

Green Development and Demonstration Programme (GUDP)

Guideline for completing the application forms
for the Organic Research, Development and Demon-
stration Programme (Organic RDD) 12

Deadline for applications 6 May 2025 at 12.00



Colophon

Green Development and Demonstration Programme

Guideline to grants from the Organic Research, Development and Demonstration Programme (Organic RDD) 12

This guideline is prepared by The Ministry of Food, Agriculture and Fisheries of Denmark, ICROFS and the GUDP-secretariat

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Introduction

These guidelines must be followed when applying for funding in relation to the subsidy scheme Organic Research, Development and Demonstration Programme (Organic RDD) 12.

Before reading these guidelines, it is essential that you have read 'The Invitation of applications for The Organic Research, Development and Demonstration Programme (Organic RDD) 12' which describes the overall framework for applying for funding. The call and the application material can be found on [ICROFS' website](#) as well as in the [Grant Guidelines of The Danish Agricultural and Fisheries Agency](#).

The application procedure has been partially digitalised in 2026

The application material for the Organic RDD 12 call has been changed. This means that the entire application must be submitted via an online platform. Parts of the application are completed directly in the digital application module and other parts are uploaded through the online platform.

Parts of the elements in Form A (A1 – A11) must be completed in the electronic application module. The elements that must be completed in the digital application module will also be indicated in Form A.

When you access the online platform, you will see 5 tabs

- Project information
- Project description
- Project participants
- Application forms and documents to be submitted
- Check your entries

When you click on each tab, you will be guided through filling in the required fields. In the final tab, you can review your entries and check the uploaded forms and documents.

✓ As a rule, applications submitted by e-mail will not be accepted.

However, the new procedures may mean that you, as an applicant, will have some questions, and that the staff receiving the applications may be extra busy providing guidance and support. Therefore, it is important to start your application well in advance. This will give you the opportunity to get help from the ICROFS-secretariat and the GUDP-secretariat in good time before the application deadline on 6 May at 12:00.

The digital application module closes on 6 May at 12:00, and it will not be possible to submit applications after this time.

For questions regarding the application process, you can contact ICROFS' Secretariat at +45 87 15 77 71 or by e-mail at icrofs@icrofs.org, and GUDP's Secretariat at +45 72 18 56 00 or by e-mail at gudp@fst.dk.

As an applicant, you are guided through the Organic RDD application material on the following pages, which contains the following forms:

Form A: Main application form (including the scientific research)

Form B: Budget form, Gantt diagram, as well as Milestones and Deliverables

Form D: Additional business plan

Forms A and B must be completed for all applications. Form D must be completed if a project has more than one business plan. All forms must be completed in English.

On the following pages, you as an applicant will also be guided through the parts of the application that must be completed in the digital application module, as well as the parts that need to be uploaded via the online platform.

Working draft of Form A

Please note that it is possible to use a working draft of Form A for completing the application.

This is a Word-based version of Form A. The working version has no character limit and allows comments, making it suitable for collecting input from all project participants before the application is finalized.

Please note that the working draft of Form A **cannot** be included as part of the application.

The ICROFS-secretariat will be handling the scientific evaluation of the projects through an international panel of expert researchers which performs a scientific assessment of the research content of the application. Therefore, please make sure that the information regarding the scientific assessment is clearly stated in Form A (A14-1, including CVs, and A16-1 to A16-7 and Form B).

The international expert panel evaluates the application based on two main criteria: 1. The scientific quality (Form A (A16-1 to A16-7) and Form B), 2. The project participants' research qualifications (Form A (A14-1, including CVs, and A16-6)).

1. The scientific evaluation of the application is based on three criteria:

- Sound concept¹ and quality of objectives
- Progress beyond the state-of-the-art
- Quality and effectiveness of the scientific and technological methodology and associated work plan

2. The project participants' research qualifications are based on two criteria:

- Quality and relevant experience of the individual participants
- Quality of the consortium as a whole (including complementarity, balance)

The international expert panel assigns a score (0-5) for each criterion. A score of less than 3 for one of the two main criteria means that the project application does not proceed in the selection process.

Please notice that the fields in the forms are locked, so it is only possible to write a limited number of characters. Therefore, you are not allowed to add your own figures and tables in the

¹ Refers to the overall project description with an evident link between theoretical background, novelty and objectives and the quality of the scientific methods and worked performed as the basis for the expected effects.

application forms. Figures and tables that are important to the understanding of the project must be submitted as enclosures together with e.g. intermediate results for green and financial project parameters. Enclosures must not exceed more than 4 pages, in addition to the key members' CVs.

The application must be completed in English. However, a brief project description in Danish is required in Form A. The GUDP application forms, which have been adjusted to Organic RDD in collaboration with ICROFS, must be applied and must not be changed by the applicant. However, an exception can be made in Form B, as other Gantt diagram designs may be used.

Submission of the application material must be in accordance with § 15 of the Public Records Acts, as GUDP, as a public authority, must record the submitted documents received as part of administrative case processing, to the extent that the documents are relevant to the case. Submission of documents that, for example, cannot be opened without a digital key, does not, in principle, meet § 15 of the Public Records Act.

Processing of personal data

The GUDP-secretariat's guidelines for the processing of personal data, the contact details of the data controllers as well as the possibility of insight into and rectification of personal data, etc., are described in 'Invitation of applications for Organic RDD 12' in the section 'Registration and processing of personal data'.

Form A: Main application form

- All fields must be completed.
- Fields A1 – A11-7 must be completed in the digital application module. Link to the digital application module can be found on [ICROFS' website](#) as well as in the [Grant Guidelines of The Danish Food, Agricultural and Fisheries Agency](#).
- Fields A12 – A33 must be completed in Form A – the Word document.
- The maximum number of characters, including spaces, cannot be exceeded. This applies both in the digital application module and in the Word form. Excess characters will not be included in the evaluation.

Project information – MUST BE COMPLETED IN THE DIGITAL APPLICATION MODULE	
A1. Project title:	Indicate a project title that describes the content of the project (max 2 lines) as well as a meaningful acronym. Title and acronym are used for public mention of the project.
A2. Project acronym:	Also give the project a meaningful acronym. Title and acronym are used for public mention of the project.
A3. Project type and contents:	Indicate project type: <ol style="list-style-type: none"> 1. Project with research content and a business plan 2. Project with research content focusing on the public goods of organic farming, without a business plan.
A4. Activities besides research:	Tick off activities included in your application besides research. Tick off at least one activity: <ul style="list-style-type: none"> • Development • Demonstration
A5. ICROFS' focus areas:	Based on ICROFS' Research and Development Strategy 2023 , tick off which (one or more) of the 6 strategic focus areas the project will deal with. Tick off only the strategic focus areas the project <u>primarily</u> addresses and within which the green effects are quantified in the application. <input type="checkbox"/> Circular bio-economy <input type="checkbox"/> Climate and environment <input type="checkbox"/> Biodiversity <input type="checkbox"/> Health and welfare <input type="checkbox"/> The organic consumer of the future <input type="checkbox"/> Organic farming – for a living

A6. Project type:	Tick off either collaboration project ² or sole company project.
A7. Starting date:	<p>The starting date of the project must be specified and is recommended to be set no earlier than four months after the application deadline.</p> <p>It is a legal requirement for grant approval that project activities must not commence before approval has been granted. Applicants may request funding for a maximum of four years of project activities.</p>
A8. End date:	Expected end date of the project. The project period is max 4 years.
A9. Municipality where the project activity is taking place:	<p>Indicate the municipality in which the project's main activities primarily take place.</p> <p>Although a project may be carried out in several locations across the country, please choose — to the best of your ability — the municipality where the majority of the work is conducted.</p>
Project description – MUST BE COMPLETED IN THE DIGITAL APPLICATION MODULE	
A10. Brief project description (in Danish):	<p>Please provide a summarizing description of the project in Danish, suitable for publication.</p> <p>Please be aware that the description may be published unedited on www.icrofs.org, www.gudp.dk and in Grøn Projektbank.</p> <p>The description should include:</p> <ul style="list-style-type: none"> • Project objective(s), expected results and a realistic assessment of achieved project impact (Specific project impact within green sustainability and Specific project impact within financial sustainability). • How the scientific part will contribute to the project. Include a description of purpose, expected results, and an assessment of impacts of the scientific part of the project. <p>Your language must be readily understood, and your text must be max. 3,000 characters, including spaces.</p> <p>Please be aware that the short project description must be provided in both Danish and English. Accordingly, a short project description in English corresponding to the Danish version must be added in field A15.</p>

² In order to receive an increased subsidy for collaborative projects, it must be a collaboration between companies of which at least one is a SME, and where no individual company holds more than 70 pct. of the eligible costs. Or the collaboration must be between a company (regardless of size) and a research and knowledge dissemination institution, where the latter contribute with a co-financing of at least 10 percent.

