Annex 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **PROJECT APPLICATION FORM No.1****for the Norwegian Financial Mechanism’s small grant scheme****“Development of Green Innovations and Information and Communication Technology Products”[[1]](#footnote-2)**

|  |  |  |
| --- | --- | --- |
| Areas of the small grant scheme project:*(select one option with “X”)* |  | **Green Industry Innovation** |
|  | **Information and Communication technologies** |
|  |
| Title of the small grant scheme project: | **Zoom call analysis using biometric data of face and voice** |
| Norwegian Financial Mechanism 2014-2021 Programme (title of the programme) | **„Business Development, Innovation and SME’s”** |
| Project promoter: | **SIA ASYA** |
| Registration number: | LV40203171916 |
| Legal address: | Street and house number: Pils iela 17 |
| City, municipality: Ventspils |
| Country: Latvia |
| Postal code: LV-3601 |
| Actual address:(*fill it out if the actual address is different from the legal address*) | Street and house number: Elizabetes iela 20-1 |
| City, municipality: Riga |
| Country: Latvia |
| Postal code: LV-1050 |
| Homepage (if any) where project information will be inserted in case of approval | https://asya.ai |
| Responsible person: | First and last name: Evalds Urtans |
| Work positions: CEO/CTO |
| Phone nr.: 00371326401317 |
| E-mail: evalds@asya.ai |
| Contact person:(*fill it out, fi the contact person is different from the responsible person*) | First and last name: |
| Work positions: |
| Phone nr.: |
| E-mail: |
| Consultants involved in the preparation of the project application *(more than one can be indicated by creating additional columns)* | First and last name |
| Name of the company represented (if applicable): |
| Phone nr.: |
| E-mail: |
| Category of enterprise:*(select one option with “X”)* | X | Company that conforms to the status of micro or small-sized enterprise |
|  | Company that conforms to the status of medium-sized enterprise |
| Identification number of the completed and approved *de minimis* formin the Stateaid *(de minimis)* accounting system: | **TODO** |
| **Communication with the project promoter\*:**\* By selecting “X” one of the types of communication, the project promoter agrees to receive documents and official communication related to the project via e-mail or the correspondence address specified previously. | **X** | Project promoter agrees to the communication only electronically via the e-mail address indicated in the project application form. Documents must be electronically signed with a secure electronic signature. |
|  | Project promoter agrees to the communication only via post office. All types of documentation shall be sent by post office in a registered letter to the designated legal or actual address of the project promoter (underline the necessary address) |
|  | Project promoter agrees to receive dossier signed with a secure electronic signature to the e-mail address indicated in the project application form from LIAA, however, communication may be organized by post office form the merchants’ side. |
| **Filled in by the Programme Operator**: |
| Project registration number: |  |
| Date of the project submission: |  |

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| **1.SECTION – DESCRIPTION OF THE PROJECT**  |

* 1. **Project summary: objective of the project, main activities, duration, total project expenditures and expected results**

(*the referred information will be made available to the public in accordance with the procedures and amount specified in the Law on Disclosure of Information once the decision regarding approval of an application for the open call has entered into force) (up to 1000 words*):

|  |
| --- |
| Objective of the project is to develop an innovative ICT research and product to analyze Zoom video calls to improve efficiency of meetings, improve customer service and improve sales. Deep learning-based models would work with the biometric features of a voice and face of the participants of a recorded call. The system would be able to classify the emotional states of speakers during the call like, for example, who and when is speaking in an angry, sad, or happy tone of voice. The system would also track the contribution of each of the participants to a call. This is measured by the percentage of talking time in a conversation. It would also track the arousal levels of each of the participants during a call. Finally, the system would track also how much each of the participants are paying attention to others in a call using eye tracking and gaze detection.The research will be based on existing work published in the scientific literature by scientists that are working in the promoter company SIA ASYA and donor partner Oslo Metropolitan University. The result of research from both parties should be scientific publications.SIA ASYA employs a team of award-winning UX designers and marketing specialists that will execute on selling and promoting a novel product.After the initial phase of research, the pilot phase will be executed with medium size, fast growing companies that recently have added a large number of staff and would like to maintain company culture and efficiency within the meetings. The expected result of using a system like this depends on the type of meeting. In sales meetings, American competitor products like ours report 15% more sales. For the customer support meeting, they report a 28% rise in customer satisfaction. For team meetings, the expected result is a 30% reduction in team meeting length and 15% more satisfaction with the workplace environment as studies have shown that emotional well-being is one of the key factors to reduce employee churn.Total expenditure for the development of this new ICT solution will be 200,000 EUR, of which 130,000 EUR will be funded by the program.The product would be licensed to companies using per seat licensing. Break-even point should be reached 2 years since the launch of a pilot project.In future, the system could be deployed also as a physical monitoring device that would be used in a physical meeting room scenario.  |

