**Annex 1**

Selection Regulation

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT APPLICATION FORM**  **for the Norwegian Financial Mechanism’s open call**  **“Application of green industry innovation and ICT products and technologies”**   |  |  | | --- | --- | | Areas of the open call project:  *(select one option with “X”)* | Green Industry Innovation  Information and communication technologies |  |  |  | | --- | --- | | Title of the open call project: |  |  |  |  | | --- | --- | | Norwegian Financial Mechanism 2014-2021 Programme (*title of the programme*) | „Business Development, Innovation and SME’s” | | Project promoter: |  | | Registration number: |  | | Legal address: | *Street and house number:* | | *City, municipality:* | | *Country:* | | *Postal code:* | | Actual address:  (*fill it out, if the actual address is different from the legal address)* | *Street and house number:* | | *City, municipality:* | | *Country:* | | *Postal code:* | | Homepage (if any) where project information will be inserted in case of approval |  | | Responsible person: | *First and last name:* | | *Work positions:* | | *Phone nr.:* | | *E-mail:* | | Contact person:  (*Fill it out, if 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”)* | 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 (if applicable) |  | | **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. | 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 from LIAA, however, communication may be organized by post office from 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)*

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

*In accordance with Paragraph 60 of the Cabinet Regulation No.4 of 7th January 2021 (hereinafter – Cabinet Regulation), the project promoter of the open call shall ensure that property, including land, in which initial tangible and intangible assets (investments) are made within the framework of the project, is owned by the project promoter or the project promoter has a rental or building right registered in the Land Register for the whole project implementation period and period of the project post-monitoring.*

|  |  |
| --- | --- |
| **Implementation place of the project:** | |
| **Projects implementation address\*** |  |
| City |  |
| County city |  |
| Street and number |  |
| Postal code |  |
| Cadastre number or designation |  |
| Description of the project implementation site |  |

\* *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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Project implementation sector:**  NACE Rev.2. Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**1.4. Objective and description of the project** (*up to 500 words*)**. Provide detailed information in a business plan that is an integral part of the project application form.**

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| **2. Section – Information on COMBINING the project promoter EXPENDITURE positions** |

**2.1. Combining the project expenditures with other aid or individual aid project support mechanisms**

Indicate the projects implemented and planned by the project promoter in which State, local government and/or European Union financing received or planned, the planned financing of other foreign financial assistance will be combined with the funding requested under this project, as well as the indication of other funds planned or received under State aid programmes or individual aid programmes, including “de minimis”, guarantees, loans or venture capital, which will be combined with the eligible costs specified by this project (if there are no such project, it is necessary to mark “-“ or to enter “none”).

*According to Paragraph 44 of the Cabinet Regulation, cumulation is allowed only for eligible activities specified in sub-paragraphs 31.1 and 31.2 of the Cabinet Regulation, provided in accordance with Article 14 of Commission regulation No. 651/2014 and may be combined with other State aid for the same eligible costs, including de minimis aid provided in another State aid programme or individual aid project within the limits of the maximum aid intensity (45% or 55%) and subject to Paragraph 41 of the Cabinet Regulation, and within the limits of the maximum allowable aid intensity or aid amount specified in another aid programme or individual aid project.*

*Aid granted for the open call activities referred to in sub-paragraphs 31.1 and 31.2 of the Cabinet Regulations may not be combined with regional aid within the framework of the same or other regional aid projects or programmes, as regards aid for the costs of expected wages. Any eligible costs exceeding the threshold laid down in Commission Regulation No.651/2014 shall be covered by the co-financing beneficiary from the fund not linked to any State aid, including de minimis aid.*

*If the project promoter does not intent to combine the financing, mark in all columns with “-“.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Aid provider | |  | | |
| Type of aid | |  | | |
| Date of granting of aid | |  | | |
| Project name and number (if assigned) | |  | | |
| No. | Combined eligible expenditure position | Total eligible expenditure (*euro*) | Amount of funding allocated/planned under another aid programme or individual aid programme (*euro)* | Aid intensity provided in %, consisting of State, local government or European Union aid, aid from other region financial assistance funds (of the total financing indicated in column 4). |
| 1. | 2. | 3. | 4. | 5. |
|  |  |  |  | *.* |