Project participants – MUST BE COMPLETED IN THE DIGITAL APPLICATION MODULE

Fill in the information below for each company/institution/organization participating in the project.
 Start with the project participant who holds the project manager role

A11-1. CVR number:	Indicate the project participant's CVR number. The stated CVR number must be registered with the Central Business Register (CVR.dk). Foreign research institutions and companies (companies with a department registered in the Danish Central Business Register are considered Danish) cannot be participants in the project, but they may be part of a project as external assistance in case the necessary expertise is not available in Denmark.
A11-2. Company's production unit / P number:	The production unit should ONLY be indicated if funds are to be paid to an account other than the one linked to the organization's CVR number. Otherwise, leave this field empty!
A11-3. Name of contact person:	Indicate the name of the responsible project manager in relation to ICROFS' secretariat and GUDP's secretariat. The project manager is the contact person for ICROFS' secretariat and GUDP's secretariat, and all communication must go through him/her.
A11-4. Title of contact person:	Indicate title of the contact person that ICROFS' secretariat and GUDP's secretariat may contact in relation to the project.
A11-5. Phone number of contact person:	Indicate the project manager's telephone number. ICROFS' secretariat and GUDP's secretariat will use the contact information for future correspondence during and following the processing of the application.
A11-6. E-mail address of contact person:	Indicate the contact person's e-mail address. ICROFS' secretariat and GUDP's secretariat will use the contact information for future correspondence during and following the processing of the application.
A11-7. Municipality where the majority of the project activities are carried out:	Although a project may have different activities carried out in several locations across the country, please choose — to the best of your ability — the municipality where the majority of the project activities are carried out.
+ ADD	<i>In the digital application module, additional fields can be added to enter information for each of the other/participating project partners.</i>

NOTE: The remaining fields A12-1 to A33 must be completed in Form A (Word document)	
Total project cost and total amount applied for	
A12-1. Total project cost:	State the total budget amount (total budget). This is also evident in the Excel field E 16 in Form B (total project budget).
A12-2. Total amount applied for:	State the total grant amount, applied for from GUDP. This is also evident in the Excel field B 16 in Form B (total project budget). The total amount applied for must be a minimum of 250.000 and a maximum of 10 mill. DKK.
Other funding	
A13. Have you applied for funding in relation to this project via other state, regional and/or EU schemes including any previous applications to GUDP?	Please state if you have applied for project funding via other state (e.g. 'Promilleleafgiftsfonden'), regional or EU schemes, including GUDP. This applies to the entire project and all participants. If this is the case, please state the relevant scheme and year of application. Indicate file no. for previous applications, including GUDP- and Organic RDD-applications, which have been rejected. Please state whether grants were given, and if so, please also state the grant percentage.

Key staff

A14-1. List of project key staff from the participating companies/institutions/organisations, as well as their expected engagement in the project:

A list of project key staff from each of the participating companies/institutions/organisations must be prepared. Key staff are defined as staff possessing the competences necessary for the completion of the project. It is optional how many key staff from each participating partner are registered.

This list must include name, position, and workplace of the key staff participating in the project, as well as the expected number of hours they will spend in relation to the project in general and specifically in relation to the scientific part of the project.

The list is used to assess whether the necessary competencies are in place to ensure a qualified completion of the project. A CV must be attached for each key person. See further details in the section 'CVs for relevant key staff'.

Key person CVs must be submitted as enclosures.

Project participants, in addition to the above-mentioned, can be added in the last row.

Name:	Position:	Number of hours:	Hours allocated to scientific research:	Company/Institution/Organisation:

A14-2. List of companies providing external assistance:

The list must contain company name, number of hours provided and a description of the nature of the external assistance and why it is considered necessary.

Company name:	Number of hours:	Description of external assistance:

Brief project description (in English)

A15. Brief project description (in English):

Please provide a summarizing description of the project in English, suitable for publication.

Please note that the description may be published unedited on www.icrofs.org, www.lfst.dk and in [Grøn Projektbank](http://www.grønprojektbank.dk).

The description should include:

- Project objective(s), expected results and a realistic assessment of achieved project impact (Specific project impact within green sustainability and Specific project impact within financial sustainability).
- How the scientific part will contribute to the project. Include a description of purpose, expected results, and an assessment of impacts of the scientific part of the project.

Your language must be readily understood, and your text must be max. 3,000 characters, including spaces.

Please note that the short project description in English must correspond to the short project description in Danish (A10), which is to be added in the digital application module.

Detailed project description (including the scientific research)

The description of the scientific research in the project is evaluated by an international scientific expert panel approved by Innovation Fund Denmark.

The international expert panel evaluates the scientific quality of the planned research activities in the project based on the information given in Form A (A14-1, including CVs, and A16-1 to A16-7) and Form B.

Illustrations and intermediate results to support the understanding of the project purpose and impact should be submitted as enclosures. Total enclosures must be max. four pages in total. The reference list can be included in the max. four pages enclosures.

The detailed project description (A16-1 to A16-6) must be max. 30.000 characters, including spaces.

A16-1. Project background and purpose:

The background of the project is based on preceding events or research that leads to the project's objective.

The project's objective concerns the project's relevance and the development or change(s) that the project's results are expected to contribute to in the short and/or long term.

The project's objective therefore relates to changes that will generally appear after the project has been completed, provided that the project succeeds in achieving the expected concrete goals (concrete goals = specific results measured at the end of the project). There will often be a connection between the project's objective and the short- or long-term effects expected as a result of the project.

A16-2. Project objectives (concrete results/output at project completion)

Describe the concrete objectives to be achieved when the project is completed. It must be clearly stated:

1. What the objective(s) are, i.e., what must specifically have been achieved by the end of the project.
2. The objective(s) must be quantifiable, and it must therefore be clearly indicated how the objectives are expected to be measured at project completion, and what is required for the objective(s) to be considered achieved.

Achieving the project's concrete objectives will support the project's overall purpose, i.e., the changes that occur after the project has been completed and which may lead to the expected impact. In the project's final report, it must be stated whether the concrete objectives defined here at project start have been achieved.

A16-3. Theoretical background and the scientific "state-of-the-art":

Describe the theoretical background for the project, including scientific novelty and relevance.

Describe the connection between the scientific background and the problem addressed, research questions(s) and/or hypotheses.

Clearly state, how the research focus of the project is relevant.

A16-4. Scientific research problem:

Describe the scientific problem and list the research questions and/or the hypothesis.

A16-5. Project activities during the project period:

Describe the specific activities to be carried out during the project period. These activities must be presented in clearly defined work packages. In the description of each work package, it must be clearly stated how the activities are relevant for achieving the project's objectives.

The activity timeline and the corresponding budget allocation must be clearly outlined in the budget sheet and the Gantt chart (tabs in Form B).

Give an outline of the various work packages and how they interrelate. This information should be illustrated by the Gantt chart (Form B), but it is not sufficient to refer to the Gantt chart. To support the understanding of how the work packages interrelate, a figure or table can be submitted in the max. four pages enclosures.

Activities related to research, development and demonstration must be separated in various work packages clearly marked by (Research), (Development) or (Demonstration), respectively, after the work package title.

For each work package, indicate title, activity, and responsible person/partner.

For each work package, list milestones and deliverables. It may be appropriate to use the designations WP1, WP2

Elaborate and explain the contents of each work package. Establish a clear objective and describe activities for each work package.

For work packages containing scientific research: describe the methods and analysis to be carried out, experimental design incl. replications and experimental treatments.

If external assistance is included in a work package, it must be indicated, described and substantiated here.

A16-6. Scientific qualifications:

Describe the scientific qualifications of the persons involved in the scientific research (listed in A14-1) regarding the scientific work to be carried out in the project.

Provide relevant information on the labour division between key scientific staff.

Indicate the number and research area of Ph.D. students involved, if any, and describe how their work will be integrated into the project.

A16-7. Risks related to the scientific research:

Describe the risks that may challenge the feasibility and success of the scientific research planned in the project and present mitigation measures.

The description must be max. 2.500 characters, including spaces.

A17. Technical risk analysis:

Explain the technical risks connected to the project in relation to development and probability of the outcome of the project, and which measures that will take these into account. State if special permits are needed to carry out the project.

(Market-related risks are to be specified later in a different field, so these should not be described here.)

It is expected that a certain risk is present in relation to whether an Organic RDD project can be completed with the expected results. As participants, you must demonstrate that you are aware of the risks connected to the project and have considered how they can be reduced.

In relation to the evaluation of the project, the application is given a score for technical risk, based on the technological barriers (how known and well-used the methods are and the probability of completion) as well as the professional qualifications of the project team.

The description must be max 2,500 characters, including spaces.

A18-1. Compatibility with the organic principles:

Explain how the project concept, the applied/developed methods and the expected results are compatible with the organic principles.

