Green Development and Demonstration Programme (GUDP)

Guideline for completing the application forms for the Organic Research, Development and Demonstration Programme (Organic RDD) 10

Deadline for applications 6 May 2024 at 12.00

Colophon

Green Development and Demonstration Programme
Guideline to grants from the Organic Research, Development and Demonstration Programme (Organic RDD) 10

This guideline is prepared by The Ministry of Food, Agriculture and Fisheries of Denmark, the GUDP-secretariat and ICROFS.

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Contents

Introduction

These guidelines must be followed when applying for funding in relation to the subsidy scheme Organic Research, Development and Demonstration Programme (Organic RDD) 10. As an applicant, you are guided through the Organic RDD application material on the following pages, which contains the following forms:

Form A: Main application form (including the scientific research)
Form B: Budget form, Gantt diagram as well as Milestones and Deliverables
Form C: Participant form
Form D: Additional business plan
Form G: Business Model Canvas (not mandatory)

Forms A, B and C must be completed for all applications. Form D must be completed if a project has more than one business plan. Form G can be completed for type 1 projects, but it is not mandatory. Form G is not to be completed for type 2 projects. All forms must be completed in English.

The ICROFS-secretariat will be handling the scientific evaluation of the projects through an international panel of expert researchers which performs a scientific assessment of the research content of the application. Therefore, please make sure that the information regarding the scientific assessment is clearly stated in Form A (A19-1 including CVs, and A21) and Form B.

The international expert panel evaluates the application based on two main criteria: 1. The scientific quality (Form A (A21) and Form B), 2. The project participants' research qualifications (Form A (A19-1 including CVs, and A21-5)).

1. The scientific evaluation of the application is based on three criteria:
    - Sound concept[1] and quality of objectives
    - Progress beyond the state-of-the-art
    - Quality and effectiveness of the scientific and technological methodology and associated work plan
2. The project participants' research qualifications are based on two criteria:
    - Quality and relevant experience of the individual participants
    - Quality of the consortium as a whole (including complementarity, balance)

The international expert panel assigns a score (0-5) for each criterion. A score of less than 3 for one of the two main criteria means that the project application does not proceed in the selection process.

The final assessment made by Innovation Fund Denmark (InnovationsFonden) will be based solely on Form B incl. Gantt diagram and the scientific part of Form A (A21) incl. relevant CVs.

[1] Refers to the overall project description with an evident link between background, objectives and the worked performed as the basis for the expected effects.

Please notice that the fields in the forms are locked, so it is only possible to write a limited number of characters. Therefore, you are not allowed to add your own figures and tables in the application forms. Figures and tables that are important to the understanding of the project must be submitted as enclosures together with e.g. intermediate results for green and financial project parameters. Enclosures must not exceed more than 4 pages, in addition to the key members' CVs.

The application must be completed in English. However, a brief project description in Danish is required in Form A. The GUDP application forms, which have been adjusted to Organic RDD in collaboration with ICROFS, must be applied and must not be changed by the applicant. However, an exception can be made in Form B as other Gantt diagram designs may be used.

Submission of the application material must be in accordance with § 15 of the Public Records Acts, as GUDP, as a public authority, must record the submitted documents received as part of administrative case processing, to the extent that the documents are relevant to the case. Submission of documents that for example cannot be opened without a digital key, does not, in principle, meet § 15 of the Public Records Act.

Processing of personal data

The GUDP-secretariat's guidelines for the processing of personal data, the contact details of the data controllers as well as the possibility of insight into and rectification of personal data, etc. is described in 'Invitation of applications for Organic RDD 10' in the section 'Processing of personal data, GDPR'.

Form A: Main application form

- All fields must be completed.
  The maximum number of characters, including space, cannot be exceeded.

Project	
A1. Project type and contents:	Indicate project type: 1. Project with research content and a business plan 2. Project with research content focusing on the public goods of organic farming, without a business plan Tick off activities comprised by your application besides research. Tick off at least one activity: • Development • Demonstration
A2. Do you apply for earmarked funding?	*This application round is strictly for projects under Organic RDD 10.*
A3. Project title and acronym:	Indicate a project title that describes the content of the project (max 2 lines) as well as a meaningful acronym. Title and acronym are used for public mention of the project.
A4a. Brief project description (in English:	The description should include: • Project purpose, expected results and a realistic assessment of achieved project impact (see A.25: Specific project impact within green sustainability and A26: Specific project impact within financial sustainability). • How the scientific part will contribute to the project. Include a description of purpose, expected results, and an assessment of impacts of the scientific part of the project. Your language must be readily understood and your text be Max. 3,000 characters including space. The brief project description must be provided in both Danish (A4b) and English (A4a). Please note that the description may be published unedited on www.gudp.dk and in 'Grøn projektbank' (www.groenprojektbank.dk).
A4b. Brief project description (in Danish)	The description should include: • Project purpose, expected results and a realistic assessment of achieved project impact (see A.25: Specific project impact within green sustainability and A26: Specific project impact

	within financial sustainability). • How the scientific part contributes to the project. Include a description of purpose, expected results, and an assessment of impacts of the scientific part of the project. Please note that the description may be published unedited on www.gudp.dk and in 'Grøn projektbank' (www.groenprojektbank.dk).
Applicant	
A5. Name of main applicant:	Name of the main applicant. The main applicant is often the company or institution in charge of the project, but this is not mandatory.
A6. Municipality:	The municipality of the main applicant.
A7. CVR number:	Indicate the main applicant's CVR number. The stated CVR number must be registered with the Central Business Register (CVR.dk).
A8. P number:	Indicate the main applicant's P number.
A9. Address:	State the main applicant's address. The address must be identical with the address registered in the Central Business Register (CVR) in relation to the CVR and P numbers listed.
A10. Project manager's name and title:	Name and title of the responsible project manager in relation to the GUDP and ICROFS secretariat. The project manager is the contact person for the GUDP and ICROFS secretariat and all communication must go through him/her.
A11. Telephone and e-mail address:	Indicate the project manager's telephone number and e-mail address. The GUDP and ICROFS secretariat will use the contact information for future correspondence during and following the processing of the application.
A12-1. Total project cost:	State the total budget amount (total budget). This is also evident in the Excel field B 13 in Form B (budget form).

A12-2. Total amount applied for:	State the total grant amount, applied for from GUDP. This is also evident in the Excel field C 13 in Form B (budget form). The total amount applied for must be a minimum of 250.000 and a maximum of 10 mill. DKK.		
A13. Have you applied for funding in relation to this project via other state, regional and/or EU schemes (including GUDP)?	Please state if you have applied for project funding via other state (e.g. 'Promilleafgiftsfonden'), regional or EU schemes, including GUDP; covering the entire project and all participants. If this is the case, please state the relevant scheme and year of application. Indicate file no. for previous applications, including GUDP- and Organic RDD-applications, which have been rejected. Please state whether grants were given, and if so, please also state the grant percentage.		
A14. Starting date:	State the expected starting date for the project. Project activities can be initiated at the time, when the GUDP-board has made a decision to fund the project. However, as the applicant, you may at your own expense and risk, initiate the project activities after submitting the application.	**A15. End date:**	Expected end date of the project. The project period is max 4 years.

Applicant's confirmation

A16. Applicant's confirmation

The main application form must be signed by the main applicant's management responsible or the person authorized by the management responsible to sign.

The applicant is under the obligation to inform the GUDP-secretariat and the ICROFS-secretariat immediately in case of significant changes to the information submitted; thus including additional funding granted for the entire project or parts of the project by other parties, of which the applicant had no knowledge at the time when the application was submitted.

The applicant confirms with his or her signature that all data and information provided in the application material are correct, and that all indicated green and financial effects are estimated realistically and in the best possible way.

The applicant confirms with his or her signature that the applicant has been informed that Grants under the GUDP scheme are granted pursuant to the GUDP Act and the GUDP Regulation, as well as chapters I and II of ABER, including articles 21 and 38, as well as chapters I and II of GBER, including articles 25, 27, 30 and 31.

It is also a prerequisite for obtaining grants under the GUDP scheme:

a) That the applicant is not affected by crisis as defined in article 2, No. 14 in Regulation No. 702/2014 and article 2, No. 18 of Regulation No. 651/2014, and
b) That the applicant has complied with any repayment orders issued by the European Commission in relation to one or more decisions in which state aid granted by the Danish authorities has been found to be against the law and incompatible with the internal market, and
c) That the applicant at any time immediately informs the GUDP secretariat thereof in case the grant recipient receives public funding for the same costs from other sources, including payments received under other national or EU initiatives.

Please notice that some of the information provided may be published on the Internet, cf. the call section 'Procedure for the processing of applications'.

Date:	**Signer name/stamp:**	**Signature:**

Project type and company size

A17. Project type:	Tick off either collaboration project[2] or sole company project.
A18. Company size:	Tick off company size. The EU Commission's definition of company size should be applied. Cf. guidelines for Form B: Budget form and Gantt diagram p. 32.

[2] In order to receive an increased subsidy for collaborative projects, it must be a collaboration between companies of which at least one is a SME, and where no individual company holds more than 70 pct. of the eligible costs. Or the collaboration must be between a company (regardless of size) and a research and knowledge dissemination institution, where the latter contribute with a co-financing of at least 10 percent.

Key staff

A19-1. List of project key staff from the participating companies/institutions as well as their expected engagement in the project:

This list must provide information about name, position, and workplace of the key staff as well as the expected number of hours they will spend in relation to the project in general and specifically in relation to the scientific part of the project.

