

# **Green Development and Demonstration Programme (GUDP)**

Call and guidelines for completing the funding form  
for GUDP under the joint call:  
Circularity in mixed crop and livestock farming systems,  
with emphasis on greenhouse gas mitigation

Deadline for applications 26. may 2021 at 15.00

The call is launched by the ERA-NET Cofunds SusAn (Sustainable Animal Production Systems), FACCE ERA-GAS (Monitoring & Mitigation of Greenhouse Gases from Agri- and Silvi-culture), ICT-AGRI-FOOD (ICT-enabled agri-food systems) and SusCrop (Sustainable Crop Production).

## Colophon

### **Green Development and Demonstration Programme**

Guideline to grants from Green Development and Demonstration Programme

This guideline is provided by The Ministry of Food, Agriculture and Fisheries of Denmark– GUDP-sekretariatet.

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## Introduction

These guidelines must be followed when applying for funding at the Development and Demonstration Programme (GUDP). As an applicant, you are guided through the GUDP application material on the following pages, which contains the following forms:

**Form B:** Budget form, Gantt diagram as well as Milestones and Deliverables

**Form C:** Participant form

The questionnaire can be completed in English or Danish. The GUDP application forms must be applied and must not be changed by the applicant. However, an exception can be made in Form B as other Gantt diagram designs may be used.

### Processing of personal data

The GUDP-secretariat's guidelines for the processing of personal data, the contact details of the data controllers as well as the possibility of insight into and rectification of personal data, etc. is described in the section 'Processing of personal data, GDPR'.

### General Data Protection Regulations

Publishing personal data on the Internet:

Please note that parts of the provided information may be published via the Internet, as it also appears from the call section on 'Procedures for considering applications.'

For information on the GUDP-secretariat's processing of personal data, contact information for the data controllers, the possibility of requests for access to or rectification of personal data etc. please see the 'Invitation of applications for GUDP', in the final chapter 'Processing of personal data'.

## Call for applications

The board of the Green Development and Demonstration Programme (GUDP) invites applications for the joint call on Circularity in mixed crop and livestock farming systems, with emphasis on greenhouse gas mitigation.

The legal framework for grants under the Green Development and Demonstration Program (GUDP) can be found on the [Danish legislation information website](#) and GUDP's [website](#).

The applicable rules appear (in Danish) from:

[Lovbekendtgørelse nr. 23 af 4. januar 2017](#)

[Bekendtgørelse nr. 1069 af 13. september 2017](#)

### **A total funding of up to 1.000.000. EUR is available.**

This call covers applications for development and/or demonstration projects with or without research. Projects may apply for a total grant of 500.000 EUR (3,7 mio. Kr).

### **Deadline for applications: 26 of may 2021**

The filled in questionnaire must be received no later than 15.00 on the date of application. Applications received after the deadline will not be considered, regardless of the time they were submitted. *Please be aware that you may experience a delay from the time the application is submitted until it is received at GUDP.*

### **Before you apply**

We kindly suggest that you carefully read through this call and the 'Guideline before completing the application form as well as the questionnaire. Furthermore, we recommend that you take a look at [the instructions on payment of grants under GUDP \(only in Danish\)](#).

### **Information**

If you have questions concerning the funding conditions, or the questionnaire the GUDP-secretariat is happy to help you at: [gudp@lbt.dk](mailto:gudp@lbt.dk). You can reach us by mail or phone. More information about the joint call is provided on: <http://coreorganiccofund.org/>

## Requirements for the application

### **Application forms and guidelines**

The application portal can be found on the following homepage: <https://www.submission-coreorganic.eu/>

The additional mandatory questionnaire can be found on GUDP's homepage under "Ansøgningsmateriale". It is a requirement that GUDP's application forms are used and that they are submitted within the deadline. Please note that you must not change the application material.

### **Material GUDP must receive directly by mail:**

- Filled in questionnaire  
*Only for selected projects:*
- *Form B: Budget form, Gantt diagram as well as Milestones and Deliverables*
- *Form C: Participant form*

### **Submission of the questionnaire**

The application must be submitted by e-mail to [gudp@lbt.dk](mailto:gudp@lbt.dk).

### **Acknowledgement letter confirming receipt of the application**

Within a few days from receiving your application, the GUDP-secretariat will send an acknowledgement letter confirming that we have received the application.

### **Eligibility criteria**

An application will be declared ineligible if they do not comply with the GUDP Act and the requirements stated in this call and the associated guidelines.

## **Requirements for applicants and projects**

### **Who can apply for grants?**

- Company registered persons
- Private companies
- Trade associations
- Associations/unions
- Self-governing institutions
- Research institutions

All applicants must be registered in the Danish Central Business Register ('Det Centrale Virksomhedsregister – [CVR.dk](https://cvr.dk)'). In relation to grants, Advanced Technology Groups (GTS), trade/industry associations, associations and self-governing institutions are considered as private companies.

### **Grants are provided for?**

GUDP can provide grants for applied research projects including development and/or demonstrations activities. The project must at the same time promote both green and economic sustainability and thus have what GUDP calls "the double bottom line".