The Council Regulation (EU) of the European Parliament and European Council of 30 May 2018 on organic production presents general and specific principles for organic production on pp. 12-16: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02018R0848-20250325>

The description must be max 1,500 characters incl. spaces

A18-2. Compatibility with the organic regulations:

Explain how the project goals, the applied/developed methods and the expected results are compatible with the organic regulations.

There may be circumstances where certain activities in the project do not follow the organic regulation. If this is the case, it MUST be clearly stated and justified. Typically, this will take place in projects where the organic rules are challenged, but where the purpose of the project is in accordance with the organic principles.

Also, describe how the project results are relevant for organic farming and food systems. The Council Regulation (EU) of the European Parliament and European Council of 30 May 2018 on organic production, the organic rules are presented: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02018R0848-20250325> (Chapter III Production rules, from pp. 16).

The description must be max 1,500 characters, including spaces.

A19. Novelty value of the project:

Describe the novelty value of the project and explain how the results of the project differ from or build upon/complement already existing knowledge, methods or products.

The description must be max 2,000 characters, including spaces.

Green sustainability**A20. Specific project impact within green sustainability**

The green effects of the project must be described and quantified according to the three sustainability criteria in ICROFS' "spider web":

1. Credibility in relation to the organic principles
2. The contribution of organic agriculture to public goods
3. Resilient systems

The effect sheet must be completed with at least one green effect. Projects that do not have at least one green effect will not be considered for approval, so it is important to be meticulous when filling in this section.

It is only the primary green effects of the project that must be described and quantified. Non-primary effects can be described in text form.

Please note that for Type 2 projects, the effects under the criterion 'The contribution of organic agriculture to public goods', in the impact form, must be completed

The project's green effects are used as one of several important criteria when assessing the application. It must be clear to ICROFS how the project contributes to one or more of ICROFS' green sustainability criteria. Therefore, it is important to include concrete figures and documentation for the green effects. It should be clearly stated how the effect is calculated and how the effect is achieved. Effects indicated as a percentage cannot stand alone but can supplement concrete figures. Be aware that the effect and dissemination must be realistic to achieve and must not be overestimated.

You will find examples of how the green effects can be described in both text form and figures at the end of this section.

The following information must be included in the description of the project's green effects:

- Current level of the effect
- Expected effect to be achieved in the project
- Realistic dissemination of the effect as well as the expected time of realisation
- Calculation basis for the effect

References that support effects

The description of effects should be based on sources such as, statistics, published reports or the like. Additional information, clarifications and causal relationships should be stated in text. Intermediate results, illustrations, tables and the like may be submitted as enclosures. Total enclosures should be max 4 pages and solely enhance the understanding of the project's purpose and impact.

Effects are given a score

The effect and impact described are included in the evaluation of the project, and the size and expected dissemination of the impact described in the applications received are thus compared in relation to the grant applied for. The effect is given a score based on the description in the application, the expected dissemination and the grant applied for. For example, an effect which is listed as one of the primary impacts of the project, and which has a high impact but a low spread, will have a lower score than an effect that has a large impact and a large spread. Effects that are not one of the primary impacts will generally have a lower score than the primary effects.

As a rule, the green effect should be achieved within the borders of Denmark but may, in special cases, be outside Denmark, for example if the project concerns cross-border challenges such as greenhouse gases.

The description must be max 2,000 characters, including spaces.

ICROFS' three green sustainability criteria

The project must have an impact/effect on at least one of ICROFS' green sustainability criteria.

1. Credibility in relation to organic principles

- Here, the focus is on effects from the consumers' perspective.

2. The contribution of organic farming to public goods

- Here, the focus is on effects from society's perspective – often more long-term effects.

3. Resilient systems

- Here, the focus is on effects from the producers' perspective.

Overall, effects related to 'Credibility in relation to organic principles' will often reflect the consumers' perspective, while effects related to 'The contribution of organic farming to public goods' reflect a more general societal concern and a more long-term perspective. Effects related to 'Resilient systems' reflect the producers' perspective.

As shown in Figure 2 below, there is overlap between the three green criteria, and an effect can fall under more than one green criterion. Therefore, it can be difficult to say unequivocally that an effect belongs to one or the other criterion. However, an effect should only be described under the criterion found most appropriate by the applicant.

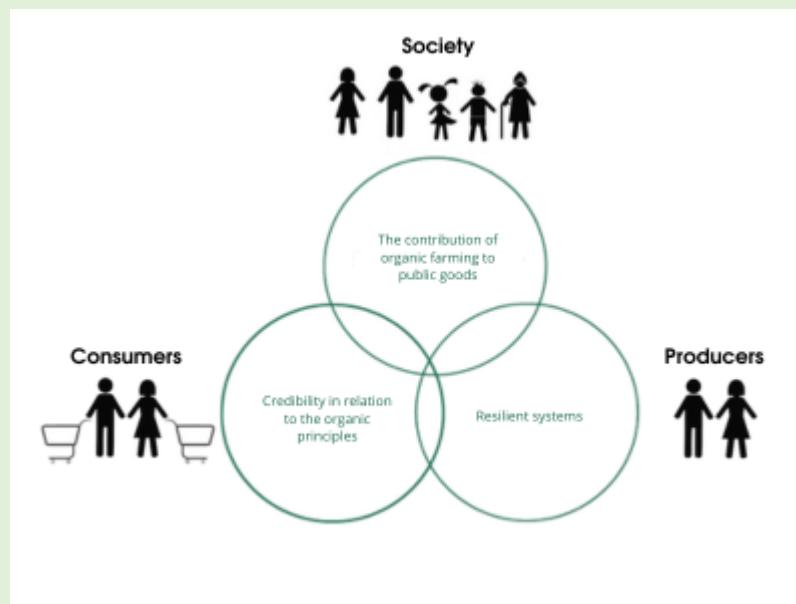


Figure 2: ICROFS' three green sustainability criteria

Below is a brief introduction to each of ICROFS' three green criteria, along with some examples of what is considered a contribution. The list under each criterion is not exhaustive.

1 Credibility in relation to the organic principles

The credibility of organic farming in relation to the EU Council Regulation's principles for organic farming³ and the fundamental organic values is a prerequisite for consumers to maintain their confidence in the organic production method and organic products, and thus for continued growth of the organic sector. In other words, this is about the consumers' trust in how and under what conditions organic production takes place

The project's contribution to increased credibility in relation to The EU Council Regulation's principles for organic farming must be described, and the applicant must thus quantify the expected project contributions and effects. Some examples of what is considered contributions to increased credibility in relation to the organic principles are given below.

The list is not exhaustive.

- Improved soil fertility – the project's contribution to improved soil fertility, including texture, water, biological activity, nutrition, carbon sequestration, etc.
- Circular bioeconomy/recirculation/use of by-products – the project's contribution to increased recirculation both within the individual farm/company and in interaction with society.
- Optimisation of the food system – the project's contribution to optimising resource utilisation and nutrient flows, including utilisation of local resources and energy consumption. Additionally, reducing the environmental and climate impact of the food system as a whole⁴.
- Gentle processing methods – the project's contribution to the development of gentle processing of raw materials, use of natural processing methods and additives, etc.
- Locally produced – the project's contribution to locally produced feed and use of local raw materials.
- Naturalness in relation to farm animals - the project's contribution to the use of combination breeds and the animals' access to an environment as well as feed and forage in accordance with their physiological and behavioral needs.

2 The contribution of organic farming to public goods

The contribution of organic farming to public goods is also a prerequisite for consumer confidence. The EU Council Regulation's principles for organic farming⁵ include the importance of working on

³ Regulation (EU) 2018/848 of the European Parliament and of the Council of 30 May 2018 on organic production and labelling of organic products and repealing Council Regulation (EC) No 834/2007
<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02018R0848-20241201>
<https://eur-lex.europa.eu/legal-content/DA/TXT/PDF/?uri=CELEX:02018R0848-20241201>

⁴ Examples of effects based on sustainable utilization of resources:

- Same output produced with less input
- Same input produces a larger output (including utilization of waste products)
- Same output is refined with the same or less input

⁵ Regulation (EU) 2018/848 of the European Parliament and of the Council of 30 May 2018 on organic production and labelling of organic products and repealing Council Regulation (EC) No 834/2007
<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:02018R0848-20250325>
<https://eur-lex.europa.eu/legal-content/DA/TXT/PDF/?uri=CELEX:02018R0848-20241201>

soil fertility, biodiversity, animal welfare and sustainable production and processing in relation to the environment, nature and climate. This focus contributes to making organic agriculture an important societal contributor.

It is assumed that the identification and development of organic farming's contributions to public goods will strengthen the entire sector.

Focusing on the contribution of organic farming to public goods will ensure that organic farming and aquaculture are among the most powerful opportunities for a future with more environmentally friendly primary production that can support the efforts in relation to climate, nature and biodiversity plans, animal welfare and the Water Framework Directive and a reduction of pesticide consumption.

