Describe your team and their relevant expertise and internal and/or external resources to achieve the objectives of your project. Include how many full-time employees you currently have and your total sales in the last financial year. Outline the expertise you currently lack and explain how you intend to address this gap. (maximum 3000 characters)
17. **Only for large scale projects: Risk analysis:** Describe the main technical and business risks for the successful implementation of the project and the corresponding mitigation actions. (maximum 2000 characters)

**Impact: Has the funding the potential to significantly contribute to enhancing the sustainability of your business?**

18. **Environmental and social impact:** Quantify the potential impact by setting the baseline and target values for at least one of the recommended KPI (key performance indicator) related to SDG 7, 12 and 13. that will make your company more circular. Describe how you calculated the values of the KPI(s). Describe additional expected environmental or social impact along qualitative indicators. (maximum 2000 characters)
19. **Business and broader impact:** Describe the expected economic impact of the project for your company. Quantify the potential impact by setting the baseline and target values for the recommended KPI (key performance indicator) related to SDG 8. Describe the extent to which your project is expected to influence the relevant industrial sector. Additionally, describe the anticipated impact of your project on the region where it will be implemented and its potential for replication. (maximum 2000 characters)

20. **Budget**

Describe and justify the need for each budget line foreseen. The requested funding cannot exceed the maximum of €15.000 for small scale projects and €50.000 for large scale projects.

21. Personnel costs
22. Subcontracting costs
23. Purchase costs – travel and subsistence
24. Purchase costs – equipment
25. Purchase costs – other goods, works and services
26. Overheads (25% flat rate)
27. Total budget
28. Requested funding

**28. Ethics Self-Assessment**

Tick appropriate box(es) if relevant for your project and comment on all identified ethical sensitive issues.

- Does your project involve processing of personal data?
- Does your project involve human participants (with or without consent)?
- Does your project present a risk to the environment or society?
- Does your project involve the use of AI- based applications?
- Does the activity involve the use of animals in any capacity?
- Does the activity include the use of human or other biological tissues?
- Are there any other ethics issues that should be taken into consideration?