# Form A: Main application form

* All fields must be completed.
* Guidelines for filling in the application form can be found [here](https://lbst.dk/tilskud-selvbetjening/tilskudsguide/oekologisk-forsknings-udviklings-og-demonstrationsprogram-organic-rdd#c103540).
* Maximum number of characters incl. spaces must be complied with. Excess characters will not be included in the assessment.

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| **Project** | | | | | | | |
| **A1.** **Project type and contents:** | | | Project type:  Type 1: Project with research content and business plan  Type 2: Project with research content focusing on the common goods of organic farming without a business plan  Activities in addition to research:  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:**  (max. 2 lines) | | | Please note that title and acronym are used for public mentioning of the project. | | | | |
| **A4a.** **Project summary in English:**  (max 3,000 characters incl. spaces) | | |  | | | | |
| **A4b.** **Project summary in Danish:**  (max 3,000 characters incl. spaces) | | | Please note that the description may be published unedited on [www.gudp.dk](http://www.gudp.dk) and in ‘Grøn projektbank’ ([www.groenprojektbank.dk](http://www.groenprojektbank.dk)). | | | | |
| **Applicant** | | |  | | | | |
| **A5. Name of main applicant/coordinating company or institution:** | | |  | | | | |
| **A6. Municipality:** | | |  | | | | |
| **A7. CVR number:** | | |  | | | | |
| **A8. P number:** | | |  | | | | |
| **A9. Address:** | | |  | | | | |
| **A10. Project manager’s name and title:** | | |  | | | | |
| **A11. Project manager’s telephone and e-mail address:** | | |  | | | | |
| **A12-1. Total amount for all project costs:** | | |  | | | | |
| **A12-2. Total amount applied for:** | | |  | | | | |
| **A13. Have you applied for funding in relation to this project via other state, regional and/or EU schemes (incl. GUDP)?** | | | Yes – Scheme and file number:       Year:        No | | | | |
| **A14.** **Starting date:** | | |  | **A15.** **End date:** | | |  |
| **Applicant’s confirmation** | | | | | | | |
| **A16. Applicant’s confirmation:**  If your company or institution is the only project participant, then the main application form must be signed by the company’s or institution’s financial controller. Regarding cooperation projects, the application form must be signed by the main applicant’s financial controller or the project manager.  The applicant is under the obligation to inform the GUDP-secretariat immediately in case of significant changes to the information submitted; thus incl. 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, incl. articles 21 and 38, as well as chapters I and II of GBER, incl. articles 25, 27, 30 and 31.  It is also a prerequisite for obtaining grants under the GUDP scheme:   1. 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 2. 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 3. 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, incl. 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:** | | | Individual/sole participant project  Collaboration project | | | | |
| **A18.** **Company size:** | | | Small company  Medium-sized company  Large company  Public institution | | | | |
| **Declaration for Research- and knowledge dissemination institutions** | | | | | | | |
| **A19. Declaration of compliance with the requirements for Research- and knowledge dissemination institution**  The applicant confirms with his or her signature that the applicant meets all the requirements of being a Research- and knowledge dissemination institution according to the 'Guidance on the definition of a research- and knowledge dissemination institution' published by the Ministry of Food, Agriculture, and Fisheries, The Danish Agricultural Agency, 2 October 2020.  Documentation must be provided to demonstrate that the following three requirements are met if the applicant is not listed among the already approved institutions, as indicated in the above-mentioned guidance on page 6, or if otherwise requested by The Danish Agricultural Agency.   1. The entity must primarily engage in non-economic activity 2. The entity has research or knowledge dissemination as its main task 3. The entity is independent | | | | | | | |
| **Date:** | | **Signer name/stamp:** | | | | **Signature:** | |
| **Key staff** | | | | | | | |
| **A20-1. List of project key staff from the participating companies/institutions as well as their expected engagement** (total hours) **in the project:**  Key person CV’s must be submitted as enclosures (max 1 page per key person, however, max 2 pages for the project manager). | | | | | | | |

