



Energiteknologisk Udviklings-  
og Demonstrations Program

# **ENERGY TECHNOLOGY DEVELOPMENT AND DEMONSTRATION PROGRAM**

## **APPLICATION GUIDELINES**

February 2019



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og Demonstrations Program

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## I. INTRODUCTION FOR APPLICANTS

### The application portal

Applications must be submitted via the [Energy Agency's portal](#). Applicants have to **create a user account** at the portal using their company CVR NemID or a certificate with key card or key file from NETS.

### More users

The main applicant (hovedansøger) has to register and submit the application. In case you want to involve someone else in the application process, this can be done in 2 ways:

"DELTAGER" – if the main applicant (administrator) want to involve someone else when creating the application on the portal:

The main applicant is the "*administrator*". Under the menu "*Administret*" submit the name and email address of the person you want to access the application on the portal (choose "*deltager*"). An email invitation will then be sent, from which the person can access the application on the portal. The invited person will have the same rights as the administrator.

"STEDFORTRÆDER" – If you are creating the application on behalf of the main applicant:

Choose "*Jeg opretter på vegne af*" in the menu "*Min profil*" and add the name and email of the main applicant. When your application is ready for submission, an invitation will be sent to the email address of the main applicant. Via the invitation the main applicant can submit the application. When the application is sent, **you cannot submit the application from your user account anymore**. Only the main applicant can submit the application.

### The application

A full application consists of a number of appendices which can be found at <https://ens.dk/en/our-responsibilities/research-development/eudp> under "Application forms".

When creating and submitting an application you have to:

- Enter the **basic information** about the project activities, time schedule, participants and the project budget (transfer the numbers from the file "Appendix 2 - Budget")
- Attach the **appendices** specified below.

All appendices have to be submitted via the portal.

Files may not contain links to other documents, be read-only or contain emails.

**Technology field** is chosen on the front page of the portal.

The application does not need to be signed.

Extra appendices cannot replace or substitute for completing the application form where all fields must be answered substantially.

A full application consists of the following information and documents:

The following appendices MUST be submitted:	
Basic data	to be filled in on the portal
Appendix 1: Application form (text) <sup>1)</sup>	to be attached on the portal
Appendix 2: Budget <sup>1)</sup> (budget)	to be attached on the portal
Appendix 3: Gantt Chart <sup>1)</sup> (time schedule)	to be attached on the portal
Appendix 4: Business Model Canvas <sup>1)</sup>	to be attached on the portal
Appendix 5: Declaration of participation (from all project participants) <sup>1)</sup>	to be attached on the portal
Appendix 6: CV's	to be attached on the portal
Appendix 7: Description of research content for the research-technical evaluation (see formal requirements in <b>section 9</b> )	to be enclosed on the portal <b>IF the project contains research activities</b>
Further appendices MAY be submitted:	
I.e. business plan	to be enclosed on the portal

1) use the template files from the homepage [www.ens.dk/eudp](http://www.ens.dk/eudp)

## II. GUIDELINES FOR BASIC INFORMATION (The application portal)

You have to enter basic information about your project. This is done at 6 different tabs at the portal. The entered information will be saved automatically.

(Tab 1)

### **Project title in Danish**

The title in Danish

### **Project title in English**

The title in English

### **Project type**

Indicate which activities the project involves (research, development, demonstration, or neither (i.e. IEA or MI projects). All fields must be indicated.

If 'research' is indicated, the application will be assessed by Danmarks Innovationsfond. Consequently, it is mandatory that the requested appendix 7 to item 9 is attached.

### **Short description of the objective of the project in Danish**

Describe the project's objective in non-technical and understandable language in Danish. Please note that this description will be used on EUDP's website if the project obtains the grant.

### **Short description of the objective of the project in English**

Describe the project's objective in non-technical and understandable language in English. Please note that this description will be used on EUDP's website if the project obtains the grant

### **Date for project start and project end**

Regarding the date of the project start, please consider the expected date for decisions regarding application.

(Tab 2 and Tab 3)

### **Main applicant/project manager enterprise/institution and other project participants**

For the main applicant please state the contact person as well project leader. In many projects this will be the same person.

