

## **Project plan guide / Circular economy investment grant**

*This is a guide for writing a project plan. The plan does not need to be in this format. The author is free to choose a suitable format such as ppt, word, pdf. What is essential is that all items listed below are described in the plan. You can also supplement the answers you gave on the application.*

### **NAME OF PROJECT**

**Concerns application No. (add Reference number here)**

Author:

Date:

### **Organization implementing the project**

Briefly describe the company applying for the grant, including its line of business, market, ownership structure and EU size class (definitions are given in [Annex I of the General Block Exemption Regulation](#)).

### **Project goals, implementation, resources and timetable**

Describe in concrete terms the project's contents and how and with what resources the project will be implemented. List the goals, measures, resources and timetable of each work package separately.

- What is the goal of the work package?
- What measures will be taken in the work package?
- Which persons in the company will work on the project? What is their estimated work input (in work months per person)?
- Which duties will each person perform on the project?
- What machinery, equipment, materials, supplies, intellectual property rights and/or services must be sourced from outside the company?
- Who are the potential suppliers and/or service providers?
- What is the estimated cost of the purchases?

### **Project costs, funding and information on possible lease agreements**

If necessary, specify how the costs stated in the application's cost estimate are broken down by cost category.

Please note that the grant may only be used for additional investment costs incurred by a circular economy solution that exceeds European standards or the current state of technological development of the industry compared with a solution that conform to European standards or the industry's state of technological development.

In order for us to determine eligible costs and the amount of funding, include estimates of the costs of the investment for which you are applying for funding and the costs of a comparable investment that conforms to European standards or the industry's current state of technological development. The estimates need not be provided if the project' eligible costs can be specified separate from the total investment.

For example, specify how the project will be financed, such as cash reserves, bank loan, capital investment by owners, etc.

Include details of possible lease agreements and a breakdown of financing and administration costs.

If the investment project purchases second-hand machinery or equipment, list any public support received for these, including funding granted by the European Union. If second-hand equipment is used in the investment project, this must be clearly indicated in the project plan.

## **Profitability of the investment**

In your application, include profitability calculations for both the investment which the application concerns (with and without funding) and, if necessary, a comparable investment that conforms to European standards or the industry's current state of technological development. The metric for profitability may be internal rate of return, net present value and/or payback period.

**Applications can be submitted starting February 15, 2021 at**

<https://www.businessfinland.fi/en/for-finnish-customers/online-services>