ANNEX 4 – STEP 2 APPLICATION FORM

CR.EU.IN. HERITAGE

Cultural Heritage Innovation Grants Step 2

FULL PROJECT PROPOSAL

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Project: 101236464 — CR.EU.IN. HERITAGE — SMP-COSME-2024-CLUSTER

INSTRUCTIONS

Please, complete this form in English, without altering the template, and upload it to the submission platform together with the other mandatory annexes before the deadline.
Character and page limits:

- *Page limit: 20 pages (any additional pages will not be evaluated).*
- *Minimum font size - Calibri min. 9 points.*
- *Page size: A4.*
- *Margins (top, bottom, left and right): do not alter the original template margins.*
- *Supporting documents (letters, offers, investor evidence) may be attached separately and do not count toward the page limit.*

Contents

Contents....2
PART A. PROJECT INFORMATION....3
1. Project identification*....3
2. Consortium composition and cooperation....3
PART B. PROJECT PROPOSAL....7
3. Background and objectives....7
4. Concept, methodology and strategic autonomy....8
5. Activities and deliverables....13
6. Work plan and implementation....15
DECLARATIONS....17
SME status and eligibility....17
Operational and financial capacity....18
Compliance with EU Legislation and Principles....18
Double funding....18
Acceptance of EU obligations....19
Acceptance of verification and future checks....19

PART A. PROJECT INFORMATION

1. Project identification*

Project acronym	
Project title	
STRAND SELECTION *(Please select one strand only. Applications selecting both strands will be declared ineligible)*	☐ Strand 1 – Product Innovation ☐ Strand 2 – Process Innovation
Lead Partner (LP)	
Project duration *(must be 12 months)*	
Project short summary *(max 1,200 characters)*	

2. Consortium composition and cooperation

2.1 Applicants (SMEs requesting EU funding) *

List in the below table the Lead Partner and the Project Partner(s) requesting EU funding.

N.	Organization Name	Short name	Country	Role (LP/PP)	Requested EU funding (€) (max. 60,000 € per applicant)	Co-financing (€)
1				LP		
2				PP		
…						

2.2 Associated Partners

Associated Partners contribute to the project but do not request EU funding under this Call and do not count towards the minimum "2 SMEs" consortium requirement.

List in the below table the Associated Partners involved in your project (if any).

Associated Partners should provide a Letter of Support/Commitment describing their intended role and contribution.

N.	Organization Name	Short name	Country	Role (LP/PP)	Support Letter attached
1				AP	☐
2				AP	☐
…					

2.3 Consortium set-up and cooperation

Overall description of the Consortium

Describe how the partners will collaborate (coordination, decision-making) and the complementarity of their roles. Clearly identify the Industrial Ecosystems represented by each SME (referencing the 14 EU Ecosystems) to demonstrate cross-sectoral cooperation (if applicable). Explain how Associated Partners (if any) will concretely contribute and add value.	……

Lead Partner's experience and role

Short description of the field of activity and experience, including past projects	……
Role in the project	……

Project Partners' experience and role

Project Partner number	
Short description of the field of activity and experience, including past projects	……
Role in the project	……

Please, repeat the table according to the number of partners.

Associated Partners' experience and role

Associated Partner number	
Short description of the field of activity and experience, including past projects	……
Role in the project	……

PART B. PROJECT PROPOSAL

3. Background and objectives

3.1 Background and CHVC relevance

Explain the specific challenge or need addressed and the opportunity for the Cultural Heritage Value Chain. Clearly identify which functional domain(s) the project targets: Safeguarding, Management, or Valorisation. Explain why this strand was selected.
.....

3.2 Project objectives

List up to 3–5 objectives, clearly linked to the selected strand and the specific CHVC needs identified above.
.....