(Tab 4)

### **Project budget**

Add the data for the budget in accordance to appendix 2 "Budget"

(Tab 5)

### **Attach files**

Attach all the application files. Please use the original file names from the templates. If you resubmit any files (only possible before the deadline) please name the files so it appears which one is the newest version.

(Tab 6)

**Submit**

Choose “submit” when you are done. You will be noticed if information is missing. Please notice that you will not receive a submission receipt.

### III. GUIDELINES FOR APPLICATION FORM (Appendix 1)

The application form is a word-file that has to be submitted via the application portal. The application form can be found at <https://ens.dk/en/our-responsibilities/research-development/eudp> under "Application forms".

The application must be as short and precise as possible but at the same time be so informative that technical and financial evaluations can be carried out. It must include a description of state-of-the art for the technology.

The applicant must respond fully to all fields in the application form. Referring to appendixes is not considered an acceptable application. If the applicant finds some of the criteria irrelevant to a specific project, he must account for this in the application form.

The application must be in English if you apply for more than 3 mill. DKK in support total for a project.

#### Summary in English (1.1) and Danish (1.2)

The following should be included in a summary:

- the main objective of the project
- the main activities of the project
- the targets of the project in regards to the technology and the commercial output

This text may be published if EUDP funding is achieved.

#### 1. Project description and state of the art

When the applications are evaluated it will be emphasised that:

- the project involves innovative technological development, compared to existing technologies and solutions;
- the project contributes to existing technology strategies. See [www.ens.dk/da-DK/NyTeknologi/strategier/Sider/Strategier.aspx](http://www.ens.dk/da-DK/NyTeknologi/strategier/Sider/Strategier.aspx) (in Danish);
- the project is well-defined and can be implemented;
- the project solutions can be replicated and are scaled

The EUDP programme especially wishes to encourage applicants to develop projects that include the entire process up to market introduction, including - if required - projects that include several steps in the development and demonstration of the technology to get there. Such projects often involve a broader and larger group of participants, a larger budget and a longer time horizon.

##### 1.1 Project objectives

*Describe the objectives of the project*

##### 1.2 State of the art

*Describe the state of the art of the addressed technology. What is the current development stage of the technology (state of the art)? NOTE: if the project includes research content appendix 7 section. 8.1 must be included.*

##### 1.3 Project innovation and relations to other projects

*Describe how the project will contribute to developing state of the art of the addressed technology (what is the innovation) and how the project is related to previous/other projects that have been granted.*

#### **1.4 Technological risks**

*Identify (as a minimum) the main 3 technological risks in the project as well as the mitigation actions*

#### **1.5 Technology Readiness Level (TRL)**

Specify the technology readiness level for the technology when the project starts and the expected level when the project ends.

#### **1.6. Strategies within research, development and demonstration of energy technology**

*Describe how the project contributes to the strategy of EUDP and/or other RD&D strategies*

### **2. Project structure and time schedule**

#### **2.1. The project plan, work packages and sub activities**

*Describe the work packages as stated in the Gantt Chart, the sub activities and their relationship. Identify who is allocated to the work packages. What equipment/external deliverables are needed in the different work packages? What results are expected?*

#### **2.2 Technical and commercial milestones**

Describe the technical and commercial milestones, incl. stop-go milestones

#### **2.3 Deliverables**

Describe the deliverables of the project

### **3. Impacts in relation to the energy policy objectives**

*When assessing the applications, emphasis is put on whether the project will impact the long term Danish energy policy objectives of becoming independent of fossil fuels.*

The purpose is to illustrate the project's relevance and potential in relation to the objectives, particularly the project directly supports the long-term objective to convert the Danish energy system to be independent of fossil fuels.

Projects with the objective to contribute substantially in the following areas must at least qualitatively explain the expected contribution of each area:

- **Security of supplies** (qualify the expected impacts):
- **Independency of fossil fuels** (qualify the expected impacts)
- **Climate and environment:** (qualify the expected impacts)
- **Cost efficiency:** (qualify and, if possible, quantify the expected impacts):
- **Growth and employment:** (quantify the expected impacts):
- **Research preparing development and demonstration:** (specify the expected publications in peer-reviewed journals) – NOTE: only relevant if the project contains research activities

Explanation of "growth and jobs":

EUDP has set efficiency targets that consist of three milestones which - as minimum - exceeds the historical levels measured in the most recent program evaluation from 2015 which showed the following effects:

- An additional employment effect of 1.02 per job aid-million
- An additional revenue effect of 2.73 million. kr. per. aid-million
- An additional export effect of 1.95 million. kr. per. aid million.

