



**Call for Proposals**

for the

Cross-domain Open Innovation Programme

COURTESY APPLICATION FORM

**How to use the Application Form and how to apply for the Cross-domain Open Innovation Programme:**

This **Courtesy Offline Application Form** contains all the information you will need to provide in the [online application form](https://ec.europa.eu/eusurvey/runner/CrossReTour-CfP) to apply for funding under the Call for Proposals for the Cross-Domain Open Innovation Programme. You may use this document to draft and prepare all necessary information before submitting your application through the online system.

In addition to the information in this document (administrative details + technical project description), you will be required to upload a project financial plan and some administrative documents as attachments to the online application form.

Your project financial plan has to detail specific project activities, financial provisions, and projected outcomes. You can download the official template for the Annex 1 - project financial plan (Excel) and the Annex 2 - Declaration of Honour on the [Cross-Re-Tour website](https://crossretour.eu/calls/call-for-proposals).

Please note: Proposals submitted outside the online submission system (e.g., via email) will NOT be accepted.

Submission deadline: 22 January 2025, 17:00 CET.

Before filling out this application form and submitting your proposal, make sure to read the [**Guidelines for Applicants**](https://crossretour.eu/calls/call-for-proposals) carefully. These guidelines include comprehensive information about Cross-Re-Tour, administrative and technical requirements, eligibility criteria, the application process, evaluation and selection processes, and next steps if your project is selected for funding. You may use the [Checklist](https://crossretour.eu/calls/call-for-proposals) to revise and confirm you fulfill the administrative requirements of the call and are following the application process correctly.

For any questions, please email info@crossretour.eu or contact your Local Contact Point (contact details are in the guidelines). Questions can be submitted no later than 5 days before the submission deadline.

*Info Session:* The Cross-Re-Tour consortium will host a webinar on 2 December 2024 at 10:00 CET to clarify the call requirements and application process. Registration is available [here](https://cambrabcn.zoom.us/webinar/register/WN_bltBXCIoS1y1L4tjNZvuOw). A recording of the info session will be made available.

**Tips for a successful project evaluation:**

* Ensure all information provided is accurate, clear, and concise.
* Adhere to character limits; if you can describe your project in fewer words, that’s acceptable.
* Use clear language and concise sentences. While we recommend submitting in English, other programme languages (Dutch, Spanish, Catalan, German, Slovenian, Latvian, Maltese, Portuguese, Montenegrin) are also permitted. The online application form is available in all programme languages.
* Present your project as if explaining it to someone unfamiliar with your company or concept. Avoid assuming prior knowledge.
* Include all critical information directly in the Application Form. Do not use external links to convey essential details, as evaluation will be based solely on the form content.
* Propose a project that is feasible within the 14-month timeframe and the available grant amount (EUR 20,000 or EUR 30,000).
* Review the evaluation criteria in the guidelines to understand the key areas on which your project will be assessed.
* If possible, have a third party, ideally someone knowledgeable in the topic of your proposal, the tourism sector and/or innovation, review and provide feedback on your proposal.

Good luck!

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# ADMINISTRATIVE INFORMATION

|  |  |
| --- | --- |
| Country/ Region | Please indicate where your company is located. Only companies from the below indicated countries/regions are eligible to participate.   * The Netherlands * Germany * Slovenia * Spain (Catalonia) * Latvia * Portugal * Malta * Montenegro |
| Company Legal Name (in original language) |  |
| Company Commercial Name (if applicable) |  |
| Company Name in English (if applicable) | You are not required to provide an English name, if your company name is abstract or self-explanatory. |
| VAT number | If you do not have a VAT number, please indicate your national fiscal identification number. |
| Project Title | Indicate the title of your project proposal. We recommend using a descriptive project title. |
| Project Acronym/ short name | Indicate a short version of the project title. We recommend using a memorable/ commercial name. |
| Company Contact Person |  |
| Contact Person E- Mail | Note that all official communication will be sent to the indicated e-mail address. |
| Contact Person Phone Number | Please make sure to include your country prefix. |
| Company legal representative -Name |  |
| ID/ Passport of legal representative | Indicate the same reference of the document you are providing in attachment to the application form. |
| Company legal representative -E-Mail |  |
| Company Website (optional) |  |
| Company LinkedIn (optional) |  |
| Company size | Please indicate the category applicable to your company according to the EU recommendation 2003/361. Note that only companies that fall under either of the indicated categories are eligible to participate under this call.  Drop down   * Micro enterprise (staff <10 and turnover/balance sheet total </= 2m EUR) * Small enterprise (staff <50 and turnover/balance sheet total </= 10 m EUR) * Medium-sized enterprise (staff <250 and turnover </= 50m EUR OR balance sheet total   </= 43 m EUR) |
| NACE Code | Please indicate the category applicable to your company   * Hotels and similar accommodation (I5510) * Holiday and other short-stay accommodation (I5520) * Camping grounds, recreational vehicle parks and trailer parks (I5530) * Restaurants and mobile food service activities (I5610) * Beverage serving activities (I5630) * Renting and leasing of motor vehicles (N7710) * Renting and leasing of recreational and sports goods (N7721) * Travel agency, tour operator reservation service and related activities (N79) * Organisation of conventions and trade shows (N82.3) * Creative, arts and entertainment activities (R90) * Libraries, archives, museums and other cultural activities (R91) * Gambling and betting activities (R92) * Sports activities and amusement and recreation activities (R93) * Passenger rail transport, interurban (H4910) * Taxi operation (H4932) * Other passenger land transport n.e.c. (H4939) * Sea and coastal passenger water transport (H5010) * Inland passenger water transport (H5030) * Passenger air transport (H5110) * OTHER (specify)  *Note: if you do not fall under either of the indicated NACE codes, we strongly recommend you contact your Local Contact Point to validate your eligibility before submitting your proposal.* |
| Project Partnerships and Collaborations | Are you planning to implement the project in partnership or collaboration with other tourism SMEs or private/public entities?   * Yes * No |
| Project Partner Info | |
| Project Partner 1 – Legal Name |  |
| Project Partner 1 – Type | Please indicate the type of your partner:   * Tourism SME * SME or entity from another sector * Public entity or company |
| Project Partner 2 – Legal Name |  |
| Project Partner 2 – Type | Please indicate the type of your partner:   * Tourism SME * SME or entity from another sector * Public entity or company |
| Project Partner 3 – Legal Name |  |
| Project Partner 3 – Type | Please indicate the type of your partner:   * Tourism SME * SME or entity from another sector * Public entity or company |
| Project Fixed Funding Amount | Please indicate the fixed funding amount you would like to opt for.   * EUR 20,000 * EUR 30,000 |
| Service Providers | Do you have (a) service provider(s) identified to support you in the implementation of your project   * Yes, all of them * Yes, some of them * I have checked some options * No, but I know where to find them * No, I need support in finding them |
| Processing of Personal Data, Confidentiality and Communication | I confirm I have been informed about the processing of personal data indicated in the "Call for Proposals” and agree to the terms. |