**1.2. Implementation place of the project (**must specify one implementation place of the project)

|  |
| --- |
| **Implementation place of the project:** |
| **Project’s implementation address\*:** |  |
| City: | Riga |
| County city: | Riga |
| Street and number: | Elizabetes iela 20-1 |
| Postal code: | LV-1050 |
| Cadastre number or designation: | - |
| Description of the project implementation site: | Office space |

\**The address of the actual project implementation site must be provided. If more than one of the implementation sites is planned, and additional table/s shall be included.*

**1.3. Project promoter's main activity and project implementation sector in accordance with the General Economic Activity Classification NACE**

*The project implementation sector is the sector benefiting from the initial investments identified in the project.*

*NB! – One sector of project implementation should be identified. NACE Rev.2. classification is available at homepage of Eurostat (*[*http://bit.ly/2Pwf5wB*](http://bit.ly/2Pwf5wB)*)*

|  |
| --- |
| **The main activity sector of the project promoter:** |
| NACE Rev.2. class | **62.01** |
| Title  | Computer programming activities |
| **Project implementation sector**: |
| NACE Rev.2. class  | **63.11** |
| Title | Data processing, hosting and related activities |

**1.4. Objective and description of the project** (*up to 500 words*)

*Provide detailed information in the feasibility study, that is an integral part of the project application form.*

|  |
| --- |
| The main objective of the project is to develop an innovative ICT research and product to analyze video calls to improve the efficiency of meetings, improve customer service, and improve sales. The system would postprocess cloud recordings of calls or video calls from other platforms in a safe and secure manner. For sensitive clients, data processing servers will be deployed at a client`s site.Objectives of the project:1. Research and develop biometric voice and face models in collaboration with Oslo Metropolitan University2. Publish results in scientific literature3. Design professional UX frontend for the system4. Test system with pilot customers5. Start the sales process and scale the product |

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| **2.SECTION – PROJECT PARTNER INFORMATION** (*if applicable*) |

**NB! – Cooperation with a project partner is optional criterion and provided extra points in evaluation process.**

**2.1. Information on the project implementation in cooperation with a project partner.** If the project is implemented in cooperation with a project partner, it is mandatory to add Annex 1 “Statements of the Latvian partner” or Annex 2 “Statements of the Donor State Programme Partner”.

*Mark the corresponding with “X” in the relevant field.*

|  |  |
| --- | --- |
|  | Project will not be implemented in cooperation with project partner |
| **X** | Project will be implemented in cooperation with donor state (Kingdom of Norway) partner |
|  | Project will be implemented in cooperation with partner from the Republic of Latvia |

**2.2. Information on the project partner** (*to be completed if the project is implemented in cooperation with the project partner*)

|  |  |
| --- | --- |
| Project partner name: | Oslo Metropolitan University |
| Registration number: |  |
| Registration number of taxpayers: |  |
| Legal address: | *Street and house nr.:* |
| *City, municipality:* |
| *Country:* |
| *Postal code:*  |
| Responsible person: | *Street and house nr.:* |
| *City, municipality:* |
| *Country:* |
| *Postal code:*  |
| Homepage (if any): |  |
|  |

**2.3. Planned cooperation with the project partner** (u*p to 1000 words***)**

|  |
| --- |
| The partner has expertise and research published in the scientific literature regarding eye tracking models. The plan is to outsource the research models that would predict how much attention each participant is paying to others in a video call based on focus on the screen that is acquired from the video feed of a listener. The project promoter would help with the data labelling process. The project partner would receive funds of 20000 EUR for research, pretrained models and source code. Additionally, SIA ASYA researchers who are affiliated with Riga Technical University would publish together scientific publications with findings of the study. |