Contributions to the identification or development of the contributions of organic farming to public goods must be described, and the applicant must quantify the contributions expected from the project within a specified timeframe. Below, examples of contributions of organic farming to public goods are provided.

The list is not exhaustive, and it is recommended to study the knowledge synthesis 'The Contribution of Organic Farming to Public Goods'^{6,7}.

- Nature and biodiversity – e.g. increased biodiversity – the project's contribution to an increased biodiversity, including agricultural as well as wildlife biodiversity and at the levels of gene, species and landscape.
- Environment – the project's contribution to an improved environment, including water environment and groundwater.
- Climate impact – the project's contribution to a reduced emission of greenhouse gases, including carbon sequestration in soil and wood pulp, provided that the results will be expanded subsequently. Additionally, processes or measures that help mitigate the effects of climate change, such as specific cultivation strategies (e.g., intercropping) or the cultivation of crops and varieties that are robust to a changing climate.
- Human health and welfare – the project's contribution to human health and welfare, including food safety, nutritionally improved diets, energy intake, dietary supplements, but also to the quality of life and absence of pesticide residues, resistance to antibiotics, substances hazardous to health, etc.
- Soil health and fertility - The project's contribution to living soil that contains essential nutrients, which are passed on to crops and to animals and humans, thereby also affecting their health.
- Animal health and welfare – the project's contribution to improved animal welfare and health (including immunity and resilience), nutrition, natural and species-specific behaviour, and consideration of animals as emotional individuals capable of having positive and negative experiences. Additionally, the absence of pain, fear and stress, as well as indicators of positive experiences for the animals.
- Industry and employment in rural districts – the project's contribution to the development of the sector, focusing on knowledge on the future organic consumer and conditions that improve

⁶ http://icrofs.dk/fileadmin/icrofs/Diverse_materialer_til_download/Vidensynte_WEB_2015_Fuld_laengde_400_sider.pdf

⁷ http://icrofs.dk/fileadmin/icrofs/Diverse_materialer_til_download/web_OKvidensyntesen_okt_2015.pdf

development opportunities and working conditions.

3 Resilient systems

Effects on 'Resilient Systems' are typically seen from a producer's perspective. Resilient systems enable the producer to produce under various conditions (e.g. for a farmer variation in climate) with less fluctuation in yield, which is why efficient and resilient farming systems are important in a biological as well as economic sense.

In the context of organic farming, higher productivity is based in particular on optimizing the way in which the individual biological components mutually contribute and support each other, the manager's abilities within resource management, cost optimization, observation and understanding of the biological factors included in the farm operations; whether it is knowledge of the ecosystem services linked to the soil's fertility and yield, functional biodiversity or regulation of animal diseases. At the same time, it is important to clarify the impact of processing on the quality of the products.

It is worth noticing that optimisation and efficiency at this level requires both very specific knowledge of the individual components as well as knowledge on system level.

Contributions to resilient systems must be described, and the applicant must quantify the expected project contributions within a specified timeframe. Some examples of what are considered contributions to resilient systems are given below.

The list is not exhaustive.

- Ecosystem services – the project's contribution (through agroecological methods or, e.g. by using regenerative methods) to augment ecosystem services such as soil fertility and yield, structure and water holding capacity, functional biodiversity and regulation of plant and animal diseases while reducing the risks of long-term problems with e.g. root weeds, pests and diseases.
- Adequate access to nutrients – the project's contribution to ensuring access to nutrients for the primary production, e.g. through optimisation of nutrient cycles/recycling.
- Resistance to external pressure and change – the project's contribution to the development of production systems (e.g. agroforestry) in which the individual elements mutually support and compensate for each other in case of unexpected changes in the environment and resist pressure in the form of diseases/pests, climate changes and market fluctuations.
- Species, varieties, and breeds - the project's contribution to the use of robust plant species and varieties as well as robust livestock species and breeds that are suited to local conditions and the organic production system.
- Climate – the project's contribution to greater resilience in addressing the consequences of climate change, such as drought periods, large amounts of rain over a short period, rising groundwater, etc.
- Technology and knowledge – the project's contribution in the form of technology and knowledge that increase the capacity for observation/monitoring, processing, prevention, decision support and control/management including the implementation of operational diversity in the form of multi-functionality, farm collaboration and/or integration of the value chain to ensure a natural foundation and financial profitability (social innovation).
- Resource management and cost optimization – the project's contribution to e.g. increased recycling/reuse of resources on the farm/company, conversion and implementation of renewable energy, resource-saving technologies and systems, etc.

- Marketing – the project's contribution to strengthening the marketing of organic products and services, including focusing on marketing channels as well as local and regional opportunities and barriers.

Impact form – ICROFS' three green sustainability criteria

Impact form – ICROFS' three green sustainability criteria

Only the primary effects of the project are to be quantified. Any non-primary effects are described in text in A20 above the impact form

Criteria 1 - Credibility in relation to the organic principles

The project's primary effects: description and calculations (max. 2,000 characters incl. spaces)

Expected effect (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Expected year of achievement	Source reference

Criteria 2 - The contribution of organic agriculture to public goods

NOTE: MUST be completed by type 2 projects!

The project's primary effects: description and calculations (max. 2,000 characters incl. spaces)

Expected effect (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Expected year of achievement	Source reference

Criteria 3 – Resilient systems

The project's primary effect: description and calculations (max. 2,000 characters incl. spaces)

Expected effect (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Expected year of achievement	Source reference

Example of description of green impacts from nitrogen, phosphorus and green-house gasses

Example 1: This project creates value for rabbit farmers by a new feed concept which will reduced mortality and improve welfare. This will reduce loss of N and P and have other positive effects.

The mortality in the production is expected to be reduced by 5% (in absolute terms). Present mortality: 25%. The project is expected to enable the organic rabbit production in Denmark to rise from 784 t meat/y to 4,000 t meat/y, thus increasing the production 5-fold. The nutrient surplus of nitrogen (N) will thus be reduced by $5\% * 4,000 \text{ t/y} * 56 \text{ kg N/t}$ (Kaninbekendtgørelsen, MFVM, 2016) = 11,200 kg N/y. The nutrient surplus of phosphorus (P) will be reduced by $4,000 \text{ t/y} * 4.9 \text{ kg P/t}$ (Kaninbekendtgørelsen, MFVM, 2016) * 5 % = 980 kg P/y.

Credibility: the project will add credibility as regards the organic standards by focussing on improved health and welfare of the farmed animals. Improving general health, specifically reducing incidence of diseases while improving welfare all adds to improved and more robust farming conditions and rabbit well-being, adding means and practices well beyond the mere standards set by the organic regulation. The reduced mortality foreseen (5 % of total) will increase the output from the input (or reduce the input needed). This means an improved resource utilization, that has not been quantified, though.

Contribution to public goods: Organic rabbit farms are considered to use 0.8 kWh/kg meat less than conventional farms (using 1.6 kWh/kg meat; Danish Rabbit Culture, 2015) since rabbit density is reduced. Converting an additional production of 3,220 t meat/y (from 784 t/y to 4,000 t/y) to organic farming thus reduces the energy use by $3,220 \text{ t/y} * 0.8 \text{ kWh/kg} = 2,576,000 \text{ kWh}$ equalling $2,576,000 \text{ kWh} * 213 \text{ g CO}_2\text{-equivalents/kWh}$ (Energinet.dk) = 548,668 kg CO₂-equivalents.

Only limited use of antibiotics are allowed in organic rabbit farming. Although the project is expected to improve the general health and well-being of the rabbits, it is thus not possible to quantify the results of a foreseen reduced need for treatment.

Resilient systems: if the project succeeds in developing new and improved ways of preventing specific as well as general diseases (by improving rabbit welfare) the project will contribute massively to the further development of resilient farming systems. Disease prevention by alternative means in accordance with organic principles, including new knowledge on how feed parameters as well as shelters can influence rabbit immunology and wellbeing, can be trendsetting for the future development. Resilient systems as well as robust operations keeping rearing conditions and feed quality optimal and stable are especially important for rabbits.

Example of description of green effects' 'credibility in relation to the organic principles', 'the contribution of organic agriculture to public goods', and 'resilient systems'

Example 2: Increased biodiversity and carbon sequestration through integration of trees in organic cropping systems and landscapes

This project creates value for the society in terms of eco-system services as a result of integration of trees and bushes in the organic farming system in various forms of agroforestry and the establishment of wind breaks and small biotopes. The objective of the project is to develop farming systems that increases biodiversity through integration of trees and bushes in the cropping systems or in the landscape and at the same time minimizing negative impact on yields and financial outcomes or potentially having a positive impact on yield and financial outcome. The impact on biodiversity will be assessed including the impact on beneficiary species as well as pests. The agricultural production will be measured and compared with gain in biodiversity. The overall goal of the project is to contribute to the development of a scientific foundation for the management of agricultural land and landscapes in organic farms including a system that includes payment for the contribution to public goods.