It should be noted that this represents the cumulative effect score for a number of completed projects.

When launching new EUDP projects it cannot be expected that all projects in the short term will create results that matches or exceeds the above targets, as this depends on the technology's maturity (TRL level). EUDP will however seek a portfolio of new projects that together and in the short term have the potential to achieve the specified targets.

#### **4. Dissemination**

4.1 Describe to whom the project results will be disseminated (target groups).

4.2 Describe the dissemination activities

#### **5. Organisation**

*When assessing the applications, emphasis will be put on the extent that:*

- business competences are involved, possibly in the form of consultancy assistance;
- project participants demonstrate an ability to realise the potentials;
- several enterprises and/or institutions take part in the project, and whether relevant parts of the value chain are represented;
- the projects contribute to knowledge sharing and further development of specialist environments in the energy technology field, e.g. through a clear plan for the dissemination of project results.

Participation of international partners should be explained and justified. The participants should participate on the same terms as Danish participants. The main applicant must be Danish.

##### **5.1 Organisation/management and professional competence**

- Provide a short presentation of each of the enterprises participating in the project. Account for the participants main activities, turnover and number of employees
- Account for the organizational structure of the project and the areas of responsibility of the participating enterprises.
- Account for the professional competences of the project participants, including the managerial competences of the project manager. Provide documentation for the management experience of the project manager and possible key project participants.
- In case EUDP funding is requested for foreign participants in the project, the applicant must describe separately the need for the foreign participation in the project.

##### **5.2 Resource allocation and competencies and of the participants**

Specify the competencies and resource allocation (hours) for the participants

##### **5.3 Public/private collaboration and education of Ph.D.'s**

*Specify the extent of private and public collaboration in the project*

Specify if PhD's are educated within the project. Research activities should be described in appendix 7 and section 9.

#### 5.4 Allocation of rights

Account for any plans to patent results of the project.

Account for the allocation of rights in the project, possibly as a draft agreement/contract.

Final agreement on the legal delimitation of project participants as well as delimitation of matters concerning existing and future patent rights must be clarified before the project can commence. The agreement must reflect the respective interests of the participants, as well as their work and contribution to the project. If project work is begun when the grant has been received without an agreement on distribution of rights, no payments of EUDP funding will take place until an agreement has been laid down.

### 6. Funding

For development and demonstration projects, considerable co-funding by the project participants is required. A level of at least 50% co-funding is preferable, however the level of co-funding depends on the group of participants and assessments of how close the project is to subsequent commercialisation. The individual participant's funding rate is determined individually by the EUDP Board within the maximum funding rates set out in the EU state aid regulations, see Rules for EUDP (Regelsæt), section on state aid rules. In section 7.2 information on budget items should be given. Brief information may be given in comment field in budget.

#### 6.1 Funding

- Account for the private own-funding of the project.
  - Each participant must enclose a declaration with the application concerning the applicant's own funding obligation in the project.
  - Is it expected that a third party will co-finance the project? Have you entered an agreement about this? If this is the case please enclose the agreement.
- Funding agreements must have been entered into before project start.

#### 6.2 Capital expenditure and operating costs in the project period

- Account for capital expenditure and operating costs in the project period for which funding is being applied. With respect to **equipment**, costs may be included in the project budget to the extent the equipment will be used in the project. Costs included must be based on expected depreciation during the project. For **demonstration plants** being built in the project, the expected value at project termination must be excluded from the eligible costs. The assumptions used regarding depreciation of equipment and expected value of a demonstration plant at the end of the project must be reported in the proposal.

#### 6.3 Conditions after the project period

- Account for the operation and possible expansion of the installations set up by the project and/or conversion after the project period as well as any alternative applications of the installations after the project period.

### 7. Incentive effect

Funding from the EUDP programme must have an incentive effect. This means that funding is only awarded to project participants if, as a consequence of the funding, the recipient increases the scope, extent or speed of efforts, compared to a situation where funding is not awarded. The likelihood of an incentive effect must be demonstrated in the application to the EUDP. EUDP may require further documentation.