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| **3.SECTION – PROJECT IMPLEMENTATION** |

**3.1. Total planned duration of the project implementation**

*The maximum deadline for project implementation pursuant to Paragraph 58 of the Cabinet Regulation shall be no longer than two years from the date of commencement of eligibility for project expenditure specified in the project contract and the implementation of the project may be commenced after the Programme Operator has taken a decision regarding the approval of the project application or the fulfilment of the conditions specified in the decision.*

|  |  |  |
| --- | --- | --- |
|  | 9 |  |
|  | (*in full months*) |  |

**3.2. Project implementation time schedule**

*The schedule shall indicate all project activities in accordance with the action to be supported under Section 3.3 “Project activities and deliverables” of the project application form and mark the relevant quarters with “X” when the project activity is planned to be implemented.*

|  |  |  |
| --- | --- | --- |
| Project activity number\* | Name of the project activity | Timetable for project implementation (*quarters*) |
| 2021. | 2022. | 2023. | 2024. |
| IV | I | II | III | IV | I | II | III | IV | I | II |
| 1. | Data scrapingand labelling | X | X |  |  |  |  |  |  |  |  |  |
| 2. | Research on emotion classification | X | X |  |  |  |  |  |  |  |  |  |
| 3 | Research on gaze detection | X | X |  |  |  |  |  |  |  |  |  |
| 4 | Preparation of scientific publication |  |  | X |  |  |  |  |  |  |  |  |
| 5 | UX designs of the system | X | X |  |  |  |  |  |  |  |  |  |
| 6 | Implementation of backend and frontend of the system |  | X | X |  |  |  |  |  |  |  |  |
| 7 | Customer discovery and testing with pilot customers | X | X | X |  |  |  |  |  |  |  |  |
| 8 | Establishing sales channels |  |  | X |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

\**The project activity number must correspond to the project activity number specified in Section 3.3. “Project activities and deliverables” of the project application form.*

**3.3. Project activities and deliverables**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Project activities\*** | **Description of the project activity****(*<200 characters for each activity*)** | **Result** | **Result in numeric terms** |
| **Number of** | **Measuring unit** |
| 1. | Data scrapingand labelling | Scrape datasets for emotion classification and gaze detection from public domain. Employ a team of labellers to label scraped data using strict operation manuals. | Labelled video recording of calls with multiple participants | 100 | GB |
| 2. | Research on emotion classification | SIA ASYA researchers test and build the best deep learning-based models and data pre-processing pipelines to classify emotions based on video and audio. | Pre-trained models that reach classification accuracy that would be usable in real-world scenarios. | 65 | % |
| 3 | Research on gaze detection | Oslo Metropolitan University researchers test and build the best deep learning-based models and data pre-processing pipelines to classify emotions based on video and audio. | Pre-trained models that reach classification accuracy that would be usable in real-world scenarios. | 65 | % |
| 4 | Preparation of scientific publication | SIA ASYA in collaboration with Oslo Metropolitan University acquire and publish results using academic datasets. | Conference paper | 1 | publication |
| 5 | UX designs of the system | SIA ASYA designers will develop wireframes, brands and designs of the system | Figma designs of views in the system | 10 | designs |
| 6 | Implementation of backend and frontend of the system | SIA ASYA will implement automatic video call processing in the backend and UX of the frontend based on the designs. | The system will be deployed on publicly available domain. | 1 | domain |
| 7 | Testing with pilot customers | SIA ASYA will conduct customer discovery via interviews and mock products according to agile methodology. Once the product will be ready for testing SIA ASYA will conduct testing with pilot customer. As SIA ASYA are working together already with Norwegian-based Xplorico investment fund there is a high probability that pilot customer will be located in Norway. | Successful deployment with pilot customer for at least 2 months. | 2 | months |
| 8 | Establishing sales channels | Establish initial sales channels using Norwegian-based Xplorico investment fund B2B connections. | Test sales channels and start discussion with 3 potential customers in Norway. | 3 | customers |