Green sustainability is about 'the credibility of organic farming', 'resilient systems' as well as 'the contribution of organic farming to public goods', including the environment, climate, sustainable use of resources, gentle production methods, animal welfare, food security, human health and nutrition as well as food quality.

This could be:

- Technologies
- Tools
- Production systems
- Analytical methods
- Processes
- Products
- Management and logistics solutions

### **Grants are not provided for?**

- Pure research projects
- Pure investment projects
- Development of innovation competences
- Educational and course activities and similar
- Marketing and test marketing
- Collective generic campaigns (e.g. joint trade organisation campaigns)
- Special innovation activities (borrowing staff)

### **Development and demonstration projects – with or without research**

Development and demonstration projects are projects in which one or more participants accomplish a number of interdependent and sup-orting activities such as:

- Applied research activities that are related to planned research and critical studies to acquire new knowledge and skills that can be used to develop new products, processes or technologies (see complete list above under ‘Grants are provided for?’). The results of the activities carried out are not expected to be commercialized in the short term. Research activities alone cannot constitute an Organic RDD project.
- Development activities that develop new or improved products, processes or technologies based on the acquisition and use of existing scientific and other relevant knowledge and skills. Development activities may include commercially applicable prototypes. The new products, processes or technologies are expected to be applicable, including commercialized, in the short term.
- Demonstration activities with the purpose of disseminating knowledge on the application of research and/or development activities to a wide range of actors. Demonstration includes dissemination of scientific or technical knowledge etc. that is not distortive and does not market/resemble marketing of specific products or services. Meaning:
  - All stakeholders can get access to the demonstrated knowledge, and
  - Demonstration does not include products or services that must be bought, to make use of the demonstrated knowledge/practical solution.

### **Activity types and subsidy rates**

A description of eligible funding activities and subsidy rates can be found at the description of form B.

## **Procedure for the processing of applications**

The GUDP-secretariat will conduct the eligibility check for project-applications with danish participation. After that the call follows a 1-step competitive selection procedure. The evaluation of the project is done by the CORE Organic cofunds third call expert panel. If the scientific quality is not considered eligible for support, the project cannot receive a grant. If the scientific quality is considered eligible for support, the GUDP-board will take the final decision on funding the projects.

### **Confidentiality**

All applications will be handled with confidentiality within the framework of the Danish Act on Public Administration (Lov om offentlighed i forvaltningen).

### **Publication of applications**

For each application round, the GUDP-secretariat publishes a list of applications received. Once the GUDP-board has selected the projects that will receive grants, project titles, grant sums, names and contact information of project managers will be published on [www.gudp.dk](http://www.gudp.dk). The grant sums may appear in total and/or distributed on the individual participants. Corresponding information may be published for the projects that have received rejections. For all projects that receive grants the title, participants, total budget and grant agreements, start and end dates and the short project description from the application are also published in ‘Grøn Projektbank’ on <https://groenprojektbank.dk/>.

GUDP collaborates with InnovationDanmark's database, which contains information on all state research and innovation tools. InnovationDanmark records project title, grant status, year of application, project start and end date, CVR number, organisation or company type and grant sums and budget per project and per

project participant. Furthermore, GUDP reports the statutory information to the EU Commission's funding beneficiary register [The Financial Transparency System (FTS)]<sup>1</sup>.

## During and after the project

During the project process, a scientific employee from the GUDP-secretariat is associated with the project, who regularly is in dialogue with the project manager and follows the project.

### Progress and final reports

All GUDP-ERA –Net projects must submit on mid-term project report on progress and results. The mid-term project report, should be submitted when the project is halfway in its project period.

When a GUDP project is completed, a final report must be submitted no later than three months after the project has ended. The report must describe the content of the overall project, including the activities of the project, challenges along the way, how they were handled and the results achieved. Further instructions regarding the mid-term and the final report can be found on GUDP's webpage:

<https://lbst.dk/tilskudsguide/groent-udviklings-og-demonstrationsprogram-gudp/#c10113>

Part of the final report will be published on [www.gudp.dk](http://www.gudp.dk) and in Grøn Projektbank, It appears from the template for the final report which sections that are to be published.

## Communication and reporting

The results of an GUDP project should be disseminated to the largest extent possible so that other companies and researchers can use them and build on them. Furthermore, the good stories about green innovation in the food industry must be disseminated to a wider public audience when the results are of general public interest. Therefore, communication is an important part of all GUDP projects.

### Project discription on GUDP webpage

GUDP-secretariat can prepare an article or press release in dialogue with the project manager. It will be published on GUDP's webpage and contains a description of the project, quotes for press releases, if possible, and photos provided by the project. It should also be possible for journalists to use the article in whole or in part in connection with media coverage of the project. No confidential information from the projects will be published, please see below under publication.<sup>2</sup>

During the project, the progress reports can also be used in GUDP's news dissemination in a collaboration between the secretariat and the project manager.