7.1. Each recipient of funding must account for how funding for the project will lead to increased efforts from the recipient with regard to scope, extent, speed or costs, compared with a situation without funding.

Grants exceeding 7.5 mill. euro for each company and for each project are dependent of approval from the EU Commission based on a detailed evaluation on the basis of the framework for R&D and Innovation.

## **8. Market**

When assessing in particular development and demonstration projects, emphasis will be on whether specific plans are available for market deployment of the technologies developed and of new products, including the degree to which:

- the project meets a demand in the market and has a well-defined customer aim;
- there is an economic growth potential and a potentially competitive product;
- the project involves technology that is patentable;
- the private enterprises have a clear involvement in the project and aim to commercialise the results of the project;
- the project can help provide a basis for new jobs in Denmark;
- there is potential for exports to global emerging markets;
- assessments of commercial perspectives have been made probable in the application.

When evaluating project proposals EUDP will attach decisive importance to the commercial aspects of the proposals and to whether these aspects are fully described and supported in the application.

For projects mainly consisting of research, there is no requirement for a proper market analysis in section 6, but it is expected that the applicant describes how the project can bring new solutions to the market, and outlines the process that follows the research stage.

### **8.1 Business Model Canvas**

*Based on your answers to the questions below (point 8.2-8-5) please make a Business Model Canvas (appendix 4) for the new technology/product developed in the project.*

### **8.2 Target group and added value**

*Specify the final target group for the new technology*

*Specify which user demands the new technology will cover after being commercialized.*

*Explain the value proposition of the technology compared to current technologies.*

### **8.3 Analysis of competition**

- Describe the competitive situation for the relevant technology:
- Who are the competitors? And the competing technologies?
- What are the advantages and disadvantages of the technology relative to competing technologies?
- The applicant can also include a SWOT analysis (a strengths/weaknesses-opportunities/threats analysis) The SWOT analysis in the form of a matrix provides a framework for analysing inter-

nal strengths and weaknesses in the enterprise, and it can illustrate the opportunities and barriers for entrance to the market.

#### **8.4 Market potential**

- Describe the size of the expected market upon market introduction as well as the future potential (scope and turnover).
- Indicate *when* the technology is expected to be competitive on the market.
- Describe the technology demand trends in qualitative as well as quantitative terms.
- Account for the technology's potential in global emerging markets.

#### **8.5 Marketing**

- Describe the plan for the continued work with the technology after completion of the project and up to final market introduction/commercialisation.
- Account for *when* the technology is to be introduced.
- Account for *where* the technology is to be introduced (locally/regionally, nationally/internationally).
- Account for *how* the technology is to be introduced to the target group upon market introduction. Sale and distribution channels etc. must be included.
- Account for which participant(s) is/are to commercialise the project results after project completion.
- Account for the existence of any barriers to introduction/sale and how these will be overcome.

### **9. Research**

Projects that include research or research education must be research technically evaluated by Danmarks Innovationsfond.

The business-related requirements are less extensive for research projects than for development and demonstration projects. However, the applicant's ability to demonstrate a concrete commercial potential is still decisive.

In order to make it possible to evaluate project budgets, proposals including research should explain to what extent research is part of the project. The percentage share of the total budget should be specified in the application budget file (for each applicant).

#### **9.1 Research-technical evaluation - only for research projects and projects with ph.d. education**

If the project involves research or research training, you must include two annexes:

- Appendix 5 with CVs of all members of the academic research activities (formal requirements: the research responsible not more than 2 pages and other participants not more than 1 page).

Appendix 7 for the research evaluation (formal requirements: Maximum of 5 pages and a list of references on 1 page).

The contents of Annex 7 for the research technical must be:

- 1) Summary

Insert the summary from section 9.1. in the application form. The summary must as a minimum contain an explanation on why research or education of ph.d.'s is a necessity in order to obtain the objective of the project.

## 2) State of art

Make a description of the state of the art based on the international scientific publications (peer reviewed). Specify where more research is needed and how it is planned to obtain it in the project. Please notice that this description should differ from the technical description of the state of the art in section 1.2 in the application form.

## 3) Hypothesis and objectives

Describe the scientific hypothesis and the objectives. Include a description on how the objectives will contribute to obtaining the overall project objective.