Key staff are staff possessing competences necessary for the completion of the project. Usually, this includes 1-2 persons per participating partner. Key person CVs must be submitted as enclosures.

Project participants in addition to the above-mentioned, can be added in the last row.

Name:	Position:	Number of hours:	Hours allocated to scientific research:	Institution/company:

A19-2. List of companies providing external assistance:
The list must contain company name, number of hours provided and a description of the nature of the external assistance and why it is considered necessary.

Company name:	Number of hours:	Description of external assistance:

Focus areas

A20. ICROFS' focus areas:
Based on ICROFS' Research and Development Strategy 2023, tick off which (one or more) of the 6 strategic focus areas the project will deal with. Tick off only the strategic focus areas the project primarily addresses and within which the effects are quantified in A25.

☐ Circular bio-economy
☐ Climate and environment
☐ Biodiversity
☐ Health and welfare
☐ The organic consumer of the future
☐ Organic farming – for a living

Detailed project description (including the scientific research)

The description of the scientific research in the project is to be evaluated by an international scientific expert panel approved by Innovation Fund Denmark.

The international expert panel evaluates the scientific quality of the planned research activities in the project on basis of the information given in Form A (A19-1 including CVs and A21) and Form B.

Illustrations and intermediate results to support the understanding of the project purpose and impact should be submitted as enclosures. Total enclosures must be max. four pages in total. The reference list can be included in the max. four pages enclosures.

The detailed project description (A21-1 to A21-5) must be max. 25.000 characters incl. spaces. Make sure that the max. number of characters incl. spaces is not exceeded.

A21-1. Project background and purpose:

Describe how the project, based on ICROFS' Research and Development Strategy 2023 and the 'spider web', contributes to the green transition and the development of organic farming and food systems.

Describe how the project contributes to the focus area(s) that are ticked off in A20.

A21-2. Theoretic background and the scientific "state-of-the-art":

Describe the theoretic background for the project application including novelty and relevance.

Describe the connection between the scientific background and the problem addressed, research questions(s) and/or hypotheses.

Clearly state, how the research focus of the project is relevant.

A21-3. Scientific research problem:

Describe the scientific problem/research questions and/or the hypothesis.

A21-4. Work packages:

Activities related to research, development and demonstration must be separated in various work packages clearly marked by (Research), (Development) or (Demonstration), respectively, after the work package title.

Give an outline of the various work packages and how they interrelate. This information should be illustrated by the Gantt chart (Form B), but it is not sufficient to refer to the Gantt chart. To support the understanding of how the work packages interrelate a figure or table can be submitted in the max. four pages enclosures.

For each work package indicate title, activity, and responsible person/partner.

For each work package list milestones and deliverables.

Elaborate and explain the contents of each work package. Establish a clear purpose and describe activities for each work package.

For work packages containing scientific research: describe the methods and analysis to be carried out, experimental design incl. replications and experimental treatments.

If external assistance is included in a work package it must be described and substantiated.

A21-5. Scientific qualifications:

Describe the scientific qualifications of the persons involved in the scientific research (listed in A19-1) regarding the scientific work to be carried out.

Provide relevant information on the labour division between key scientific staff.

Indicate the number and research area of Ph.D. students involved, if any, and describe how their work will be integrated in the project.

A21-6. Risks related to the scientific research:

Describe the risks that may challenge the feasibility and success of the scientific research planned in the project and present mitigation measures.

The description must be max. 2.500 characters including spaces.

A22. Technical risk analysis:

Explain what technical risks that are connected to the project in relation to development and probability of the outcome of the project, and which measures that will take these into account. State if special permits are needed to carry out the project.

It is expected that a certain risk is present, in relation to if an Organic RDD-project can be completed with the expected results. As participants, you must show that you are aware of the risks connected to the project.

In relation to evaluation of the project, the application is given a score for technical risk, based on the technological barriers (how known and well-used the methods are and the probability of completion) as well as the professional qualifications of the project team.

The description must be max 2,500 characters incl. spaces.

A23-1. Compatibility with the organic principles:

Explain how the project concept, the applied/developed methods and the expected results are compatible with the organic principles.
The organic principles are described here: https://icrofs.dk/om-oekologi and here: http://www.ifoam.bio/principles-organic-agriculture-brochure.

The Council Regulation (EU) of the European Parliament and European Council of 30 May 2028 on organic production presents general and specific principles for organic production on pp. 12-16: https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02018R0848-20230221

The description must be max 1,500 characters incl. spaces

A23-2. Compatibility with the organic regulations:

Explain how the project concept, the applied/developed methods and the expected results are compatible with the organic regulations. To the extent that this is not the case, it must be justified.

Also, describe how the project results are relevant for organic farming and food systems.

The Council Regulation (EU) of the European Parliament and European Council of 30 May 2018 on organic production, the organic rules are presented: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02018R0848-20230221

The description must be max 1,500 characters incl. spaces.

A 24. Novelty value of the project:

Describe the novelty value of the project and explain how the output of the project differs from/builds on already existing knowledge, methods or products.

The description must be max 2,000 characters incl. spaces.

A25. Specific project impact within green sustainability

If the project impact form cannot be completed for at least one green parameter and one economic parameter, it is not an Organic RDD-project in principle, and the applicant should consider whether Organic RDD is the right scheme to apply for.

The project's green impact should be described and quantified according to the three sustainability parameters in ICROFS' "spider web":

1. Credibility in relation to the organic principles
2. The organic contribution to public goods
3. Resilient systems

Projects that do not have at least one green effect will not be considered for funding, so it is important to be careful in completing this section.

As a rule, it is only the primary green effect of the project that must be described and quantified, However, if the project is a holistic project with several equal effects, these can all be quantified.
All quantified effects must also be described in text. Other non-primary effects can be described in prose and form part of the overall assessment of the project. Describe how the effects affect the ticked off focus areas (A20).

The effects related to 'Climate Action' and 'Nature and Environmental Protection' must be quantified and described in detail in text form in Impact Form 1. Other effects are quantified and described in Impact Form 2 with the three sustainability parameters in ICROFS' 'spider web'. Note that for Type 2 projects, the 'Contribution of organic farming to public goods' must be filled out in Impact Form 2.

It must be clear to ICROFS how the project contributes to the green sustainability parameters. Therefore, it is important to include specific numbers and documentation for the green effects. It should be evident how the impact is calculated and how it is achieved. Be aware that the impact and dissemination must be realistically attainable and should not be overestimated.

You will find examples of how the green effects can be described in text form at the end of this section.

Description of green impact in text form

The following information must be included in the description:

- Current level of the parameter in question
- Expected impact to be achieved in the project
- Realistic dissemination of relevant parameters as well the expected time of realization thereof
- Calculation basis for the parameters in Impact Form 1

The green impact of the project is used as one of several important criteria for evaluating the application. **It is crucial that the impact calculation is described clearly in detail and that it is explained thoroughly how the impact is achieved**. Effects listed as percentages may not be used alone, but as a supplement to specific figures. Be aware that impact and dissemination should not be overestimated and must be realistic to achieve.

Sources/references that support impacts
The impact description should be based on sources such as e.g., statistics, published reports or the like. Additional information, clarifications and causal relationships should be

stated in text. Intermediate results, illustrations, tables and the like may be submitted as enclosures. Total enclosures should be max 4 pages and solely enhance the understanding of the project purpose and impact.

Impacts are given a score
The effect and impact described is included in the evaluation of the project, and the size and expected dissemination of the impact described in the applications received are thus compared in relation to the grant applied for. For the effects in Impact Form 2, the impact is given a score based on the description in the application, the expected dissemination and the grant applied for. For example, an effect from Impact Form 2, which is listed as one of the primary impacts of the project, and which has a high impact but a low spread, will have a lower score than an effect having a large impact and a large spread. Effects that are not one of the primary impacts will generally have a lower score than the primary effects.

As a rule, the green impact should be achieved within the borders of Denmark, but may in special cases be outside Denmark, for example if the project concerns cross-border challenges such as greenhouse gases.

The description must be max 1,000 characters incl. spaces for each effect.

The three green sustainability criteria

1 Credibility in relation to organic principles

Contributions to an increased credibility in relation to organic principles must be described and the applicants should aim to quantify the expected project contributions in the application. Some examples are given below, and the applicants may include more.

- Improved soil fertility
- Circular economy/recirculation
- Optimization of the food system
- Sustainable use of resources
- Minimized nutrient surplus
- Nitrogen: covers lower application of nitrogen, improved utilization, reduction of application to the surrounding environment, reduced leaching, and reduced emissions from animals or productions plants. To be indicated as e.g. kg per hectare or kg per animal unit.
- Phosphorus: same description as above. To be indicated as e.g. kg per hectare or kg per animal unit.
- Careful processing

2 The contribution of organic agriculture to public goods

Contributions to the identification or development of the contributions of organic agriculture to public goods must be described, and applicants should seek to quantify the contributions they expect the project will have in the application. Some examples are given below, and the applicants may include more, but it is recommended to study the knowledge synthesis on The Contribution of Organic Farming to Public Goods. (A short summary edition in English is to be found here)

- Nature and biodiversity
- Environment
- Energy and climate
- Climate impact: Cover all processes that lead to reduced emission of greenhouse gases (e.g. CO_2, N_2O, CH_4) converted into CO_2 equivalents, and processes that increase carbon sequestration in soil. To be indicated in CO_2 equivalent as e.g. kg CO_2 per hectare or kg CO_2 per. produced unit.
- Human health and welfare
- Animal health and welfare
- Reduced use of antibiotics
- Reduced use of pesticides
- Includes the pesticides load from herbicides, fungicides, insecticides and growth inhibitors. To be indicated as reduced pesticide load on the basis of the mean database (www.middeldatabasen.dk) per hectare (B/ha).
- Industry and rural districts

3 Resilient systems

Contributions to resilient systems must be described and the applicants should aim to quantify the expected project contributions. Some examples are given below, and the applicants may include more.

