

## How to prepare the proposal

The **proposal**, to be presented, signed and stamped by the applicant or lead partner, should be written in a way to enable the evaluation panel to judge all eligibility, selection and award criteria.

All financial information relevant for the grant application should be expressed in Euro.

It should be sized and structured according to the following guidelines:

A complete proposal consists of the following parts in A4-format:

- I. A one-page project overview form (I.1), followed by a declaration by the applicant form (I.2), an acknowledgement of receipt form (I.3), completed by the applicant in boxes (a) and (b), and, if applicable, the Joint Letter of intent between the partners (I.4).
- II. Then, +/- ten single-sided pages of main text (in font size 12),
- III. Finally, the annexes to support the claims made in the main text.

The proposal should be titled, bound (except one copy<sup>1</sup>) and all its pages should be numbered, including the Marco Polo calculator results and if relevant, the Excel file resulting from its use.

Proposals may be submitted in all official languages of the European Union, however, to facilitate the evaluation English is strongly encouraged. If the proposal is submitted in a language other than English, a summary of the action (i.e. the Project overview form below) in English should be added to the proposal.

Section II.1 addresses eligibility and selection criteria on top of general characteristics of the action; their assessment will determine if the proposal is further evaluated<sup>2</sup>. All other sections determine the merit of the proposal. Annexes in Part III support the full proposal.

During the selection process the project overview form (Part I.1) will be used for information of the Programme Committee and the European Parliament. After selection, the Commission reserves the right to publish it.

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<sup>1</sup> For the purpose of replication

<sup>2</sup> Assessment of the specific eligibility criteria MOD4, CAT4, MOS4, TAV4, TAV5 and LEA3 may be performed at different stages of the proposals' evaluation procedure and may concern only proposals not rejected at earlier stages

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The other parts of the proposal including the annexes (Part III) will always be treated in strict confidentiality.

However, the main text (Part II) will be sent as confidential information to the Programme Committee for information. Specific items in the main text to be treated confidentially must therefore be placed in a special annex under Part III.

## For all types of actions

The following four common forms must be filled and attached.

Form I.1: The **one-page project overview form** shown below must be completed by all applicants to present the key elements **I.1 to I.15**. This form should also be sent to [eaci-marco-polo-helpdesk@ec.europa.eu](mailto:eaci-marco-polo-helpdesk@ec.europa.eu) to announce the submission of the application (see section 6 of the Call text).

For the calculations of the figures I.11 to I.15, please use the **MARCO POLO Calculator**, a pre-formatted Excel spreadsheet which is available as a support tool on the MARCO POLO website along with the methodological guidance.

Form I.2: The **declaration** shown below must be completed and signed by each project partner.

Form I.3: Boxes (a) and (b) of the **acknowledgement of receipt** form shown below need to be filled by the applicant, i.e. the address of the contact person and the acronym of the proposal. This form will be sent by normal mail to the applicant with the reference number of the proposal after the formal opening by the Commission of the envelopes containing the proposals.

The above three forms and the Marco Polo calculator with the methodological guidance may be downloaded from the Marco Polo website:

[http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index\\_en.htm](http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index_en.htm).

Form I.4: (ONLY APPLICABLE IN CASE OF APPLICATIONS BY CONSORTIA OF UNDERTAKINGS)

A **Joint Letter of Intent** shall be signed by all undertakings participating in the project (except the subcontractors) stating their commitment and role in the project, explain the role of each partner and authorise the lead partner to represent the other partners for submitting the proposal and interacting with the Commission services.

It is **essential** for all proposals that the name, address, telephone, e-mail address and fax number of the contact person (one only) to whom correspondence concerning the selection procedure should be sent, is provided. This person is normally an individual working at the lead partner of the consortium.

**Form I.1:**

**Project Overview<sup>3</sup>**

- |       |   |
|-------|---|
| I.1   | Title of proposal: <sup>4</sup>   |
| I.2   | Acronym for proposal: <sup>5</sup>  |
| I.3   | Type of action applied for:   |
| I.4   | Applicant/Lead partner's full address:  |
| I.5   | Contact person's name, full address, tel., fax and email:   |
| I.6   | Other partners' names and countries (if applicable):  |
| I.7   | Project idea (max 2000 characters):   |
| I.8   | Entire transport/logistics old route and if relevant pre-existing transport service (max 500 characters): |
| I.9   | Entire new "modally-shifted" route and new or upgraded transport service (max 500 characters):            |
| I.10  | Duration of EU grant D (months):  |
| I.11a | Total modal shift during EU grant $F_{\text{shift}}$ (tkm <sup>6</sup> ):                                 |
| I.11b | Total quantity of road traffic avoided during EU grant $T_{\text{av}}$ (vkm <sup>7</sup> ):               |
| I.12  | Environmental benefits & external costs savings B (€) <sup>8</sup> :                                      |
| I.13  | Total eligible cost of action $C_{\text{total}}$ (€):   |
| I.14  | EU grant requested S (€):   |
| I.15  | Environmental efficiency $R_S$ :  |

<sup>3</sup> Some of the key elements may not be applicable to some actions. N/A to be inserted

<sup>4</sup> Short, but meaningful name for the proposed action.

<sup>5</sup> Handy abbreviation of the title of a maximum of 20 characters

<sup>6</sup> For **Modal shift**, **Catalyst** and **Motorways of the sea** actions, if volume equivalent option is chosen, please put the m<sup>3</sup>km and the equivalent tkm value.

<sup>7</sup> For **Traffic avoidance** actions, please also include tkm or m<sup>3</sup>km.