### Publication of final reports

In connection with project completion, the project manager will fill in a template for final dissemination. In collaboration with the project manager, GUDP prepares relevant final communication products about the results of the project, how end-users can apply this knowledge in practice, and additional knowledge needed within the project's subject area. GUDP will disseminate the end results of the project via its own communication channels and possibly external media.

As a general rule, the report's non-confidential conclusions will be published digitally in 'Grøn Projektbank' and on [www.gudp.dk](http://www.gudp.dk). By agreement, the results can also be conveyed as news items on [www.gudp.dk](http://www.gudp.dk), as press releases and targeted inquiries to relevant media.

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<sup>1</sup> Se nærmere under Erhvervsstyrelsens hjemmeside under EU statsstøtterejestrets indberetningssystem.

<sup>2</sup> Vurderingen af, hvorvidt der er tale om fortrolige oplysninger sker efter gældende forvaltningsretlige regler.



## Form B: Budget form, Gantt chart and lists of milestones and deliverables

This guideline will first provide a general elaboration on budgetary items and next a guide on how to fill in the individual fields of the budget form.

### General information about funding of GUDP projects

It is a prerequisite for obtaining grants from GUDP that expenses are directly related to the project and that they are necessary for the accomplishment of the project. Further, it is a condition that expenses are incurred during the approved project period, that the expenses have been paid and that this can be documented.

GUDP never covers expenses 100 per cent. The subsidy rate depends on who the applicants are and what form the project has. Read more about the subsidy rates on page 14.

### Allowable expenses eligible for funding

The following expenses are eligible for funding:

- Salary during the project period for project participants
- Expenses covering external assistance when this creates added value to the project's sub activities<sup>3</sup>. As a rule, research institutions are not eligible for funds for external assistance as these are expected to possess the highest expertise. If external assistance is used in the project, this must be stated in form A (A19-2).
- Other activities. Operational costs that are necessary for the accomplishment of the project, including material costs, meeting and transport expenses, etc.
- Expenses for apparatus and other types of equipment that are necessary to accomplish the project. However, as a rule the applicant is expected to finance and provide the necessary equipment. Therefore, funding for apparatus and other equipment is only given to a limited degree and based on specific reasons. The expenditure items must be specified in the approved project application, the letter of commitment or in the subsequently approved budget change. The scrap value of equipment and apparatus must be calculated. For demonstration activities the max amount granted for apparatus and equipment is 750,000 DKK
- Other: Other direct costs necessary to the accomplishment of the project (audit, communication, etc.)
- Overhead, including indirect costs necessary to accomplish the project (documentation must be enclosed with the claim for the expenses that are included in the calculation of overhead)
- Expenses for PhD salary (max 28 months).

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<sup>3</sup> The following applies to all kinds of external assistance: External assistance ('subcontracting') is settled based on invoices paid for external consultancy and services necessary for the accomplishment of the project. As a rule, all services should be bought at market price. You must be able to document that – when acquiring the product – you have explored the market price for said service and thus will be able to account for the purchase. If you buy the service from a supplier with whom the applicant is connected via his/her group or cooperation then the price should be settled as an internal cost (cost price). The applicant should pay specific attention to a correct settlement of the price in case of trade with affiliated companies as well as internal trade between the participants.

### Expenses that are not eligible for funding

Funding is not provided for:

- Covering of expenses for activities accomplished prior to project approval or after finalization of the project.
- Company-specific process optimization (e.g. LEAN)
- Loss of working hours and production losses due to project participation
- Education activities in general, PhD-fees, competence development etc. Funds may be provided for PhD salary, but not for matriculation, courses, teaching, etc.
- Patent expenses for large companies
- Foreign research institutions and companies (companies with a department registered in the Danish Central Business Register ('Det Centrale Virksomhedsregister – CVR) are considered Danish) cannot be participants in the project, but they may be part of a project as external assistance in case the necessary expertise is not available in Denmark
- Preparation of the application, including collaboration agreements for network projects
- Depreciation of apparatus and equipment

All expenses must be stated exclusive of VAT, unless the applicant bears the VAT himself and therefore applies for funding for this expense.

### Independent funding and other public co-funding

Independent funding is the share of project expenses eligible for funding that are paid by the private companies. Independent funding is always non-public funds. In relation to grants, Advanced Technology Groups (GTS), trade/industry associations, associations and self-governing institutions are considered as private companies.

The budget forms also include the concept of 'other public co-funding'. That is, co-funding of the eligible expenses provided directly or indirectly by governmental funding bodies. Thus, the financial contributions from both universities and other public institutions as well as grants from the agricultural funds must be stated as 'other public co-funding'. As a rule, project activities can only be funded by means of public funds up to the maximum subsidy percentage, which depends on the activity and company type. See the current rates on page 26-27.

*Example:* If the maximum subsidy percentage of a development project is e.g. 60 percent, but it only applies for 40 per cent. GUDP funding, a maximum of 20 percent is eligible for funding by other public funds. The remaining 40 percent of the funding should be covered by independent funding from the contributing company or other non-public funds.

