



PROJECT
SME - Instrument



Date:

5th November, 2015

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1. INTRODUCTION

This proposal describes the approach and conditions for providing specialised and complete SME-Instrument grant acquisition services to a lead partner (applicant): Becker Sonder-Maschinenbau GmbH (DE) and a project partner: Karpen-plus (CZ) and Mendel University in Brno (CZ) by 1. ROZVOJOVA (CZ). In this consortium Mendel University would be a coordinator of the project. The next partner from Austria agreed to collaborate with Mendel University.

Description of the project:

The project will involve international collaborative development of wooden composite girder and the related manufacturing technologies.

We expect the best chance of success in the following grant programme, which directly aims to support development activities of SMEs.

1.1 Grant programme description (SME-Instrument):

Topic: Accelerating the uptake of nanotechnologies advanced materials or advanced manufacturing and processing technologies by SMEs

Expected Impact:

- Enhancing profitability and growth performance of SMEs by combining and transferring new and existing knowledge into innovative, disruptive and competitive solutions seizing European and global business opportunities.
- Market uptake and distribution of innovations tackling the commercial uptake of nanotechnologies, advanced materials and advanced production technologies in a sustainable way.
- Increase of private investment in innovation, notably leverage of private co-investor and/or follow-up investments.
- The expected impact should be clearly described in qualitative and quantitative terms (e.g. on turnover, employment, market seize, IP management, sales, return on investment and profit).

Deadline: 03-02-2016

Financing rate (EU contribution): 70%

Programme budget: €21m

Expected average project size: €0,5m - €2,5m

- on average, every sixth project will get financing

Pre-finance: up to 45% of maximum grant

Budget flexibility: at the time of reporting, beneficiaries may declare costs that are different from the estimated eligible costs in the budget.

In particular, beneficiaries may transfer budget among themselves or between budget categories without the need of a notification to the Commission/Agency or an amendment (see Article 55) if the action is implemented as described in Description of the action in Grant Agreement.

In case of project failure or not getting the results described, we have forwarded the question to European Commission service. This may take up to 15 working days, we are expecting the answer by the end of this month.



2. SERVICE

In order to utilize acquired grants most effectively, there are three stages of grant acquisition process that need to be executed combined with a thorough and dedicated management approach to the overall process: INITIATE – APPLY – COMPLY. For every, specific and different knowledge, expertise and skills are required.

2.1. Our three-stage grant acquisition model

Initiation phase

- Identifying and creating grant opportunities.
- Establishment of a feasible and viable project scope / intention for CLIENTS by properly matching the project, its innovation level, intended outcomes and results considering the requirements of the programme.
- Controlled decision making, GO/NO GO decision.

No fees connected to this stage will be charged.

Apply phase

- Preparing a high quality proposal
- Ensuring that the process is efficient
- Optimising the chances of success
- Conducting EC (European Commission) contract negotiations

Compliance phase

- Providing support for financial and administrative project management
- Maximising the amount of the grant
- Ensuring that the project runs according to plan



2.1.1 Apply phase

Objectives

- To prepare a high quality SME-Instument grant proposal for CLIENT and electronically submit the proposal to the national member states and the European Commission according to the program criteria on or before 3rd February 2016.
- To guide the grant agreement preparation process of a positively evaluated proposal.

Application services provided by 1. ROZVOJOVA

- Prepare, when required, a short 'grant-orientated project description' to facilitate informal preliminary consultation with the national member state or the European Commission (hereafter: EC).
- Instruct relevant CLIENT employees with regard to the provision of technical, financial and/or market information required for the preparation of the grant proposal.
- Compile the information that is required for the grant proposal by means of interviews with relevant employees and contacts from CLIENT, and through the assessment of project documentation and other background information that has been provided for by CLIENT.
- Develop, prepare and submit the complete grant proposal including required annexes in a timely fashion. This is an interactive process, during which 1. ROZVOJOVA prepares a draft proposal for evaluation and approval by CLIENT.
- Suggest potential cooperation partners or companies willing to sign letters of intent on request by CLIENT.
- Provide support to CLIENT in correspondence with grant authorities till the grant proposal is fully processed.
- After positive evaluation of the proposal: develop, prepare and submit the documents, needed for the preparation of the grant agreement between CLIENT and EC.
- Acting directly towards EC project officers, hereto authorized by CLIENT.

Actions to be executed by CLIENT

- Provide, on request by 1. ROZVOJOVA, the project related information that is needed for the preparation of grant proposals.
- Develop and define a specified project plan in joint effort with 1. ROZVOJOVA.
- Evaluate and approve the draft grant proposals that have been prepared by 1. ROZVOJOVA.

2.1.2 Comply phase

The objective of the 1. ROZVOJOVA's comply phase services is to provide you with support and the information needed to be able to organize the administrative processes that complies with the administrative requirements of awarded grants. Basic information regarding compliance duties after signing a grant contract with the grantor body will be provided to CLIENT with no charge.

Intensive and full-scope compliance services are offered on the hourly fee bases, with the fee(s) described below, in the part 3.2. We offer full flexibility in regards of intensity you might need during compliance of the project.



3. REMUNERATION

3.1 Remuneration – Apply phase

We offer the option of remuneration on a mixed fee basis. Major part of the 1. ROZVOJOVA fee is directly related (as a percentage) to the amount of grant that has actually been awarded to CLIENT. As such, 1. ROZVOJOVA commits itself to the result that will be realized for CLIENT. 1. ROZVOJOVA's remuneration structure is presented below. The remuneration calculation is presented per each project partner. In this offer, both Mendel University and a project partner Karpen-plus have the same price offer per project.

The remuneration structure for the services as referred to in this offer (part 2.1.1), comprises the following elements:

ACTIVITY	PRICE EXCL. VAT	
	COMMITMENT FEE (EUR)	SUCCESS FEE (%)
Preparation of a complex project application with all the compulsory annexes in accordance with the regulations of EUREKA programme	0,-	Awarded grant ≤ 150 000 Eur: 5% Awarded grant 150 001 – 300 000 Eur: 4% Awarded grant ≥ 300 001 Eur: 3%

Commitment fee: A commitment fee is applicable per grant application and per project partner. This fee will be applicable at the time the joint decision to start with the preparation of a grant application is made. The invoice will be issued after the signing of the Agreement.

Success fee: Success fee is applicable at the moment of income of money to your bank account from the grant authority

3.2 Remuneration – comply phase

The remuneration system for 1. ROZVOJOVA's services during the comply phase is based on hourly fee. This remuneration will be based on the actual hours spent (work performed) always for the previous month. (This part can be negotiated / contracted after the approval of the project.)

Hourly rate is **45 EUR**.



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4. FINAL STATEMENT AND CONDITIONS

The offer should be considered a fixed price offer. All rates are excluding VAT.

The offer should be considered an entity, for individual components a different price can be applied.

This offer remains the ownership of 1. ROZVOJOVA and must not be forwarded to any third parties.

Considering a rather short time until the project submission deadline, it is advisable to start as soon as possible.

We believe that our offer will contribute to optimizing chances to utilize available and relevant EU funds for the investment plans for CLIENT, and moreover will lead to a long-term successful co-operation.

We are looking forward to your response.

Petr Vašíček
Managing partner