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| Name: | Position: | Number of hours: | Hours allocated  to scientific research: | Institution/company: |
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| **A20-2. List of companies providing external assistance:** | | | | | |
| Company: | Number of hours: | | Description of external assistance: (max. 1,000 characters incl. spaces) | | |
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| **Focus areas** | | | | | |
| **A21.** **ICROFS’ focus areas:**  Tick off only the strategic focus areas (one or more) 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 (A22) 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, tables and intermediate 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 (A22-1 to A22-5) must be max. 25.000 characters incl. spaces in total. Make sure that the max. number of characters incl. spaces is not exceeded.  **Please, check the** [**Organic RDD 10 guidelines**](https://lbst.dk/tilskud-selvbetjening/tilskudsguide/oekologisk-forsknings-udviklings-og-demonstrationsprogram-organic-rdd#c103540) **regarding what must be included in the detailed project description.** | | | | | |
| **A22-1. Background and aims:**   * Describe how the project, based on [ICROFS’ Research- and Development Strategy 2023](https://icrofs.dk/fileadmin/icrofs/Forskningsstrategi_2023/Research_and_development_strategy_2023_English.pdf) and the ‘spider web’, contributes to the green transition og development of organic farming and food systems. * Describe how the project contributes to the focus area(s) that are ticked off in A21. | | | | | |
| **A22-2. 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. | | | | | |
| **A22-3. Scientific problem:**  Describe the scientific problem/research questions and/or the hypothesis. | | | | | |
| **A22-4. 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. | | | | | |
| **A22-5. Scientific qualifications of the persons involved in the scientific research:**   * 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. | | | | | |
| **A22-6. Risks related to the scientific research:** (max. 2,500 characters incl. spaces)   * Describe the risks that may challenge the feasibility and success of the scientific research in the project and present a plan for mitigation. | | | | | |
| **A23. Technical risk analysis:** (max. 2,500 characters incl. spaces) | | | | | |
| **A 24-1. Compatibility with the organic principles:** (max. 1,500 characters incl. spaces)   * Explain how the project concept, the applied/developed methods and the expected results are compatible with the organic principles. | | | | | |
| **A 24-2. Compatibility with the organic regulations:** (max. 1,500 characters incl. spaces)   * 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.      * Describe how the project results are relevant for organic farming and food systems. | | | | | |
| **A25. Novelty value of the project:** (max. 2,000 characters incl. spaces) | | | | | |
| **Green sustainability** | | | | | |
| **A26. Specific project impact within green sustainability:**  (max 1,000 characters incl. spaces per impact parameter)  The specific green impact of the project must be indicated in one or both of the impact forms below. As a minimum indicate one impact parameter within green sustainability and only indicate relevant impact parameters. Describe the effect with figures, expected dissimination and provide documentation.     |  | | --- | | Impact form 1 - Green sustainability | | Climate impact | | Reduced emission of greenhouse gases | | Description and calculations | | Climate adaptations | | Description and calculations | | Nature and environmental protection | | Reduced environmental impact | | Description and calculations |  |  |  | | --- | --- | | Impact form 2 – Green sustainability | | | Parameter | max. 1,000 characters incl. spaces per effect | | Credibility in relation to the organic principles | Description and calculations | | The contribution of organic agriculture to public goods | Description and calculations | | Resilient systems | Description and calculations | | | | | | |
| **A27. Specific project impact within financial sustainability**  **(not to be completed for project type 2):** (max. 3,000 incl. spaces, excl. impact form)    The specific impact of the project must be indicated and described in text and indicated in one or both of the impact forms related to financial sustainability. See guidelines on ICROFS’ [website](https://icrofs.dk/en/translate-to-english-soeg-forskningsmidler/translate-to-english-organic-rdd-forskningsmidler) or the subsidy portal on the Danish Agricultural Agency's GUDP’s [website](https://lbst.dk/tilskud-selvbetjening/tilskudsguide/oekologisk-forsknings-udviklings-og-demonstrationsprogram-organic-rdd#c103540).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 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** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | TOTAL PROCEEDS |  |  |  |  |  |   \* It must be stated in the supplementary text how the proceeds are generated for the individual participants in the table, incl. 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’s 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 the socio-economic effects e.g. increased biodiversity, reduction in climate gasses, improved 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 socio-economic effects measured in DKK. Further financial impact must not include effects that lie within the project participant group. | | | | | |
| **A28. Project organization and management:** (max. 2,500 characters incl. spaces) | | | | | |
| **A29. Holistic and interdisciplinary approach:** (max. 2,500 characters incl. spaces) | | | | | |
| **A30. Project coherence with other previous and ongoing projects:** (max. 2,500 characters incl. spaces) | | | | | |
| **A31. Communication plan and deliverables:** (max. 2,500 characters incl. spaces) | | | | | |
| **Business plan** | | | | | |
| NB! Business plan should not be completed by type 2 projects.  **Form G (Business Model Canvas):** Form G is not mandatory but can be filled in if the project would like to state further clarification of the business plan. | | | | | |
| **A32. Indicate which participant(s) the business plan relates to:** | | | |  | |
| **A33. Indicate the project output:** | | | |  | |
| **A34. Description of output and how it contributes with value:** (max. 3,500 characters incl. spaces) | | | | | |
| **A35. Competitors:** (max. 2,500 characters incl. spaces) | | | | | |
| **A36. Market potential:** (max. 2,500 characters incl. spaces) | | | | | |
| **A.37. Customers and marketing:** (max. 2,500 characters incl. spaces) | | | | | |
| **A.38. Business risk analysis:** (max 2,500 characters incl. spaces) | | | | | |
| **External scientific review** | | | | | |
| **A39. Suggestions for external scientific experts (at least two):**  The experts must not be employed at Danish institutions. | | | | | |
| **Name:** | | **Affiliated institution:** | | | **E-mail:** |
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| **General Data Protection Regulations** | | | | | |
| **A40. 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, the final chapter ‘Processing of personal data’. | | | | | |
| **Checklist** | | | | | |
| **A41. Checklist before you send the application material:**  Form A – Main application form completed and signed by the project manager.  Form B – Budget, Gantt chart, and lists of milestones and deliverables completed.  Form C – Participant forms for all project participants incl. the main applicant/project manager completed and signed. The form must be signed by the company’s financial controller.  Form D – Additional business plans if a project has more than one.  Form G – Business Model Canvas for each business plan (*not* mandatory).  Up to 4 pages enclosures  CVs for all relevant project key staff (indicated in A20-1) must be attached as enclosures; max. 1 page per key person and max. 2 pages for the project manager.  All relevant application forms, CVs and enclosures must be in a single pdf-file, except for Form B (which also includes CVs of the participants that take part in the research part), which must be attached as separate files (1 spreadsheet and 1 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 without signatures  Pdf-file: Scanned version with all signatures  Excel spreadsheet (Form B): non-scanned version with budget form, Gantt chart, and lists of milestones and deliverables  Optional word-file (Form G): non-scanned version with completed *Business Model* *Canvas*  The application is to be sent via e-mail to the GUDP-secretariat at [gudp@lbst.dk](mailto:gudp@lbst.dk). Write the name of the project in the subject field. | | | | | |