

INVESTMENT AID TO SHARED SERVICE AND RESEARCH & DEVELOPMENT CENTRES APPLICATION FORM

Example (the application must be submitted in Estonian in e-service <https://aken.eas.ee/>)

I APPLICANT

Applicant		
Legal name		
Legal form		
Register code		
VAT number		
Applicant's main business (business classification code and name)		
Applicant's side business(es) (business classification code and name)		
Brief description of the applicant		
Overview of the applicant's business activities incl. association with other companies and / or belonging to a group; products / services incl. the specificity of the product / service; main clients and partners; the most significant investments made in the last financial year; the technology and management systems applied in the company; planned development activities for the next financial year.		
Bank details		
IBAN number		
Applicants' contact details		
Phone	E-mail	Webpage
Applicant's postal address (street/village, city/rural municipality, postal code, county)		
Representative of the applicant		
Name		
Personal ID-code		
Official title		
Phone		
E-mail		
Representation base		
Project manager		
Name		
Personal ID-code		
Official title		
Phone		
E-mail		
Applicant's owners		
Name of the shareholder	Ownership size (EUR)	Ownership %
<i>Add additional rows if necessary</i>		
Total		

Membership of the Group					
Does the applicant have any other business or does any company have a dominant influence over it on the basis of the following?					
a) the company has the right to appoint or dismiss most of the members of the administrative, management or supervisory body of another company;					
b) the company has the right to exercise control over the other company in accordance with an agreement entered into with another company or its Treaty or Statute					
c) an undertaking which is a shareholder or shareholder of another company controls, by agreement with other shareholders or shareholders, the majority of the shareholders of such company or its shareholders.					
YES			NO		
Key economic indicators of the applicant					
Indicator	The financial year preceding the filing of the application	Projection of the application year	Projection for the first year after submission of the application	Projection for the second year after submission of the application	Projection for the third year after submission of the application
Share capital					
Total balance					
Equity/net assets					
Sales revenue					
Sales revenue from export					
Share of export (%)					
Labor costs					
Depreciation of fixed assets					
Operating profit/loss					
Net profit/loss					
Added value per employee					
Created full-time jobs					
The average gross monthly salary for full time jobs creates					
Average number of employees					
Labor cost per employee					
Parent company					
The business name of the parent company					
Register code					
Legal form					
Parent company's postal address (street/village, city/rural municipality, postal code, county, country)					
Brief description of the parent company					
Overview of business activities (including association with other companies and/or belonging to a group), products / services, key customers and partners, major investments made in the company during the last financial year. Technologies and management systems, planned development activities for the following financial year. Present the consolidated turnover of the Group for the previous financial year.					
Present countries where the Group is operating					

II PROJECT

Project title		
Start date of the project (from the submission of the application to the EAS or later deadline specified in the application)	Project end date (the deadline for eligibility of activities and costs may not be later than 18 months from the date of the project start date)	
Place of project implementation (city/rural municipality, postal code, county, country)		
Location of the building being renovated (cadastral identification), if the grant is applied for renovation costs		
Field of activity of the project (business classification code and name)		
Project objective		
Expected impact of the Project for the company		
How does the project affect the company's export capacity growth, product / service / technology development capability and increase in value added, etc.? How does the applicant's management support the implementation of the project? How and to what extent would the project be implemented without support? How is the project related to the launch or expansion of an enterprise in Estonia (from the involvement of foreign direct investment)? What is the vision of developing a business in Estonia? Description of investments made: time, financial amount (EUR)? Description and financial amount of planned investments in the following year (EUR).		
Brief summary of the project to the public (will be published in the structural funds register)		
Full-time jobs expected during the eligibility period (the average gross monthly wage of the created job is equal to at least 1.25 times the last published average gross monthly salary in Estonia, at the time of submission of the application, according to the county-based location of the established or operating support or development center)		
The name of the job you are creating (also note if the employee is disabled or part-time)	The purpose and main tasks of the job created	Average gross wages of the job created during the eligibility period (€)
Created job 1		
Created job 2		
Created job 3		
Created job 4		
Created job 5		
Add additional rows if necessary		
Brief description of Project activities		
Project action plan		
Activity	Period of implementation of the activity	Expected result
Description of the project team		
Name of the team member	The role, tasks and responsibility in the project	Key competences

III EELARVE

Budget of the Project				
Description of activities by cost category	Name	Requested grant	Self-financing	Total
Applicant in Tallinn City district				
1. Training costs (TLN VTA)				
1.1. Training fee				
1.2. Operating costs of trainer and traveling expenses of trainees				
1.3. Labor costs of trainees (for the duration of training)				
2. Training costs (TLN GE)				
2.1. Training fee				
2.2. Operating costs of trainer and traveling expenses of trainees				
2.3. Labor costs of trainees (for the duration of training)				
3. Labor costs (TLN VTA)				
3.1. Labor costs				
3.2. Staff recruitment costs				
3.3. Traveling expenses				
4. Purchase of fixed assets (TLN VTA)				
4.1. Fixed assets				
5. Renovation costs (TLN VTA)				
5.1. Renovation				
Applicant outside the Tallinn City district				
1. Training costs (VTA)				
1.1. Training fee				
1.2. Operating costs of trainer and traveling expenses of trainees				
1.3. Labor costs of trainees (for the duration of training)				
2. Training costs (GE)				
2.1. Training fee				
2.2. Operating costs of trainer and traveling expenses of trainees				
2.3. Labor costs of trainees (for the duration of training)				
3. Labor costs (VTA)				
3.1. Labor costs				
3.2. Staff recruitment costs				
3.3. Traveling expenses				
4. Purchase of fixed assets (VTA)				
4.1. Fixed assets				
5. Renovation costs (VTA)				
5.1. Renovation				
Total				
Financing				
	Amount (EUR)		Share (%)	
Grant				
Self-financing				
Total financing			100%	

IV ADDITIONAL INFORMATION

Project results and outputs	Target level at the end of Project
Full-time jobs created during the eligibility period of the project, which are paid at least 1.25 times the county average gross monthly wage	
Total revenue from new or significantly modified products, technologies or services	

Horizontal topics	
Indicators	Impact
Impact on environmental and climate policy	Answer option Supported / Neutral
Impact on equal opportunities	Answer option Supported / Neutral
Impact on the promotion of the information society	Answer option Supported / Neutral
Impact on regional development	Answer option Supported / Neutral
Impact on a unified state governance	Answer option Supported / Neutral

Other sources for which the project or related project(s) has been requested for funding (indicate also those applications that have been submitted, but which have not yet been decided) If a company has applied for or received a loan or guarantee from KredEx, it must also be listed.					
The date of decision of the grant or the time of submission, if no decision has been made	Name of the sponsoring organization	Name of the measure	Project title	Supported activities	Amount of the grant or application

Mandatory annexes of the application
<ol style="list-style-type: none"> 1. Project plan. 2. The business plan of applicant, including information on the development vision, mission, objectives, expected results, target group, market situation and market strategy. Operating, timing and financing plan for realization of business plan or development strategy. Financial forecast and performance indicators for the three financial years following the submission of the application. 3. A signed copy of the applicant's latest annual report (with the auditor's decision) if it is not available in the commercial register and if the applicant has been active for at least 6 months in the course of financial year preceding the application. 4. Applicant's balance sheet and profit/loss statement for the current financial year (the quarter before the submission of application). 5. Consolidated economic indicators of the Group (balance sheet and income statement). 6. Documents confirming the ownership or use of the object to be renovated. 7. Training plan and budget (including the expected number of trainees). 8. Scheme for group members. 9. Curriculum vitae for project manager and project team members. 10. Job descriptions of the jobs created (if available). 11. Representation mandate (if needed).

Applicant's confirmations

By signing, I give my consent to EAS:

- to make inquiries to the lawful authorities;
- to perform the rights conferred by the 2014-2020 Structural Assistance Act;
- for further information exchange to be effected by electronic means, including decision.

By signing, I confirm the following:

- All data provided in this application are correct and the documents submitted are valid and genuine;
- Applicant and application complies with the objectives and supported activities set out in the program;
- The supported activities have not been completed or fully implemented before the application is submitted;
- The project does not include activities that are financed simultaneously from state budget, European Union or foreign aid instruments;
- Applicant is aware of all the conditions laid down in the program, and is familiar with and complies with the state aid legislation including relevant legislation of the Republic of Estonia and the European Commission;
- Upon receipt of the grant, the beneficiary commits to inform the public about receiving the grant in accordance pursuant to §39 (10) of the Structural Assistance Act 2014-2020;
- The applicant is aware that the data relating to receiving the grant referred to §39 (3) of the Structural Assistance Act 2014-2020 will be disclosed;
- EAS may forward the application or its copies to the public authorities and for third parties (with confidentiality obligation) to obtain an expert opinion;
- Applicant is aware that the refund may be required if there are grounds for a financial correction specified in §45 (1) of the 2014-2020 Structural Assistance Act or the decision of grant may be revoked if the basis specified in §22 (3) of 2014-2020 Structural Assistance Act are present;
- Applicant agrees to be audited and controlled on the basis of the 2014-2020 Structural Assistance Act;
- The applicant commits to provide data and fully assistance to the EAS and other authorities which are responsible for overseeing the implementation of the project;
- In this application the applicant regards as commercial secret the information about undertaking's business, the disclosure of which to other persons may adversely affect the applicant's interests. The information that has to be published according to 2014-2020 Structural assistance Act, or the information already published are not considered to be business secrets;
- Applicant commits to implement the project in accordance with the information and conditions provided in the application;
- Applicant commits to inform immediately the change in the information provided in the application or the fact that may affect the decision on the application;
- Applicant has repaid the refund or State aid (when the due date for the claim has arrived) according to the 2007-2013 Structural Assistance Act, 2014-2020 Structural Assistance Act and §42 (3) of the Competition Act;
- Applicant or its legal representative does not have a valid penalty under § 209, 210, 260¹, 372, 373, 379 or 384 of the Penal Code;
- If the applicant has received a subsidy for a productive activity, the grant has not been recovered or the aid has not been canceled due to the relocation of production in accordance with Article 125 (3) (f) of Regulation (EU) No 1303/2013 of the European Parliament and of the Council;
- Applicant's economic activity has not ended or stopped;
- The applicant has required resources to ensure the project's self-financing in accordance with the requirements of the program;
- The liquidation, compulsory dissolution or bankruptcy proceedings have not been initiated or a bankruptcy order has not been initiated against the applicant or the legal person having control over it;
- The applicant does not have a tax arrears, with interest on national taxes, higher than EUR 100, unless they are delayed. If tax arrears are delayed, the taxes must be paid according to the schedule. The Applicant has duly fulfilled the obligation to submit tax returns provided for in the "Taxation Act";
- The applicant has the qualifications and experience required for the implementation and management of the project and the legal, organizational or technical precondition according to the program procedure;
- The applicant is not an undertaking in difficulty within the meaning of European Commission Regulation (EU) No 1301/2013 and the Article 2 (18) of European Commission Regulation (EU) No 651/2014;
- Applicant does not act in the area referred to in Article 3 (3) (s) of Regulation (EU) No 1301/2013 of the European Parliament and of the Council on specific provisions for the European Regional Development Fund and the Investment for growth and jobs goal, which is the manufacture, processing and distribution of tobacco and tobacco products (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0289:0302:ET:PDF>);
- The applicant does not act in the excluded economic areas referred to in Article 1 (1) of Regulation (EU) No 1407/2013 of the European Commission (on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis*) and the aid is not sought for activities excluded from this paragraph;
- *De minimis* granted for applicant and the group to which the applicant belongs within the current financial year and during the two previous financial years under the European Commission Regulation (EU) No 1407/2013 and the *de minimis* aid granted under the corresponding regulations in the agriculture and fisheries sectors does not exceed the *de minimis* ceiling of EUR 200 000. In the case where the applicant is a undertaking operating in the field of road transport, *de minimis* ceiling is EUR 100 000;
- *De minimis* granted for applicant and the group to which the applicant belongs within the current financial year and during the two previous financial years under the European Commission Regulation (EU) No 1407/2013 and *de minimis* to an undertaking providing a service of general economic interest (European Commission Regulation (EU) No 360/2012 together with the *de minimis* applied for under this measure, does not exceed EUR 500 000;

- EAS verifies applicant's *de minimis* balance for the group on the basis of the commercial register. The applicant is responsible for the accuracy of the business register data. If the actual data is different from business register, the applicant must inform EAS by submitting the group's scheme form. For other reasons (see the application form 'Membership of the Group' points (a), (b), (c), the applicant will also submit the corresponding information with the group scheme form. If it turns out that the information contained in the commercial register was incorrect or the beneficiary has not provided information to EAS on other grounds of belonging to the Group and consequently the unlawful aid was granted, the beneficiary is required to recover the received grant;
- Applicant does not act in the excluded economic sectors referred to in Article 1 (3) of European Commission Regulation (EU) No 651/2014 and the grant is not applied for activities excluded from their provisions;
- If the project is also funded by other funds from the state, local government, the European Union or its Member States, the amount of financing from the abovementioned funds and the amount of the grant will not exceed the proportion provided for in the respective article of the general block exemption regulation;
- The applicant has not started project-related activities and has not committed to carry out these activities (e.g. confirmation of an order, acceptance of a tender, conclusion of a contract or agreement, prepayment, use of the service, conclusion of a transfer and acceptance certificate) before submitting an application to the EAS.

Representative of the applicant	Signature
	<i>Signed digitally</i>

EXAMPLE