### Other supplementary public co-funding

Some project types may be funded 100 percent by public funds (however, maximum 90 pct. from GUDP). This applies for demonstration activities.

It also applies for development and research activities comprised by the categories mentioned in Enclosure 1<sup>4</sup> of the Treaty of Lisbon (agricultural products) or enclosure 1 to EU regulation no. 1379 on common market organization for fish and aquaculture<sup>5</sup> produce.

In this case the total public funding constitute 100 percent provided that<sup>6</sup>:

<sup>4</sup> Enclosure 1 of the Treaty of Lisbon deals with primary agricultural products, i.e. agricultural products prior to and including the first stage of processing. A project on wetlands may be included in enclosure 1 if one or more primary agricultural products are produced on these wetlands. Products comprised by enclosure 1 are found here [link](#) (p. 333-335).

<sup>5</sup> Enclosure 1 of the EU regulation no. 1379 on the joint market organization for fish and aquaculture produce is found here [link](#) (p. 16-17).

<sup>6</sup> Consolidation Act no. 1069 of 13.09.2017 § 27

- the grant receiver is a research institution or a knowledge dissemination organization according to the definitions provided in the EU rules for government subsidies
- the activities are of general interest to the sector or sub sector in question
- information about the accomplishment of the activities as well as the purpose and aim of same will be published on the internet prior to initiation. The information supplied must include an indication of the date of publication of the expected results and that they will be available to the general public free of charge
- the results of such activities must be available on the internet for at least a 5-year period and must not be made available to members of a specific organization until they are made public.

### **How to fill in the individual parts of the budget form**

The budget form (form B) is an Excel-file with six sheets

- Sheet 1: The total project budget
- Sheet 2: Gantt chart (incl. guidelines)
- Sheet 3: A list of milestones
- Sheet 4: A list of deliverables
- Sheet 5: A list of delivery types to be used when completing the Gantt chart.
- Sheet 6: An example of a Gantt-chart

Guidelines for the sheet 'Total project budget' is provided below. Instructions as to completing the Gantt chart appear from sheet 2 'Gantt chart'. Instructions for filling in Sheet 3 with "Milestones" and Sheet 4 with "Deliverables" appear from these, where examples are also included (must be deleted when filling in the sheet).

### **Total project budget**

The total project budget automatically sums up all sub budgets below, as these are completed. The total budget amount must also be stated in field A12-2 of the main application form. Once all project participants' sub-budgets are completed, the total project budget will display the distribution of GUDP funding, own financing and other public financing. The amount appearing from the column 'GUDP total' (spreadsheet field B 16) is the amount applied for. This amount must also be indicated in the main application form field A12-1 'Total amount applied for.'

### **Participant budgets**

A budget must be prepared for each company/institution participating in the project. If the company/institution is involved in more types of activities - applied research, development and demonstration - a sub-budget for each type of activity must be prepared (see below). This is due to the fact that subsidy rates vary according to type of activity and company size. The amount appearing from column B in 'GUDP total' is the amount to be applied for. If the company/institution participates in more activities, then the amounts applied for should be added up and indicated in field C9 'Other activities' of the participant form. Sub-budgets must also be prepared for participants who do not apply for grants as they contribute with independent financing.

Project participants who do not receive funding must sign a declaration that their activities have been accomplished. The declaration must also be signed by the project manager.

### **Company name**

Fill in the name of the company.

### Activity type

In the field with activity type, select either "Applied research", "Development" or "Demonstration". Definition of the three types of activity:

- **Applied research** includes activities concerning planned research and critical studies with the purpose of generating new knowledge and skills to be used in the development of new products, processes or technologies. The results of the accomplished activities need not be readily available for commercialization in a short-term perspective.
- **Development** includes activities that contribute to the development of new or improved products, processes or technologies based on existing scientific and other relevant knowledge and skills. Development activities may include commercially applicable prototypes. The results of the accomplished development activities are expected to be directly applicable, and possible to commercialize, in a short-term perspective.
- **Demonstration** includes activities that demonstrate scientific or technical knowledge. The demonstration must not lead to distortions of competition and should not be confused with marketing. Therefore demonstrations must not deal with specific products or services that highlights the product's properties. It is a requirement that all interested parties must have access to the demonstration and thus not limited to an exclusive group.

### Company size

Company size is stated on the basis of the EU Commission definitions:

- **Small companies** are defined as companies with less than 50 employees and with an annual turnover and/or an annual balance sheet total of max. 10 million euros.
- **Medium-sized companies** are defined as companies with less than 250 employees and with an annual turnover of max. 50 million euros and/or an annual balance sheet total of max. 43 million euros.
- **Large companies** are defined as companies that are larger than the categories mentioned above.

For further information regarding the definitions we kindly refer to the user guide and declaration from the European Commission: [link](#).

## Subsidy rates

The maximum subsidy rate is based on project type (collaboration project/single company project), activity type (project including applied research/development/demonstration) and company size. Thus, GUDP provides subsidies to the individual project participants – according to project type, activity type and company size.