<sup>8</sup> For maritime project, indicate also if relevant the use of emission abatement and fuel efficiency features

**Form I.2:**

**Declaration from each project partner**

In accordance with Articles 106, 107 and 131 of the Financial Regulation (Regulation (EU/Euratom) N° 966/2012 of the European Parliament and the Council of 25 October 2012, published in Official Journal L 298 of 26.10.2012) and Article 197 of Commission Delegated Regulation (EU) N° 1268/2012 of 29 October 2012 published in Official Journal L 362 of 31.12.2012, the following declaration on honour and absence of conflict of interest is provided:

**Declaration of honour on exclusion criteria and absence of conflict of interest**

1. The undersigned (*insert name of the signatory of this form*):

.....

representing the following legal person: (*only if the economic operator is a legal person*)

- full official name:.....
- official legal form:.....
- full official address:.....
- VAT registration number:.....

➤ declares that the above-mentioned legal person is not in one of the following situations:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
- d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the Responsible Authorising officer and those of the country where the grant agreement is to be performed;
- e) has been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
- f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a

procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

- (only for legal persons other than Member States and local authorities otherwise delete) declares that the natural persons with power of representation, decision-making or control<sup>9</sup> over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
  - declares that the above-mentioned legal person:
    - g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
    - h) will inform the Commission, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
    - i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the grant agreement;
    - j) provided accurate, sincere and complete information to the Commission within the context of this grant award procedure.
2. The undersigned confirms that the above-mentioned legal person is eligible and has the financial and operational capacity to complete the action which is the subject of this application.
  3. The undersigned acknowledges that the above-mentioned legal person may be subject to administrative and financial penalties<sup>10</sup> if any of the declarations or information provided proves to be false.
  4. The undersigned confirms that this application for funding is not the subject of any other application for funding under the European Union budget and that the action has not received funding from the European Union budget.

Done at ..... on.....

Name .....

Title .....

Company .....

Signature:

<sup>9</sup> This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

<sup>10</sup> As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

*Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by contact the Executive Agency for Competitiveness and Innovation (EACI). Details concerning the processing of your personal data are available on the privacy statement at the page: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).*

*Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:*

- *the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or*
- *the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE))*

**Form I.3:**

**ACKNOWLEDGEMENT OF RECEIPT**

**Executive Agency for Competitiveness and Innovation -EACI      Brussels,**

Marco Polo II programme

Courier Central

Avenue du Bourget 1

B-1040 Brussels

(a)

**Dear Madam or Sir,**

**We are pleased to acknowledge the receipt of your proposal with the following acronym:**

(b)

**This proposal has been given the following reference number:**

**(c) DGMOVE/D1/SUB/283-2013**

**You are requested to quote this reference number in all future correspondence relating to this proposal. Please ensure that all other parties in your proposal are also made aware of this reference number.**

**Your proposal has been judged by the Opening Committee to be:**

- Conform to the submission requirements and will now be evaluated.**
- Non-conform, because it was sent/arrived after the deadline and/or**
- Non-conform, because the original proposal was missing.**

**Please be advised that non-conform proposals will not be evaluated. If you consider that your proposal was excluded unjustly, please contact the EACI within 5 working days by phone (32-2-2950924) and/or fax (32-2-2979506). Justification (post stamp) should be e-mailed within 5 working days (See section 7 of the main text of this call for phone and/or e-mail address).**

**It is expected that the final result of the evaluation will be communicated to you within 6 months following the closing date. On behalf of the Executive Agency for Competitiveness and Innovation - EACI, we would like to thank you for your proposal and your interest in the Call for Proposals for Modal shift, Motorways of the sea, Catalyst, Traffic avoidance and Common learning actions under the Marco Polo II Programme, abbreviated as “Marco Polo II Call 2012”.**

**Yours faithfully,**

**Patrick Vankerckhoven (Head of Unit)**

*(a) Name and postal address of the proposal contact person (the contact person / undertaking to whom all correspondence concerning the selection procedure will be sent);*

*(b) Acronym of the proposal - in case an acronym has not been provided by the applicant, it will be attributed by the Commission services;*

*(c) Reference number of the proposal - replaces all previous attributed proposal references, if any.*

**Form I.4:**

**JOINT LETTER OF INTENT (in case of application by a consortium)**

The wording and format of this Joint Letter of Intent is free but the document must be signed and stamped by all partners and show clearly their commitment to carry out the action.

The name of the partner and the function of the person signing the Joint Letter of Intent must be indicated. Please note that only the representative legally authorised to sign on behalf of the partner can sign this Joint Letter of Intent. The role of the different partners has to be indicated.

The Joint Letter of Intent shall be even more detailed when several coordinated projects are presented together.

## For Modal shift actions

This sub-section applies to Modal shift actions only.

### II. Main Text of Proposal

#### II.1. Description of Action

Detailed description of the new/significantly enhanced service addressing in particular:

- II.1.1 General eligibility criteria *E1 to E6* (section 3.1 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. For *E3* the ownership relation between all undertakings involved in the project's implementation must be revealed.
- II.1.2 Specific eligibility criteria *MOD1 to MOD4* (section 3.2.1 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. For *MOD1* a detailed presentation of old road route and new modally shifted route, including transit times, shall be provided. Visualisation of the route should be provided in annex III.1 to the proposal. For *MOD4* avoidance of distortion of competition contrary to the common interest should be demonstrated by clear delimitation of the proposed service against other already **existing non-road** freight transport services<sup>11</sup>. An applicant has to describe the added value of the new service over the existing ones on the given route and on the routes targeting fully or partly the same markets, in particular by setting out any technical and economical particularities differentiating the new service from the existing ones. It is of **utmost importance** to truthfully and exhaustively describe the extent to which the proposed new transport service on the 'modally-shifted' route would **affect the competitors already using short sea shipping, rail or inland waterways**. The type of freight and (potential) customers targeted should be clearly described; and the targeted amount of modal shift should be justified/demonstrated as much as possible and preferably be covered by letters of intent/commitment by (potential) customers, which should specify that the freight is currently transported by road<sup>12</sup>.
- II.1.3 Selection criteria *S1 to S2* (section 3.4 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. Experience, track record and financial capacity of all partners must be substantiated. This information must be supported by proposal's annexes III.6 and III.7.
- II.1.4 Type of freight. A description of the freight transport market that the proposed service will engage.