4. Concept, methodology and strategic autonomy

4.1 Innovation concept

Briefly describe the state-of-the-art in relation to the products/ services or processes currently available in the Cultural Heritage sector that address the same challenge. Then, explain the innovation of your project by addressing the following two levels:

1. Innovation for the Applicant(s): Describe how the proposed product, service, or process differs significantly from your SME's current offerings or internal business processes. **2. Innovation for the Cultural Heritage Value Chain (CHVC): Describe how this solution is novel for the sector.**
……

4.2 Methodology and implementation approach

Describe the technical methodology and the key steps for implementation. Explain how the project integrates open standards, reusable components, and shared tools to ensure interoperability and scalability within the European heritage ecosystem.
……

4.3 Financial solidity and co-financing

Explain the rationale behind the budget allocation and how the required co-financing is shared among applicant SMEs. If external private capital supports the project, specify the type of investor and status (e.g., letter of interest, commitment to invest) and reference the attached evidence.
……

4.4 Strategic Autonomy

Justify how the project reduces dependency on non-EU inputs. **Select at least one option (A and/or B) and provide required details and evidence.**		
Tick box	**Options (AND/OR)**	**Description**
☐	**Option A - The project applies EU-based technologies/ digital solutions**	• **Technology/ solution name**: …… • **Ownership/ provision (select)**: …… ☐ Owned/ developed by one of the applicant SMEs. ☐ Provided by an external entity. • **If provided by an external entity, name of the entity and role (Associated Partner or Service Provider):** …… • **Intended use of the EU-based technology / solution**: …… • **Describe how the selected EU-based technology or solution will be used within the project. If the technology/solution is not yet fully market-ready at application stage, please also indicate the current maturity/readiness level (e.g. TRL/CRL) and the target maturity/readiness level expected by the end of the project:** …… • **EU-based Justification:** …… • **Briefly explain why the technology/solution qualifies as EU-based, indicating where the intellectual property is owned and/or controlled, where the main development activities take place, and—where relevant—where data will be hosted/processed:** …… • **Supporting element (where applicable):**

		☐ Declaration of Honour (mandatory for all applicants) ☐ Letter of Intent (if external entity is an Associated Partner) ☐ Brief quote / offer or description of planned contribution (if external entity is a Service Provider)
☐	**OPTION B - The project engages Innovation Leaders**	• **Innovation Leader name(s):** ……. • **Role in the project (select):** ☐ Applicant SME (LP/ PP) ☐ Associated Partner ☐ Service Provider • **Concrete contribution:** ……. • **Describe the concrete contribution of each Innovation Leader, highlighting how it strengthens the project's innovation capacity and supports European strategic autonomy, including through the development, adaptation or uptake of EU-based technologies, knowledge or solutions:** ……. • **Supporting element (where applicable):** ☐ Letter of Intent (if Innovation Leader is an Associated Partner) ☐ Brief quote / offer or description of planned contribution (if Innovation Leader is a Service Provider)

4.5 Impact, exploitation and readiness

Describe the impact of your project on the applicant's activities and the potential exploitation of your outcomes for the CHVC. If relevant, indicate the current

readiness and the target readiness of the proposed solution (e.g., TRL/CRL) in the project's cultural heritage use case by the end of the project, and briefly explain how this will be validated during the project. Please also describe your strategy for visibility and discoverability within the European ecosystem and any planned IP protection or patenting.
……

4.6 Compliance with EU Principles

• **Do No Significant Harm (DNSH): Explain how the project methodology ensures that no physical, structural, or symbolic harm is caused to Cultural Heritage assets during implementation.** • **EU AI Act: If the project involves Artificial Intelligence, describe the measures taken to ensure transparency (e.g., regarding AI-generated creative content and training data) in compliance with Regulation (EU) 2024/1689. If AI is not used, please state "Not Applicable."**
……

5. Activities and deliverables

5.1 Main activities

Please, provide a list of the activities you intend to undertake to achieve your objectives. Ensure one activity is dedicated to the production of the Project Communication Kit (Logo, Public Summary, and Multimedia Assets).

…….