**Table 1: Maximum subsidy rates for GUDP projects\***

Company size	Research and knowledge dissemination organizations	Small companies		Medium-sized companies		Large companies	
		Individual	Collaboration	Individual	Collaboration	Individual	Collaboration
<b>Activity type</b>							
Applied research	90 pct.	70 pct.	80 pct.	60 pct.	75 pct.	50 pct.	65 pct.
Development	90 pct.	45 pct.	60 pct.	35 pct.	50 pct.	25 pct.	40 pct.
Demonstration*	70 pct.	70 pct.	70 pct.	70 pct.	70 pct.	25 pct.	70 pct.

\* Research and knowledge dissemination organisations can achieve a maximum subsidy of 100 pct. (however, maximum 90 pct. from GUDP) of the eligible costs for the implementation of non-commercial research and development activities, provided that the research results of the research institutions is subject to continuous publication, including education.

\* 70 pct. subsidy to demonstration can only be achieved in project related to primary agricultural production and processing of primary agricultural products.

Trade organizations and the like as well as private research and knowledge dissemination organizations are regarded as large companies in connection with the determination of the maximum subsidy rates. If the applicant can present documentation that the organization or institution (the entire organization or institution) fulfills the EU Commission's definition of small or medium-sized companies (SME) a subsidy rate corresponding to the size of the company can be given.

### *Requirements for collaborative projects*

In order to receive an increased subsidy for cooperation projects, it must be either

- a collaboration between companies,
  - of which at least one is a SME, and
  - where no individual company holds more than 70 pct. of the eligible costs.
- Or between
  - a company (regardless of size) and
  - a research and knowledge dissemination institution, where the latter contribute with a co-financing of at least 10 percent.

In collaborative projects with an increased subsidy rate, the project results must be widely disseminated via conferences, publications, open access archives, free software or open source software. However, this does not apply to confidential information.

## Proportionality of budget items

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The same subsidy rate is given to all project expenses; i.e. proportionality is required for all expenses (cf. example provided below). Proportionality is required as no individual expense should be given more than the maximum subsidy rate. However, no proportionality is required for the universities.

Company name:	Virksomhed ApS	Main applicant		Company size:	Small company	
Activity type	Development	Grant percentage applied for:				
	GUDP	Independent financing	Other public funding	Total	No. of hours	
Scientific staff	136.500	91.000		227.500	615	
Administrative staff				-		
External assistance	30.000	20.000		50.000		
Other activities				-		
Apparatus/equipment	24.000	16.000		40.000		
Scrap value	4.800	3.200		8.000		
Income, if any				-		
Other	6.000	4.000		10.000		
<b>Total excl. OH</b>	<b>191.700</b>	<b>127.800</b>	-	<b>319.500</b>	<b>615,00</b>	
OH	28.665	19.110		47.775		
<b>Total</b>	<b>220.365</b>	<b>146.910</b>	-	<b>367.275</b>		
			<b>Total grant percentage</b>	60,00%		
<i>Part of total budget</i>	100%		<b>OH percentage (University )</b>	14,95%		
			<b>OH percentage (Company)</b>	21,00%		

## Elaboration of individual budget entries

### VIP and TAP salary

#### Universities and other public institutions

Guidelines for payroll costs for scientific staff (VIP) and technical administrative or other staff (TAP): Project staff salary paid by universities and other public institutions may as a maximum be in accordance with collective agreements for comparable work carried out in the state.

GUDP provides grants for the employee's specific, hourly pay and social contributions, including sickness benefit and parental pay, holiday allowance and other social, employer obligations.

The salary can either be stated as an average or individually for the individual employee. In both cases, the salary must be entered into the specification field and the total number of hours must be stated. If you refer to the individual employee (e.g. by using his/her initials), you must indicate the hourly pay and the total number of hours spent working on the project. Example: HJ, 350 DKK/hour for 47 hours.

When estimating time consumption, a standard of 1,648 working hours per year should be applied.

#### Companies and private research and knowledge dissemination institutions

Companies and private research and knowledge dissemination institutions such as GTD institutes, apply specific salary costs (i.e. excluding overheads/general costs) in their budgets.

Salary costs for company owners who are not actually employed by the company may be included and paid at an hourly rate approved by GUDP – the maximum hourly rate that can be approved is DKK 350 / hour. If salary for company

owners is included in the project this must be specified in the relevant field including hourly wage rate and number of hours.

GUDP provides subsidies for the hourly rate and for social security contributions, including sickness and maternity benefits, holiday pay and other social employer obligations.

The salary can either be stated as an average or individually for the individual employee. In both cases, the salary must be entered into the specification field and the total number of hours must be stated. If you refer to the individual employee (e.g. by using his/her initials), you must indicate the hourly pay and the total number of hours spent working on the project. Example: HJ, 350 DKK/hour for 47 hours.