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<sup>11</sup> Delimitation for instance possible by choosing a different old road route between two points A and B, a different segment of the freight market and/or a different list of potential customers. Whether the delimitation is sufficient, will be judged case by case.

<sup>12</sup> As stated in section 3.2.1 of the main text of this call, exclusively for maritime proposals submitted as Modal Shift actions, Catalyst actions or Motorways of the Sea actions, an additional assessment of the market situation and the related risks of undue distortion of competition is introduced in the proposals' evaluation process.

II.2. Modal shift.

The applicant shall provide a clear presentation of the calculations and assumptions behind the estimated quantity of the modal shift to be realised over the duration of the action. (section 4.2 of the main text of this call). The calculations of tonne-kilometres or m<sup>3</sup>-kilometres shall be done with the use of the **MARCO POLO Calculator** provided in the Marco Polo website along with the methodological guidance<sup>13</sup>.

II.3. Environmental and other external costs savings

Detailed description of the benefits to the environment and savings of external costs (section 4.3 of the main text of this call), addressing in particular:

II.3.1 Qualitative environmental & other external costs savings, e.g. for particularly environmentally sensitive and metropolitan areas, and highly congested road routes. For all waterborne transport legs, indication of proposed fuel (grade and sulphur content) and any abatement technology intended to be used. Specifically for SSS-based projects, if applicable, description of proposed innovative technologies which reduce polluting or/and CO<sub>2</sub> emissions. Such technologies include the use of low sulphur fuels, of vessels powered with LNG or other alternative fuels, of vessels operating scrubber technologies for the cleaning of exhaust emissions and of vessels using shore side electricity.<sup>14</sup>

II.3.2 Quantitative environmental & other external costs savings. Presentation of detailed calculation of external costs effects, allowing easy verification by evaluation panel<sup>15</sup>.

II.4. Credibility of Action (section 4.4 of the main text of this call)

Detailed description of technical, operational and financial aspects of the action, addressing in particular the following aspects:

II.4.1 A description of the technical and/or, organisational features that render the proposed action potentially successful in free market conditions.

II.4.2 Explanation on how the action will be funded and operated by the partners, explaining each contribution and role. These explanations shall be consistent with the rest of the information provided in the proposal (business plan, market research, letters of intent, budget etc).

II.5. Viability of Action (section 4.5 of the main text of this call)

The applicant shall provide a detailed explanation of the development of service, during and after the period of the EU grant, based on business plan and market research, including

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<sup>13</sup> [http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index\\_en.htm](http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index_en.htm)

<sup>14</sup> See the Marco Polo calculator

<sup>15</sup> **Important note:** A complete calculation of all key-figures as described in the Marco Polo calculator should be given, presenting all major steps of the calculation for easy verification. A printout of the results page of the Marco Polo Calculator (see Marco Polo website) is not sufficient, since it does not allow such verification. In case of complex logistic chains it might be advisable to create a specific calculation annex in the proposal. The completed Excel File shall be included also on the CD-Rom.

**financial justification of grant request** (substantiated by proposal's annexes III.3 and III.4)<sup>16</sup>. Indication of likely utilisation of the service in terms of potential customers and types of cargo envisaged for all parts of the modally-shifted route (including return cargo, if any). In case of mixed freight-passenger services, cost/revenue of freight and passenger parts of the service shall be differentiated in the business plan for the purpose of assessing the viability of the action from the budget to be used for the calculation of the grant, which shall exclude costs and receipts related to the passenger service<sup>17</sup>. In case of financial assistance requested for expenses on preparatory measures and ancillary infrastructure these elements should be clearly identified in the business plan and financial justification of the EU grant. The assumptions that support the viability of the service after the period of EU grant shall be clearly explained.

III. Annexes

- III.1. Map visualising the old “road” route and the new “modally-shifted” route (including indication of transit times).
- III.2. One-page implementation plan for the action, showing the evolution of operations over time, coherent with the business plan in annex III.4.
- III.3. Figure(s) visualising the business development of the action (e.g. tonne-kilometres and loss/profit versus time).
- III.4. Business plan, including table with annual figures covering duration of EU grant plus at least one year afterwards (see call appendix 3).
- III.5. Indicative breakdown of the requested grant among partners.
- III.6. Latest annual financial statement of all partners, validated (signed) by an approved external auditor for those partners foreseen to receive, in the light of annex III.5, more than €300,000 of Marco Polo funding. Should the indicative breakdown of grant among partners change at a later stage, the Commission may also request financial statements validated (signed) by an approved auditor for partners granted more than € 300,000.
- III.7. Main recent relevant achievements of the partners and a track record of the applicants and their staff<sup>18</sup> involved in the project in view of complying with the selection criterion *S.2. Technical Capacity of Applicants* (section 3.4 of the main text of this call).

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<sup>16</sup> **All Sources of funding:** Please state here how the total financing of the project is envisaged (own means, loans, or further public financial assistance). **Important note:** the EU-grant may be given **in addition** to other public financial assistance, as long as this does not constitute illegal state aid, and as long as the combined public grant does not surpass the maximum grant rate of eligible costs. This rate is action type dependent (see section 2 “Funding conditions”).

<sup>17</sup> See section 4 of Appendix 3

<sup>18</sup> Staff covered by employment contracts with the applicant and registered on the payroll of the legal entity.

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- III.8. Summary of the results of market research and/or feasibility study, together with for instance letters of intent, or even better, letters of commitment of potential customers.
- III.9 Proof of eligibility criterion E.5 (section 3.1 of main text of this call) for all project partners by providing an excerpt from the commercial register or official certification of VAT number.
- III.10 Marco Polo Calculator

## For Catalyst actions

This sub-section applies to Catalyst actions only.

