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Harmonised implementation tools

HIT Application form

- State aid ‘plug-in’

(Final version 1.0 - September 2021)

This is a template for State aid fields used together with the HIT Application form for standard projects. Only programmes using State aid schemes should use this plug-in.

In this document you can find plug-in for the content part of the Application form and there is a plug-in for the finance part in the Excel file. Both were prepared based on the HIT Application form.

Below you will find sections that need plug-ins - we marked add-ons with the green colour.

There is one section that is new. See State aid section after section C.4 which should be filled in separately for every project partner.

Short explanation of the plug-in:

* Simple & user friendly ‘plug-in’ ‘plug-out’ (users and administrators perspective);
* Covers basic and necessary elements;
* Avoid duplicities and complex approaches (e.g. division of partner’s budget, co-financing rate calculation on ‘totals’);
* Covers de minimis and all schemes from the 2nd proposed GBER amendment;
* Programmes will predefine schemes they want to be used by beneficiaries in the electronic monitoring system and among those applicants will chose during calls;
* Partners in the first part will provide information on possible risk of state aid in performed by them activities and will answer on criteria concerning involvement in economic activities and receiving undue advantage. Positive answer on both criteria indicates state aid risk for particular partner that lead to choice of the state GBER scheme or de minimis.

Additionally, if a positive answer is selected in criterion II, question 2, an additional info box– ‘*There is a risk of indirect aid*’ shows up. A partner providing information on the basis of criteria has also an opportunity for self-pre-assessment. On the basis of partner’s information JS will perform the SA assessment;

* If state aid risk indicated, all partner’s budget goes under de minimis or selected GBER scheme; On the basis of the SA assessment, during the contracting stage JS may ask partner to amend the selected GBER scheme (regardless the result of the first part).
* De minimis **and** GBER schemes applicable **on project level**;
* De minimis **or** selected by a partnerGBER scheme applicable **on partner level**.

###### HIT Application form – State aid plug-in

Part B – Project partnership

B.1.3 Legal and financial information

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| Type of partner |  | *Drop-down pre-defined list (see Annex 1 – Type of partner and target group classification)* |
| Subtype of partner |  | *Micro/small / medium-sized / large enterprise in accordance with the definition in Annex 1 of GBER.- scroll down menu* |
| Legal status |  | *Drop-down (minimum this: public\* / private\* but there could be more options)* |
| Sector of Activity at NACE group level\* |  | *Scroll down menu – list the same as in TAM -Transparency Award Module -* <https://webgate.ec.europa.eu/competition/transparency/public/search>  *The list is based on “NACE rev. 2” published by Eurostat* |
| Co-financing rate (%) |  | *Automatic from E.1 Partner budget* |
| VAT number (or other beneficiary's identifier)\*\* |  | *If VAT nr. is not available, some other organisation identifier should be used.* |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?\* |  | *Drop-down list: yes/no/partly* |

\*This info is requested from beneficiaries receiving more than EUR 500 000 of each individual award or more than EUR 60 000 EUR of each individual award from beneficiary active in primary agricultural sector.

\*\*This field can be multiplied in case more identifiers are needed for State aid. In case it is multiplied there will be two fields: number and the description (pre-defined list from TAM).

Part C – Project description

C.4 Project work plan

C.4.1 Work package 1

Objectives

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered. Then think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives measure changes in a target audience's behaviour, knowledge or belief.

Your objectives should be:

* realistic and achievable by the end of the project;
* specific (who needs project outputs delivered in this work package, and in which territory);
* measurable – indicate the change you are aiming for.

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| Work package title (OPTIONAL) | *Enter the title here* |
| Work package number | *Automatically generated* |
| Project specific objective 1 | *Enter project specific objective here* |
| Communication objective(s) and target audience | *If applicable for this work package, enter communication objective here* |

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| Please indicate how many investments this work package contains | *Enter a number here* |

Investment

(…)

Activities

Please describe the activities by which the project achieves the above project specific objective and related communication objective(s). Add deliverables to activities – see programme rules.

