Detailed description of the project

This document must be completed and attached to the application form for State aid on MyGuichet.lu under attachments.

**Process and organisational innovation project**

**Name of the company:**

**Project title:**

# Type of innovation

☐ **Process innovation**

Process innovation means the implementation of a new or significantly improved production or delivery method including significant changes in techniques, equipment and / or software. It **excludes** minor changes or improvements, increases in production or service capabilities through the addition of manufacturing or logistical systems which are very similar to those already in use, ceasing to use a process, simple capital replacement or extension, changes resulting purely from changes in factor prices, customisation, localisation, regular, seasonal and other cyclical changes and trading of new or significantly improved products*.*

☐ **Organisational innovation**

Organisational innovation means the implementation of a new organisational method in an undertaking's business practices, workplace organisation or external relations. It **excludes** changes that are based on organisational methods already in use in the undertaking, changes in management strategy, mergers and acquisitions, ceasing to use a process, simple capital replacement or extension, changes resulting purely from changes in factor prices, customisation, localisation, regular, seasonal and other cyclical changes and trading of new or significantly improved products.

☐ **Circular Economy**

An economic model aimed at maximising the life of products, materials and resources in the economy, in order to optimise their use in production and consumption. This reduces environmental impact and minimises waste and the release of hazardous substances at all stages of their life cycle, notably by applying the waste hierarchy. This model includes organisational methods based on circularity, such as the economy of functionality, take-back and sharing.

Two other cases that promote a more efficient use of resources fall under the circular economy bonus. Firstly, a bonus will apply if the company's innovation project aims to reduce the use of raw materials other than energy by at least 15%. This involves rethinking the life cycle of a product, from design through production and distribution to end-of-life, by reducing the use of primary raw materials. Secondly, a bonus will apply if the innovation project aims to replace at least 20% of primary raw materials with secondary raw materials. For example, a company could adapt its product and/or process to use a certain percentage of reused or recovered materials (including pre- and post-consumer recycled materials).

# Description of the company *(max. 0.5 – 1 page)*

*Briefly describe the general activities of the company (including a revenue breakdown).*

*In case of a (multinational) group: include the role and position of the applying entity in the group.*

# Executive summary of the project idea *(max. 0.5 page)*

# Project rationale

## Context *(max. 0.5 – 1 page)*

*Describe the current situation and the open issue you are planning to address. Explain how the planned developments will solve the latter. Detail the concrete expected results of the project and why they can be considered innovative/novel.*

## State-of-the-art

### **Process Innovation (if applicable) (max. 0.5 page)**

*If applicable, describe the production or delivery methods of the applicant undertaking’s main competitors. If applicable, add a literature review of scientific publications relevant for the project. Explain how the presented developments will either be used for or outperformed by the project.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reference** | **Description/Summary** | **Link with the project** | **To be used in the project or to be outperformed by the solution** | **Justification** |
|  |  |  |  |  |

### **Organisational Innovation (if applicable) (max. 0.5 page)**

*If applicable, describe the current organisation methods of the applicant undertaking’s main competitors. If applicable, add a literature review of scientific publications relevant for the project. Explain how the presented developments will either be used for or outperformed by the project.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reference** | **Description/Summary** | **Link with the project** | **To be used in the project or to be outperformed by the solution** | **Justification** |
|  |  |  |  |  |

### **Circular Economy (if applicable) (max. 1 page)**

*Choose and justify the option that applies.*

|  |  |  |
| --- | --- | --- |
| **Option** | **Choice** | **Quantification**  **(if applicable)** |
| Implementation of a circular economy-based business model |  |  |
| Reduction of primary raw material-consumption (except energy, at least 15 %) |  |  |
| Replacement of primary raw material by secondary raw material (at least 20 %) |  |  |

# Project impact

## Impact for the company *(max. 1 page)*

*Describe the impact regarding the exploitation of the project results on the main indicators of the company: turnover, trade margin, etc. The company shall also point out the impact on the operating costs. Describe the ROI.*

*Outline the alignment of the project with the company’s long-term vision. Describe the expected impacts (aside from commercial exploitation of the project results) on the applicant undertaking (i.a. job creation, recognition in the ecosystem). List potential follow-up projects.*

## Broader impact *(max. 0.5 - 1 page)*

*Justify expected societal and environmental impacts of the project.*

*Is the project aligned with national and international strategies and priorities. Does the project tackle a current challenge?*

# Technical implementation

## Description of the innovation *(max. 1 page)*

*Novelties, advantages of the planned process/organisation method/business model. State any possible disadvantages.*

## Work plan

### **Specific effort on the part of the company (max. 1 page)**

*Describe the specific contribution of the company beyond a simple investment (examples: tests, adaptations, business contribution, definition of procedures, change management, data protection ...).*

### **Work packages**

|  |  |
| --- | --- |
| **WP title** |  |
| Duration |  |
| Objective |  |
| Activities |  |
| Deliverables |  |

# Project implementation

## Risk analysis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Description** | **Category** | **Probability** | **Severity** | **Mitigation** |
|  |  |  |  |  |  |

## Resources

### **Internal HR**

*Describe the internal HR (already hired and to be hired (with an estimated hiring date)) working on the project. Please ensure coherence between this list and the collaborators listed in the excel ‘Financial summary’.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Function** | **Relevant expertise/experience** | **Role/responsibility in the project/WP** | **Company internal or hiring plan** |
|  |  |  |  |

### **Equipment (if applicable) (max. 0.5 page)**

*Describe the already available and to be purchased equipment/material (depreciable and non-depreciable) required for the project. Please ensure coherence between the equipment described here and the depreciable investment and non-depreciable material costs listed in the excel ‘Financial summary’.*

### **Subcontracting (if applicable) (max. 0.5 page)**

*Justify the need for the implication of subcontractors. Explain the selection of the subcontractors. Please ensure coherence between the subcontractors described here and the subcontractors listed under ‘Subcontracting costs’ in the excel ‘Financial summary’.*

### **Project partners contributing financially to the project (if applicable) (max. 0.5 – 1 page)**

*Describe the roles/contributions of the collaborating entities in the project (incl. the budget distribution) and the expected benefits from the collaboration. Outline the complementarity and commitment of the consortium-members. Present the organisation and management of the collaboration.* *Please attach an unsigned draft collaboration agreement.*

### **Counterfactual scenario (only applicable in case of a large undertaking) (max. 0.5 page)**

*Describe the impact of the absence of the aid on the project plan (i.e.: duration, scope/extent). Quantify the budgetary impact.*

|  |  |  |
| --- | --- | --- |
| **Project budget with state aid** | **Project budget without state aid** | **Difference in %** |
|  |  |  |

### **Financial (max. 0.5 – 1 page)**

*Describe how the applicant undertaking plans to pre- and co-finance the project (i.e.: available own funds, capital injection, future free cash flow from activity, loan from 3rd party (i.e.: shareholders, sister company, bank (incl. details on duration and interest rate))).*

|  |  |
| --- | --- |
| **Financing plan** | **Amount** |
| Maximum State aid requested | [€] |
| Required funds from the company | [€] |
|  |  |
| Financing method 1 | [€] |
| Financing method 2 | [€] |
| **Total financing from the company** | **[Sum of financing methods]** |

*Details Financing method 1:*

*Details Financing method …:*

*In case of start-ups: describe the attached cash flow forecast and the underlying assumptions.*