Conceptually, a proposal for a catalyst action should be done in 3 steps: In step 1 the European structural market barrier for freight transport with short sea shipping, rail or inland waterways should be clearly defined. Then in step 2 a highly innovative solution to overcome the barrier is presented, and finally in step 3 a modal shift service of growth and replication potential is proposed for timely implementation. Note that since costs arise normally only in step 3, the information to be provided in step 3 is nearly identical to a pure modal shift action proposal.

**Important note:** In case that the applicants are not able to clearly define the structural market barrier<sup>19</sup>, they are strongly advised **not** to apply for a catalyst action.

### II. Main Text of Proposal

#### II.1. Description of Action

Detailed description of innovative approach to overcome a European structural market barrier of European dimension and timely implementation of modal shift service, addressing in particular:

- II.1.1 Definition of the structural market barrier for freight transport with short sea shipping, rail or inland waterways, that the proposed action intends to overcome (if possible, visualisation by proposal's annex III.1).
- II.1.2 Innovative solution contained in the proposed action intended to overcome the structural market barrier (if possible, visualisation by proposal's annex III.1). An innovative solution shall feature elements which have hitherto not existed in a given market.
- II.1.3 General eligibility criteria *E1 to E6* (section 3.1 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. For *E3* the ownership relation between all undertakings involved in the project's implementation must be revealed.
- II.1.4 Specific eligibility criteria *CAT1 to CAT4* (section 3.2.2 of the main text of this call), for *CAT1* a detailed presentation of old road route and new modally-shifted route, including transit times should be provided. Visualisation of the route should be provided in proposal's annex III.2. For *CAT4* avoidance of distortion of competition contrary to the common interest should be demonstrated by clear delimitation of the proposed service against other already **existing non-road** freight transport services<sup>20</sup>. An applicant has to describe the added value of the new service over the existing ones on the

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<sup>19</sup> **Structural market barrier** shall mean any non-regulatory, factual and non-temporary impediment to the proper functioning of the freight transport chain (see also annex 1 "Definitions").

<sup>20</sup> Delimitation for instance possible by choosing a different old road route between two points A and B, a different segment of the freight market and/or a different list of potential customers. Whether the delimitation is sufficient, will be judged case by case).

given route and on the routes targeting fully or partly the same markets, in particular by setting out any technical and economical particularities differentiating the new service from the existing ones. It is of **utmost importance** to truthfully and exhaustively describe the extent to which the proposed new transport service on the ‘modally-shifted’ route would **affect the competitors already using short sea shipping, rail or inland waterways**. The type of freight and (potential) customers targeted should be clearly described; and the targeted amount of modal shift should be justified/demonstrated as much as possible and preferably be covered by letters of intent/commitment by (potential) customers, which should specify that the freight is currently transported by road<sup>21</sup>.

II.1.5 Selection criteria *S1* and *S2* (section 3.4 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. Experience, track record and financial capacity of all partners must be substantiated. This information must be supported by proposal’s annexes III.7 and III.8.

II.1.6 Type(s) of freight: a description of the freight transport market that the proposed service will engage.

## II.2 Modal shift.

The applicant shall provide a clear presentation of the calculations and assumptions behind the estimated quantity of the modal shift to be realised over the duration of the proposed action (section 4.2 of the main text of this call). The calculations of tonne-kilometres or m<sup>3</sup>-kilometres shall be done with the use of the **MARCO POLO Calculator** provided in the Marco Polo website along with the methodological guidance<sup>22</sup>.

## II.3 Environmental and other external costs savings

Detailed description of the benefits to the environment and other external costs savings (section 4.3 of the main text of this call), addressing in particular:

II.3.1 Qualitative environmental & and other external costs savings, e.g. for particularly environmentally sensitive and metropolitan areas, and highly congested road routes. For all waterborne transport legs, indication of proposed fuel (grade and sulphur content) and any abatement technology intended to be used. Specifically for SSS-based projects, if applicable, description of proposed innovative technologies which reduce polluting or/and CO<sub>2</sub> emissions. Such technologies include the use of low sulphur fuels, of vessels powered with LNG or other alternative fuels, of vessels operating scrubber technologies for the cleaning of exhaust emissions and of vessels using shore side electricity.<sup>23</sup>

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<sup>21</sup> As stated in section 3.2.2 of the main text of this call, exclusively for maritime proposals submitted as Modal Shift actions, Catalyst actions or Motorways of the Sea actions, an additional assessment of the market situation and the related risks of undue distortion of competition is introduced in the proposals’ evaluation process.

<sup>22</sup> [http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index\\_en.htm](http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index_en.htm)

<sup>23</sup> see the Marco Polo calculator

II.3.2 Quantitative environmental & and other external costs savings. Presentation of detailed calculation of external costs effects, allowing easy verification by evaluation panel<sup>24</sup>.

II.4. Credibility of Action (section 4.4 of the main text of this call)

Detailed description of technical, operational and financial aspects of the action, addressing in particular the following aspects:

II.4.1 A description of the technical and/or, organisational features that render the proposed action potentially successful in free market conditions.

II.4.2 Explanation on how the action will be funded and operated by the partners, explaining each contribution and role. These explanations shall be consistent with the rest of the information provided in the proposal (business plan, market research, etc).