Primary impact: The project is expected to have a positive impact on biodiversity. The biodiversity as such will increase with the inclusion of trees and bushes in the farming system. This is expected also to lead to an increase in biodiversity in general of flora and fauna. The project will measure the diversity of insects, birds and small mammals incl. beneficiary species as well as pests. Baseline for measuring impact is the present level of species in organic and conventional farms: insects: 47/29; birds 39/21, small mammals: 17/13. Expected impact: number of species in the three systems (agroforestry, windbreaks, small biotopes) increased to: Insects: 55/50/47; birds: 50/45/40; small mammals: 21/20/19.

With public funding support it is expected that the new systems will be introduced in 80% of all organic areas = 196,000 ha (in 2017 the organic farming area was 245,000 ha (The Agricultural Agency 2018).

Credibility: The increased number of trees and bushes in the farming system and farming landscape is expected to have a positive impact on environment through a reduction of the leaching of nitrogen due to a more extensive and deeper rooting (will not be quantified in the project). The result of the project in the form of more diverse cropping systems will also provide an opportunity for optimization of the food systems and potentially a better use of resources (e.g. agroforestry systems with several different crops).

Public goods: With support from public resources, it is furthermore expected that the system will be adopted also in conventional farms of which it is estimated that 30% of the areas initially will be able to integrate trees and bushes in the one of the three cropping systems.

The project also expects an increase in carbon sequestration on organic farms with either of the three systems for integration of trees and bushes. This effect has, however, not been estimated.

Resilient systems: The trees and bushes to be integrated in some of the cropping systems will also yield an outcome. Thus, there will be a diversification of the income sources and at the same time a reduction of the risks that can be associated with a high degree of specialization (this will not be quantified in the project).

See completed Impact Form below

Impact form – ICROFS' three green sustainability criteria

Only the primary effects of the project are to be quantified. Any non-primary effects are described in text in A20 above the impact form.

Criteria 1 - Credibility in relation to the organic principles

The project's primary effects: description and calculations (max. 2,000 characters incl. spaces)

Expected effect (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Expected year of achievement	Source reference

Criteria 2 - The contribution of organic agriculture to public goods

NOTE: MUST be completed by type 2 projects!

The project's primary effects: description and calculations (max. 2,000 characters incl. spaces)

The project creates value for society in terms of ecosystem services as a result of integration of trees and bushes in the organic farming system, various forms of agroforestry and the establishment of wind breaks and small biotopes. The objective of the project is to develop farming systems that increases biodiversity through integration of trees and bushes in the cropping systems or in the landscape and at the same time minimising negative impact on yields and financial outcomes or potentially having a positive impact on yield and financial outcome. The impact on biodiversity will be assessed, including the impact on beneficiary species as well as pests. The agricultural production will be measured and compared with gain in biodiversity. The overall goal of the project is to contribute to the development of a scientific foundation for the management of agricultural land and landscapes in organic farms, including a system that includes payment for the contribution to public goods.

The project is expected to have a positive impact on biodiversity. The biodiversity as such will increase with the inclusion of trees and bushes in the farming system. This is expected also to lead to an increase in biodiversity in general of flora and fauna. The project will measure the diversity of insects, birds and small mammals incl. beneficiary species as well as pests. Baseline for measuring impact is the present level of species in organic and conventional farms: insects: 47/29; birds 39/21, small mammals: 17/13. Expected impact: number of species in the three systems (agroforestry, windbreaks, small biotopes) increased to: Insects: 55/50/47; birds: 50/45/40; small mammals: 21/20/19. With public funding support it is expected that the new systems will be introduced in 80% of all organic areas = 196,000 ha (in 2017 the

organic farming area was 245,000 ha (The Danish Agricultural Agency 2018). The effect is expected to be achieved in 2032.

Expected effect (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Expected year of achievement	Source reference
Insects 47	196.000 ha	55	2032	The Agricultural Agency 2018
Birds 39	196.000 ha	45	2032	The Agricultural Agency 2018
Small mammals 17	196.000 ha	21	2032	The Agricultural Agency 2018

Criteria 3 – Resilient systems

The project's primary effect: description and calculations (max. 2,000 characters incl. spaces)

Expected effect (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Expected year of achievement	Source reference

A21. Specific project impact within financial sustainability:

Projects that do not have an economic effect for at least one participant will not be considered for approval, so it is important to be careful when filling in the section.

Describe the project's financial impact based on the following two sustainability parameters:

- Project proceeds (not Type 2 projects)

Project proceeds are what the companies in the project expect to earn from the project, for example, through the sale of products, machinery, technology, and knowledge. The proceeds should be indicated in DKK for years **1, 2, and 3, respectively, after the completion of the project**. Proceeds are earnings minus costs, i.e., net earnings, and should not be confused with turnover and are only valid within the specified time frame.

- Further financial impact

Further financial impact is the annual financial impact generated by the entire organic food sector in Denmark at realistic dissemination of the project's results. Other socio-economic effects, such as increased biodiversity, improved water-, air- and soil quality and increased health and welfare can be described in the text and may, if possible, be quantified. Also,

state when the impact is expected to be valid. The impact only applies **outside** the project participant circle.

All parameters may not be relevant to all projects but indicate the relevant parameters as precisely and realistically as possible. The parameters should be indicated and described in **text** and by completing **one or both of the impact forms**.

For type 2 projects, the further economic impact regarding organic farming's contribution to societal benefits should be estimated.

The project's financial impact is used as one of more important criteria when assessing the application, and it is thus essential that impact and dissemination are described by means of unambiguous and comparable units, and that the calculation of the impact appears clearly. Please cf. the example of a description of a project's financial impact at the end of this section.

Description of financial impact in text form

For each parameter relevant to the project, please describe:

- Current level of the parameter in question
- Expected impact of the project
- Realistic dissemination of relevant parameters based on the output of the project.

Please indicate quantitatively in unambiguous units the expected financial impact for each of the relevant parameters to the industry as well as the participating companies that are likely to profit from the project output. The description should be based on sources such as e.g. statistics, published reports or the like. Also, additional information, explanations and causal relationships can be specified in text.

The calculation of impact should appear clearly, and intermediate results may be submitted as part of the 4 pages of enclosures. Further financial impact obtained outside Denmark should not be included; however, this does not apply to project proceeds. If the financial impact is not adequately described or substantiated, it will not be assessed.

Impact forms – Financial sustainability

Specific impact must be indicated in one or both of the impact forms related to financial sustainability.

Max. 3,000 characters besides the impact form.

Impact Form – Project Proceeds*

Project participant	Proceeds in DKK (earnings minus expenses)				
	Year 1 after project completion	Year 2 after project completion	Year 3 after project completion	Total	Source reference
TOTAL PROCEEDS					

* It must be stated in the supplementary text how the proceeds are generated for the individual participants in the table, including a description of what is expected to be sold, how many units (the expected dissemination) and at which net earnings. It must be clear how the proceeds are calculated, and the figures in the table must appear in the supplementary text with an explanation. Proceeds include only financial impact for the project partners.

Impact Form – Further financial impact of the project*

Potential for dissemination of the project results in the sector

Further financial impact for	Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissem- ination)	Implementation expected year	Source ref- erence

Potential in relation to socio-economic effects, e.g. increased biodiversity, reduced climate impact, better health and welfare for animals and humans, increased employment in rural areas, etc.

Further financial impact for	Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Implementation expected year	Source reference

* Further financial impact is the potential of the project obtained by disseminating the project's results in the sector or the socio-economic effects measured in DKK Further financial impact must not include effects that lie within the project participant group.

Example of description of the financial effect 'further financial impact'

Example: Production of fertilizers based on grass-clover to increase yield.

Further financial impact: The improved organic fertilizers are expected to give a substantial yield increase in organic arable farming. At farm level, the organic arable farmer is often limited to the allowed amount of conventional manure import of 50 kg NH4-N/ha, because there is no available organic manure. Improving the crop rotation with a higher percentage of grass-clover for biogas and returning digestate with improved N-utilization will increase the available N for the organic crops and thereby enhance yield potential. The introduction of 20% grass-clover in the rotation can increase the N-supply from 50 NH4-N/ha per cash crop from imported conventional manure, up to 127 NH4-N/ha per cash crop from digestate produced on organic grass-clover and manure. When the digestate is further treated to create a high-ammonium liquid fertilizer the crop available N can increase to 133 kg NH4-N/ha. On organic farms with short N-supply extra ammonium will increase the yields app. 12-15 kg/kg NH4-N. The estimated increase from 50 to 130 kg NH4-N/ha will increase grain yield by 1.2 Mg/ha, representing a value of 2,760 DKK/ha under the current price of organic barley (2.30 DKK/kg).

With at least 5,000 ha of organic land with low N supply (Økologistatistik, The Danish Agricultural Agency 2018) the optimized organic fertilizers could generate additional crop yield worth 13.8 mill. DKK.

Impact Form – Further financial impact of the project

Potential for dissemination of the project results in the sector

Further financial impact	Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Implementation expected year	Source reference
Organic crop producer	2,760 DKK/ha	5,000 ha	13.8 million DKK	2030	Danish Agricultural Agency 2023

Potential in relation to socio-economic effects, e.g. increased biodiversity, reduced climate impact, better health and welfare for animals and humans, increased employment in rural areas, etc.

Further financial impact	Impact (indicate unit)	Dissemination (indicate unit)	Total impact (impact x dissemination)	Implementation expected year	Source reference

Example of description of the financial impact for project proceeds

Example 1 from A21

Project proceeds: Ab farm prices of organic rabbits are currently 8 DKK/kg higher than the price of conventional rabbits. Production costs are approx. 4 DKK/kg higher. (Both KaninStatisik, MFVM 2016). Rabbit farmer Ninkaninus, who at present sells 100,000 kg rabbit meat is expected to earn 4 DKK/kg extra rabbit meat. Mortality is decreased by 5% without further expenses.

Impact form - Project proceeds					
Project participant	Proceeds in DKK (earnings minus expenses)				
	Year 1 after project completion	Year 2 after project completion	Year 3 after project completion	Total	Source reference
Rabbit producer Ninkaninus	4,000 DKK	12,000 DKK	20,000 DKK	36,000 DKK	MFVM 2023
TOTALT PROCEEDS	1,163,200 DKK	1,493,200 DKK	3,383,200 DKK	6,039,600 DKK	

* It must be stated in the supplementary text how the proceeds are generated for the individual participants in the table, including a description of what is expected to be sold, how many units (the expected dissemination) and at which net earnings. It must be clear how the proceeds are calculated, and the figures in the table must appear in the supplementary text with an explanation. Proceeds include only financial impact for the project partners.

A22. Project organisation and management:

Please describe the professional competences of the project participants, including the project organisation and management, and also indicate whether a project steering committee has been appointed. Please provide a description of the project manager's as well as the participants' competences used to accomplish the project (max. 5 lines per participant). Relations and synergies between work packages and participants should appear from, and be rendered visible in, the Gantt diagram (Form B).

The description must be max 2,500 characters, including spaces.

A23. Holistic and interdisciplinary approach:

Describe how the project contributes to solving one or more problems from a holistic perspective. Although the project focuses on a specific and concrete problem, it is relevant to be able to describe how this problem can be seen in a larger context in relation to the development of a sustainable organic sector.

Describe to what extent and how interdisciplinary collaboration in the project contributes to solving the project's problem(s).

The description must be max 2,500 characters, including spaces.

A24. Project coherence with other previous and ongoing projects:

Account for the project's coherence with other relevant projects. If previous, related projects have been funded by the Danish Agricultural- and Fisheries Agency (now the Danish Food, Agricultural and Fisheries Agency) or any other public institution, please state this and indicate the project file number.

Also describe expected collaboration with other relevant companies, institutions and/or projects that do not participate in the project.

The description must be max 2,500 characters, including spaces.

A25. Communication plan and deliverables:

Describe how the project results should reach the various relevant target groups and how the project includes the users and the sector in an ongoing dialogue about the project, preferably as project participants or in a follow-up group (the ability of the project to involve, communicate with, and disseminate the project's results and recommendations to relevant target groups will be assessed in the application).

As a rule, the target groups will be:

- Users, consumers and the general public with an interest in focusing on individual benefits as well as societal benefits
- Professional environments with an interest in goals, methods, and results
- Decision makers with an interest in challenges and solutions

In addition, it is emphasised in the assessment of the project that results and perspectives are disseminated in the form of scientific publications with peer review.

In addition to describing the communication to and with relevant target groups, the project must fill in Form B, "Deliverables" to provide an overview of the project's products, including scientific papers, presentations, theme days, popular science articles, internal reports, etc. The purpose of preparing this overview is to ensure the project's clarification of results and to ensure that results and recommendations are implemented.

The project must contribute to non-scientific dissemination in both Danish and English through ICROFS' communication channels, for example, on www.icrofs.dk, in newsletters, on social media, and through articles, videos, etc.

The project manager and 1-2 project participants must also participate in ICROFS' annual Research and Innovation Workshop.

The deliverables described are included in the assessment of the project, and a comparison of the types and number of deliverables described in the individual applications received will be made in relation to the funding applied for.

Note the definition of deliverables and milestones, respectively:

A **deliverable** is usually a tangible production, e.g. a publication that can be placed in Organic Eprints, a field trip or a workshop for external participants, or a new product, a pilot plant or a patent (see the sheet with a list of deliverable types). It should be possible to place documentation for a deliverable in Organic Eprints, if necessary, with access restrictions.

A deliverable is NOT: a research plan, a trial completed/data collected, an internal meeting or a status report. An internal note can be a deliverable but is most often a milestone.

Milestones are indications of significant points in the development of the project, where it can be stated that the project is on the right track - e.g. that an experiment has been completed, an internal workshop has been held and the like. A milestone does not usually give rise to a tangible deliverable but is a necessary step in reaching a deliverable. There should be at least one, preferably several, milestones along the way for each deliverable, but milestones can also be independent of deliverables.

A list of milestones and deliverables must be specified in Form B (see the sheets "Milestones" and "Deliverables").

The description must be a max of 2,500 characters, including spaces.

Business plan

NB! The business plan should not be completed by type 2 projects.

Complete the fields (A26 to A32) below. Use the questions to uncover each theme in the business plan.

In assessing project proposals, great importance is attached to the commercial perspectives of the projects and that these are clearly defined and substantiated in the application.

If ICROFS and GUDP approves the project, the project manager will, in connection with the project progress reporting, be asked to update the business plan as results and increased knowledge of opportunities and barriers to commercialization are achieved. Form D must be used for additional business plans if a project has several participants who in various ways benefit financially from participating in the project or are producing output that can be utilized financially.

A26. Indicate which participant(s) the business plan relates to:	
A27. Indicate the project output:	Indicate product / method / technology / etc. that the participant(s) get out of the project.

A28. Description of output and how it contributes with value:

Describe the 1-3 biggest problems that are solved with the project / output. What is the actual customer need? Is it a known need? How is the need fulfilled today?

For whom will the new output contribute value? Indicate whether it is a direct or indirect value and to whom; it can be one or more stakeholders in the value chain.

What is the output value (converted to value in DKK) provided to the customer?

How is the output different from all other outputs, and why does it deserve the attention of the customer?

What is the unique value proposition? For example: Is it significantly cheaper than current solutions? Does it provide a new product on the market with features that have not been seen before and that are in demand? Does it provide a better yield or faster process (operating savings)?

If relevant, what property prevents the output from being copied (e.g. patent, know-how)?

The description must be max 3,500 characters, including spaces.

A29. Competitors:

Who provides competing outputs? Why are those outputs not sufficient? What needs are not covered by these solutions/to a lesser extent? Who could potentially deliver a new and better solution (who should we keep an eye on)?

Which property makes the project output better than the competitors' to meet the needs demanded by the customers in the value chain? How does the output provide more value for customers vs. price than the competitors?

The description must be a max 2,500 characters, including spaces.

A30. Market potential:

Describe the market (in Denmark and also internationally, if relevant) for the output to be marketed. What is the annual growth of the market (either volume or value)?

Will the output compete with existing solutions, or will it lead to new market growth?

The description must be a max 2,500 characters, including spaces.

A31. Customers and marketing:

Who is the end user, and to whom should the output be sold? What characterises the ideal customer/who is the easiest sale to? Description of customer segments: How do I reach my customers? Which channels are obvious to which customers? Which customer segments are there, and which value proposition is important for the different customer segments?

Describe who should market and what they should market? How is revenue generated (e.g. via product sales, service subscription, leasing, license/user license)? What does a salable prototype look like that can be test-marketed quickly? What are the key elements to test in an early commercialisation? And how will you test it? Are there any customers who are willing to test?

How is the business scaled? New partners? Export?

The description must be a max 2,500 characters, including spaces.

A32. Business risk analysis:

Explain the business risks associated with the project. Are there any market entry barriers/sales barriers/regulatory barriers that will prevent commercialisation completely (catastrophically) or delay the start of commercialisation (permissibly)? What is the probability that they will occur? How can these be circumvented?

Describe how the project can test/investigate the commercial risks early in the process.

The description must be max 2,500 characters, including spaces.

External scientific evaluation**A33. Suggestions for external scientific experts:**

Make suggestions for external scientific experts (at least 2) that are to assess the scientific quality of the project, which is shown in Form A (A14-1 including CVs and A16-1 to A16-7) and Form B. The external experts must not be employed at Danish institutions.

Name:	Affiliated with the following institution:	E-mail:
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General Data Protection Regulations

A34. Publishing personal data on the Internet:

Please note that parts of the provided information may be published via the Internet, as it also appears from the call section on 'Procedures for processing of applications'.