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| Ac Nr. | Activity title | Activity  description | Start period | End period | Deliverables  (OPTIONAL) | Partner involved  (OPTIONAL) |
| *A 1.1* | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* | *Select relevant partner(s) from all project partners e.g. tick box* |
| *A 1.2* | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* | *Select relevant partner(s) from all project partners e.g. tick box* |
| *A 1.3* | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* | *Select relevant partner(s) from all project partners e.g. tick box* |
| *A 1.4* | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* | *Select relevant partner(s) from all project partners e.g. tick box* |
| *A 1.5* | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* | *Add deliverable(s)* | *Select relevant partner(s) from all project partners e.g. tick box* |

State aid section after section C.4.

All fields in this section are part of State aid plug-in.

Project partner 1

Criteria self-check

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| I | Is partner involved in economic activities through project?  *Please consider below questions (1,2,3), next answer Yes/No and shortly justify* | | | **Yes/No**  *Automatic*  *(Yes, if answers for questions 1&2 are positive)* |
| *1. Will the project applicant implement activities and/or offer goods/services for which a market exists?* | *Drop-down: Yes/No* | *Justification - Text* |
| *2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant’s intention)?* | *Drop-down: Yes/No* | *Justification - Text* |
| II | Does partner or any operator receive advantage in the framework of project?  *Please consider below questions (1,2), next answer Yes/No and shortly justify* | | | **Yes/No**  *Automatic (Yes, if there are positive answers for questions 1&2)* |
| *1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?* | *Drop-down: Yes/No* | *Justification - Text* |
| *2. Will the project applicant or any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?* | *Drop-down: Yes/No* | *Justification - Text* |
| *If ‘Yes’ selected in II.2 , an additional info box pops up –‘* *There is a risk of indirect aid’ .* | |

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| A risk of State aid in a project | ***Yes/ No*** *Automatic (Yes, if there is positive answer for two criteria above)* |
| Activity number(s)\* | *Tick list - Multiply choice selection of project partner's WPs activities numbers from C.4.-C.4.n tables* |
| GBER schemes / de minimis\*  \**fields visible only if there is positive answer for A risk of State aid in a project* | *Drop down list GBER article and scheme number (programme specific)/de minimis- matched with the table E.1 co- financing partner budget - in AF part E* |
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Project partner n

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| Criteria self-check   |  |  |  |  |  | | --- | --- | --- | --- | --- | | I | Is partner involved in economic activities through project?  *Please consider below questions (1,2,3), next answer Yes/No and shortly justify* | | | **Yes/No**  *Automatic*  *(Yes, if answers for questions 1&2 are positive)* | | *1. Will the project applicant implement activities and/or offer goods/services for which a market exists?* | *Drop-down: Yes/No* | *Justification - Text* | | *2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant’s intention)?* | *Drop-down: Yes/No* | *Justification - Text* | | II | Does partner or any operator receive advantage in the framework of project?  *Please consider below questions (1,2), next answer Yes/No and shortly justify* | | | **Yes/No**  *Automatic (Yes, if there are positive answers for questions 1&2)* | | *1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?* | *Drop-down: Yes/No* | *Justification - Text* | | *2. Will the project applicant or any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?* | *Drop-down: Yes/No* | *Justification - Text* | | *If ‘Yes’ selected in II.2 , an additional info box pops up –‘* *There is a risk of indirect aid’ .* | | |
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| A risk of State aid in a project | ***Yes/ No*** *Automatic (Yes, if there is positive answer for two criteria above)* |
| Activity number(s)\* | *Tick list - Multiply choice selection of project partner's WPs activities numbers from C.4.-C.4.n tables* |
| GBER schemes / de minimis\*  \**fields visible only if there is positive answer for A risk of State aid in a project* | *Drop down list GBER article and scheme number (programme specific)/de minimis- matched with the table E.1 co- financing partner budget - in AF part E* |