- Ecosystem services
- Adequate access to nutrients
- Resistance to external pressure and change
- Technology and knowledge
- Resource management and cost optimization

Impact forms – Green sustainability

Impact Form 1 - Green impact of the project

Climate Action

Limited emissions of greenhouse gases
Limited emissions of greenhouse gases cover all processes, such as the development of new initiatives, methods, and technologies that lead to reduced emissions of greenhouse gases, including processes that lead to reduced emissions from livestock production or processes that increase carbon sequestration in the soil. It must be described how the new initiative leads to reduced greenhouse gas emissions and quantified how much effect the new initiative has on greenhouse gas emissions (CO2, N2O, CH4) converted to kg CO2 equivalents per ha or kg CO2 equivalents per produced unit.

The effect must be described in prose and must include quantification as well as the expected dissemination**.**

Description and calculation:

Climate adaptation
Climate adaptation covers all processes, such as existing or new initiatives, methods, or technologies that help organic production meet future climate changes, including warmer summers with more drought periods, but also greater risk of cloudbursts. This can be the refinement of new varieties and the development of special cultivation strategies, etc.

The effect must be described in prose, and where relevant, a quantitative reduction in nutrient or greenhouse gas emissions (CO2, N2O, CH4) converted to kg CO2 equivalents per ha or kg CO2 equivalents per produced unit can be indicated.

Description and calculation:

Nature and Environmental Protection

Reduced impact on the environment
Reduced impact on the environment covers lower supply/emission of nitrogen and phosphorus, reduced leaching, higher utilization rate or utilization of accumulated nutrients in soil, as well as reduced emission and odor from livestock production, fish production, and other production facilities.

It must be described how the measures lead to a reduction, and it must be quantified in kg per hectare or kg per animal. Also, indicate the expected dissemination of the measure.

Description and calculation:

Impact Form 2 – Green impact of the project*	
Parameter	Description (max 100 characters per effect)
Credibility in relation to the organic principles	Description and calculations
The contribution of organic agriculture to public goods	Must be filled in by Type 2 projects Description and calculations
Resilient systems	Description and calculations

* If the project has several effects, only the primary effect is to be quantified.

Example of description of green impacts from nitrogen, phosphorus, pesticides and greenhouse gasses

Example 1: This project creates value for rabbit farmers by a new feed concept which will reduced mortality and improve welfare. This will reduce loss of N and P and have other positive effects.

The mortality in the production is expected to be reduced by 5% (in absolute terms). Present mortalitity: 25%. The project is expected to enable the organic rabbit production in Denmark to rise from 784 t meat/y to 4,000 t meat/y, thus increasing the production 5-fold. The nutrient surplus of nitrogen (N) will thus be reduced by 5% * 4,000 t/y * 56 kg N/t (Kaninbekendtgørelsen, MFVM, 2016) = 11,200 kg N/y. The nutrient surplus of phosphorus (P) will be reduced by 4,000 t/y * 4.9 kg P/t (Kaninbekendtgørelsen, MFVM, 2016) * 5 % = 980 kg P/y.

Credibility: the project will add credibility as regards the organic standards by focussing on improved health and welfare of the farmed animals. Improving general health, specifically reducing incidence of diseases while improving welfare all adds to improved and more robust farming conditions and rabbit well-being, adding means and practices well beyond the mere standards set by the organic regulation. The reduced mortality foreseen (5 % of total) will increase the output from the input (or reduce the input needed). This means an improved resource utilization, that has not been quantified, though.

Contribution to public goods: Organic rabbit farms are considered to use 0.8 kWh/kg meat less than conventional farms (using 1.6 kWH/kg meat; Danish Rabbit Culture, 2015) since rabbit density is reduced. Converting an additional production of 3,220 t meat/y (from 784 t/y to 4,000 t/y) to organic farming thus reduces the energy use by 3,220 t/y * 0.8 kWh/kg = 2,576,000 kWh equalling 2,576,000 kWh * 213 g CO2-equivalents/kWh (Energinet.dk) = 548,668 kg CO2-equivalents.
Only limited use of antibiotics are allowed in organic rabbit farming. Although the project is expected to improve the general health and well-being of the rabbits, it is thus not possible to quantify the results of a foreseen reduced need for treatment.

Resilient systems: if the project succeeds in developing new and improved ways of preventing specific as well as general diseases (by improving rabbit wellfare) the project will contribute massively to the further development of resilient farming systems. Disease prevention by alternative means in accordance with organic principles, including new knowledge on how feed parameters as well as shelters can influence rabbit immunology and wellbeing, can be trendsetting for the future development. Resilient systems as well as robust operations keeping rearing conditions and feed quality optimal and stable are especially important for rabbits.

Example of description of green impacts 'credibility in relation to the organic principles', 'the contribution of organic agriculture to public goods', and 'resilient systems'

Example 2: Increased biodiversity and carbon sequestration through integration of trees in organic cropping systems and landscapes

This project creates value for the society in terms of eco-system services as a result of integration of trees and bushes in the organic farming system I various forms of agroforestry and the establishment of wind breaks and small biotopes. The objective of the project is to develop farming systems that increases biodiversity through integration of trees and bushes in the cropping systems or in the landscape and at the same time minimizing negative impact on yields and financial outcomes or potentially having a positive impact on yield and financial outcome. The impact on biodiversity will be assessed including the impact on beneficiary species as well as pests. The agricultural production will be measured and compared with gain in biodiversity. The overall goal of the project is to contribute to the development of a scientific foundation for the management of agricultural land and landscapes in organic farms including a system that includes payment for the contribution to public goods.

Primary impact: The project is expected to have a positive impact on biodiversity. The biodiversity as such will increase with the inclusion of trees and bushes in the farming system. This is expected also to lead to an increase in biodiversity in general of flora and fauna. The project will measure the diversity of insects, birds and small mammals incl. beneficiary species as well as pests. Baseline for measuring impact is the present level of species in organic and conventional farms: insects: 47/29; birds 39/21, small mammals: 17/13. Expected impact: number of species in the three systems (agroforestry, windbreaks, small biotopes) increased to: Insects: 55/50/47; birds: 50/45/40; small mammals: 21/20/19. With public funding support it is expected that the new systems will be introduced in 80% of all organic areas = 196,000 ha (in 2017 the organic farming area was 245,000 ha (Landbrugsstyrelsen 2018).

Credibility: The increased number of trees and bushes in the farming system and farming landscape is expected to have a positive impact on environment through a reduction of the leaching of nitrogen due to a more extensive and deeper rooting (will not be quantified in the project). The result of the project in the form of more diverse cropping systems will also provide an opportunity for optimization of the food systems and potentially a better use of resources (e.g. agroforestry systems with several different crops).

Public goods: With support from public resources, it is furthermore expected that the system will be adopted also in conventional farms of which it is estimated that 30% of the areas initially will be able to integrate trees and bushes in the one of the three cropping systems.
The project also expects an increase in carbon sequestration on organic farms with either of the three systems for integration of trees and bushes. This effect has, however, not been estimated.

Resilient systems: The trees and bushes to be integrated in some of the cropping systems will also yield an outcome. Thus, there will be a diversification of the income sources and at the same time a reduction of the risks that can be associated with a high degree of specialization (this will not be quantified in the project).

See completed Impact Form 2 on the next page.

Impact Form 2 – Green impact of the project	
Parameter	Description and calculations
Credibility in relation to the organic principles	
The contribution of organic agriculture to public goods	The contribution to public goods relates to a positive impact on biodiversity of the flora (integration of trees and bushes) as well as of the fauna. Investigation of the impact will focus on insects, birds and small mammals incl. both beneficiary species and pests. The project will measure the diversity of insects, birds and small mammals incl. beneficiary species as well as pests. Baseline for measuring impact is the present level of species in organic and conventional farms: insects: 47/29; birds 39/21, small mammals: 17/13. Expected impact: number of species in the three systems (agroforestry, windbreaks, small biotopes) increased to: Insects: 55/50/47; birds: 50/45/40; small mammals: 21/20/19. With public funding support it is expected that the new systems will be introduced in 80% of all organic areas = 196,000 ha (in 2017 the organic farming area was 245,000 ha (Landbrugsstyrelsen 2018).
Resilient systems	

A26. Specific project impact within financial sustainability:

If the project impact form for cannot be completed for at least one green parameter and one economic parameter, it is not an Organic RDD-project in principle, and the applicant should consider whether Organic RDD is the right scheme to apply for.

Describe the project's financial impact based on the following two sustainability parameters:

- <u>Project proceeds (not Type 2 projects)</u>
  Project proceeds is what the companies in the project expect to earn from the project, for example, through the sale of products, machinery, technology, and knowledge. The proceeds should be indicated in DKK for years 1, 2, and 3, respectively, after the completion of the project. Proceeds are earnings minus costs, i.e., net earnings, and should not be confused with turnover and are only valid within the specified time frame.