II.5. Viability of Action (section 4.5 of the main text of this call)

The applicant shall provide a detailed explanation of the development of service, during and after the period of EU grant, based on business plan and market research, including **financial justification of grant request** (substantiated by proposal's annexes III.4 and III.5)<sup>25</sup>. Indication of likely utilisation of the service in terms of potential customers and types of cargo envisaged for all parts of the modally-shifted route (including return cargo, if any). In case of mixed freight-passenger services, cost/revenue of freight and passenger parts of the service shall be differentiated in the business plan for the purpose of assessing the viability of the action from the budget to be used for the calculation of the grant, which shall exclude costs and receipts related to the passenger service<sup>26</sup>. In case of financial assistance requested for expenses on preparatory measures and ancillary infrastructure these elements should be clearly identified within the business plan and financial justification of the EU grant. The assumptions that support the viability of the service after the period of EU grant shall be clearly explained.

II.6 Innovative approach (section 4.6 of the main text of this call)

A detailed description of the innovative features of the action proposed must be provided, highlighting the elements that hitherto did not exist in the relevant market. Among other, innovative features might be found in the commercial or organisational approach and technical setup for the development of the action.

II.7. Dissemination plan (section 4.7 of the main text of this call)

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<sup>24</sup> **Important note:** A complete calculation of all key-figures as described in the Marco Polo calculator should be given, presenting all major steps of the calculation for easy verification. A printout of the results page of the Marco Polo Calculator (see Marco Polo website) is not sufficient, since it does not allow such verification. In case of complex logistic chains it might be advisable to create a specific calculation annex in the proposal. The completed Excel File shall be included also on the CD-Rom.

<sup>25</sup> **All Sources of funding:** Please state here how the total financing of the project is envisaged (own means, loans, or further public financial assistance). **Important note:** the EU-grant may be given **in addition** to other public financial assistance, as long as this does not constitute illegal state aid, and as long as the combined public grant does not surpass the maximum grant rate of eligible costs. This rate is action type dependent (section 2 "Funding conditions").

<sup>26</sup> See section 4 of Appendix 3

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A dissemination plan must be furnished, with clear explanations on which communication actions will be undertaken to make other business actors aware of the technical and commercial achievements of the action. The potential target group must be identified and the communication methods to reach them explained.

### III. Annexes

- III.1. Flow chart or other graphics visualising the structural market barrier and its solution.
- III.2. Map visualising the old road route and the new modally shifted route (including indication of transit times).
- III.3. One-page Implementation Plan for the action, showing the evolution of operations over time in a coherent way with the business plan in annex III.5
- III.4. Figure(s) visualising the business development of the action (e.g. tonne-kilometres and loss/profit versus time).
- III.5. Business plan, including table with annual figures covering duration of EU grant plus at least one year afterwards (see call appendix 3).
- III.6. Indicative breakdown of the requested grant among partners
- III.7. Latest annual financial statement of all partners, validated (signed) by an approved external auditor for those partners foreseen to receive, in the light of annex III.6, more than €300,000 of Marco Polo funding. Should the indicative breakdown of grant among partners change at a later stage, the Commission may also request financial statements validated (signed) by an approved auditor for partners granted more than €300,000
- III.8. Main recent relevant achievements of the partners and track record of the applicants and their staff<sup>27</sup> in view of complying with the selection criterion S.2 Technical Capacity of Applicants (section 3.4 of the main text of this call).
- III.9. Summary of the results of market research and/or feasibility study, together with for instance letters of intent, or even better, letters of commitment of potential customers.
- III.10. Proof of eligibility criterion E.5 (section 3.1 of main text of this call) for all project partners by providing an excerpt from the commercial register or official certification of VAT number.
- III.11. Marco Polo Calculator

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<sup>27</sup> Staff covered by employment contracts with the applicant and registered on the payroll of the legal entity.

## For Motorways of the sea actions

This sub-section applies to Motorways of the sea actions only.

### II. Main Text of Proposal

#### II.1. Description of Action

Detailed description of concept for new/significantly enhanced service addressing in particular:

II.1.1 General eligibility criteria *E1 to E6* (section 3.1 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. For *E3* the ownership relation between all undertakings involved in the projects' implementation must be revealed.

II.1.2 Specific eligibility criteria *MOS1 to MOS4* (section 3.2.3 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. For *MOS1* in particular a detailed presentation of old road route and new modally shifted route, including transit times shall be provided. Also, the application should provide a reference to the part of the TEN-T Motorways of the Sea network to which the proposed action refers, indicating the links between ports or port regions. Visualisation of the route should be provided in annex III.1 to the proposal. For *MOS4* avoidance of distortion of competition contrary to the common interest should be demonstrated by clear delimitation of the proposed service against other already **existing non-road** freight transport services<sup>28</sup>. An applicant has to describe the added value of the new service over the existing ones on the given route and on the routes targeting fully or partly the same markets, in particular by setting out any technical and economical particularities differentiating the new service from the existing ones. It is of **utmost importance** to truthfully and exhaustively describe the extent to which the proposed new transport service on the 'modally-shifted' route would **affect the competitors already using short sea shipping, rail or inland waterways**. The type of freight and (potential) customers targeted should be clearly described; and the targeted amount of modal shift should be justified/demonstrated as much as possible and preferably be covered by letters of intent/commitment by (potential) customers, which should specify that the freight is currently transported by road<sup>29</sup>.

II.1.3 Selection criteria *S1* and *S2* (section 3.4 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria

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<sup>28</sup> Delimitation for instance possible by choosing a different old road route between two points A and B, a different segment of the freight market and/or a different list of potential customers. Whether the delimitation is sufficient, will be judged case by case).

<sup>29</sup> As stated in section 3.2.3 of the main text of this call, exclusively for maritime proposals submitted as Modal Shift actions, Catalyst actions or Motorways of the Sea actions, an additional assessment of the market situation and the related risks of undue distortion of competition is introduced in the proposals' evaluation process.

are met. Experience, track record and financial capacity of all partners must be substantiated. This information must be supported by proposal's annexes III.6 and III.7.

II.1.4 Type of freight. A description of the freight transport market that the proposed service will engage.