## 4) Research plan

Describe if ph.d.'s are educated within the project and/or the project involves a postdoc. Specify in which activities they are involved and who their supervisors are. Furthermore, it should be specified how big a share of the total budget that relates to research (percentage).

Specify for each activity:

a. Title

b. Participants

c. Objectives

d. Method

e. Milestones (time)

Specify the specific results and/or data that will prove the given hypotheses

f. Results (time) and dissemination activities (scientific publications, presentations at conferences, conference proceedings etc.)

In the application form section 9.1, the copy of the summary in the separate Annex 7 must be included.

## **10. Have you applied for funding from other programs?**

Indicate whether the application for funding for the project has been sent to other programmes as well.

## **11. Appendices**

In this section a list of appendices is given including the present appendix 1. Please see list at page 3.

## IV. GUIDELINES FOR THE BUDGET (Appendix 2)

### Introduction

The budget file can be found at <https://ens.dk/en/our-responsibilities/research-development/eudp>, see “Application Forms”

The budget file contains

- a sheet with the budget for the total project and for all participants (only the budget information should be used in the application). Up to 15 project participants can be entered.
- 15 sheets for to periodic reporting and payment (used if obtained support).

Notice that it is possible to choose the following options (row 3:

- Program (to which the application is addressed)
- Languages (Danish / English)
- Xls version (Danish / English, cell AS3).

### Data regarding participating companies

The budget is entered in the yellow cells. The following data must be entered first:

- company name
- CVR. No.
- company type
- project type (refer to Basic Data)
- company size according to EU definitions including rules regarding ownership, see further in EUDP [rules](#).
- research part of project represents research share of budget in projects involving research as well as development and/or demonstration.

After this information is entered, the funding rate will be calculated (percentage).

### Budget categories

Support may be granted for *actual* expenses for *salaries and other costs directly* associated with the project. Profit elements cannot be included in eligible costs. If you cannot document the actual costs for salary, a fixed hourly rate of 350 DKK can be applied.

Only costs necessary for the implementation of the project are allowed in the budget.

A substantial co-financing from project participants is required for development and demonstration projects. The level depends on the participant and on how close the project is estimated to be to a subsequent commercialization. The funding rate for each participant is determined individually and may be lower than the maximum support intensities laid down in the EU state aid rules.

If the budget is exceeded during the project, this will have to be covered 100% by the participants.

The budget categories are

- (A) Salaries
- (B) Instruments and equipment
- (C) Buildings
- (D) Other operating costs, including materials
- (E) External services
- (F) Overhead expenses
- (G) Revenue (from commercial prototype / demo plant)
- (H) Travel, Dissemination of results, other

Ad A)

- Support will be granted based on *actual paid wage costs* (calculated on the basis of annual gross salary incl. holiday pay)
- Two types of salary are used (research/administrative)
- Hourly wages are calculated on the basis of a fixed number of hours pr. year of 1500 hours for a full-time employee. Support is not paid on basis of average hourly wages for a company above the average approved in the project agreement for that company
- Time consumption is used for the evaluation of the application (is time consumption proportionate to the tasks in the project). Hours spent in the project must be registered.
- Taxameter cost of a Ph.D. (see section H)
- The budget should include expected wage and price increases during the project
- The program may require proof of payment of salaries and the calculation of the overhead rate.

Ad B)

Costs of equipment and instruments are eligible to the extent that they are necessary for the project. If such equipment and instruments are not used for the project throughout their life, include only costs in accordance to depreciation during the project period.

Ad C)

Cost of acquisition and construction of buildings is basically an eligible cost, to the extent they are used for the project. However, costs of buildings will only be financed if special circumstances warrant it. Purchase of land is not considered an eligible cost.

Ad D)

Other operating expenses, including consumables such. fuels, steel pipes, insulation, etc., operation of facilities and instruments are eligible costs to the extent that they are attributable to the project.

Ad E)

Costs of supplies are eligible, but only in case it is appropriate that such activity is carried out by a project participant. In the case of a major part of the budget, consider whether the company should instead be project participant.

The price of a subcontract shall not exceed the market price, and subcontracting shall be at market rates. In addition, the shipment must be delivered to the project participant closest to apply it. In case that a company, including its consolidated corporations, wants to be both project participants and subcontractors in the same project, this requires explicit written approval from EUDP before the delivery commences. If such approval from EUDP is not available, subcontracting is ineligible.