\**The project activity must correspond with the timetable for the implementation of the activities provided in Section 3.2. “Project implementation time schedule”. All activities to be supported within the project that are planned after approval of the project application shall be indicated.*

**3.4. Capacity of project implementation**

|  |  |
| --- | --- |
| Administration capacity (<500 characters) | SIA ASYA employs project managers with MBA degree and have strict operation manuals. SIA ASYA uses agile processes in their project execution and every member of team document their work using weekly reports. |
| Financial capacity (<500 characters) | SIA ASYA have raised over 500k EUR from Venture capital investment firms. The company is capable to co-finance the project from SIA ASYA funds reserved for growth. Additionally, SIA ASYA have steady revenue of their B2B and B2C products that have been already launched. |
| Implementation capacity (<500 characters) | So far SIA ASYA have successfully finished 4 projects where innovative AI technologies have been deployed in B2B partner companies. Additionally, SIA ASYA have successfully deployed mobile application that uses AI technologies on mass scale in North America with more than 20k users and more than 250 paying users. SIA ASYA team members are professionals who have won international awards for their research and design of products. |

**3.5. Area of the project**

Compliance of the project with the areas of support for the small grant scheme “**Development of Green Innovations and Information and Communication Technology Products**”

*The corresponding area of project implementation shall be marked with “X” in the relevant field, considering the submission of a project application in green industry innovation or ICT area.*

|  |  |  |
| --- | --- | --- |
| No. | Area of the project | (X) |
| **Green industry innovation areas:** |
| 1. | Energy storage and recovery |  |
| 2. | The creation of environmentally friendly and energy-efficient materials and products  |  |
| 3. | Smart mobility and clean transport |  |
| 4. | Management of water resources |  |
| 5. | Reduction of air pollution |  |
| 6. | Waste management |  |
| 7. | Utilisation of surplus production processes |  |
| 8. | Prolonging the life cycle of products |  |
| 9. | Any other improvement related to green innovation, technology or processes which contributes to the modernisation and sustainability of production processes.(*describe another area, in the box below*) (*up to 100 characters*) |  |
|  |
| **ICT areas:** |
| 10. | Solutions for automation, robots, including autonomous robots and sensors |  |
| 11. | Internet of Things, big data, cloud computing and next-generation mobile technologies   |  |
| 12. | 3D un 4D printing   |  |
| 13. | Artificial intelligence and virtual reality  | X |
| 14. | Any other improvement related to ICT products, technologies or processes that contributes to digitisation and sustainability.(*describe another area, in the box below*) (*up to 100 characters*) |  |
|  |

**3.6. Explanation of the environmental impact of the project** (*up to 500 words*)

*Mark the corresponding with “X” in the relevant field. Both may be marked if the project results in both reduction in energy consumption and reduction in greenhouse gas emissions.* ***NB! –******This is optional criterion and provided extra points in evaluation process.***

|  |  |
| --- | --- |
|  | The project will result in a reduction in energy consumption (MWh/per year) |
|  | The project will result in a reduction in greenhouse gas emissions (CO2 tons/per year) |

|  |
| --- |
|  |

**3.7. Deliverables of the environmental impact by the project** (*environmental indicators must be consistent with the information specified in Section 3.6.*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Indicator name** | **Before project implementation** | **After project implementation** | **Annual reduction of environmental impacts achieved by the project** | **Environmental impact reduction MWh or CO2 tons** |
| 1. | Reduction in energy consumption |  |  |  |  |
| 2. | Reduction of greenhouse gas emissions |  |  |  |  |

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| **4.SECTION – INFORMATION AND COMMUNICATION ACTIVITIES** |

**4.1. Types of information and communication activities that will be implemented to meet the project requirements for publicity.**