For information on the GUDP-secretariat's processing of personal data, contact information for the data controllers, the possibility of requests for access to or rectification of personal data, etc. please see the Call for invitation of applications for Organic RDD 12, in the final chapter 'Registration and processing of personal data'.

Signatures from all individual project participants – the signature document must be uploaded in the digital application module

Applicant's Signature

All applicants applying for funding for an Organic RDD project must provide a signature as part of the application. By signing, the applicant confirms that the budget and all other submitted information are correct, as well as a number of additional conditions stated in the signature document 'Signatures from all individual project participants'.

The document 'Signatures from all individual project participants', is available on the same location as the Organic RDD 12 application material, i.e. on the [ICROFS' website](#) and in the [Grant Guidelines of The Danish Agricultural and Fisheries Agency](#).

Declaration for Research- and knowledge dissemination institution – the declaration must be uploaded in the digital application module

Declaration for Research- and knowledge dissemination institution

The Organic RDD programme provides grants for research, provided that the activities are carried out by a research and knowledge dissemination institution. Please see the "Guidance on the Definition of a Research and knowledge dissemination institution" on [GUDP's website](#).

All entities applying for funding to carry out research activities are required to submit a signed declaration confirming that the project participant carrying out research is a research and knowledge dissemination institution. Funding for research can only be granted if this declaration has been completed. Documentation demonstrating that the requirements of being a research and knowledge dissemination institution are fulfilled may be requested.

The declaration 'Declaration for Research- and knowledge dissemination institution, is available on the same location as the Organic RDD 12 application material, i.e. on the ICROFS' website and in the Grant Guidelines of The Danish Agricultural and Fisheries Agency.

Checklist

A35. Checklist before you submit the application material via the digital application module:

- ✓ Form A – check that all fields are completed.
 - A1 to A11-7 must be completed in the electronic application module.
 - A12 to A33 must be completed in the Word-version of Form A. The link to the digital application module can be found on [ICROFS' website](#) as well as in the [Grant Guidelines of The Danish Food, Agricultural and Fisheries Agency](#).
- ✓ Form B – Projektets omkostninger/Project costs (Sheet 1), must be completed for each participant and for each activity type (research, development, demonstration), to be applied for. Each applicant may have up to three budget forms if he or she applies for funding for a research project that includes both development and demonstration. In Form B, a Gantt Chart (Sheet 3), a list of milestones (Sheet 7), and a list of deliverables (Sheet 8) must also be completed.
- ✓ Form D – additional form for business plans if a project has more than one business plan. The first business plan must appear from the main application form, Form A.
- ✓ CVs for all relevant project key staff (indicated in A14-1)
- ✓ Applicant's signature: All project participants must sign separate documents 'Signatures from all individual project participants'. *This signature document is available at the same location as the application material.*
- ✓ Declaration for Research and Knowledge-Dissemination Institution: Partners for whom this is relevant must sign the separate declaration: 'Declaration for Research and Knowledge-Dissemination Institution. *This declaration is available at the same location as the application material.*
- ✓ The following must be uploaded via the digital application module:
 - ✓ Form A, Form D, CVs and up to 4 pages of enclosures must be combined into a single PDF-file (non-scanned version)
 - ✓ Form B: Excel-file (non-scanned version) containing the budget Sheet, Gantt Chart and milestones
 - ✓ Applicants' signatures: 'Signatures from all individual project participants'. All signature documents must be combined into a single PDF-file (scanned version)

- ✓ Declaration for partners involved in the research component of the project: 'Declaration for Research and Knowledge Dissemination Institution'. All signed declarations must be combined into a single PDF-file (scanned version)

Form B: Budget form, Gantt chart and lists of milestones and deliverables

This guideline provides a general elaboration on budgetary items.

General information about funding of Organic RDD projects

It is a prerequisite for obtaining funding for Organic RDD-projects that expenses are directly related to the project and that they are necessary for the accomplishment of the project. Furthermore, it is a condition that expenses are incurred during the approved project period, that the expenses have been paid and that this can be documented.

Expenses are never covered 100 per cent. The subsidy rate depends on who the applicants are and what form the project has. Read more about the subsidy rates on page 46-47.

Allowable expenses eligible for funding

The following expenses are eligible for funding:

- Salary during the project period for project participants. As a rule, expenses for PhD salaries are covered with a maximum of 28 months.
- Cost covering external assistance when this creates added value to the project's sub activities⁸. As a rule, research institutions are not eligible for funds for external assistance as these are expected to possess the highest expertise. If external assistance is used in the project, this must be stated in form A (A14-2).
- Other costs: Operational costs that are necessary for the accomplishment of the project, including material costs, meeting and transport expenses, etc.
- Expenses for apparatus and other types of equipment that are necessary to accomplish the project. However, as a rule the applicant is expected to finance and provide the necessary equipment. Therefore, funding for apparatus and other equipment is only given to a limited degree and based on specific reasons. The expenditure items must be specified in the approved project application, the letter of commitment or in the subsequently approved budget change. The scrap value of equipment and apparatus must be calculated. For demonstration activities, the max. amount granted for apparatus and equipment is 750,000 DKK
- Revision/audit: Costs connected to revision of the Organic RDD project (revision, communication, etc.)
- Overhead, including indirect costs necessary to accomplish the project (documentation must be enclosed with the claim for the expenses that are included in the calculation of overhead)

⁸ The following applies to all kinds of external assistance: External assistance ('subcontracting') is settled based on invoices paid for external consultancy and services necessary for the accomplishment of the project. As a rule, all services should be bought at market price. You must be able to document that – when acquiring the product – you have explored the market price for said service and thus will be able to account for the purchase. If you buy the service from a supplier with whom the applicant is connected via his/her group or cooperation, then the price should be settled as an internal cost (cost price). The applicant should pay specific attention to a correct settlement of the price in case of trade with affiliated companies as well as internal trade between the participants.

Expenses that are not eligible for funding

Funding is not provided for:

- Covering of costs for activities accomplished prior to the approved starting date of the project or after finalisation of the project with the exception of the auditor's report.
- Company-specific process optimisation (e.g. LEAN)
- Loss of working hours and production losses due to project participation
- Education activities in general, PhD-fees, competence development, etc. Funds may be provided for PhD salary, but not for matriculation, courses, teaching, etc.
- Patent expenses for large companies
- Foreign research institutions and companies (companies with a department registered in the Danish Central Business Register ('Det Centrale Virksomhedsregister – CVR) are considered Danish) cannot be participants in the project, but they may be part of a project as external assistance in case the necessary expertise is not available in Denmark
- Preparation of the application, including collaboration agreements for network projects
- Depreciation of apparatus and equipment.

All expenses must be stated exclusive of VAT, unless the applicant bears the VAT himself and therefore applies for funding for this expense.

Independent funding and other public co-funding

Independent funding is the share of project costs eligible for funding that is paid by private companies themselves. Independent funding is always non-public funds.

Research and knowledge dissemination institutions have the option to use other public co-funding to cover the remaining project costs. Other public co-funding is the funding that directly or indirectly comes from governmental sources, such as contributions from universities and grants from agricultural funds.

For private companies, project activities can, as a rule, only be funded by means of public funds up to the maximum subsidy percentage, which depends on the activity and company type. See the current rates on page 47.

Example: If a private company in an Organic RDD project completes development activities and e.g. has a maximum subsidy percentage of 60 percent, but only applies for 40 percent GUDP funding, a maximum of 20 percent is eligible for funding by other public funds. The remaining 40 percent of the funding should be covered by independent funding from the contributing company or other non-public funds.

Other supplementary public co-funding

Research, development and demonstration activities related to agricultural products mentioned in Enclosure 1 of the Treaty of Lisbon⁹ can be financed 100% by public funds, meaning that the percentage of costs not covered by Organic RDD funding can be covered by other public funds.

⁹ Enclosure 1 of the Treaty of Lisbon deals with primary agricultural products, i.e. agricultural products prior to and including the first stage of processing. A project on wetlands may be included in enclosure 1 if one or more primary agricultural products are produced on these wetlands. Products comprised by enclosure 1 are found [here](#) (p. 333-335).

In this case the total public funding only constitutes 100 percent provided that¹⁰:

- The grant receiver is a research institution or a knowledge dissemination organisation according to the definitions provided in the EU rules for government subsidies
- The activities are of general interest to the sector or sub sector in question
- Information about the accomplishment of the activities, as well as the purpose and aim of the same, will be published on the internet prior to initiation. The information supplied must include an indication of the date of publication of the expected results and that they will be available to the general public free of charge.
- The results of such activities must be available on the internet for at least a 5-year period and must not be made available to members of a specific organisation until they are made public.