## II.2 Modal shift.

The applicant shall provide a clear presentation of the calculations and assumptions behind the estimated quantity of the modal shift to be realised over the duration of the proposed action. (section 4.2 of the main text of this call). The calculations of tonne-kilometres or m<sup>3</sup>-kilometres shall be done with the use of the **MARCO POLO Calculator** provided in the Marco Polo website along with the methodological guidance<sup>30</sup>.

## II.3 Environmental and external costs savings

Detailed description of the benefits to the environment and external costs savings (section 4.4 of the main text of this call), addressing in particular:

II.3.1 Qualitative environmental & other external costs savings, e.g. for particularly environmentally sensitive and metropolitan areas, and highly congested road routes. For all waterborne transport legs, indication of proposed fuel (grade and sulphur content) and any abatement technology intended to be used. Specifically for SSS-based projects, if applicable, description of proposed innovative technologies which reduce polluting or/and CO<sub>2</sub> emissions. Such technologies include the use of low sulphur fuels, of vessels powered with LNG or other alternative fuels, of vessels operating scrubber technologies for the cleaning of exhaust emissions and of vessels using shore side electricity.<sup>31</sup>

II.3.2 Quantitative environmental & and other external costs savings. Presentation of detailed calculation of external costs effects, allowing easy verification by evaluation panel<sup>32</sup>.

## II.4 Credibility of Action (section 4.4 of the main text of this call)

Detailed description of technical, operational and financial aspects of the action, addressing in particular the following aspects:

II.4.1 A description of the technical and/or, organisational features that render the proposed action potentially successful in free market conditions.

II.4.2 Explanation on how the action will be funded and operated by the partners, explaining each contribution and role. These explanations shall be consistent

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<sup>30</sup> [http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index\\_en.htm](http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index_en.htm)  
<sup>31</sup> see the Marco Polo calculator

<sup>32</sup> **Important note:** A complete calculation of all key-figures as described in the Marco Polo calculator should be given, presenting all major steps of the calculation for easy verification. A printout of the results page of the Marco Polo Calculator (see Marco Polo website) is not sufficient, since it does not allow such verification. In case of complex logistic chains it might be advisable to create a specific calculation annex in the proposal. The completed Excel File shall be included also on the CD-Rom.

with the rest of the information provided in the proposal (business plan, market research, etc).

**II.5. Viability of Action (section 4.5 of the main text of this call)**

The applicant shall provide a detailed explanation of the development of service, during and after the period of the EU grant, based on business plan and market research, including **financial justification of grant request** (substantiated by proposal's annexes III.3, III.4 and III.7)<sup>33</sup>. Indication of likely utilisation of the service in terms of potential customers and types of cargo envisaged for all parts of the modally-shifted route (including return cargo, if any). In case of mixed freight-passenger services, cost/revenue of freight and passenger parts of the service shall be differentiated in the business plan for the purpose of assessing the viability of the action from the budget to be used for the calculation of the grant, which shall exclude costs and receipts related to the passenger service<sup>34</sup>. In case of financial assistance requested for expenses on preparatory measures and ancillary infrastructure these elements should be clearly identified in the business plan and financial justification of the EU grant. The assumptions that support the viability of the service after the period of EU grant shall be clearly explained.

**II.6 Innovative approach (section 4.6 of the main text of this call)**

A detailed description of the innovative features of the action proposed must be provided, highlighting the elements that hitherto did not exist in the relevant market. Among other, innovative features might be found in the commercial or organisational approach and technical setup for the development of the action.

**II.7. Dissemination plan (section 4.7 of the main text of this call)**

A dissemination plan must be furnished, with clear explanations on which communication actions will be undertaken to make other business actors aware of the technical and commercial achievements of the action. The potential target group must be identified and the communication methods to reach them explained.

**III. Annexes**

- III.1. Map visualising the old road route and the new modally shifted route (including indication of transit times).
- III.2. One-page Implementation Plan for the action, showing the evolution of operations over time, coherent with the business plan in annex III.4.
- III.3. Figure(s) visualising the business development (e.g. tonne-kilometres and loss/profit versus time).
- III.4. Business plan, including table with annual figures covering duration of EU grant plus at least one year afterwards (see call appendix 3)

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<sup>33</sup> **All Sources of funding:** Please state here how the total financing of the project is envisaged (own means, loans, or further public financial assistance). **Important note:** the EU-grant may be given **in addition** to other public financial assistance, as long as this does not constitute illegal state aid, and as long as the combined public grant does not surpass the maximum grant rate of eligible costs. This rate is action type dependent (see section 2 "Funding conditions").

<sup>34</sup> See section 4 of Appendix 3

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- III.5. Indicative breakdown of the requested grant among partners.
- III.6. Latest annual financial statement of all partners, validated (signed) by an approved external auditor for those partners foreseen to receive, in the light of annex III.5, more than €300,000 of Marco Polo funding. Should the indicative breakdown of grant among partners change at a later stage, the Commission may also request financial statements validated (signed) by an approved auditor for partners granted more than €300,000.
- III.7. Main recent relevant achievements of the partners and a track record of the applicants and their staff<sup>35</sup> in view of complying with the selection criterion *S.2. Technical Capacity of Applicants* (section 3.4 of the main text of this call).
- III.8. Summary of the results of market research and/or feasibility study, together with for instance letters of intent, or even better, letters of commitment of potential customers.
- III.9. Proof of eligibility criterion E.5 (section 3.1 of main text of this call) for all project partners by providing an excerpt from the commercial register or official certification of VAT number.
- III.10. Marco Polo Calculator

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<sup>35</sup> Staff covered by employment contracts with the applicant and registered on the payroll of the legal entity.

## For Traffic avoidance actions

This sub-section applies to Traffic avoidance actions only.