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| **3. Section – Project partner information** |

**NB: Cooperation with a project partner is optional criterion and provides extra points in evaluation process.**

**3.1. 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 “Acknowledgement of the Latvian partner” or Annex 2 “Acknowledgment of the Donor State Programme Partner”.**

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

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

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

|  |  |
| --- | --- |
| Project partner name: |  |
| Registration number: |  |
| Registration number of the taxpayer person: |  |
| Legal address: | *Street and house nr.:* |
| *City, municipality:* |
| *Country:* |
| *Postal code:* |
| Responsible person: | *Street and house nr.:* |
| *City, municipality:* |
| *Country:* |
| *Postal code:* |
| Homepage (if applicable) |  |

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

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| --- | --- | --- |
| **4. Section – Project implementation** | | |
| **4.1. 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.* | | |
|  |  |  |
|  | *(in full months)* |  |

**4.2. Project implementation time schedule**

*The schedule shall indicate all project activities in accordance with the action to be supported under Section 4.3 “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.* |  |  |  |  |  |  |  | |  |  |  |  |  | |
| *2.* |  |  |  |  |  |  |  | |  |  |  |  |  | |
| *2.1.* |  |  |  |  |  |  |  | |  |  |  |  |  | |
| *…* |  |  |  |  |  |  |  | |  |  |  |  |  | |

*\** The project activity number must correspond to the project activity number specified in section 4.3. “Project activities and deliverables” of the project application form.

**4.3. Project activities and deliverables**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Project activity\*** | **Description of the project activity** | **Result** | **Result in numeric terms** | |
| **Number of** | **Measuring unit** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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\* The project activity must correspond with the timetable for the implementation of the activities provided for in Section 4.2. All activities to be supported within the project that are planned after approval of the project application shall be indicated.

**4.4.** **Capacity of project implementation**

|  |  |
| --- | --- |
| Administration capacity **(up to 2000 signs)** |  |
| Financial capacity **(up to 2000 signs)** |  |
| Implementation capacity **(up to 2000 signs)** |  |

**4.5. Area of the project**

Compliance of the project with the areas of support for the open call **“Application of green industry innovation and ICT products and technologies”**

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

|  |  |  |
| --- | --- | --- |
| No. | Field 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 |  |
| **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 |  |
| 14. | Any other improvement related to ICT products, technologies or processes that contributes to digitisation and sustainability. |  |

**4.6. Explanation of the project impact on the environment** *(up to 2000 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 reductions in greenhouse gas emissions. This section* ***MUST be filled in for green industry innovation projects****, as this is one of the criteria that must be met for approval of the project application. For ICT projects, this criterion is optional and provides additional points in the evaluation.*

**When completing this section, an estimate of the project's environmental impact MUST be approved and submitted by the energy auditor or industry expert.**

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)

|  |
| --- |
|  |

**4.7. Deliverables of the environmental impact of the project** (environmental indicators must be consistent with the information specified in Section 4.6.).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Indicator name** | **Before project implementation** | **After project implementation** | **Annual reduction of environmental impacts achieved by the project** | **Achieved reduction of the environmental impact of the project over 5-year period** | **Environmental impact reduction MWh or CO2 tons** |
| 1. | Reduction in energy consumption |  |  |  |  |  |
| 2. | Reduction of greenhouse gas emissions |  |  |  |  |  |

**4.8. Impact of ICT area projects on the project promoter's production processes. This section MUST be filled in by the project promoter who submits a project application in the area of ICT.**

|  |
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| **5. Section – Information and communication activities** |

**5.1. 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)**  *If the grant amount is more than EUR 500,000 then at least three information activities are required. If the grant amount is less than EUR 500 000, then can be organised 2 events.* |  |  |  |
| **Press releases** |  |  |  |
| **Information on media** |  |  |  |
| **Billboard**  *Billboard is mandatory if the total grant amount exceeds EUR 50,000 and the operation included the financing of physical object, infrastructure or of construction operations.* |  |  |  |
| **Information plate**  *No later than six months after completion of the project, the project promoter shall replace the billboard with a permanent commemorative plaque.* |  |  |  |
| **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) |  |  |  |

**5.2. 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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| **6. SEction – Impact of the OPEN call project on the horizontal priority “equal opportunities”** |

**6.1. Impact on the horizontal priority “Equal Opportunities”.** Select one of the options, mark the corresponding with “X” in the relevant field.

|  |  |  |
| --- | --- | --- |
| 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: | | |
| YES |  | The project promoter has identified the social portrait of the project target group, including the distribution by gender, age and disability. |
| NO |  |
| Explanation: | | |
| YES |  | The project provides for special measures considering the different needs of workers in relation to gender, age group and other potential risks of social exclusion. |
| NO |  |
| Explanation: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **6.2. Deliverables of the project, according to Paragraph 6.1.** | | | | |
| **No.** | **Indicator Name** | **Deliverable** | **Measuring unit** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **7.SECTION – THE PROJECT DETAILED BUDGET** | | | | | | | | | |  |
| **7.1. Budget of the project** | | | | | | | | | |  |
| Expenditure position | Number of units | Unit costs |  | Total costs (*euro*) | Eligible costs (*euro*) | | Ineligible costs (*euro*) (must be filled out, in case of ineligible costs) | Requested amount of grant (*euro*) \* | Intensity of requested funding (%) \*\* | Justification of the costs \*\*\* |
| Operational number of the project according to Section 4.3. of the project application form | With VAT | Without VAT |
| ***1.* *The purchase of new equipment, software, licences and patents in the field of green industry innovation, which ensures a new product implementation (that also includes new technology) and reduce the environmental impact (in accordance to sub-paragraph 31.1 of Cabinet Regulation), or the purchase of new equipment, software, licences and patents in the field of ICT related to the application ICT products in the production process and which ensures a new product application (in accordance to sub-paragraph 31.2. of Cabinet Regulation).*** | | | | | | | | | | |
| 1.1. |  |  |  |  |  |  |  |  |  |  |
| 1.2. |  |  |  |  |  |  |  |  |  |  |
| ***2. The information and communication measures of the open call project, which are provided for in the project application form (in accordance to sub-paragraph 31.3 of Cabinet Regulation).*** | | | | | | | | | | |
| 2.1 |  |  |  |  |  |  |  |  |  |  |
| 2.2. |  |  |  |  |  |  |  |  |  |  |
| ***3. Activities related to a new product or technology application (in accordance to sub-paragraph 31.4. of Cabinet Regulation).*** | | | | | | | | | | |
| 3.1. |  |  |  |  |  |  |  |  |  |  |
| 3.2. |  |  |  |  |  |  |  |  |  |  |
| ***4. For the financing of knowledge transfer activities with the project partner, which is necessary for a new product or technology application (in accordance to sub-paragraph 31.5. of Cabinet Regulation).*** | | | | | | | | | | |
| 4.1. |  |  |  |  |  |  |  |  |  |  |
| ***5.* *For receipt of an advance guarantee in a credit institution registered in the European Union (in accordance of sub-paragraph 31.6 of Cabinet Regulation).*** | | | | | | | | | | |
| 5.1. |  |  |  |  |  |  |  |  |  |  |
| **TOTAL:** | | | |  |  |  |  |  |  |  |

\* *The minimum amount for support is EUR 200,000 and the maximum support is EUR 600,000. 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 a maximum of 55% for micro and small-sized enterprises, and 45% for medium-sized enterprises.*

***NB!*** *– The cost position No.2-5 in the table, are de minimis aid and that the total aid amount cannot exceed EUR 200,000.*

*\*\*\** 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,
* technical specification of equipment, performance indicators, connection capacity, raw material consumption and other indicators (may refer to the technical specifications attached), planned load of equipment and maximum production volumes,
* potential service providers and their price offers,
* possible alternative services or facilities.

**7.2. 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 cost of the project.*

|  |  |
| --- | --- |
| Sources of total cost financing of the project during the implementation of the project | Amount (*euro*) |
| 7.2.1.Programme co-financing instruments, including |  |
| * + - 1. amount of advance payment |  |
| 7.2.2. Project promoters’ own resources (free from commercial support) |  |
| 7.2.3.Loan from a credit institution |  |
| 7.2.4.Other (specify other sources of financing) |  |
| *Total (7.2.1.+7.2.2.+7.2.3+7.2.4..)* |  |

\*The total amount of the project financing sources must be indicated not less than the total project costs specified in the Section 7.1.