5.2 Mandatory EU-level networking/business event

Describe the planned event type (or selection approach), purpose, and contribution to project objectives.
…….
Tick to confirm: ☐ The proposal budget includes a specific amount for travel to at least one European-level networking/business event. ☐ Such travel costs are not covered by the EU grant and are part of the SME co-financing contribution.

5.3 Mandatory strand deliverables

Please, use the table to list and describe the mandatory deliverable(s) that your project will achieve, based on your selected strand.		
Corresponding Strand	**Deliverable title + target number**	**Description**
Strand 1 New-to-the-firm product and/or service that differs significantly from the SME's previous goods or services.	…….	…….

Strand 2 New-to-the-firm business process innovation linked to both the green and digital transition, differing significantly from the SME's previous business processes	…….	…….

5.4 Other deliverables (optional)

Please, use the table to list any other deliverable(s) you intend to achieve.		
N.	**Deliverable title**	**Description**

6. Work plan and implementation

6.1 Timetable

Project timeline (in months).	**REPORTING PERIOD 1**						**REPORTING PERIOD 2**					
ACTIVITIES	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
1. …..												

2. …..												

6.2 Milestones

Please, use this table to list the milestones to be achieved by the end of each reporting period. Please, note that the payments will be performed against verification of Milestones' achievement. Month 12 milestones should include the achievement of all mandatory deliverables.			
N.	**Milestone title**	**Means of verification**	**Timing (select between the two options)**
1			☐ By month 6 ☐ By month 12
2			☐ By month 6 ☐ By month 12
…			

DECLARATIONS

Part B - Declarations section must be completed and signed by each applicant SME (both the Lead Partner and all Project Partners).

The Lead Partner should collect the signed Declaration pages from every Project Partner and merge them into the final PDF of the Application Form before submission.

Please ensure that the number of signed declarations matches the number of partners listed in the "Consortium Composition" table in Section 2.1.

I, the undersigned _____, acting in the capacity of Legal Representative of the SME _____ (Lead Partner or Project Partner), hereby declares on honour that:

SME status and eligibility

☐	The applicant qualifies as a Small and Medium-sized Enterprise (SME) in accordance with the EU SME definition set out in Commission Recommendation 2003/361/EC.
☐	The applicant is legally established in a country eligible under the Single Market Programme (SMP).
☐	The applicant is not in any exclusion situation as defined under the applicable EU financial rules.
☐	The applicant confirms it is not participating in another Step 2 proposal under this Call (as Lead Partner or Project Partner).

Operational and financial capacity

☐	The applicant has the operational and financial capacity to implement the proposed activities if selected for funding.
☐	The applicant has completed the financial viability self-assessment using the self-assessment tool and and has submitted the required financial viability supporting documents in accordance with the instructions provided in the Call for Proposals.

Compliance with EU Legislation and Principles

☐	Do No Significant Harm (DNSH) Principle: The applicant confirms that the project is designed and will be implemented in strict compliance with the Do No Significant Harm principle. The proposed activities will not cause any physical, structural, or symbolic harm to Cultural Heritage assets.
☐	EU AI Act: The applicant confirms that any Artificial Intelligence developed or used within the project complies with Regulation (EU) 2024/1689, ensuring transparency for AI-generated creative content and training data.

Double funding

☐	The applicant confirms that to its best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details: _____
☐	The applicant confirms that to its best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details: _____

Acceptance of EU obligations

☐	The applicant acknowledges that, if selected for funding, it will be required to comply with all applicable obligations under EU-funded actions, including those related to ethics, confidentiality, visibility of EU funding, information provision, record-keeping, and audits or checks by competent EU bodies.

Acceptance of verification and future checks

☐	The applicant acknowledges that all declarations made in this document are subject to verification and accepts that failure to comply with the eligibility requirements of the Call may result in exclusion from the selection procedure or from funding.

The undersigned declares that the information provided is true, complete and accurate, and understands that false declarations may lead to rejection of the application or other measures in accordance with EU rules.

Place and date:

Name of organisation:

Name and function of legal representative:

Signature: