

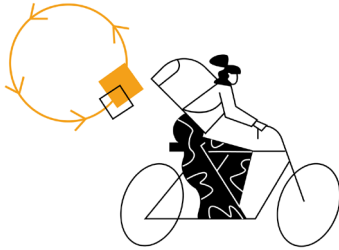


Co-funded by the European Union

## Single Market Programme (SMP/SME Pillar)

“COVID-19 Recovery through Sustainable Tourism Growth and SME Support”

(SMP-COSME-2021-TOURSME)



# TRACE

**SMEs** **T**RANSITION FOR A EUROPEAN  
**C**IRCULAR TOURISM **E**COSYSTEM

# ANNEX I APPLICATION FORM

*template - only for reading*

Note that the application for the TRACE 3<sup>rd</sup> Open Call for SMEs Support should be done online at the link provided in the Call text

### **Disclaimer**

*Co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or EISMEA - European Innovation Council and SMEs Executive Agency. Neither the European Union nor the granting authority can be held responsible for them*



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## Annex 1 – Application form template

I, the undersigned, Legal Representative

**Name and Surname:** \_\_\_\_\_

on behalf of

**Legal Name of the company:** \_\_\_\_\_

**Operating in Country:**

- Belgium
- Cyprus
- Italy
- Romania
- Spain

**Legal office (indicate full address: street, region, and country):** \_\_\_\_\_

**Operating office (indicate full address: street, region, and country):** \_\_\_\_\_

**Vat Number:** \_\_\_\_\_

**Fiscal code:** \_\_\_\_\_

**Code of activity (NACE):**

- I5510 — Hotels and similar accommodation
- I5520 — Holiday and other short-stay accommodation
- I5530 — Camping grounds, recreational vehicle parks and trailer parks
- I5610 — Restaurants and mobile food service activities
- I5630 — Beverage serving activities
- N7710 — Renting and leasing of motor vehicles
- N7721 — Renting and leasing of recreational and sports goods
- R - Arts, entertainment and recreation (select only IF related to tourism)
- Other related to tourism (specify): \_\_\_\_\_

**Size of company (micro, small, big):** \_\_\_\_\_

I declare that:

- The SME can be considered as such if complying with the [European Commission Recommendation 2003/361/EC](#) and the [SME qualification guide](#).
- The SME does not have convictions for fraudulent behaviour, other financial irregularities, unethical or illegal business practices.
- The SME has not declared bankrupt or have initiated bankruptcy procedures.
- The SME is not under liquidation or is not an enterprise under difficulty according to the [Commission Regulation No 651/2014](#), art. 2.18.
- The SME is not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of either national or EU authority.



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**Short description of activity (max length 500 characters, including spaces):**

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**Telephone number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

*Contact person of the company for the project*

**Name and Surname:** \_\_\_\_\_

**Position in the company:** \_\_\_\_\_

**Telephone contact:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### ASK TO APPLY

to TRACE Open Call for SMEs Support

### DECLARATION OF SUBMISSION

By submitting this application, I declare:

- That the SME I represent meets the requirements set out in the Call;
- I am aware that TRACE Support Programme will be conducted in English language;
- To fully accept the provisions of the Call;
- That I have read and understood the Privacy Policy and I agree with the processing of personal data.

**SUBMIT**

(ONLINE FORM)



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## Information for the evaluation of SMEs

### 1. SME Alignment to TRACE project circular tourism objectives and expected impacts

*Application/SME must demonstrate a clear set of objectives aligned with the definition of the TRACE goals and with the general objectives of the project.*

#### 1.1. SME context and coherence with TRACE objectives (max 3.000 characters)

Please, describe the type of product and services provided and the overall coherence of the company strategy in line with TRACE project objectives.

#### 1.2. Synergies and building capacity (max 3.000 characters)

Please, describe your position in the tourism value chain and motivate your capacity to build synergies (e.g., being member of an association/network, relations with the European Enterprise Network (EEN), other networks and initiatives related to sustainability and circular economy, etc.).

### 2. Impact of TRACE Support Programme on SME circular development

*Applicants must demonstrate the expected outcomes and impacts of the TRACE support programme and its contribution to SME circular development.*

#### 2.1. Sustainability strategy (max 3.000 characters)

Please, describe how important are sustainability concerns for the SME, how they are addressed now, and what do you expect to change as a result of participating in TRACE Support Programme, also in relation to resilience concept (e.g. develop strategies for reduction of greenhouse gas emissions and natural resources consumption, access sustainability certification, increase positive social and cultural impacts, enhance economic performance, enhance technological or process/supply chain/organizational aspects).

#### 2.2. Sustainability background (max 3.000 characters)

Please, describe any awards/grants/recognitions already received and projects funded in relation to TRACE project topics, objectives and challenges.



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### 3. Allocated team and feasibility of transition towards sustainability

*Applicants must provide credible evidence that the project team is committed to learn/ grow and has the necessary skills and management experience to be able to implement the circular economy transition.*

#### 3.1. Staff involved (max 3.000 characters)

Please, provide a brief description of the team committed to engage in the TRACE Support Programme, including roles in the organization, general background, skills related to circular economy transition and sustainability.

#### 3.2. Motivation and commitment (max 3.000 characters)

Please, describe the motivation and commitment of the team to participate in the full TRACE Support Programme - which include training activities, hands-on activities on GHG emissions assessment, and networking events. Please provide details about the time availability of the staff involved, and how you would overcome eventual temporary unavailability (e.g., other staff to be involved with similar skills, etc.)

### 4. Financial Support Programme

**The TRACE project recognizes the following types of eligible services for spending the grant. Applicants are required to select a maximum of 3 types of services from the list provided below (max 3 selections)**

- Fitness check for tourism SMEs as regards sustainability practices and strategies, and compliance check for upcoming regulations;
- Supporting tourism SMEs preparation and application for sustainability/ environmental certification, such as EU Ecolabel certification and EMAS registration;
- Implementation of the Environmental Footprint Methods as part of the tourism SMEs sustainability strategy development (support the generation of Product Environmental Footprint, PEF, studies and Organisation Environmental Footprint, OEF, studies);
- Supporting the development of the tourism SMEs sustainability strategy and implementing the improvement measures following the recommendations of the PEF/OEF studies;
- Supporting upskilling and re-skilling of tourism SMEs on sustainability, digital innovation and data management;
- Boosting innovation in sustainable and resilient tourism through knowledge transfer and cross-sectoral collaboration;
- Increasing the competitiveness of tourism SMEs by improving their capacity and uptake of innovative sustainable solutions geared towards increased resilience;
- Developing sustainable business strategies in line with forward-looking market trends, to facilitate return of investment and the diversification of service offers;
- Developing socially sustainable tourism models, considering the impact and participation of local communities and reducing problems of over-tourism.



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Please provide the following details regarding the selected type of services, including a description of the activities to be carried out and the associated cost based on the provided quotes.

**N.B. VAT is not an eligible cost.**

**Selected service no. 1, including the total amount of the expenditure**

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**Selected service no. 2, including the total amount of the expenditure**

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**Selected service no. 3, including the total amount of the expenditure**

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