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.

|  |
| --- |
| 8.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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| 9.SECTION – PROJECT RESULTS AND MAINTENANCE |
| **9.1. Results achieved in the project** |
| **Creating new jobs**  **Exports of the new product: This section is filled by green innovation and ICT project applicants who want additional points in the evaluation, ensuring exports of the new product as a result of the project.** If you provide detailed information about exports in a business plan, you do not need to back up the information again, you can refer to the Business Plan section where that information is available. |

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| **9.2. Describe how to ensure that the results achieved in the project are maintained after the project has been completed** **(up to 500 words)** |
|  |

|  |  |
| --- | --- |
| **10. SECTION - LIST OF ATTACHED DOCUMENTS**  **(MARK WITH “X” WHICH DOCUMENTS HAVE BEEN SUBMITTED)** | |
| **Project application form** |  |
| **Business plan** |  |
| **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 |  |
| Financial report approved by the sworn auditor for the time period of 12 months until the last closed month, which on the day of submission of the project application shall not be older than one month (also applicable if the project promoter is a newly established merchant whose report has not yet been approved and/or is available in the database “*Lursoft*”, or if there have been significant changes in the financial situation of the project promoter and its related companies (if applicable) versus the last closed annual report |  |
| Consolidated annual report (applicable if the parent company or related undertakings are legal entities registered abroad, if the project promoter and related undertakings prepare the consolidated annual report) |  |
| The calculation of the energy auditor or industry expert regarding the reduction of the environmental impact achieved as a result of the project |  |
| A power of attorney, pursuant to which the signatory of the project application form has been granted the right to sign (if applicable) |  |
| **Project partnership documents (if applicable):** |  |
| letter of intent on the participation of the partner in the project |  |
| partnership agreement on the participation of the partner in the project |  |
| Acknowledgement of the Latvian partner (if applicable) (Annex 1 of the project application form); |  |
| Acknowledgement of the Donor State Programme Partner in English (if applicable) (Annex 2 of the project application form); |  |
| **If the supply of equipment intended for the project is related to the works necessary for the installation of the equipment:** | |
| Construction project based on a calculation of construction costs compiled by a certified manufacturer |  |
| * + 1. Minimum construction design |  |
| **Copies of documents certifying procurement procedures when procurement is carried out:** | |
| Procurement documentation, including regulations, technical specifications, tenders submitted by suppliers, protocols, etc. |  |
| Market survey documentation of potential suppliers (correspondence, screenshots from the home page of the potential supplier and/or service providers, etc.), if no procurement documentation is submitted |  |
| **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); |  |