The application must provide explanations on what the external supply includes, and how estimates of the cost are provided.

Ad F)

Overhead is defined as: actual additional overhead costs that are directly attributable to the project.

- For companies is max. allowed overhead 150% of labor costs.
- For universities, research institutions, etc. a fixed overhead to 44% of all costs is allowed.

The approved overhead rate for each company or institution participating is used as a basis for payment of support for the party throughout the project. When applying for payment of support,

formulas in the budget and account file can be overwritten with actual figures, not to exceed the originally specified overhead.

Ad G)

Income from commercially usable prototypes and demonstrator plants, developed in the project that must be deducted from the eligible costs in the project budget (negative figure).

Ad H)

This category covers primarily travel and communication activities.

- PhD taximeter cost of DKK 80,000 pr. year can be included to the training of a Ph.D. (if the student is attached fully to the project). The grant is for the institution's disposal and to cover expenses in connection with the scholarship, ie guidance, training, short-term travel, study at other institutions, etc.
- Travel expenses must follow state regulations for travel for state employees.
- Expenses for "other" must be specified in the file in comment section below.

Support is not granted for:

- Establishment of new institutions or continuation of existing institutions through operating expenses etc.
- Operating expenses in connection with partnerships, as these would be covered by the participating parties.
- Acquisition of land and related costs
- Cost related to handling of matters by the authorities in connection with building projects, environmental approvals and the like.
- Acquisition of patents and similar rights.

### **Aid intensity**

The aid is in line with EU state aid rules.

For projects under the EU state aid rules, grants may be awarded up to the maximum level allowed under these rules.

- Public funding of research and development activities undertaken by universities or public research agencies, which are non-profit-making and basic research carried out independently of these are generally not covered by the EU State aid rules for research and development and innovation. For such activities EUDP may grant of up to 90 per cent depending on the project.
- A funding rate of max. 70 % can be applied for projects related to participation in IEA Technology Networks.
- A funding rate of max. 60% can be applied for pre-study projects

Each project participant states in its budget, how the financing is expected to occur and, in that regard the grant requested. The program has not defined a lower or an upper limit to how much can be sought in support. Funding rate is determined by the program board for each participant within the framework of EU rules and taking into consideration company size, type of project, the commercial aspects and involved technical and financial risks

For development and demonstration projects should aim for a degree of self-financing of at least 50 per cent. State Supports rules and link to these is described in more detail in the EUDP regulatory framework. When entering information on the company size and nature of the project, calculated the maximum aid intensity in the budget file. Note that the maximum aid percentage depends on whether it is a collaborative project, please see definitions in the EUDP Rules.

Note that for applicant companies, which are wholly or partly owned by other companies, the owner company may count wholly or partly when determining the applicant's size, please see the EU definition of firm size

in the [EU guidance](#) on SME definition of grants portal.

If the funding support from EUDP are in conflict with the EU guidelines on state aid for research and development and innovation it can be demanded that the applicant pay back the funding.

## V. GUIDELINES TO THE GANTT-CHART (Appendix 3)

The Gantt chart should be prepared by using the file from <https://ens.dk/en/our-responsibilities/research-development/eudp> under “Application forms”

- Work packages: The project should be divided into work packages. Sheet no.1 should be completed with the name of **work packages**. The duration of each work package is specified.
- Milestones: Develop relevant **milestones** in the project. Name milestones and enter them as vertical columns in the Gantt chart.
- A milestone is a planned, measurable and visible event which indicates that a task or big delivery from the project is completed. There will generally be a limited number of key milestones in the typical project, typically about 3-5 milestones over a three-year project cycle  
There must be milestones for both **technical** and **commercial** activities.  
Commercial milestones relate to activities relating. market introduction, pricing, distribution channels, competition analysis, risk analysis, etc., and describes the events that help to introduce the technology in the market. They must be specific and precise and indicate how the technology will be developed and demonstrated through the project, can survive in the market in the future.  
If the project is awarded funding, the milestones will be used by EUDP to assess the progress of the project  
In sheet no. 2 indicate the individual project **participants' budgets** by **employment packages**.