### II. Main Text of Proposal

#### II.1. Description of Action

Detailed description of concept for new/significantly enhanced service addressing in particular:

- II.1.1 General eligibility criteria *E1 to E6* (section 3.1 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. For *E3* the ownership relation between all undertakings involved in the project's implementation must be revealed.
- II.1.2 Specific eligibility criteria *TAV1 to TAV5* (section 3.2.4 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. For *TAV1* in particular a detailed presentation of the route where the action would take place should be provided. Visualisation of the route should be provided in annex III.I to the proposal. For *TAV4* Avoidance of distortion of competition contrary to the common interest should be demonstrated by the applicant. For *TAV5* the application should provide a sound analysis of any effects that the proposed action is bound to have on production output or production workforce.
- II.1.3 Selection criteria *S1* and *S2* (section 3.4 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. Experience, track record and financial capacity of all partners must be substantiated. This information must be supported by proposal's annexes III.6 and III.7.
- II.1.4 Type of freight. A description of the freight transport market that the proposed service will engage.

#### II.2. Quantity of road traffic avoided.

The applicant shall provide a clear presentation of the calculations and assumptions behind the estimated quantity of the total road freight transport avoided with the implementation of the proposed action (section 4.2.2 of the main text of this call). The calculations of vehicle-kilometres, tonne-kilometres or m<sup>3</sup>-kilometres shall be with the use of the **MARCO POLO Calculator** provided in the Marco Polo website along with the methodological guidance<sup>36</sup>.

#### II.3. Environmental and external costs savings

Detailed description of the benefits to the environment and external costs savings (section 4.3 of the main text of this call), addressing in particular:

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[http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index\\_en.htm](http://ec.europa.eu/transport/marcopolo/getting-funds/application-packs/2013/index_en.htm)

- II.3.1 Qualitative environmental & other external costs savings, e.g. for particularly environmentally sensitive and metropolitan areas, and highly congested road routes. The emission standards and type of road vehicles used shall be described (incl. loading capacity)<sup>37</sup>.
- II.3.2 Quantitative environmental & and other external costs savings. Presentation of detailed calculation of external costs effects, allowing easy verification by evaluation panel<sup>38</sup>.
- II.4. Credibility of Action (section 4.4 of the main text of this call)

Detailed description of technical, operational and financial aspects of the action, addressing in particular the following aspects:

- II.4.1 A description of the technical and/or, organisational features that render the proposed action potentially successful in free market conditions.
- II.4.2 Explanation on how the action will be funded and operated by the partners, explaining each contribution and role. These explanations shall be consistent with the rest of the information provided in the proposal (business plan, market research, etc).
- II.5. Viability of Action (section 4.5 of the main text of this call)

The applicant shall provide a detailed explanation of the development of service, based on business plan and market research, including **financial justification of grant request** (substantiated by proposal's annexes III.3, and III.4)<sup>39</sup>. Indication of likely acceptance of the modified service in terms of potential customers and types of cargo envisaged for all parts of the new route. In case of mixed freight-passenger services, cost/revenue of freight and passenger parts of the service shall be differentiated in the business plan for the purpose of assessing the viability of the action from the budget to be used for the calculation of the grant, which shall exclude costs and receipts related to the passenger service<sup>40</sup>. In case of financial assistance requested for expenses on preparatory measures and ancillary infrastructure these elements should be clearly identified in the business plan and financial justification of the EU grant. The assumptions that support the viability of the scenario after the period of EU grant shall be clearly explained.

- II.6 Innovative approach (section 4.6 of the main text of this call)

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<sup>37</sup> see the [Marco Polo calculator](#)

<sup>38</sup> **Important note:** A complete calculation of all key-figures as described in the Marco Polo calculator should be given, presenting all major steps of the calculation for easy verification. A printout of the results page of the Marco Polo Calculator (see Marco Polo website) is not sufficient, since it does not allow such verification. In case of complex logistic chains it might be advisable to create a specific calculation annex in the proposal. The completed Excel File shall be included also on the CD-Rom.

<sup>39</sup> **All Sources of funding:** Please state here how the total financing of the project is envisaged (own means, loans, or further public financial assistance). **Important note:** the EU-grant may be given **in addition** to other public financial assistance, as long as this does not constitute illegal state aid, and as long as the combined public grant does not surpass the maximum grant rate of eligible costs. This rate is action type dependent (see section 2 "Funding conditions").

<sup>40</sup> See section 4 of Appendix 3

A detailed description of the innovative features of the action proposed must be provided, highlighting the elements that hitherto did not exist in the relevant market. Among other, innovative features might be found in the commercial or organisational approach and technical setup for the development of the action.

II.7. Dissemination plan (section 4.7 of the main text of this call)

A dissemination plan must be furnished, with clear explanations on which communication actions will be undertaken to make other business actors aware of the technical and commercial achievements of the action. The potential target group must be identified and the communication methods to reach them explained.

**III. Annexes**

- III.1. Map visualising the route on which the traffic avoidance would take place.
- III.2. One-page Implementation Plan for the action, showing the evolution of operations over time in a coherent way with the business plan in annex III.4.
- III.3. Figure(s) visualising the business development (e.g. vehicle-kilometres/tonne-kilometres and loss/profit versus time).
- III.4. Business plan, including table with annual figures covering duration of EU grant plus at least one year afterwards (see call appendix 3)
- III.5 Indicative breakdown of the requested grant among partners.
- III.6. Latest annual financial statement of all partners, validated (signed) by an approved external auditor for those partners foreseen to receive, in the light of annex III.5, more than €300,000 of Marco Polo funding. Should the indicative breakdown of grant among partners change at a later stage, the Commission may also request financial statements validated (signed) by an approved auditor for partners granted more than €300,000.
- III.7. Main recent relevant achievements of the partners and a track record of the applicants and their staff<sup>41</sup> in view of complying with the selection criterion *S.2. Technical Capacity of Applicants* (section 3.4 of the main call text).
- III.8. Summary of the results of market research and/or feasibility study, together with for instance letters of intent, or even better, letters of commitment of potential customers.
- III.9 Proof of eligibility criterion E.5 (section 3.1 of main text of this call) for all project partners by providing an excerpt from the commercial register or official certification of VAT number.
- III.10 Marco Polo Calculator

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<sup>41</sup> Staff covered by employment contracts with the applicant and registered on the payroll of the legal entity.