|  |
| --- |
| **11. SECTION - STATEMENTS OF THE PROJECT PROMOTER FOR THE OPEN CALL** |

|  |  |  |  |
| --- | --- | --- | --- |
| I, the undersigned, the project promoter |  | | |
|  | *name of the project promoter* | | |
| responsible official |  | | , |
|  | *first and last name* | |  |
|  |  | | , |
|  | *title 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](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV) 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](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV)), Annex I;
  2. the project promoter does not conform to the status of an enterprise undertaking in difficulty in accordance with the definition of Article 2 (18) of the Commission Regulation 651/2014;
  3. 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;
  4. 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;
  5. 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;
  6. 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;
  7. the project promoter is not subject to an outstanding recovery order referred to in Article 1(4)(a) of Commission Regulation No. [651/2014](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV);
  8. the project promoter will contribute at least 25% of the eligible costs referred to in Sub-paragraphs 32.1, 32.2 and 32.3 of the Cabinet Regulations in accordance with Article 14 (14) of Commission Regulation No 651/2014, using its own resources or external financing, which have not been affiliated to any commercial support, including de minimis aid;;
  9. all initial investment projects implemented and planned by the project promoter (at the group level), which qualify as a single investment project in accordance with the provisions of Article 14(13) of Commission Regulation No. [651/2014](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV) shall not exceed *EUR* 50 000 000;
  10. the project promoter has not transferred the economic activity of the project sector to the place of business where the initial investment for which aid is requested will take place during the last two years prior to the application for support and undertakes not to do so for two years after the completion of the initial investment for which the support is requested in accordance with Article 14(16) of Commission Regulation No. [651/2014](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV);
  11. the aid received by the project promoter will not be used for activities related to exports to third countries or the Member States, namely, for aid directly related to the quantities exported, the establishment and operation of a distribution network or other current expenditure related to export activities (Article 1(2)(c) of Commission Regulation No. [651/2014](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV));
  12. the project promoter will not use the received aid to use local goods instead of imported goods (Article 1(2)(d) of Commission Regulation No. [651/2014](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV));
  13. the project promoter complies with the provisions of Article 2(29), (30), (49)(a) and Article 14(8)(a), (b), (c) and (d) of Commission Regulation No. [651/2014](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV);
  14. in the case of combined aid, the project promoter has complied with the conditions of the combination, i.e., combined aid is only allowed for the purposes of the activities to be supported, determined in Sub-Paragraphs 31.1 and 31.2 of the Cabinet Regulation, and may be combined with other state aid for the same eligible costs, including de minimis aid provided in another state aid programme or individual aid project, not exceeding the maximum aid intensity specified in the Cabinet Regulation and observing Paragraph 41 of the Cabinet Regulation, and not exceeding the maximum permissible aid intensity or amount of aid determined in another aid programme or individual aid project. The above-mentioned aid may not be combined with regional aid within the framework of the same or other regional aid projects or programmes, with regard to the estimated wage costs of the aid, and the requirements specified in Article 6(1) and (2) of Commission Regulation No. 651/2014 have been complied with. All eligible costs in excess of the maximum allowable intensity set by Commission Regulation No. 651/2014 shall be borne by the project promoter from funds other than any State aid, including *de minimis* support;
  15. the project promoter is not a company that has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or a company that has received restructuring aid and is still subject to a restructuring plan, in accordance with the Communication from the Commission Guidelines on State aid for rescuing and restructuring non-financial undertakings in difficulty, Communication from the Commission Guidelines on State aid for rescuing and restructuring non-financial undertakings in difficulty or the Communication from the Commission on the application, from 1 August 2013, of State aid rules to support measures in favour of banks in the context of the financial crisis;
  16. the project promoter does not comply with the features specified in Section 57 of the Insolvency Law in order to apply insolvency proceedings to it at the request of creditors, i.e.:

(a) when applying compulsory execution means it has not been possible to execute the court ruling regarding the recovery of debt from the debtor;

(b) the debtor - in the case of a LLC or JSC - has not settled the principal debt in the amount of EUR 4268, and the creditor has sent a warning regarding the intention to submit an application for insolvency proceedings of a legal person; or

(c) another legal person has not settled the principal debt in the amount of EUR 2134, and the creditor has sent a warning regarding the intention to submit an application for insolvency proceedings of a legal person;

(d) the debtor has not paid an employee the work remuneration in full, compensation for damages in connection with an accident at work or an occupational disease or has not made the mandatory social insurance payments within two months after the day specified for payment (unless the day of payment of work remuneration is specified in the employment contract, this day shall be considered to be the first working day of the following month). The amount of the outstanding amount shall be irrelevant in this case;

* 1. 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;
  2. the project applicant certifies that in the case of cumulation of aid in accordance with Paragraph 45 of the Cabinet Regulation, the supported activities specified in the project application are not and will not be commenced and the eligible costs are not and will not be incurred **before all support providers have made a decision on granting support;**

**Conditions for receiving co-financing:**

* 1. the eligible activities specified in the project application have not been initiated and the eligible costs have not been incurred prior to the approval of the project application;
  2. information and communication activities will be implemented during project implementation in accordance with the communication plan included in the project application form;
  3. 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;
  4. The initial investments purchased from third parties unrelated to the project promoter;
  5. 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;
  6. 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;
  7. the initial investments made within the project will be included in the enterprise assets as depreciable long-term investments and will remain the property of the enterprise in Latvia for at least five years after the approval of the final report of the project and will not be transferred for use to any other legal or natural persons;

**The project compliance:**

* 1. all affiliated persons shall be indicated in the project application in accordance with Annex I to Commission Regulation No. 651/2014; ;
  2. 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;
  3. 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);
  4. 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 open call projects (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 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**

**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**

**ACKNOWLEDGEMENT 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).