### **External assistance**

Expenses for external services such as external analyses, external advisory services, including expert advice to which the institution/company acquires the full right of utilization of the outcome delivered. Applications for funding of external assistance must be substantiated by means of a detailed explanation describing who will provide the external assistance (CVR number), what kind of assistance, expected number of hours and the hourly salary rate. State the explanation in the specification field in the budget form (Form B, sheet 1). In addition, a detailed explanation of the nature of the external assistance and the reason why it has been included must be stated in A19-2.

As a general rule, research institutions will not receive grants for external assistance as they are expected to possess the highest expertise.

Please cf. the explanatory footnote in relation to the item 'Expenses for external assistance' in the section 'Allowable expenses eligible for funding' in this guide.

### **Other activities**

Other activities comprise operating costs necessary to accomplish the project, including costs for materials, meeting and travel costs etc. Subsidies are not given to unspecified running of e.g. laboratories, as these are generally included in overhead costs. Please specify costs in the specification field in the budget form (Form B).

Costs for conferences where project results are presented as well as travel costs must be specified correctly. Grants are not given to cover education and study trip costs; however in special cases grants may be given to company-specific visits if these are of essential importance to the project.

### **Apparatus/ equipment**

As a rule, the applicant must provide the necessary apparatus and equipment for the project. If this is not possible, you can apply for funding. GUDP will assess the application for funding of apparatus/equipment if it is substantiated by an explanation describing the apparatus or equipment you need to purchase and the work packages in which the apparatus is used. Enter the explanation in the specification field in the budget form (Form B).

If the apparatus/equipment still has a certain value after the project period then the grant will be reduced accordingly. Cf. the following paragraph on calculation of the scrap value

### Scrap-value

The scrap value is the depreciated value of the purchased apparatus/equipment at the end of the project. This value will be deducted from the grant as the project is not supposed to profit from selling apparatus/equipment funded by GUDP. The scrap value must be entered in the budget form. The amount is automatically deducted and is indicated in red figures in the budget form.

Usually, the depreciated value is calculated as a certain percentage of the purchase price in accordance with the regulations of the Act on Depreciation Allowance. For example, if a project has a duration of 2 years and 4 months, the depreciation value is calculated as the annual depreciation over 3 years. Please indicate the calculation of the scrap value in the specification field in the budget form (Form B).

Depreciation			
	Linear depreciation – 5-year period	Balance depreciation 25 pct.	Linear depreciation – 3-year period (used for IT equipment)
	pct. of purchase value	pct. of purchase value	pct. of purchase value
<b>Purchase value</b>	100	100	100
<b>Value year 1</b>	80	75	66
<b>Value year 2</b>	60	56,3	33
<b>Value year 3</b>	40	42,2	0
<b>Value year 4</b>	20	31,6	0
<b>Value year 5</b>	0	23,7	0

### Income

Income from sale of test products, prototypes etc., in relation to which materials used are included in project costs. This amount is automatically deducted and will appear in red figures in the budget form. Please provide an elaboration of the income in the specification field in the budget form (Form B).

### Other

Indicate other expected costs in relation to the project. This entry also includes communication and audit costs. If you apply for funding for the item *Other* a detailed elaboration describing the content must be submitted. Please explain this in the specification field in the budget form (Form B).



### **OH (overheads) – contribution to joint costs**

Grants are provided for documented overheads/administrative contribution costs. Overheads are given to cover indirect costs in connection with the accomplishment of a project. Costs that do not fall directly within the specific projects. These may include joint costs for rent, premises, administration etc.

GUDP provides differentiated overheads/administration contributions according to the legal status of the participating institutions:

Research and knowledge dissemination institutions, comprised by the regulations on subsidized research as stipulated in the budget guidelines from the Ministry of Finance and with authority to perform subsidized research, may receive an overhead grant of up to 44 percent.

Private companies can apply for overheads of up to 30 percent of the salary costs. In connection with the request for payment, the overhead percentage applied for must be documented based on entries in the grant receiver's accounts.

### **Completing the Gantt chart and sheets with milestones and deliverables**

The Gantt chart should show the duration in time of the individual work packages and the relationship between them.

The applicant is free to use a different format/layout than the Gantt chart provided as part of the application material. However, the following mandatory information must be included:

- Involved project participants for each work package
- Total number of hours for each work package
- Total budget for each work package
- Total budget
- Milestones for each work package. Must be indicated and elaborated with title in Sheet 3 "Milestones"
- Deliverables in each work package. For deliverables, the type of deliverable should be indicated, cf. the list of abbreviations 'List of deliverable types' mentioned in Form B Sheet 5, as well as in this guide to Form B. Elaborate with title, description, target group, communication channel, expected date of delivery and responsible project participant in Sheet 4 'Deliverables'.

### **Please note:**

- Number of hours: A total number of hours must be indicated for each work package. It is not mandatory to indicate number of hours for each sub element of the work package. The total number of project work hours must be indicated and correspond to the number of hours indicated in the total project budget in the sheet 'Total budget'.
- WP budget: A total budget must be indicated for each work package (WP). It is not mandatory to provide numbers for each sub element of the work package. The total project budget must be indicated and correspond to the amount indicated in the total project budget in the sheet 'Total budget.'
- Compliance between activity type and deliverable type is necessary, as deliverable types are connected to activity type. That is, if you have not applied for a project with demonstration content, the deliverable types under 'Demonstration' cannot be used. This also applies at WP-level, if no research is specified as type for a WP in the Gantt chart, the delivery types under 'Application-oriented research' cannot be used.