*Complete the types of information and communication activities that will be implemented within the framework of the project. The types of information and communication measures that will not be taken shall marked with “-“.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of activity** | **Description of the activity** | **Implementation period** | **Number** |
| **Seminars/conferences/informational events (opening and closing events) \*****\****Activities should be planned in the light of the epidemiological situation identified in the country, so an online event can also be formed, and envisaged funding can be invested in video making.* |  |  |  |
| **Press releases** |  |  |  |
| **Information on media** |  |  |  |
| **Billboard\*****\****Billboard can also be a roll-up stand, which can be used in other activities.* |  |  |  |
| **Photos, video, audio, and visual materials** |  |  |  |
| **Information on the homepage of the project promoter**(*Information on the project must be provided in Latvian and English at least once every 6 months*) |  |  |  |
| Other (*please specify*) |  |  |  |

**4.2. Provide information on the communication plan**

|  |
| --- |
| *Develop a communication plan in accordance with the information contained in Section 2.3.2. of Annex 3 “Information and Communication Requirements EEA and Norway Grants 2014-2021” of the Regulation on the implementation of the EEA and Norwegian Financial Mechanisms 2014-2021 (*[*https://eeagrants.org/sites/default/files/resources/Annex\_3\_EEA-NO\_Information\_and\_Communication\_Requirements\_0.pdf*](https://eeagrants.org/sites/default/files/resources/Annex_3_EEA-NO_Information_and_Communication_Requirements_0.pdf)*)*  |

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| **5.SECTION – IMPACT OF THE SMALL GRANT SCHEME PROJECT ON THE HORIZONTAL PRIORITY “EQUAL OPPORTUNITIES”** |

**5.1. Impact on the horizontal priority “Equal Opportunities”**

*Select one of the options, mark the corresponding with “X” in the relevant field.* ***NB! –******This is optional criterion and provided extra points in evaluation process.***

|  |  |  |
| --- | --- | --- |
| YES |  | The project will employ disadvantaged workers or disable workers, representing at least 15% of the total number employees employed in the project. “Disadvantaged worker” and “disabled worker” means a person who complies with Article 107 and 108 of Commission Regulation (EC) No.651/2014 of 17th June 2014 declaring certain categories of aid compatible with internal market in application of Articles 107 and 108 of the Treaty (General Block Exemption Regulation), the definitions laid down in Article 2(3) and (4) of the Treaty.  |
| NO |  |
| Explanation: |

**5.2. Deliverables of the project, according to Section 5.1.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Indicator name** | **Deliverable** | **Measuring unit** | **Notes** |
|  |   |  |  |  |
|  |  |  |  |  |

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| **6.SECTION – THE PROJECT DETAILED BUDGET** |

