**Call for Proposals**

**for the**

**Tourbit Digital Acceleration Programme**

Annex A – Application Form

Version 1.0

1 February 2023

**What is the Application Form and How to Apply for the Tourbit Digital Acceleration Programme?**

The Application Form is the official template you have to use to provide all technical information on the project you propose for funding under the Tourbit Digital Acceleration Programme.

The document needs to be duly filled and submitted as annex to the [online application form](https://tourbit.eu/application-form-smes/) together with the administrative information on your company requested there.

Proposals submitted outside the online submission system (e.g. per e-mail) are NOT eligible.

The deadline for submission is: **5 April 2023, 17:00 h, CET Brussels time.**

Before filling out this Application Form and submitting your proposal through the online system, please make sure to carefully read the [Guidelines for Applicants](https://tourbit.eu/wp-content/uploads/2023/02/Tourbit_call-smes_Guidelines-for-applicants.pdf). If you have any questions, send an e-mail to [info@tourbit.eu](mailto:info@tourbit.eu) or contact your local contact point (contact data is included in the guidelines). Questions can be submitted no later than 7 days before the submission deadline of the call.

The Tourbit consortium will host an **informative webinar on 21 February 2023 at 11:00 h CET** to explain the call requirements and application procedure. You can subscribe [here](https://community.tourban.eu/events/info-session-call-for-proposals-digital-acceleration-programme?instance_index=20230221T100000Z). A recording will be made available.

A few tips to ensure a successful project evaluation:

* Provide correct, clear and concise information.
* Stick to the indicated character limits. If you can explain your project in less words, even better.
* Use clear and comprehensive language and short phrases. We recommend you submit your proposal in English. All other programme languages are however also permitted (Spanish, Catalan, Slovenian, French, Flemish, Islandic, Finnish, and Portuguese)
* Put yourself in the position of someone who does not know your company and project and make sure you explain it in a comprehensive way. Do not take any information for granted.
* Do not include links to external sources in the proposal description that include essential information to understand your project. It will only be evaluated based on the information provided directly in the Application Form.
* Propose a project that is feasible within the scope of the programme. Make sure it can be implemented in 10 months and with the budget granted through the project.
* Read the evaluation criteria included in the guidelines to understand the concepts on which your project will be evaluated.
* If you can, have a third person (ideally knowledgeable on digitalisation) read and provide feedback on your proposal.

Good luck in the evaluation process. 😊

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# **PROJECT SUMMARY**

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

Max 2000 characters

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# **What does your company do?**

*Explain what type of company you are, in which sector or segment you operate, who your clients are, etc.*

Max 1000 characters

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# **What is your digitalisation challenge?**

*Explain what challenge(s) you encounter in your company, which could be solved through a digital solution. Try to be as precise as possible in your explanation.*

Max 2000 characters

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# **How do you propose to solve your challange?**

*Explain how you would like to address this challenge and how you propose to solve it through one or several of the activities listed in the call (digitalisation strategy, capacity building, digital solution).*

Max 2000 characters

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

*Explain in what way your project has a positive impact on your company’s internal operations, client relations, online presence or your product or service (see also page 9 of the Guidelines for Applicants).*

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

*Also try to refer to social and environmental improvements that your project will have either for your company or the industry.*

*If applicable, also explain in what way your project is scalable in the sense that it can serve as an example or good practice for other companies.*

Max 3000 characters

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# **What support do you need to implement it?**

*Explain why you need external support to implement the proposed project and which type of support you need (mentor, expert, consultant, service provider, digital tools or solutions).*

*Highlight possible cross-sectoral and transnational collaborations meaning collaboration with a provider from another sector or from another country.*

Max 1000 characters

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# **Internal capacity to manage the project implementation**

*Present the profile (biography) of minimum one and maximum 3 staff members of your company including his/her/their experience and why/how she/he/they is/are qualified to implement and manage the project.*

Max 1000 characters

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