- <u>Further financial impact</u>
  Further financial impact is the annual financial impact generated by the entire Danish food sector at realistic dissemination of the project's results. Other socio-economic effects, such as increased biodiversity, improved water-, air- and soil quality and increased health and welfare can be described in the text and may, if possible, be quantified. Also, state when the impact is expected to be valid. The impact only applies **outside** the project participant circle. For Type 2 projects (without a business plan regarding the contribution of organic farming to public goods), the future financial impact must be estimated.

All parameters may not be relevant to all projects but indicate the relevant parameters as precisely and realistically as possible. The parameters should be indicated and described in **text** and by completing **one or both of the impact forms**.

The project's financial impact is used as one of more important criteria when assessing the application, and it is thus essential, that impact and dissemination is described by means of unambiguous and comparable units, and that the calculation of the impact appears clearly. Please cf. the example of a description of a project's financial impact at the end of this section.

Description of financial impact in text form

For each parameter, relevant to the project, please describe:

- Current level of the parameter in question
- Expected impact of the project
- Realistic dissemination of relevant parameters based on the output of the project.

Please indicate quantitatively in unambiguous units the expected financial impact for each of the relevant parameters to the industry as well as the participating companies that are likely to profit from the project output. The description should be based on sources such as e.g. statistics, published reports or the like. Also additional information, explanations and causal relationships can be specified in text.

The calculation of impact should appear clearly, and intermediate results may be submitted as part of the 4 pages of enclosures. Further financial impact obtained outside Denmark should not be included; however, this does not apply to project proceeds. If the financial impact is not adequately described or substantiated, it will not be assessed. Projects that have not estimated financial impact for at least one participant will not be considered for funding. Therefore, it is important to be thorough in completing this section.

Impact forms – Financial sustainability

Specific impact must be indicated in one or both of the impact forms related to financial sustainability.

Max. 3,000 characters besides the impact form.

Impact Form – Project Proceeds*

Project participant	Proceeds in DKK (earnings minus expenses)				
	Year 1 after project completion	Year 2 after project completion	Year 3 after project completion	Total	Source reference
TOTALT PROCEEDS					

* It must be stated in the supplementary text how the proceeds are generated for the individual participants in the table, including a description of what is expected to be sold, how many units (the expected dissemination) and at which net earnings. It must be clear how the proceeds are calculated, and the figures in the table must appear in the supplementary text with an explanation. Proceeds include only financial impact for the project partners.

Impact Form – Further financial impact of the project*

Potential for dissemination of the project results in the sector

Further financial impact for	Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Implementation expected year	Source reference

Potential in relation to socio-economic effects, e.g. increased biodiversity, reduced climate impact, better health and welfare for animals and humans, increased employment in rural areas, etc.

Further financial impact for	Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Implementation expected year	Source reference

* Further financial impact is the potential of the project obtained by disseminating the project's results in the sector or the socio-economic effects measured in DKK Further financial impact must not include effects that lie within the project participant group.

Example of description of the financial effect 'further financial impact'

Example: Production of fertilizers based on grass-clover to increase yield.

Further financial impact: The improved organic fertilizers are expected to give a substantial yield increase in organic arable farming. At farm level, the organic arable farmer is often limited to the allowed amount of conventional manure import of 50 kg NH4-N/ha, because there is no available organic manure. Improving the crop rotation with a higher percentage of grass-clover for biogas and returning digestate with improved N-utilization will increase the available N for the organic crops and thereby enhance yield potential. The introduction of 20% grass-clover in the rotation can increase the N-supply from 50 NH4-N/ha per cash crop from imported conventional manure, up to 127 NH4-N/ha per cash crop from digestate produced on organic grass-clover and manure. When the digestate is further treated to create a high-ammonium liquid fertilizer the crop available N can increase to 133 kg NH4-N/ha. On organic farms with short N-supply extra ammonium will increase the yields app. 12-15 kg/kg NH4-N. The estimated increase from 50 to 130 kg NH4-N/ha will increase grain yield by 1.2 Mg/ha, representing a value of 2,760 DKK/ha under the current price of organic barley (2.30 DKK/kg).

With at least 5,000 ha of organic land with low N supply (Økologistatistik, Landbrugsstyrelsen 2018) the optimized organic fertilizers could generate additional crop yield worth 13.8 mill. DKK.

Impact Form – Further financial impact of the project					
Potential for dissemination of the project results in the sector					
Further financial impact	**Impact (indicate unit)**	**Dissemination (indicate unit)**	**Total impact (impact x dissemination)**	**Implementation expected year**	**Source reference**
Organic crop producer	2,760 DKK/ha	5,000 ha	13.8 million DKK	2025	Danish Agricultural Agency 2018
Potential in relation to socio-economic effects, e.g. increased biodiversity, reduced climate impact, better health and welfare for animals and humans, increased employment in rural areas, etc.					
Further financial impact	**Impact (indicate unit)**	**Dissemination (indicate unit)**	**Total impact (impact x dissemination)**	**Implementation expected year**	**Source reference**

Example of description of the financial impact for project proceeds

Example 1 from A26

Project proceeds: Ab farm prices of organic rabbits are currently 8 DKK/kg higher than the price of conventional rabbits. Production costs are approx. 4 DKK/kg higher. (Both KaninStatisik, MFVM 2016). Rabbit farmer Ninkaninus , who at present sells 100,000 kg rabbit meat is expected to earn 4 DKK/kg extra rabbit meat. Mortality is decreased by 5% without further expenses.

Impact form - Project proceeds

Project participant	Proceeds in DKK (earnings minus expenses)				
	Year 1 after project completion	**Year 2 after project completion**	**Year 3 after project completion**	**Total**	**Source reference**
Rabbit producer Ninkaninus	4,000 DKK	12,000 DKK	20,000 DKK	36,000 DKK	MFVM 2016
TOTALT PROCEEDS	1,163,200 DKK	1,493,200 DKK	3,383,200 DKK	6,039,600 DKK	

* It must be stated in the supplementary text how the proceeds are generated for the individual participants in the table, including a description of what is expected to be sold, how many units (the expected dissemination) and at which net earnings. It must be clear how the proceeds are calculated, and the figures in the table must appear in the supplementary text with an explanation. Proceeds include only financial impact for the project partners.

A27. Project organization and management:

Please describe project organization and management, including whether a project steering committee has been appointed. Please provide a description of the project manager's as well as the participants' competences used to accomplish the project (max. 5 lines per participant). Relations and synergies between work packages and participants should appear from, and be rendered visible in, the Gantt diagram (Form B, sheets "Gantt Chart" and "Example of Gantt Chart").

The description must be max 2,500 characters incl. spaces.

A28. Holistic and interdisciplinary approach:

Describe how the project contributes to solving one or more problems from a holistic perspective. Describe how interdisciplinary collaboration in the project contributes to solving the project's problem(s). Although the project focuses on a specific and concrete problem, it is relevant to be able to describe how this problem can be seen in a larger context in relation to the development of a sustainable organic sector.

The description must be max 2,500 characters incl. spaces.

A29. Project coherence with other previous and ongoing projects:

Account for the project's coherence with other relevant projects. If previous, related projects have been funded by the Danish Agricultural Agency or any other public institution please state this and indicate the project file number.
Also describe expected collaboration with other relevant companies, institutions and/or projects that do not participate in the project.

The description must be max 2,500 characters incl. spaces.

A30. Communication plan and deliverables:

Describe how the project results should reach the various relevant target groups and how the project includes the users and the sector in an ongoing dialogue about the project, preferably as project participants or in a follow-up group (The ability of the project to involve, communicate with, and disseminate the project's results and recommendations to relevant target groups will be assessed in the application).

As a rule the target groups will be:

- Users, consumers and the general public with an interest in focusing on the individual benefit as well as the societal benefit
- Professional environments with an interest in goals, methods, and results
- Decision makers with an interest in challenges and solutions

In addition, it is emphasized in the assessment of the project that results and perspectives are disseminated in the form of scientific publications with peer review.

In addition to describing the communication to and with relevant target groups, the project must fill in Form B, "Deliverables" to provide an overview of the project's products, including scientific papers, presentations, theme days, popular science articles, internal reports, etc. The purpose of preparing this overview is to ensure the project's clarification of results, and to ensure that results and recommendations are implemented.

The project must contribute to non-scientific dissemination in both Danish and English through ICROFS' communication channels, including on www.icrofs.dk, in newsletters, on social media, and through articles, videos, etc., produced in collaboration with ICROFS' communication team.

The project manager and 1-2 project participants must also participate in ICROFS' annual Research and Innovation Workshop.

The deliverables described are included in the assessment of the project, and a comparison of the types and number of deliverables described in the individual applications received will be made in relation to the funding applied for.

Note the definition of deliverables and milestones respectively:

A **deliverable** is usually a tangible production, e.g. a publication that can be placed in Organic Eprints, a field trip or a workshop for external participants, or a new product, a pilot plant or a patent (see the sheet with a list of deliverable types). It should be possible to place documentation for a deliverable in Organic Eprints, if necessary, with access restrictions.
A deliverable is NOT: a research plan, a trial completed/data collected, an internal meeting or a status report. An internal note CAN be a deliverable but is most often a milestone.