**6.1. Budget of the project**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expenditure position** | **Number of units** | **Unit costs** | **Project activity number according to Section 3.3. of the project application form** | **Total costs (*euro*)** | **Eligible costs (*euro*)** | **Requested amount of grant (*euro*) \*** | **Intensity of requested funding (%) \*\*** | **Justification of the costs \*\*\*** |
| **With VAT** | **Without VAT** |
| **1. Experimental development, including the manufacture of prototyping - for the acquisition, combination, modelling or use of scientific knowledge, technological, commercial, or other relevant knowledge or skills in order to create new, modified or improved products or technologies, or for activities aimed at conceptually defining, planning and documenting new products or technologies (*in accordance with sub-paragraph 50.1 of the Cabinet Regulation***)**:** |
| **1.1.** *Reimbursement costs for personnel implementing a small grant scheme project* |  |  |  |  |  |  |  |  |  |
| **1.2.** *Depreciation or rental costs of instruments, equipment, and licences, as well as the purchase of low-value inventory* |  |  |  |  |  |  |  |  |  |
| **1.3.** *The costs of external services* |  |  |  |  |  |  |  |  |  |
| **2. Missions directly related to the development of a new product or technology (*in accordance with sub-paragraph 50.2 of the Cabinet Regulation***)**:** |
| **2.1.** *Mission costs* |  |  |  |  |  |  |  |  |  |
| **2.2.** *Expenses related to missions and employee work trips* |  |  |  |  |  |  |  |  |  |
| **3. The purchase of materials and similar products necessary for the development of a new product or technology (*in accordance with sub-paragraph 50.3 of the Cabinet Regulation***): |
| **3.1.** *The costs of materials* |  |  |  |  |  |  |  |  |  |
| **3.2.** *The supply costs of materials* |  |  |  |  |  |  |  |  |  |
| **4. Testing and certification of a new product or technology (*in accordance with sub-paragraph 50.4 of the Cabinet Regulation***)**:** |
| **4.1.** *The costs of external services for testing* |  |  |  |  |  |  |  |  |  |
| **4.2.** *The costs of external services for certification of the new product or technology* |  |  |  |  |  |  |  |  |  |
| **5. Strengthening of intellectual property of a new product or technology (*in accordance with sub-paragraph 50.5 of the Cabinet Regulation***)**:** |
| **5.1.** *Costs of securing services for intellectual property rights* |  |  |  |  |  |  |  |  |  |
| **5.2.** *Costs of translation services* |  |  |  |  |  |  |  |  |  |
| **6. Information and communication activities (*in accordance with sub-paragraph 50.6 of the Cabinet Regulation***)**:** |
| **6.1.** *The costs of organising seminars, conferences, and information events* |  |  |  |  |  |  |  |  |  |
| **6.2.** *The cost of manufacturing the billboard* |  |  |  |  |  |  |  |  |  |
| **6.3.** *The costs of creating a website* |  |  |  |  |  |  |  |  |  |
| **6.4.** *Other costs* |  |  |  |  |  |  |  |  |  |
| **7. For the financing of knowledge transfer activities with a small grant scheme project partner, which is necessary for the development of a new product or technology (*in accordance with sub-paragraph 50.7 of the Cabinet Regulation***): |
| **7.1.** *The costs of remuneration of the personnel of the project partner involved in the small grant scheme project* |  |  |  |  |  |  |  |  |  |
| **7.2.** *Mission costs* |  |  |  |  |  |  |  |  |  |
| **7.3.** *The costs of an independent and certified auditor's opinion*  |  |  |  |  |  |  |  |  |  |
| **Indirect costs of 15% of reimbursement costs for project implementation personnel** |  |  |  |  |  |  |
| **Indirect costs of 15% of reimbursement costs for project partner implementation personnel** |  |  |  |  |  |  |
| **TOTAL:** |  |  |  |  |  |  |

***\*The minimum amount for support is EUR 10,000 and the maximum support is EUR 130,000.*** *The requested grant must be indicated by two decimal places, rounding down. Grant shall be calculated from eligible costs without VAT, where VAT is recoverable from the State budget. However, if VAT is not recoverable from the State budget in conformity with the regulatory enactments in the field of tax policy, VAT shall be included in the eligible costs and the amount of co-financing shall be calculated from the eligible costs with VAT.*

*\*\* Indicate the required co-financing intensity, up to 70%, the aid intensity for expenditure position No.7, must not exceed 50%.*

*\*\*\*Provide a justification of the costs included in the project and the mechanism for determining and calculating the cost position. The justification must contain at least the following information:*

* *Justification for the necessity and selection of the service (including selected equipment), application and necessity to achieve the objective of the project,*
* *Potential service providers and their price offers,*
* *Possible alternative services.*

**6.2. Sources of project financing\***

*Identify the sources of financing that will ensure the implementation of the project. The total amount of project financing sources must be equal to the total costs of the project.*

|  |  |
| --- | --- |
| Sources of total cost financing of the project during the implementation of the project | Amount (*euro*) |
| 6.2.1. Programme co-financing instruments, including |  |
| 6.2.1.1. Amount of advance payment |  |
| 6.2.2. Loan from a credit institution |  |
| 6.2.3. Other (*please specify other sources of financing*) |  |
| TOTAL: (*6.2.1. +6.2.2. +6.2.3.)* |  |

\**The total amount of the project financing sources must be indicated not less than the total project costs specified in the Section 6.1.*

