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Annex 1

**APPLICATION FORM**

Proposal of a small-scale project for tourism SMEs to receive financial support for digital transformation

Call: SMARTER AOE – 202301

Proposed project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Introductory information

This Application Form is a template. Please use the template to prepare your proposal before submitting it via online form provided on [www.visitaoe.com/call](http://www.visitaoe.com/call) website by the call deadline (**3rd March 2023, 5.00 PM, GTM + 1:00, Brussels - Ljubljana).**

The form has been organized to ensure that the important aspects of your planned work are clearly measurable with respect to the evaluation criteria (see the *Guidelines for Applicants* document for details).

The structure of this template must be followed when preparing your proposal. Applicants using another kind of template / document structure will be automatically deemed ineligible.

Only proposals that successfully address all the required aspects will have a chance of being funded. For any questions you may have before submitting your proposal, please contact the regional coordinator from your country stated in the *Guidelines for applicants*. The following e-mail address (smarteraoe@gmail.com) is furthermore at your disposal to resolve any doubts.

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| 1. **Information about the company**
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| **General company information** |
| Company name |  |
| Company address |  |
| NUTS3 region |  |
| Country |  |
| VAT or TAX number |  |
| Transaction account number |  |
| Bank name and address |  |
| Legal representative |  |
| Average number of employees (financial year 2021) |  |
| Turnover (2021) |  |
| Webpage (if available) |  |
| Social media pages (if available) |  |
| **Registered business activity:***(mark or write)* |
| *A: 55.10 Hotels and similar accommodation;*  |
| *B: 55.20 Holiday and other short-stay accommodation;*  |
| *C: 55.30 Camping grounds, recreational vehicle parks and trailer parks;*  |
| *D: 79 Travel agency, tour operator reservation service and related activities.*  |
| *E: Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **Contact person information** |
| Name and surname |  |
| Phone number |  |
| E-mail address |  |

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| 1. **Proposal of the small-scale digital transformation project**
* *List all planned activities that will be carried out as part of the digital transformation project by category of support scheme with cost estimation and presentation of estimated results (existing – planned new status) – max 5 activities*
* *Collect an offer for the proposed service (date of the offer must not be prior that 01.12.2022) and attach it to the application form.*
* *Provide proof of the current status (before implementation) and attach it to the application form (if relevant).*
 |
| **Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Planned digital innovation activities by categories of support scheme** | **Estimated value** (in EUR)*VAT included* | **Estimated implementation period** *(MM/YYYY – MM/YYYY)* | **Current status**(before implementation) | **Planned status**(after implementation) | **Expected business improvements** |
| **I. Digitalisation and marketing tools for better performance of tourism SMEs** |
| *Example: Establishing a new company webpage* | *3.000,00* | *09/2023 – 12/2023* | *No company webpage* | *Company webpage with general company information and offer* | *Better online visibility* |
|  |  |  |  |  |  |
| *Add or delete rows if necessary* |  |  |  |  |  |
| **II. Expert mentors (external consultants)** |  |  |
|  |  |  |  |  |  |
| *Add or delete rows if necessary* |  |  |  |  |  |
| **III. Travel and accommodation** |
|  |  |  |  |  |  |
| *Add or delete rows if necessary* |  |  |  |  |  |
| **TOTAL** |  |  |

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| 1. **Additional statements linked to the proposed project**

*(mark or write)* |
| The proposed project directly contributes to the fulfilment of goals stated in the existing, applicable regional development strategies: | **YES** | **NO** |
| The proposed project directly contributes to the fulfilment of sustainable development strategy in my country and to the goals connected to climate change and ecological sustainability: | **YES** | **NO** |
| We estimate that the implemented digital transformation project will contribute to the growth of the revenue of the company: | **YES** | **NO** |
| If yes, please indicate the estimated amount (in EUR): |  |
| We declare additional financial contribution / investment from private investors or our own into the project: | **YES** | **NO** |
| If yes, please indicate the estimated amount (in EUR): |  |
| We agree to become engaged / add a listing on the Amazon of Europe online networking platform (AoE Hub) before the end of the proposed and submitted project implementation: | **YES** | **NO** |

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| 1. **Attachments**

*()* |
| 1. Declaration of honor *(mandatory – in .pdf format, filled in, signed and scanned)* |
| 2. Collected offer for the proposed project service to prove the cost estimation *(mandatory)* |
| 3. Proof of the current status before implementation *(mandatory; e.g., a print screen of the company website before the update)* |
| 4. Contract *(mandatory – in .pdf format, filled, signed and scanned)* |
| *Add or delete rows if necessary* |

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| --- | --- | --- |
| Date and place: |  | Name, signature of legal representative and stamp\*: |

\*In case the company doesn’t use a stamp, please write: *We operate without a stamp.*

*Date and time of receipt of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (completed by the call coordinator)*

*Proposal number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (completed by the call coordinator)*