Milestones are indications of significant points in the development of the project, where it can be stated that the project is on the right track - e.g. that an experiment has been completed, an internal workshop has been held and the like. A milestone does not usually give rise to a tangible deliverable but is a necessary step in reaching a deliverable. There should be at least one, preferably several, milestones along the way for each deliverable, but milestones can also be independent of deliverables.

A list of milestones and deliverables must be specified in Form B (see the sheets "Milestones" and "Deliverables").

The description must be a max of 2,500 characters incl. spaces.

Business plan

NB! The business plan should not be completed by type 2 projects.

Complete the fields (A31 to A37) below. Use the questions to uncover each theme in the business plan.

Form G (Business Model Canvas) is not mandatory but can be completed if you want to further clarify the business plan.

In assessing project proposals, great importance is attached to the commercial perspectives of the projects and that these are clearly defined and substantiated in the application.

If ICROFS and GUDP approves the project, the project manager will, in connection with the project progress reporting, be asked to update the business plan as results and increased knowledge of opportunities and barriers to commercialization are achieved.

Form D must be used for additional business plans if a project has several participants who in various ways benefit financially from participating in the project or are producing output that can be utilized financially.

A31. Indicate which participant(s) the business plan relates to:	
A32. Indicate the project output:	Indicate product / method / technology / etc. that the participant(s) get out of the project.

A33. Description of output and how it contributes with value:

Describe the 1-3 biggest problems that are solved with the project / output. What is the actual customer need? Is it a known need? How is the need fulfilled today?

For whom will the new output contribute value? Indicate whether it is a direct or indirect value and to whom; it can be one or more stakeholders in the value chain.

What is the output value (converted to value in DKK) provided to the customer?

How is the output different from all other outputs and why does it deserve the attention of the customer?

What is the unique value proposition? For example: Is it significantly cheaper than current solutions? Does it provide a new product on the market with features that have not been seen before and that are in demand? Does it provide a better yield or faster process (operating savings)?

If relevant, what property prevents the output from being copied (e.g. patent, know-how)?

The description must be max 3,500 characters including spaces.

A34. Competitors:

Who provides competing outputs? Why are those outputs not sufficient? What needs are not covered by these solutions/to a lesser extent? Who could potentially deliver a new and better solution (who should we keep an eye on)?

Which property makes the project output better than the competitors' to meet the need demanded by the customers in the value chain? How does the output provide more value for customers vs. price than the competitors?

The description must be a max 2,500 characters including spaces.

A35. Market potential:

Describe the market (in Denmark and also internationally, if relevant) for the output to be marketed. What is the annual growth of the market (either volume or value)?

Will the output compete with existing solutions, or will it lead to new market growth?

The description must be a max 2,500 characters including spaces.

A36. Customers and marketing:

Who is the end user and to whom should the output be sold? What characterizes the ideal customer/who is the easiest sale to? Description of customer segments: How do I reach my customers? Which channels are obvious to which customers? Which customer segments are there, and which value proposition is important for the different customer segments?

Describe who should market and what they should market? How is revenue generated (e.g. via product sales, service subscription, leasing, license/user license)? What does a salable prototype look like that can be test-marketed quickly? What are the key elements to test in an early commercialization? And how will you test it? Are there any customers who are willing to test?

How is the business scaled? New partners? Export?

The description must be a max 2,500 characters including spaces.

A37. Business risk analysis:

Explain the business risks associated with the project. Are there any market entry barriers/sales barriers/regulatory barriers that will prevent commercialization completely (catastrophically) or delay the start of commercialization (permissibly)? What is the probability that they occur? How can these be circumvented?

Describe how the project can test / investigate the commercial risks early in the process.

The description must be max 2,500 characters incl. spaces.

External scientific evaluation

A38. Suggestions for external scientific experts:

Make suggestions for external scientific experts (at least 2) that are to assess the scientific quality of the project, which is shown in Form A (A19-1 including CVs and A21). The external experts must <u>not</u> be employed at Danish institutions.

Name:	Affiliated with the following institution:	E-mail:

General Data Protection Regulations

A39. Publishing personal data on the Internet:

Please note that parts of the provided information may be published via the Internet, as it also appears from the call section on 'Procedures for considering applications.'
For information on the GUDP-secretariat's processing of personal data, contact information for the data controllers, the possibility of requests for access to or rectification of personal data etc. please see the 'Invitation of applications for GUDP', in the final chapter 'Processing of personal data'.

Checklist

A40. Checklist before you send the application material:

- ✓ Form A – check that all fields are completed.
- ✓ Form A must be signed by the project manager – individual/sole company projects must be signed by the financial controller.
- ✓ Form B – the budget form must be completed for each participant and for each activity type (research, development, demonstration), to be applied for. Each applicant may have up to three budget forms, if he or she applies for funding for a research project that includes development and demonstration. In Form B a Gantt Chart, a list of milestones and a list of deliverables must also be completed.
- ✓ Form C – fill in a participant form for each participant, including the main applicant/project manager. The Form must be signed by the company's financial controller.
- ✓ Form D – additional form for business plans if a project has more than one business plan. The first business plan must appear from the main application form A.
- ✓ Form G – Business Model Canvas can optionally be completed in connection with the business plans but is not mandatory.
- ✓ CVs for all relevant project key staff (indicated in A19-1) must be attached as enclosures.
- ✓ Applications must be submitted via e-mail to the GUDP- secretariat at gudp@lbst.dk Indicate the project title in the subject field. All relevant application forms, CVs and enclosures must be in a single PDF-file, except for Form B and Form G (not mandatory), all of which must be attached as separate files (one Excel spreadsheet and one PDF-file). The total PDF-file should be submitted in a non-scanned version without signatures as well as a scanned version with all signatures. Therefore, please attach the following:
    - ✓ PDF-file (non-scanned version)
    - ✓ PDF-file (must include all signatures)

- ✓ Excel spreadsheet (not scanned) with budget form, Gantt chart, milestones and deliverables (Form B)
- ✓ Word-file (not scanned) with Business Model Canvas (Form G), if completed

Form B: Budget form, Gantt chart and lists of milestones and deliverables

This guideline provides a general elaboration on budgetary items.

General information about funding of Organic RDD projects
It is a prerequisite for obtaining funding via GUDP that expenses are directly related to the project and that they are necessary for the accomplishment of the project. Furthermore, it is a condition that expenses are incurred during the approved project period, that the expenses have been paid and that this can be documented.

GUDP never covers expenses 100 per cent. The subsidy rate depends on who the applicants are and what form the project has. Read more about the subsidy rates on page 36.

Allowable expenses eligible for funding
The following expenses are eligible for funding:

- Salary during the project period for project participants. As a rule, expenses for Ph.d.-salary is covered with a maximum of 28 months.
- Cost covering external assistance when this creates added value to the project's sub activities[3]. As a rule, research institutions are not eligible for funds for external assistance as these are expected to possess the highest expertise. If external assistance is used in the project, this must be stated in form A (A19-2).
- Other costs: Operational costs that are necessary for the accomplishment of the project, including material costs, meeting and transport expenses, etc.
- Expenses for apparatus and other types of equipment that are <u>necessary</u> to accomplish the project. However, as a rule the applicant is expected to finance and provide the necessary equipment. Therefore, funding for apparatus and other equipment is only given to a limited degree and based on specific reasons. The expenditure items must be specified in the approved project application, the letter of commitment or in the subsequently approved budget change. The scrap value of equipment and apparatus must be calculated. For demonstration activities the max amount granted for apparatus and equipment is 750,000 DKK
- Revision/audit: Costs connected to revision of the Organic RDD project (revision, communication, etc.)
- Overhead, including indirect costs necessary to accomplish the project (documentation must be enclosed with the claim for the expenses that are included in the calculation of overhead)

[3] The following applies to all kinds of external assistance: External assistance ('subcontracting') is settled based on invoices paid for external consultancy and services necessary for the accomplishment of the project. As a rule, all services should be bought at market price. You must be able to document that – when acquiring the product – you have explored the market price for said service and thus will be able to account for the purchase. If you buy the service from a supplier with whom the applicant is connected via his/her group or cooperation, then the price should be settled as an internal cost (cost price). The applicant should pay specific attention to a correct settlement of the price in case of trade with affiliated companies as well as internal trade between the participants.

Expenses that are not eligible for funding

Funding is not provided for:

- Covering of costs for activities accomplished prior to the approved starting date of the project or after finalization of the project with the exception of the auditors report.
- Company-specific process optimization (e.g. LEAN)
- Loss of working hours and production losses due to project participation
- Education activities in general, PhD-fees, competence development etc. Funds may be provided for PhD salary, but not for matriculation, courses, teaching, etc.
- Patent expenses for large companies
- Foreign research institutions and companies (companies with a department registered in the Danish Central Business Register ('Det Centrale Virksomhedsregister – CVR) are considered Danish) cannot be participants in the project, but they may be part of a project as external assistance in case the necessary expertise is not available in Denmark
- Preparation of the application, including collaboration agreements for network projects
- Depreciation of apparatus and equipment.

All expenses must be stated exclusive of VAT, unless the applicant bears the VAT himself and therefore applies for funding for this expense.

Independent funding and other public co-funding

Independent funding is the share of project cost eligible for funding that are paid by private companies themselves. Independent funding is always non-public funds.

Research and knowledge dissemination institutions have the option to use other public co-funding to cover the remaining project costs. Other public co-funding is the funding that directly or indirectly comes from governmental sources, such as contributions from universities and grants from agricultural funds. Approved Technological Service-institutes (ATS), industry organizations, associations, as well as self-governing institutions, may also use other public co-funding, even though they are otherwise considered, in terms of subsidies, as private companies.

For private companies, project activities can, as a rule, only be funded by means of public funds up to the maximum subsidy percentage, which depends on the activity and company type. See the current rates on page 36.

Example: If a private company in an Organic RDD project completes development activities and e.g. has a maximum subsidy percentage of 60 percent, but only applies for 40 percent GUDP funding, a maximum of 20 percent is eligible for funding by other public funds. The remaining 40 percent of the funding should be covered by independent funding from the contributing company or other non-public funds.

Other supplementary public co-funding

Demonstration activities can be financed 100% by public funds, meaning that the percentage of costs not covered by GUDP can be covered by other public funds.

It also applies for development and research activities comprised by the categories mentioned in Enclosure 1 of the Treaty of Lisbon[4] (agricultural products).

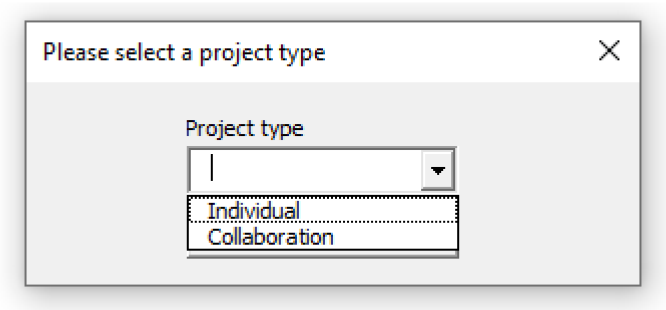
In this case the total public funding only constitutes 100 percent provided that[5]:
- The grant receiver is a research institution or a knowledge dissemination organization according to the definitions provided in the EU rules for government subsidies
- The activities are of general interest to the sector or sub sector in question
- Information about the accomplishment of the activities as well as the purpose and aim of same will be published on the internet prior to initiation. The information supplied must include an indication of the date of publication of the expected results and that they will be available to the general public free of charge.
- The results of such activities must be available on the internet for at least a 5-year period and must not be made available to members of a specific organization until they are made public.

How to fill in the individual parts of the budget form
The budget form (form B) is an Excel-file with eight sheets
- Sheet 1: Gantt chart (incl. guidelines)
- Sheet 2: Example of a Gantt chart
- Sheet 3: List of deliverable types (is used when completing the Gantt chart)
- Sheet 4: The total project budget
- Sheet 5: Example of a collaboration project/individual project
- Sheet 6: List of subsidy rates
- Sheet 7: List of deliverables
- Sheet 8: List of milestones

In order to access the budget form (Form B), the button on the front page “Open application form” is to be used:

The picture above illustrates the front page of the budget form.

Hereafter, either Individual, for individual/sole participant project, or Collaboration, for collaboration projects, has to be chosen:



The picture above illustrates the panel to choose project type in the budget form.

[4] Enclosure 1 of the Treaty of Lisbon deals with primary agricultural products, i.e. agricultural products prior to and including the first stage of processing. A project on wetlands may be included in enclosure 1 if one or more primary agricultural products are produced on these wetlands. Products comprised by enclosure 1 are found here (p. 333-335).
[5] Consolidation Act no. 1069 of 13.09.2017 § 27

Guidelines for the sheet ‘Total project budget’ is provided below. Instructions as to completing the Gantt chart appear from the sheet ‘Example of Gantt chart’. See also example of completed budget form for an individual/sole participant project and a collaboration project in the sheets ‘Ex. of individual project’ and ‘Ex. of collaboration project’, respectively. Instructions for filling in the Sheet with "Milestones" and the Sheet with "Deliverables" appear from these, where examples are also included (must be deleted when filling in the sheet).

Total project budget
The total project budget automatically sums up all sub budgets below, as these are completed and thus provides an overview of the total costs. Once all project participants’ sub-budgets are completed, the total project budget will display the total overview of the costs of the project, GUDP funding, and own financing/other public funding. The amount appearing from the column ‘costs’ (Excel sheet field B 13) is the total costs of the project. This amount must also be indicated in the main application form field A12-1 ‘Total project costs’.

Participant budgets
A budget must be prepared for each company/institution participating in the project. If the company/institution is involved in more types of activities - applied research, development, and demonstration - a sub-budget for each type of activity must be prepared (see below). This is among others, due to the fact that subsidy rates vary according to type of activity and company size. The amount appearing from column B in ‘Total project budget’ is the amount indicating the total project costs. If the company/institution participates in more activities, then the amounts applied for should be added up and indicated in field C9.1 ‘Total project costs for this participant’ and C9.2 ’Total applied amount for this participant’ (in Form C). Sub-budgets must also be prepared for participants who do not apply for grants as they contribute with independent financing.

Project participants who do not receive funding must sign a declaration that their activities have been accomplished when the project is ending. The declaration must also be signed by the project manager.

Company name
Fill in the name of the company.

Activity type
In the field with activity type, select either "Applied research”, "Development" or "“Demonstration”. Definition of the three types of activity:

- Applied research activities (F) concerning planned research and critical studies with the purpose of acquiring new knowledge and skills that can be used in the development of new products, processes, or technologies. The results of the accomplished activities need not be readily available for commercialization in a short-term perspective. Applied research must be accompanied by deliverables in the Gantt chart. Research activities alone cannot constitute an Organic RDD 10 project.

- Development activities (U) including demonstration activities that contribute to the development of new or improved products, processes or technologies based on existing scientific and other relevant knowledge and skills. The new products, processes or technologies are expected to be directly applicable, and possible to commercialize, in a short-term perspective. Development activities may include the production of prototypes, demonstrations, the production of pilots, testing and validation of new or improved products, processes or services in contexts that are representative of actual operating conditions, with the primary purpose of technically further the development of products, processes or services that have not yet taken final form.

- Demonstration activities (D) regarding agricultural products that convey knowledge on how specific research and/or development activities can be utilized by a broad range of stakeholders. Demonstration involves the dissemination of scientific or technical knowledge and the like that is non-distortive to competition and does not have the character of marketing specific products or services. This means that
    - All interested parties must have access to the demonstrated knowledge and/or practices.
    - Demonstration must not revolve around specific products or services that need to be purchased in order to benefit from the demonstrated knowledge and/or practices.
    - Demonstration is not, for example, testing of varieties or new technology in the stable. But it can be, for example, an open house event where experiences or new knowledge are disseminated widely.

Company size
Company size is stated on the basis of the EU Commission definitions:
- **Small companies** are defined as companies with less than 50 employees and with an annual turnover and/or an annual balance sheet total of max. 10 million euros.
- **Medium-sized companies** are defined as companies with less than 250 employees and with an annual turnover of max. 50 million euros and/or an annual balance sheet total of max. 43 million euros.
- **Large companies** are defined as companies that are larger than the categories mentioned above.

For further information regarding the definitions we kindly refer to the user guide and declaration from the European Commission: Link.

GUDP subsidy rates
The maximum subsidy rate is based on project type (collaboration project/single company project), activity type (project including applied research/development/demonstration) and company size. Thus, GUDP provides subsidies to the individual project participants – according to project type, activity type and company size. The budget form automatically chooses the correct maximum subsidy rate.

Table 1: Maximum subsidy rates for Organic RDD projects

Company size	Research and knowledge dissemination organizations*	Small companies		Medium-sized companies		Large companies	
Project type		Individual	Collabo-ration	Individual	Collabo-ration	Individual	Collabo-ration
Activity type							
Basic research	100 pct.	100 pct.		100 pct.		100 pct.	
Applied research (Industrial research)	90 pct.	70 pct.	80 pct.	60 pct.	75 pct.	50 pct.	65 pct.
Development (experimental development), Including demonstration activities related to non-agricultural products**	90 pct.	45 pct.	60 pct.	35 pct.	50 pct.	25 pct.	40 pct.
Demonstration related to agricultural products***	70 pct.	70 pct.	70 pct.	70 pct.	70 pct.	70 pct.	70 pct.

* Research and knowledge dissemination organisations can achieve a maximum subsidy of 100 pct. (however, maximum 90 pct. from GUDP) of the eligible costs for the implementation of non-commercial research and development activities, provided that the research results of the research institutions is subject to continuous publication, including education.

** Demonstration activities related to non-agricultural products are limited to activities defined in the development provision of the General Block Exemption Regulation Article 25. In these cases, the support rate depends on the size of the enterprise and whether it involves collaboration

*** Demonstration activities related to agricultural products are exempted according to Article 21 of the Agricultural Block Exemption Regulation, which covers the products listed in Annex I to the Treaty on the Functioning of the European Union. In these cases, funding up to 70% can be provided to companies for demonstration (knowledge-sharing). When providing support to large companies, the project must benefit small and medium-sized companies.

Requirements for collaborative projects

In order to receive an increased subsidy for collaborative projects, it must be either

- a collaboration between companies,
  - of which at least one is a SME, and
  - where no individual company holds more than 70 pct. of the eligible costs.
- Or between
  - a company (regardless of size) and
  - a research and knowledge dissemination institution, where the latter contributes with a co-financing of at least 10 percent.

In collaborative projects with an increased subsidy rate, the project results must be widely disseminated via conferences, publications, open access archives, free software or open-source software. However, this does not apply to confidential information.

Trade organizations and the like, as well as private research and knowledge dissemination organizations

Trade organizations and the like as well as private research and knowledge dissemination organizations are regarded as large companies in connection with the determination of the maximum subsidy rates. If the applicant can present documentation that the organization or institution (the entire organization or institution) fulfills the EU Commission's definition of small or medium-sized companies (SME) a subsidy rate corresponding to the size of the company can be given.

Construction of the sub-budgets

In the sub-budgets the total expenses for the participants' different budget entries, are given. Hereafter, it is automatically shown, which part of the total expenses that the participants can receive of GUDP funding, and how much that must be own financing. As a rule, the same subsidy rate is given to all budget entires of the project. Public and private research- and knowledge dissemination organizations, will typically be able to use a special column for co-financing with other public funding. The budget form will show different error-messages if wrong amounts have been entered, which then blocks input of more data. Simultaneously, the button "validate data" must be used, in order to show potential exceedances or errors when entering data.

Company name:		**Main applicant**	**Company size:**
Activity type:			**Maximum subsidy rate:**
OH-percentage		**OH remaining amount**	

	Costs	Of which: GUDP	Of which: Independent financing
Salary		0,00 DKK	0,00 DKK
External assistance		0,00 DKK	0,00 DKK
Other costs		0,00 DKK	0,00 DKK
Apparatus/equipment		0,00 DKK	0,00 DKK
Scrap value		0,00 DKK	0,00 DKK
Income, if any		0,00 DKK	0,00 DKK
Audit costs		0,00 DKK	0,00 DKK
Total excl. OH	0,00 DKK	0,00 DKK	0,00 DKK
OH		0,00 DKK	0,00 DKK
Total	0,00 DKK	0,00 DKK	0,00 DKK

The picture above illustrates a sub-budget.

Further elaboration of the budget costs and completion of sub-specification

GUDP solely provides funding for actual costs. The GUDP budget therefore acts as a guideline in relation to all expenses. The total GUDP subsidy rate and the total GUDP funding can however never exceed the approved budget.

Specification of sub-budget:

Salary (number of hours and hourly rate)
External assistance (Name and work description)
Other costs:
Apparatus/equipment:
Scrap value:
Income, if any:
Audit costs:

	subsidy rate
Salary	
External assistance	
Other costs	
Apparatus/equipment	
Scrap value	
Income, if any	
Audit costs	
Total excl. OH	
OH	
Total	

The picture above shows the fields with the sub-specification of the budget that is to be completed.

Salary expenses

Guidelines for salary expenses
GUDP provides subsidies for the hourly rate and for social security contributions, including sickness and maternity benefits, holiday pay and other social employer obligations.
Project staff salary paid by universities and other public institutions may as a maximum be in accordance with collective agreements for comparable work carried out in the state.
Companies and private research and knowledge dissemination institutions such as GTD institutes, apply specific salary costs (i.e,. excluding overheads/general costs) in their budgets.

The salary can either be stated as an average or individually for the individual employee. In both cases, the salary must be entered into the specification field and the total number of hours must be stated. If you refer to the individual employee (e.g. by using his/her initials), you must indicate the hourly pay and the total number of hours spent working on the project. Example: HJ, 350 DKK/hour for 47 hours.
When estimating time consumption, a standard of 1,642 working hours per year should be applied. This standard represents a yearly work of 1.942 hours, where vacations and holidays have been subtracted. Thus, the given subsidies cover holiday pay, whilst no other indirect subsidies are given, for purposes which are not connected to the project. The subsidy recipient is responsible for the completion of the project within the given framework.

Salary costs for company owners who are not actually employed by the company may be included and paid at an hourly rate approved by GUDP – the maximum hourly rate that can be approved is DKK 350 / hour. If salary for company owners is included in the project this must be specified in the relevant field including hourly wage rate and number of hours.

External assistance

Cost for external services such as external analyses, external advisory services, including expert advice to which the institution/company acquires the full right of utilization of the outcome delivered. Applications for funding of external assistance must be substantiated by means of a detailed explanation describing who will provide the external assistance (e.g. groups of people, specific company etc. State the explanation in the specification field in the budget form (Form B).

As a general rule, research institutions will not receive grants for external assistance as they are expected to possess the highest expertise.

Please cf. the explanatory footnote in relation to the item 'Expenses for external assistance' in the section 'Allowable expenses eligible for funding' in this guide.

Other costs

Other costs comprise operating costs necessary to accomplish the project, including costs for materials, meeting and travel costs etc. as well as costs related to communication. Subsidies are not given to unspecified running of e.g. laboratories, as these are generally included in overhead costs. Please specify costs in the specification field in the budget form (Form B).

Costs for conferences where project results are presented as well as travel costs must be specified correctly. Grants are not given to cover education and study trip costs; however in special cases grants may be given to company-specific visits if these are of essential importance to the project.

Apparatus/ equipment

As a rule, the applicant must provide the necessary apparatus and equipment for the project. If this is not possible, you can apply for funding. GUDP will assess the application for funding of apparatus/equipment if it is substantiated by an explanation describing the apparatus or equipment you need to purchase. Enter the explanation in the specification field in the budget form (Form B).

If the apparatus/equipment still has a certain value after the project period then the grant will be reduced accordingly. Cf. the following paragraph on calculation of the scrap value.

Scrap value

The scrap value is the depreciated value of the purchased apparatus/equipment at the end of the project. This value will be deducted from the grant as the project is not supposed to profit from selling apparatus/equipment funded by GUDP. The scrap value must be entered in the budget form.The amount is automatically deducted and is indicated in red figures in the budget form.

Usually, the depreciated value is calculated as a certain percentage of the purchase price in accordance with the regulations of the Act on

Depreciation Allowance. For example, if a project has a duration of 2 years and 4 months, the depreciation value is calculated as the annual depreciation over 3 years.

Please indicate the calculation of the scrap value in the specification field in the budget form (Form B).

Depreciation			
	Linear depreciation – 5-year period	Balance depreciation 25 pct.	Linear depreciation – 3-year period (used for IT equipment)
	pct. of purchase value	pct. of purchase value	pct. of purchase value
Purchase value	100	100	100
Value year 1	80	75	66
Value year 2	60	56,3	33
Value year 3	40	42,2	0
Value year 4	20	31,6	0
Value year 5	0	23,7	0

Income, if any

Income from sale of test products, prototypes etc., in relation to which materials used are included in project costs. This amount is automatically deducted and will appear in red figures in the budget form. Please provide an elaboration of the income in the specification field in the budget form (Form B).

Revision/audit costs

Indicate here if you expect costs related to auditing in connection with the project. An auditor's statement is required for the payment of funds. However, for recipients requesting disbursement of DKK 100,000 or less, the request for payments of instalments and final payment must be endorsed by management statements.

OH (overheads) – contribution to joint costs

Grants are provided for documented overheads/administrative contribution costs. Overheads are given to cover indirect costs in connection with the accomplishment of a project. These may include joint costs for rent, premises, administration etc.
GUDP provides differentiated overheads/administration contributions according to the legal status of the participating institutions:

Research and knowledge dissemination institutions, comprised by the regulations on subsidized research as stipulated in the budget guidelines from the Ministry of Finance and with authority to perform subsidized research, may receive an overhead grant of up to 44 percent.

Private companies and private research and knowledge dissemination institutions can apply for overheads of up to 18 percent of the dokumented salary costs.

For private companies, etc., which promote societal objectives through activities that benefit a broader group of people and that are not themselves the immediate beneficiary of the grant, the GUDP-secretariat may permit a higher overhead of up to 30 percent of salary costs based on a documented overhead calculation. In connection with the request for payment, the overhead percentage applied for must be documented based on entries in the grant receiver's accounts.

Completing the Gantt chart and sheets with milestones and deliverables
The Gantt chart should show the duration in time of the individual work packages and the relationship between them.

The applicant is free to use a different format/layout than the Gantt chart provided as part of the application material. However, the following mandatory information must be included:

- Involved project participants for each work package
- Activity type for each work package (Research, Development, Demonstration)
- Total number of hours for each work package
- Total budget for each work package
- Total budget
- Milestones for each work package. Must be indicated and elaborated with title in the Sheet "Milestones"
- Deliverables in each work package. For deliverables, the type of deliverable should be indicated, cf. the list of abbreviations in the sheet 'List of deliverable types' mentioned in Form B sheet 3, as well as at the end of this guide to Form B.

Please note:

- Number of hours: A total number of hours must be indicated for each work package. It is not mandatory to indicate number of hours for each sub element of the work package. The total number of project work hours must be indicated and correspond to the number of hours indicated in the total project budget in the sheet 'Total project budget'.
- WP budget: A total budget must be indicated for each work package (WP). It is not mandatory to provide numbers for each sub element of the work package. The total project budget must be indicated and correspond to the amount indicated in the total project budget in the sheet 'Total project budget.'

- Compliance between activity type and deliverable type is necessary, as deliverable types are connected to activity type. That is, if you have not applied for a project with demonstration content, the deliverable types under 'Demonstration' cannot be used. This also applies at WP-level. If no research is specified as type for a WP in the Gantt chart, the delivery types under 'Application-oriented research' cannot be used.

Activity types to be used when completing the Gantt chart:
Applied research activities (F) concerning planned research and critical studies with the purpose of acquiring new knowledge and skills that can be used in the development of new products, processes, or technologies. The results of the accomplished activities need not be readily available for commercialization in a short-term perspective. Applied research must be accompanied by research deliverables in the Gantt chart. Research activities alone cannot constitute an Organic RDD-project.

Development activities (U) including demonstration activities that contribute to the development of new or improved products, processes or technologies based on existing scientific and other relevant knowledge and skills. Development activities may include commercially applicable prototypes. The new products, processes or technologies are expected to be directly applicable, and possible to commercialize, in a short-term perspective.

Demonstration activities (D) regarding agricultural products that convey knowledge on how specific research and/or development activities can be utilized by a broad range of stakeholders. Demonstration involves the dissemination of scientific or technical knowledge and the like that is non-distortive to competition and does not have the character of marketing specific products or services. This means that:

- All interested parties must have access to the demonstrated knowledge and/or practices.
- Demonstration must not revolve around specific products or services that need to be purchased in order to benefit from the demonstrated knowledge and/or practices.

For a detailed description of the activity types, please refer to the GUDP-regulation.

List of deliverable types

List of deliverable types and abbreviations to be used when completing the Gantt chart for development and demonstration projects with or without research	
APPLIED RESEARCH	
Scientific production	
International journal (peer reviewed)	FV1
Danish journal (peer reviewed)	FV2
Proceedings (whole, not single papers) and working papers	FV3
Research report	FV4
Conference presentation incl. paper/abstract/poster (scientific conference)	FV5
Commercialization and application	
Patents - Novelty study - Submission of application - Patent approval - Agreement on commercial application	FK1
Strategic method development and authority procedure	FK2
Other type of commercialization	FK3
Software programmes	
Internal application	FS1
External application	FS2
Communication and dissemination	
Major reports and analyses, often more than 50 pages	FF1
Minor reports/briefs incl. teaching material (research level)	FF2
Articles in subject specific journals and newspapers	FF3
Thematic issues in relation to the project	FF4
Thematic meetings / Workshops / Meetings / Open house arrangements / Presentations / Video / Podcast / Presentation at non-scientific conferences / Training (research level)	FF5
DEVELOPMENT	
New products, processes etc.	
New or significantly improved product	UP1
New or significantly improved production process	UP2
New concepts etc.	UP3
Prototypes	UP4
Pilot plant	UP5
Commercialization and application	
Patents - Novelty study - Submission of application - Patent approval - Agreement on commercial application	UK1

Trademark protection	UK2
Certification/test (not required by law)	UK3
Other kinds of commercialization, including changes in technical standards, changes in advisory standards etc.	UK4
Software programmes	
Internal application	US1
External application	US2
Communication and dissemination	
Major reports and analyses, often more than 50 pages	UF1
Minor reports/briefs incl. teaching material (advisory level)	UF2
Technical manuals, fact sheets etc.	UF3
Articles in subject-specific journals and newspapers	UF4
Thematic meetings / Workshops / Meetings / Open house arrangements / Presentations at such events / Video / Podcast / Training (advisor level)	UF5
DEMONSTRATION	
Communication and dissemination	
Dissemination via practical showcasing	DF1
Technical manuals, fact sheets and the like incl. teaching material (end user level)	DF2
Articles in subject-specific journals and newspapers	DF3
Thematic meetings / Workshops / Open house arrangements / Presentations at such events / Video / Podcast / Training (end user level)	DF4

Form C: Participant form

All projects must complete a participant form for each participating company/institution, including the main applicant (the company/institution acting as project manager).

Project	
C1. Project title and acronym: (max 2 lines)	Indicate project title and acronym – it should comply with the title indicated in the main application.
Applicant	
C2. Participant:	Name of the institution/department/company/division.
C3. Municipality:	Municipality of domicile of the company/institution, who is the main applicant.
C4. CVR number	Indicate the applicant's CVR number. The stated CVR number must be registered with the Central Business Register (CVR.dk). The CVR number is an eight-digit identification number unique for the individual Danish company. It is used as identification for companies in relation to the authorities.
C5. P number:	Indicate the applicant's P number. In addition to the CVR number, each company is also given a production unit number (P number) for each physical location from which the company runs its business. The P number is a unique 10-digit number. A CVR number may thus comprise more P numbers. The P number is important with regard to payment of funds.
C6. Address:	State the address. The address listed in this field must be identical with the address registered in the Central Business Register (CVR) in relation to the CVR and P number(s) indicated.
C7. Participant's name and title:	Indicate name and title of the participant in relation to ICROFS' secretariat and GUDP's secretariat as well as

C8. Telephone and e-mail address:	telephone number and e-mail address which may be used by the ICROFS- and GUDP-secretariats for corresponding purposes.
C9.1 Total project costs for this participant:	State the total project costs that the project participant expects. The amount should cover all the activities (research, development, and demonstration) that the project participant will participate in – up to three amounts, if the participant engages in all three activity types.
C9.2 Total amount applied for by this participant:	State the total amount that the project participant has applied for from GUDP. The amount should cover all the activities (research, development, and demonstration) that the project participant will participate in – up to three amounts, if the participant engages in all three activity types.

C10. Starting date:	Expected starting date for the project. Project activities can be initiated at the time, when the GUDP-board has made a decision to fund the project. However, as the applicant, you may at your own expense and risk, initiate the project activities after submitting the application.	**C11. End date:**	Expected end date. Please be aware that it may be necessary to allot time for the preparation of reporting. The project period must be max 4 years.

Applicant's confirmation

C12. Applicant's confirmation:

By his/her signature, the financial controller confirms the budget and – at the same time – approves that the company/institution participates in the project, cf. the information provided.

The applicant is under the obligation to inform the ICROFS-secretariat and the GUDP-secretariat immediately in case of significant changes to the information submitted; thus including additional funding granted for the entire project or parts of the project by other parties, of which the applicant had no knowledge at the time when the application was submitted.

The applicant hereby confirms that all data and information provided in the application material are correct, and that all indicated green and financial effects are estimated in the best possible way.

Please note that some of the information provided may be published on the Internet, cf. the call section 'Procedure for assessment of applications'.

The applicant confirms with his or her signature that the applicant has been informed that Grants under the GUDP scheme are granted pursuant to the GUDP Act and the GUDP Regulation, as well as chapters I and II of ABER, including articles 21 and 38, and/or chapters I and II of GBER, including articles 25, 27, 30 and 31.

The applicant also confirms with his or her signature:

a) That the applicant is not affected by crisis as defined in article 2, No. 14 in Regulation No. 702/2014 and article 2, No. 18 of Regulation No. 651/2014, and
b) That the applicant has complied with any repayment orders issued by the European Commission in relation to one or more decisions in which state aid granted by the Danish authorities has been found to be against the law and incompatible with the internal market, and
c) That the applicant, in case funding is granted, at any time immediately informs the GUDP secretariat thereof, in case the grant recipient receives public funding for the same costs from other sources, including payments received under other national or EU initiatives.

Date:	**Signers name/stamp:**	**Signature:**

Please enter the company/institution stamp or the signer's name in capital letters.

Activity type and company size

C13. Activity type:	Tick off the activity types in which the participant is involved. Prepare a budget for each project participant. In case the participant engages in more activity types, a budget for each type must be prepared, as the grant rates vary according to activity type and company size.

C14. Company size:	Indicate company size. Company size is according to the EU Commission's definition.

Participants	
C15. List of participants from the company/institution: REMEMBER that CVs for key staff must be submitted as enclosures.	
Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:

Form D: Additional business plans

Business plans do not need to be completed for type 2 projects (focus on contributions to public goods).

In case a project has more participants, who may – in different ways – derive an economic benefit or produce their own products or outputs to be commercially utilized, more business plans are required. The business plans must illustrate the different financial benefits. It may make sense to prepare a business plan for each product/output if a single company in the project has several products or outputs. Thus, you may fill in as many D Forms as necessary for the project.

Complete Form D as described in the guidelines for Form A, fields A30-A36, and an additional corresponding Form G can be submitted, if applied.

Additional business plans (Form D) must be submitted in continuation of application Form A.

Project	
D1. Project title and acronym: (max 2 lines)	
D2. Participant(s) related to the business plan:	
D3. Project output:	
Business plan	
NB! The business plan does not have to be completed for type 2 projects. **Form G (Business Model Canvas):** Form G can optionally be filled in (not mandatory).	
D4. Description of output and how it imparts value: (max 3,500 characters)	

D5. Competitors: (max 2,500 characters)
D6. Market potential: (max 2,500 characters)
D7. Customers and marketing: (max 2,500 characters)
D8. Business risk analysis: (max 2,500 characters)

Form G: Business Model Canvas

When assessing research projects emphasis will be placed on the existence of concrete plans for the market distribution of the developed technologies and new products. However, this does not apply to type 2 projects.

If you want to further elaborate these factors in addition to the possibilities offered in Form A you can use Business Model Canvas.

It is not mandatory to use Form G.

The Business Model Canvas is a tool that can help guide and make visible the way to the market for the technology or product for which support is sought. Fill in the form with key words and short sentences, if necessary with help from the book Business Model Generation.

Under the subsidy scheme "Organic Research, Development and Demonstration Program (Organic RDD)" on the Danish Agency for Agriculture's subsidy guide, you can find a Business Model Canvas with suggestions for questions to be considered in connection with the completion. Select the tab “Sådan søger du” ("How to apply") and open the “Søg om tilskud” ("Apply for grant") section.