*If the loan from a credit institution is identified as a source of financing, please indicate at which bank the credit will be taken, as well indicate a contact person from the bank, which may provide more detailed information on the credit.*

|  |
| --- |
| **7.SECTION – PUBLISHING PROJECT INFORMATION** |
| *On the basis of Section 6, Paragraph 1 of the Trade Secret Protection Law, the Project promoter shall indicate in which section of the Project Application and the Business Plan, as well as in the documents to be submitted, the information provided shall be regarded as a commercial secret within the meaning of the Trade Secret Protection Law.**Information which, in accordance with Section 49.6 of the Cabinet Regulation No. 683 of 13 November 2018, Regulations for the Management of the European Economic Area Financial Instrument and the Norwegian Financial Instrument for the 2014-2021 period, other regulatory enactments and the Communication Plan of the Programme Operator shall be made public, shall be generally available information after a decision regarding the approval of the project application or the entry into force of an opinion on the fulfilment of the conditions contained in the decision and cannot be regarded as a commercial secret.* |
|  |

|  |
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| **8.SECTION – LIST OF ATTACHED DOCUMENTS** (*mark with “X” which documents have been submitted*) |
| **Project application form** |  |
| **Feasibility study** |  |
| **Additional documents** |
| Printout of the forms for the information to be provided for the accounting and granting of *de minimis* support in accordance with the laws and regulations on *de minimis* support accounting and granting procedure, if the project application form does not specify the *de minimis* support form identification number established and approved in the *de minimis* accounting system (if applicable) |  |
| A completed declaration regarding the project promoter's compliance with the status of a small (micro) or medium-sized enterprise. |  |
| **Project partnership documents** (*if applicable*) |
| Letter of intent of the participation of the partner in the project |  |
| Partnership agreement on the participation of the partner in the project |  |
| Statement of the Latvian partner (*if applicable*) (Annex 1 of the project application form) |  |
| Statement of the Donor State Programme Partner in English (*if applicable*) (Annex 2 of the project application form) |  |
| **Financial documents** |
| A resolution or a confirmation from the board of the project promoter regarding provision of funding for the mail call project from own funds in accordance or a resolution from the board of a credit institution, credit committee or other competent institution or official regarding granting of a loan for project implementation (recommended) |  |

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| **9.SECTION – STATEMENTS OF THE PROJECT PROMOTER FOR THE SMALL GRANT SCHEME** |

|  |  |
| --- | --- |
| I, the undersigned, the project promoter |  |
|  | *name of the project promoter* |
| responsible official, |  | , |
|  | *first and last name* |  |
|  |  | , |
|  | *tittle of office* |  |
| certify that at the time of submission of the project application, |  | : |  |
|  | *dd/mm/gggg* |  |  |

**Eligibility of the project promoter:**

* 1. the project promoter is a legal entity, registered in the Republic of Latvia as a enterprise and complying with the status of a micro, small or medium-sized enterprise in accordance with European Commission Regulation (EU) No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in the application of Articles 107 and 108 of the Treaty (hereinafter - Commission Regulation No. 651/2014), Annex I,
	2. the project promoter, by such a decision of a competent authority or a court judgment which has entered into effect and has become incontestable and unappealable, has not been found guilty of an offence in the form of employing one or several persons (up to five persons) who are not entitled to reside in the Republic of Latvia, has not been punished for the criminal offence referred to in Section 280 of the Criminal Law of the Republic of Latvia, and no coercive measures regarding the commitment of the criminal offence referred to herein have been applied to it,
	3. the project promoter does not have any debts of taxes or fees, including mandatory state social insurance contribution debts, which in total exceeds EUR 150,
	4. the project promoter does not have the sanctions laid down in Section 11.2 of the Law on International Sanctions and National Sanctions of the Republic of Latvia imposed on it,
	5. the project promoter has not been declared insolvent by a court ruling, a legal protection process has not been set in motion by a court ruling, its economic activity has not been terminated,
	6. the project promoter during the implementation of the project has not provided false information to the Programme Operator during or intentionally misled the Programme Operator in relation to the implementation of the open call project financed by the Norwegian Financial Mechanism,
	7. the investments made within the project will only be used for the purposes provided for in the project, as well as for the economic activity of the enterprise receiving the support and at the place of implementation of the project indicated in the project application,
	8. the project promoter confirms that the eligible activities specified in the project application are not and will not be commenced and the eligible costs are not and will not have been incurred prior to the approval of the project application, taking Paragraph 58 of the Cabinet Regulation into account,