# TECHNICAL INFORMATION AND PROJECT DESCRIPTION

### GENERAL

## PROJECT SUMMARY

*Provide a concise and comprehensive summary of your project idea. Try to make clear what type of company you are, what challenge you are facing, how you intend solving it in an innovative way and what you gain from it (impact/result).*

Max 2000 characters incl. spaces

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## What does your company do?

*Explain e.g. what type of company you are, in which sector or segment you operate, what products or services you offer, who your clients are, how many people work at your company, specific company values (if applicable), etc.*

Max 1000 characters incl. spaces

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### RELEVANCE

## Which business area(s)/ challenge(s) does your project relate to?

Tick the box(es) in the drop-down menu. You may select more than one area. Do only select the areas directly related to your project.

* Water
* Energy
* Plastics
* Transport
* Food
* Equipment and furniture
* Client nudging
* Staff nudging

## What is/ are the concrete challenge(s) you face in the area(s) you selected?

*A "challenge" refers to a specific issue, obstacle, or opportunity that your company may encounter in its efforts to integrate sustainable practices and digital solutions into their operations. It can be a problem that requires innovative solutions, a goal that needs to be achieved, or an area where improvements are sought.*

*Explain in a few phrases what kind of challenge(s) you are facing, how it/they link(s) to your company and the indicated business area(s) and to the industry as a whole.*

Max 1000 characters incl. spaces

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## How do you propose to solve your challenge? What is your concrete project proposal?

*Explain how you would like to address this challenge and how you intend to solve it through the proposed project. Try to make your overall project with its individual steps or phases tangible.*

Max 2000 characters incl. spaces

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### INNOVATION

## In what way does the proposed project represent an innovation for your company and/or the industry?

*Explain in what way the proposal reflects something new or significant improvement for your company and to what extent the proposal goes beyond the state of the art in the industry. Innovation may take place e.g. in operations, processes, products or business models.*

*You may also take into account the following aspects: Does your project*

* *enable access to new, inclusive, and sustainable markets or client bases?*
* *incorporate tools, solutions, or processes adapted from other sectors or domains?*
* *apply tools, solutions, or processes typically used in a corporate context in a SME?*
* *imply testing, adapting, scaling, piloting an already existing tool or solution?*

Max 2000 characters incl. spaces

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### IMPACT

## What will you be able to achieve through your project?

*Explain in what way your project has a positive impact on your company’s green and digital transformation. This may include improvements of products, services, processes, operations, business models, market access, customer/staff implication and capacity, etc.). You may refer to improvements regarding environmental, social, and economic aspects.*

*If possible, use specific objectives (incl. indicators) to demonstrate the results and impact you plan to achieve through the project.*

*If applicable, also explain in what way your project is scalable and or ensures long-term sustainability and continuity in your company, and* *is transferable to or inspiring for other businesses as industry benchmark or good practice.*

Max 2000 characters incl. spaces

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### IMPLEMENTATION

## What support do you need to implement your project?

*Explain what kind of external support you need to implement the proposed project and (if applicable) the expertise you count on or need from external providers.*

Max 500 characters incl. spaces

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## Internal capacity for project implementation:

*Please provide a description of the staff member profile(s) who will manage the project implementation. Provide information on his/ her/ their qualifications, years and type of experience in the industry or outside the industry, etc.*

Max 2000 characters incl. spaces

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## Partnership description (only if applicable):

*Please provide a short description of your project partner(s). What type of entities are they (other tourism SMEs, entities from other sectors, public/ private entities)? In what way are they helpful or necessary for the implementation of your project? How will you collaborate with them or what is their role (division of tasks)?*

Max 2000 characters incl. spaces

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