### Activity types to be used when completing the Gantt chart:

**Applied research (F)** – activities in relation to planned research and critical studies with the purpose of achieving increased knowledge and new skills to be used to develop new products, processes or technologies. The results of the accomplished activities may not be readily available for commercialization in a short-term perspective. Applied research must be accompanied by research deliverables in the Gantt chart.

**Development (U)** – comprises activities that contribute to the development of new or improved products, processes or technologies based on the acquisition and application of existing scientific and other relevant knowledge and skills. Development activities may include commercially applicable prototypes. The result of accomplished development activities are expected to be directly applicable and possible to commercialize in a short-term perspective.

**Demonstration (D)** – includes activities with the primary purpose of demonstrating/disseminating scientific or technical knowledge or the like, that does not lead to distortions of competition. Demonstration activities should not be confused with marketing of specific products or services. This means: 1) All interested parties should have access to the knowledge and/or practice demonstrated, and 2) Demonstrations should not deal with specific products or services that must be bought in order to utilize the demonstrated knowledge and/or practice.

A detailed description of the activity types with examples can be found at [www.gudp.dk](http://www.gudp.dk) (in Danish only) under 'Søg om tilskud fra GUDP' (Apply for a grant from GUDP). Then select the tab 'Om tilskuddet' (About the grant) and then 'Tilskudsberettigede aktivitetstyper' (Grant-eligible activity types).

### List of deliverable types

List of deliverable types and abbreviations to be used when completing the Gantt chart for development and demonstration projects with or without research	
<b>APPLIED RESEARCH</b>	
<b>Scientific production</b>	
International journal (peer reviewed)	FV1
Danish journal (peer reviewed)	FV2
Proceedings (whole, not single papers) and working papers	FV3
Research report	FV4
Conference presentation incl. paper/abstract/poster (scientific conference)	FV5
<b>Commercialization and application</b>	
Patents	FK1
<ul style="list-style-type: none"> <li>- Novelty study</li> <li>- Submission of application</li> <li>- Patent approval</li> <li>- Agreement on commercial application</li> </ul>	
Strategic method development and authority procedure	FK2
Other type of commercialization	FK3
<b>Software programmes</b>	
Internal application	FS1

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External application	FS2
<b>Communication and dissemination</b>	
Major reports and analyses, more than 50 pages	FF1
Minor reports/briefs incl. teaching material (research level)	FF2
Articles in subject specific journals and newspapers	FF3
Thematic issues in relation to the project	FF4
Thematic meetings / Workshops / Meetings / Open house arrangements / Presentations / Video / Podcast / Presentation at non-scientific conferences / Training (research level)	FF5
<b>DEVELOPMENT</b>	
<b>New products, processes etc.</b>	
New or significantly improved product	UP1
New or significantly improved production process	UP2
New concepts etc.	UP3
Prototypes	UP4
Pilot plant	UP5
<b>Commercialization and application</b>	
Patents <ul style="list-style-type: none"> <li>- Novelty study</li> <li>- Submission of application</li> <li>- Patent approval</li> <li>- Agreement on commercial application</li> </ul>	UK1
Trademark protection	UK2
Certification/test (not required by law)	UK3
Other kinds of commercialization, including changes in technical standards, changes in advisory standards etc.	UK4
<b>Software programmes</b>	
Internal application	US1
External application	US2
<b>Communication and dissemination</b>	
Major reports and analyses, more than 50 pages	UF1
Minor reports/briefs incl. teaching material (advisory level)	UF2
Technical manuals, fact sheets etc.	UF3
Articles in subject-specific journals and newspapers	UF4
Thematic meetings / Workshops / Meetings / Open house arrangements / Presentations at such events / Video / Podcast / Training (advisor level)	UF5
<b>DEMONSTRATION</b>	
<b>Communication and dissemination</b>	
Dissemination via practical showcasing	DF1
Technical manuals, fact sheets etc. incl. teaching material (end user level)	DF2
Articles in subject-specific journals and newspapers	DF3
Thematic meetings / Workshops / Open house arrangements / Presentations at such events / Video / Podcast / Training (end user level)	DF4

## Form C: Participant form

All projects must complete a participant form for each participating company/institution, including the main applicant (the company/institution acting as project manager).