**Conditions for receiving co-financing:**

* 1. information and communication activities will be implemented during project implementation in accordance with the communication plan included in the project application form.
	2. if any of the sectors where the project promoter operates is not eligible and the project promoter applies for project implementation in a supported sector, the project promoter shall clearly separate the financial flows of project implementation from the financial flows of other sectors of operation of the project promoter during project implementation and for five years after approval of the final report of the project,

**The project compliance:**

* 1. the information included in the project application and its annexes is valid and true and the Norwegian Financial Mechanism support and the state budget requested for the implementation of the project will be used in accordance with the description of the project application,
	2. the project application does not include costs for which the promoter of the project application has received or plans to receive support from local, regional, state, European Union, or other foreign financial assistance funds (double financing),
	3. the project promoter is not aware of any reasons for why this project could not be implemented, or its implementation could be delayed, and the project promoter confirms that the obligations determined for the project can be fulfilled within the deadlines specified in the regulatory enactments on the implementation of the Norwegian Financial Mechanism open call projects.

**I am aware** that a project may not be approved for support from the Norwegian Financial Mechanism programme if the project application, including this section, is not completed in full and high quality and if the funding for the small grant scheme project (for the current year/planning period) is used at the time of approval of the project.

**I am aware** that in the case of false information provided in the statement, administrative and financial sanctions may be initiated against the above-mentioned legal entity – project promoter.

**I certify** that the copies of the documents attached to the project application correspond to the original documents, being at my disposal, and the electronic version of the project application corresponds to the original of the submitted project application.

|  |  |
| --- | --- |
| *Position of the responsible official:* |   |
| *First and last name:* |   |
| *Date:* |   |
|   | *dd/mm/gggg* |
| *Place:* |   |
| *Signature:* |   |

(The document details 'date' and 'signature' shall not be completed if the electronic document has been executed in accordance with the requirements determined in the laws and regulations on the execution of electronic documents).

**Annex 1**

of project application form No.1

**STATEMENTS OF THE LATVIAN PROJECT PARTNER**

**The project partner certifies that, at the time of submission the project application,**

1. it has not been declared insolvent by a court ruling, a legal protection process has not been set in motion by a court ruling, and its economic activity has not been terminated,
2. it does not have any debts of taxes or fees, including mandatory state social insurance contribution debts, which in total exceeds EUR 150,
3. it does not have the sanctions laid down in Article 11.2 of the Law on International Sanctions, and National Sanctions of the Republic of Latvia imposed on it,
4. by such a decision of a competent authority or a court judgment which has entered into effect and has become incontestable and unappealable, has not been found guilty of an offence in the form of employing one or several persons (up to five persons) who are not entitled to reside in the Republic of Latvia, it has not been punished for the criminal offence referred to in Section 280 of the Criminal Law of the Republic of Latvia, or no coercive measures regarding the commitment of the criminal offence referred to herein have been applied to it.

|  |  |
| --- | --- |
| *Position of the responsible official:* |   |
| *First and last name:* |   |
| *Date:* |   |
|   | *dd/mm/gggg* |
| *Place:* |   |
| *Signature:* |   |

(The document details *'date'* and *'signature'* shall not be completed if the electronic document has been executed in accordance with the requirements determined in the laws and regulations on the execution of electronic documents).

**Annex 2**

of project application form No.1

**STATEMENTS OF THE DONOR STATE PROJECT PARTNER**

**The donor state project partner certifies that at the time of submission of the project application,**

1. it has not been declared insolvent by a court ruling, a legal protection process has not been set in motion by a court ruling, and its economic activity has not been terminated,
2. it does not have the sanctions laid down in Article 11.2 of the Law on International Sanctions, and National Sanctions of the Republic of Latvia imposed on it.

|  |  |
| --- | --- |
| *Position of the responsible official:* |   |
| *First and last name:* |   |
| *Date:* |   |
|   | *dd/mm/gggg* |
| *Place:* |   |
| *Signature:* |   |

(The document details *'date'* and *'signature'* shall not be completed if the electronic document has been executed in accordance with the requirements determined in the laws and regulations on the execution of electronic documents).

1. This project application form must be completed by merchants who is applying for grant in accordance with Regulation (EU) No 1407/2013 of the European Commission of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (hereinafter – Commission Regulation No.1407/2013). [↑](#footnote-ref-2)