## For Common learning actions

This sub-section applies to Common learning actions only.

Conceptually, a proposal for a common learning action should at least promote or help in achieving modal shift of freight or traffic avoidance in Europe in order to be instrumental in reaching the overall objective of the Marco Polo Programme.

### II. Main Text of Proposal

#### II.1 Description of Action

Detailed description of concept for improvement of co-operation, sharing of know-how and dissemination, addressing in particular:

- II.1.1 General eligibility criteria *E1 to E6* (section 3.1 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. For *E3* the ownership relation between all undertakings of the consortium must be revealed.
- II.1.2 Specific eligibility criteria *LEA1 to LEA3* (section 3.2.5 of the main text of this call). For *LEA3* avoidance of distortion of competition contrary to the common interest should be demonstrated by the applicant.
- II.1.3 Selection criteria *S1* and *S2* (section 3.4 of the main text of this call) shall be addressed in detail one by one, with a clear explanation of how those criteria are met. Experience, track record and financial capacity of all partners must be substantiated. This information must be supported by proposal's annexes III.6 and III.7.
- II.1.4 Description of co-operation improvements and/or description of know-how shared between participants in the proposed action.
- II.1.5 Presentation of training plan and training content, e.g. event dates, topics, agendas, list of keynote speakers<sup>42</sup> – all at least in draft versions (substantiated and, if possible, visualised by proposal's annex III.1).
- II.1.6 Presentation of the work packages including, management, communication and dissemination activities. Description, role and contribution of each project partner in the work package.

#### II.2 European added value – Improvement of co-operation, sharing of know-how and environmental and external costs savings.

Detailed explanation on the European Dimension of the action proposed, which target groups are intended to be reached, how will the action contribute to improve co-operation among the stakeholders in the freight transport market and what specific know-how will be shared and disseminated among the target groups. The approach shall be consistent with the training plan proposed and work packages.

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<sup>42</sup> The listed keynote speakers should at least have already been contacted to obtain their agreement in principle of being available for the foreseen topics and dates.

Also, there should be a description of the benefits to the environment & the society. Since direct modal shift and traffic avoidance are normally not achieved by common learning actions, the applicant is free to present here any positive effect on the environment/society.

### II.3 Credibility of Action (section 4.4 of the main text of this call)

Detailed description of technical, operational and financial aspects of the action, addressing in particular the following aspects:

II.3.1 A description of the technical and/or, organisational features that render the proposed action potentially successful in free market conditions.

II.3.2 Explanation on how the action will be funded and operated by the partners, explaining each contribution and role. These explanations shall be consistent with the rest of the information provided in the proposal (business plan, market research, etc).

### II.4 Viability of Action (section 4.5 of the main text of this call)

The applicant shall provide a detailed explanation of the development of service, based on business plan and market research, including **financial justification of grant request** (substantiated by proposal's annexes III.3 and III.4)<sup>43</sup>. Indication of likely utilisation of the service in terms of potential customers. If the action is considered viable after the period of EU grant, the underlying assumptions for viability shall be clearly explained.

### II.5 Innovative approach (section 4.6 of the main text of this call)

A detailed description of the innovative features of the action proposed must be provided, highlighting the elements that hitherto did not exist in the relevant market. Among other, innovative features might be found in the commercial or organisational approach and technical setup for the development of the action.

### II.6 Dissemination plan (section 4.7 of the main text of this call)

A detailed dissemination plan must be furnished, with clear explanations on which communication actions will be undertaken to make other business actors aware of the technical and commercial achievements of the action. The potential target group must be identified and the communication methods to reach them explained.

## III. Annexes

III.1 Flow chart or other graphics visualising for instance the training plan or any other graphical interpretation of the proposed action. Draft agendas, list of keynote speakers, etc.

III.2 One-page Implementation Plan for the action, showing the evolution of operations over time in a coherent way with the business plan in annex III.4.

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<sup>43</sup> **All Sources of funding:** Please state here how the total financing of the project is envisaged (own means, loans, or further public financial assistance). **Important note:** the EU-grant may be given **in addition** to other public financial assistance, as long as this does not constitute illegal state aid, and as long as the combined public grant does not surpass the maximum grant rate of eligible costs. This rate is action type dependent (see section 2 "Funding conditions").

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- III.3 Figure(s) visualising the business development (e.g. loss/profit versus time).
- III.4 Business plan, including table with annual figures covering duration of EU grant plus at least one year afterwards (see call appendix 3).
- III.5 Indicative breakdown of the requested grant among partners.
- III.6 Latest annual financial statement of all partners, validated (signed) by an approved external auditor for those partners foreseen to receive, in the light of annex III.5, more than € 300,000 of Marco Polo funding. Should the indicative breakdown of grant among partners change at a later stage, the Commission shall also request financial statements validated (signed) by an approved external auditor for partners granted more than € 300,000.
- III.7 Main recent relevant achievements of the partners and a track record of the applicants and their staff<sup>44</sup> in view of complying with the selection criterion **S.2. Technical Capacity of Applicants** (section 3.4 of the main text of this call).
- III.8 Summary of the results of market research and/or feasibility study, together with for instance letters of intent, or even better, letters of commitment of potential parties to be involved in the action.
- III.9 Proof of eligibility criterion E.5 (section 3.1 of main text of this call) for all project partners by providing an excerpt from the commercial register or official certification of VAT number.

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<sup>44</sup> Staff covered by employment contracts with the applicant and registered on the payroll of the legal entity.