Project	
<b>C1. Project title and acronym:</b> (max 2 lines)	Indicate project title and acronym – it should comply with the title indicated in the main application.
Applicant	
<b>C2. Participant:</b>	Name of the institution/department/company/division.
<b>C3. Municipality:</b>	Municipality of domicile of the institution/department/company/division.
<b>C4. CVR number</b>	Indicate the applicant's CVR number. The stated CVR number must be registered with the Central Business Register (CVR.dk). The CVR number is an eight-digit identification number unique for the individual Danish company, and it is used as identification in relation to the authorities.
<b>C5. P number:</b>	Indicate the applicant's P number. In addition to the CVR number, each company is also given a production unit number (P number) for each physical location from which the company runs its business. The P number is a unique 10-digit number. A CVR number may thus comprise more P numbers. The P number is important with regard to payment of funds.
<b>C6. Address:</b>	State the address. The address listed in this field must be identical with the address registered in the Central Business Register (CVR) in relation to the CVR and P numbers indicated.
<b>C7. Participant's name and title:</b>	Name and title of the participant as well as telephone number and e-mail address which may be used by the GUDP-secretariat and ICROFS for corresponding purposes.
<b>C8. Telephone and e-mail address:</b>	

<p><b>C9. Application amount for this participant:</b></p>	<p>State the total amount for which the project participant has applied. The amount should cover all the activities (research, development and demonstration) that the project participant will participate in – up to three amounts, if the participant engages in all three activity types.</p>		
<p><b>C10. Starting date:</b></p>	<p>Expected starting date for the project – 1 January 2022 at the earliest.</p>	<p><b>C11. End date:</b></p>	<p>Expected end date. Please be aware that it may be necessary to allot time for the preparation of reporting. The project period must be max 4 years.</p>

### Applicant's confirmation

**C12. Applicant's confirmation:**

By his/her signature, the financial controller confirms the budget and – at the same time – approves that the company/institution participates in the project, cf. the information provided.

The applicant is under the obligation to inform the GUDP-secretariat immediately in case of significant changes to the information submitted; thus including additional funding granted for the entire project or parts of the project by other parties, of which the applicant had no knowledge at the time when the application was submitted.

The applicant hereby confirms that all data and information provided in the application material are correct, and that all indicated green and financial effects are estimated in the best possible way.

Please notice that some of the information provided may be published on the Internet, cf. the call section 'Procedure for assessment of applications'.

<p><b>Date:</b></p>	<p><b>Signers name/stamp:</b></p>	<p><b>Signature:</b></p>
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Please enter the company/institution stamp or the signer's name in capital letters.

### Activity type and company size

<p><b>C13. Activity type:</b></p>	<p>Tick off the activity types in which the participant is involved. Prepare a budget for each project participant. In case the participant engages in more activity types, a budget for each type must be prepared, as the grant rates vary according to activity type and company size.</p>
<p><b>C14. Company size:</b></p>	<p>Indicate company size. Company size is according to the EU Commission's definition.</p>

## Participants

### **C16. List of participants from the company/institution:**

REMEMBER that CVs for key staff must be submitted as enclosures.

Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:

## Processing of personal data - GDPR

GUDP applications are treated confidentially within the GUDP- and ICROFS-secretariats and are, as a rule, not handed out to outside parties. However, it is possible to apply for access to documents in accordance with the Act on Access to Information Held by Administrative Organs. But confidential information cannot be disclosed beyond the stipulated cases pursuant to the applicable rules.

Based on the General Data Protection Regulation (GDPR), which came into force in May 2018, we must make you aware of the following on GUDP's handling of personal data: Applicants for GUDP grants submit personal data in connection with the application and possibly in connection with the subsequent processing of applications. Failure to submit information means that the GUDP application cannot be processed, cf. Chapter 3 in the Consolidation Act. No. 23 of 4 January 2017 of the Green Development and Demonstration Programme (the GUDP Act).

The GUDP-secretariat and the GUDP-board deal with information in connection with the processing of applications and the project selection. Submitted material can be passed on to external experts outside the secretariat and to Innovation Fund Denmark (InnovationsFonden) in order to obtain scientific advice and assessment. In addition, personal data can be exchanged with experts in and outside the GUDP-secretariat in connection with follow-ups on the processing of GUDP projects.

When checking GUDP projects, personal data can be exchanged with other authorities in accordance with § 18 of the GUDP Act.

In addition to the submitted material, the GUDP-secretariat collects and stores personal data from publicly available sources in connection with information activities. The information is stored in the secretariat's archiving systems until the information is passed on to the Danish National Archives in accordance with Consolidation Act No. 201 of 28 September 2016 of the Archives Act. The information cannot be deleted.

As stated above, parts of the project applications are published and GUDP passes on the above-mentioned personal information to the InnovationDanmark database and the EU Commission's State Aid Register.

The GUDP-secretariat will keep the information for one year after submission in closed file systems, after which they will be deleted. The information is also stored in the Danish Agricultural Agency's case processing system until the information is passed on to the Danish National Archives in accordance with the Archives Act. The information cannot be deleted.

Requests for access to or rectification of personal data can be directed to the GUDP-secretariat's data controller, who is the secretariat's team leader. The GUDP-secretariat's lawyer is the associate data processor for the above-mentioned personal data stored by the Danish Environmental Protection Agency. The data controllers and data processors can be contacted via the GUDP-secretariat's e-mail [GUDP@lbst.dk](mailto:GUDP@lbst.dk).