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**APPLICATION FORM**

**FOR SILEO BUSINESS DIGITAL TRANSFORMATION PROJECTS**

**1st OPEN CALL**

***OFFLINE TEMPLATE***

*Please note that this is not the official application form but only an offline template for information and guidance purposes.*

**V 30.03.2023**

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| **Grant Agreement n° 101074564 — SILEO — SMP-COSME-2021-CLUSTER** | *The content of this document represents the views of the author only and is his/her sole responsibility; it cannot be considered to reflect the views of the European Union and/or the European Innovation Council and SMEs Executive Agency (EISMEA). Neither the European Union nor the granting authority can be held responsible for them* |

# APPLICANT INFORMATION

All the eligibility criteria are listed in the Section 4. of the Guide for Applicants.

Note that the figures of SME applicant should take into consideration also possible relationships with other enterprises as stated in the [SME user guide](https://ec.europa.eu/docsroom/documents/42921).

For detailed information on the SME definition, check [EU recommendation 2003/361](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32003H0361) and the [SME self-assessment questionnaire](https://ec.europa.eu/growth/tools-databases/SME-Wizard/smeq.do;SME_SESSION_ID=1sN-sNtcy7xcbNoO0A83lgtG34f2ngqWbepvXWPuV41icaCTTOW9!881054478?execution=e1s1).

# **STEP 1. Applicant administrative data**

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| **Applying SME Company** | | |
| **Company legal name** |  | |
| **Name of the cluster associated with, if any** |  | |
| **Company legal address** | Street: | |
| Postal code: | City: |
| Region: | |
| Country: | |
| **Annual turnover**  (of the last closed accounting year) |  | |
| **Annual Balance Sheet Total**  (of the last closed accounting year) |  | |
| **Company registration date** | DD/MM/YYYY | |
| **Number of employees** (staff headcount for the last closed financial year) |  | |
| **NACE code** | 27.4 Manufacture of electric lighting equipment | |
| 31.0 – Manufacture of furniture | |
| **Official email address** *(to receive the information letter on results)* |  | |
| **Company website** |  | |
| **Legal representative**  (Name surname, email and phone number) |  | |
| **Contact person**  (Name surname, email and phone number) |  | |

**STEP 2. Selection of Consultancy typology under SILEO Call for Business Digital Transformation Project**

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| **Selection of Consultancy typology under SILEO Call for Business Digital Transformation Project**  *This SILEO Call for Proposals is a unique opportunity for the European lighting and furniture SMEs to support their collaboration with technology providers and digitalisation experts and to facilitate SMEs access to the following expert services as:*  *a) General expert consultancy on company digitalisation processes;*  *OR*  *b) Specific expert consultancy on identified advanced technology(ies) and/or digitalisation process(es) to concretely explore its potential uptake at the company level, its implementation procedure into the firm operations and scale of investment;*  *OR*  *c) General expert consultancy for business transformation and market analysis: support in market intelligence analysis including outline of the size of (new) market (segments) potentially accessible thanks to the company technological upgrading, product demand, trends, customers, competitors.*  *A SME Applicant can apply only to one of the 3 expert services – a), b), or c) described above, and offered by SILEO.*  *Please select only one consultancy for your business* | |
|  | **a) General expert consultancy on company digitalisation processes** |
|  | **b) Specific expert consultancy on identified advanced technology(ies) and/or digitalisation process(es) to concretely explore its potential uptake at the company level**, its implementation procedure into the firm operations and scale of investment |
|  | **c) General expert consultancy for business transformation and market analysis**: support in market intelligence analysis including outline of the size of (new) market (segments) potentially accessible thanks to the company technological upgrading, product demand, trends, customers, competitors |

# **STEP 3. Project General Information**

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| **Title of Project** |  |
| **Acronym** |  |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Project Duration (Months)** | *Please note : Funding will be provided for project of min. duration of 2 months and a maximum of 5 months* |
| **Project summary** | *Give a short project summary (max. 500 characters incl. spaces)* |

# **STEP 4. Project Relevance**

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| **Explain your SME Company ambition and business strategy including specific actions in the frame of green and digital transition challenges and goals identified by your company:**   * *What is your company ambition, and business strategy, in relation to innovation, digitisation and circular economy led business models?* * *Which green and/or digital transition challenge, identified by your company, is to be addressed by the selected expert consultancy?* * *Specify the industrial relevance of your project?*   *(max. 2,000 characters incl. spaces)* |
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| **Describe the specific objectives for the project expert consultancy. They should be clear, measurable, realistic and achievable within the duration of the project and with the financial support requested.**  *(max. 1,500 characters incl. spaces)* |
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| **Describe the advanced technology(ies) and/or digital solution(s) your project is addressing to support green and digital transition of your company.**  *(max. 1,500 characters incl. spaces)* |
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# **STEP 5. Project Implementation**

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| **Project Team**  **Describe shortly the organization of the company project team** *(staff of the SME applicant involved, their expertise, position in the company)*  *(max. 1,500 characters incl. spaces)* |
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| **Selected technology provider(s) and/or expert(s) from the SILEO Pool of technology uptake facilitators list** *(published on the SILEO Application portal – https://clustersubmissionplatform.eu/eurocluster-calls/)*  ***Insert the name(s) of the selected expert(s) and explain the choice in relation to your project goals.***  *(max. 1,500 characters incl. spaces)*  *The SME Applicant can select technology provider(s) and/or digitalisation expert(s) from the existing list of validated expert organisations, or can propose its own and submit the EoI Form completed by the proposed service provider to SILEO Coordinator ELCA and Partner of reference for country of origin (of the applicant and provider). The EoI form of a new provider must be submitted by email at the latest two weeks before the Call closure (06 June 2023).* |
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| **Project Work Plan**  ***Please provide a coherent description of activities to be implemented within the project and their timeline*** | | | |
| **Activity name** | **Activity description** | **Start Month** | **End Month** |
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| *Add rows if needed* |  |  |  |

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| **Project Resources**  ***Please provide a brief description of the project budget (resources requested to implement the planned activities)***  *Successful proposals will receive the requested financial contribution in the form of a lump sum. Maximum amount per project must not exceed 5.000 EUR (lump sum).* | |
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| **Total funding requested** | **XXX EUR** |

# **STEP 6. Project impact**

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| **Clarify how the project will support your company green and/or digital transition process is relevant to the lighting and furniture sector*.***   * *Describe the benefits and impact of the project for your company green and digital transition goals.* * *Clarify the relevance of the project to the lighting and/or furniture sector*   *(max. 1,500 characters incl. spaces)* |
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# **STEP 7. Requirements to participate in this Call**

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| **Please upload a signed version of the Declaration of Honour (max. file size 20MB)** |
| *The template is available on the portal* |

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| **Optional - upload any other additional document(s) of interest** |
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