How to fill in the individual parts of the budget form

The budget form (Form B) is an Excel-file with eight sheets

- Sheet 1: Projektets omkostninger ("Project costs")
- Sheet 2: Samlet budgetoversigt ("Total project budget")
- Sheet 3: Gantt-diagram ("Gantt chart")
- Sheet 4: Example of a Gantt chart
- Sheet 5: List of subsidy rates
- Sheet 6: List of deliverable types (used when completing the Gantt chart)
- Sheet 7: Milestones
- Sheet 8: Deliverables

Sheet 1: "Projektets omkostninger" (Project costs)

How the budget form works

The budget form consists of an overall section that applies to the entire project, followed by a section containing the individual sub-budgets. Space has been provided for a project to record expenses for up to 20 eligible activities. If the project idea includes more activities or participants than this, the GUDP Secretariat must be contacted to discuss how to resolve the issue.

The budget form is organised so that it can be completed in three main steps:

1. When the budget form is opened for the first time, only two white fields are available for input. In these fields, the project title and project type must be specified (**see below**). Once these fields are completed,
2. the individual sub-budgets become available and can be filled in with details about participants and activities (**see below**). Based on the information provided, the maximum subsidy rate for each sub-budget will be displayed, and
3. the specification area becomes available for completion (**see below**).

A sub-budget must be prepared for each company/institution participating in the project. If a company/institution is involved in several types of activities, a separate sub-budget must be

¹⁰ Consolidation Act no. 1069 of 13.09.2017 § 27
2026

prepared for each activity type. This is partly because subsidy rates may vary depending on activity type and company size. To ensure the budget reflects the project's total costs accurately, sub-budgets must also be completed for participants who do not apply for funding (self-financed).

For administrative reasons, GUDP recommends preparing a maximum of three sub-budgets per participant, meaning that a participant can apply for funding for up to three different activity types.

In the specification area, all costs related to the activity are described and itemised.

Expenses can be recorded under the following cost categories:

- A. Salary costs
- B. External assistance
- C. Other costs
- D. Equipment
- E. Scrap value
- F. Possible income
- G. Audit
- H. Overhead (OH)

The cost categories are explained later in this guide. Please note that the project's overhead (OH) should be entered at the bottom of column B for each completed sub-budget. See the Secretariat's "Good advice regarding Overhead (OH)" in the box next to each sub-budget.

Project Costs					Journal no.: 34009-XX-XXX	Approved from: dd-mm-åååå
Project title:		1.			Project type:	
First, fill in the white fields. Afterwards, the gray fields will be unlocked and converted into editable fields.						
Sub-budget 1						
P number (optional)	Company name	CVR number	Company type	Activity type	2.	
Has the project participant received other types of funding? If yes, please state the amount	Private funding	Public co-funding	Maximum subsidy rate	Calculated subsidy rate	Good advice regarding Overhead (OH) Use the calculation function for OH costs. In institutions, it is possible to include up to 30% in OH costs can use the formula :=0 entered in the OH field (B33) =0*B17. If private research and knowledge dissemination included for up to 44% of the total activity formula "0,44 x Total without OH". This (B33) as =0,44 x B32. By entering the cell salaries as described above, you will get automatically calculates OH.	
Cost type	Total costs	Specifications	Specification 1	Specification 2	Specification 3	Sp
Salary costs		Description		3.		
		Hourly wage rate				
		Number of hours				
External assistance		Description				
		Hourly wage rate				
		Number of hours				
Other costs		Description				
		Sum				
< > 1. Projektets omkostninger 2. Samlet budgetoversigt 3. Gantt-diagram 4. Example of Gantt chart 5. List of subsidy						

Everything entered in the sub-budgets is automatically transferred to the sheet 2. Samlet budgetoversigt ("Total project budget").

How to complete the budget form

A. Fill in the project's general information

A	B	C	D	E	F
1	Project Costs			Journal-no.:	34009-XX-XXX
2				Approved from:	dd-mm-aaaa
3					
4	Project title:			Project type:	
5				Individuel	
6				Samarbejde	
				2.	
First, fill in the white fields. Afterwards, the gray fields will be unlocked and converted into editable fields.					

Project title: Enter the project title as stated in the application form – including the acronym. Please note that this field MUST be completed for the sub-budgets to become available.

Project type: Select whether the project is a collaboration between project participants or an individual applicant project. This affects the subsidy rates that can be obtained. Please note that this field MUST be completed for the sub-budgets to become available.

Requirements for collaboration projects

To qualify for an increased subsidy for collaboration projects, it must either 1) be a collaboration between companies, where at least one is an SME, and no company covers more than 70% of the eligible costs, or 2) the collaboration must be between a company (regardless of size) and a research and knowledge dissemination institution, where the latter covers at least 10% of the eligible costs.

In collaboration projects with an increased subsidy rate, it is a requirement that the project results are widely disseminated through conferences, publications, open-access collections, free software or open-source software. This does not apply to confidential information.

B. Fill in information about activity and participant

Sub-budget 1				
P number (optional)	Company name	CVR number	Company type	Activity type
Has the project participant received other types of funding? If yes, please state the amount	Private funding	Public co-funding	Maximum subsidy rate	Calculated subsidy rate

1. Company name and CVR number

Enter the name of the participating company/organisation/institution. The Secretariat recommends always using the same name as stated in the application form.

All participating organisations/companies/institutions MUST provide their CVR number in the budget form. It is important to enter the exact same 8 digits as the project participant has stated in the participant information tab in the application form. This ensures that the sub-budget is linked to the correct project participant in the GUDP Secretariat's case management system.

2. Optional production number (P-number)

The organisation may also provide a P-number if necessary. A P-number will typically be relevant for larger organisations, such as large companies, municipalities or universities, where the funding must go to a specific department, institution or institute. The Secretariat recommends that the P-number be completed ONLY if the project participant has also provided a P-number in the application form. The P-number always consists of 10 digits.

3. Company type

The size of the company is selected from the drop-down menu and indicated according to the EU Commission's definitions:

- **Small companies** are defined as companies with less than 50 employees and an annual turnover and/or total annual balance sheet of maximum EUR 10 million.
- **Medium-sized companies** are defined as companies with less than 250 employees and an annual turnover of maximum EUR 50 million and/or a total annual balance sheet of maximum EUR 43 million.
- **Large companies** are defined as companies that are larger than the above categories.
- **A research and knowledge dissemination institution** is a public or private institution that does not carry out economic activity and whose primary purpose is research or knowledge dissemination. "Guidance on the definition of a research and knowledge dissemination institution" can be read [here](#).

For further information on the definitions, see the [EU Commission's user guide and declaration](#).

Sub-budget 1					
P number (optional)	Company name	CVR number	Company type	Activity type	
Has the project participant received other types of funding? If yes, please state the amount	Private funding	Public co-funding	Lille virksomhed		
			Mellemstor virksomhed		
			Stor virksomhed		
			Offentlig forsknings- og videnformidlingsinstitution		
			Privat forsknings- og videnformidlingsinstitution		
Cost type	Total costs	Specifications			

Translation of the drop-down menu: 1. Lille virksomhed (*Small Company*), 2. Mellemstor virksomhed (*Medium-sized Company*), 3. Stor virksomhed (*Large Company*), 4. Offentlig forsknings- og videnformidlingsinstitution (*Public Research and Knowledge Dissemination Institution*), 5. Privat forsknings- og videnformidlingsinstitution (*Private Research and Knowledge Dissemination Institution*).

4. Activity type

In the activity type field, select either "Applied research", "Development" or "Demonstration concerning agricultural products".

Sub-budget 1					
P number (optional)	Company name	CVR number	Company type	Activity type	
Has the project participant received other types of funding? If yes, please state the amount	Private funding	Public co-funding	Maximum subsidy rate	Anvendt forskning	
				Udvikling	
				Demonstration vedrørende landbrugsprodukter	
				Selvfinsinseret anvendt forskning	
				Selvfinsinseret udvikling	
				Selvfinsinseret Demonstration vedrørende landbrugsprodukter	
Cost type	Total costs	Specifications	Specification 1		

Translation of the drop-down menu: 1. Anvendt forskning (*Applied research*), 2. Udvikling (*Development*), 3. Demonstration vedrørende landbrugsprodukter (*Demonstration concerning agricultural products*)

Definition of the three activity types:

- Applied research activities concerning planned research and critical studies with the purpose of acquiring new knowledge and new skills that can be used in the development of new products, processes, or technologies. The results of the accomplished activities need not be readily available for commercialization in a short-term perspective. Research activities alone cannot constitute an Organic RDD project.
- Development activities including demonstration activities that contribute to the development of new or improved products, processes or technologies based on existing scientific and other relevant knowledge and skills. The new products, processes or technologies are expected to be directly applicable, and possible to commercialize, in a short-term perspective. Development activities may include the production of prototypes, demonstrations, the production of pilots, testing and validation of new or improved products, processes or services in contexts that are representative of actual operating conditions, with the primary purpose of technically further the development of products, processes or services that have not yet taken final form.
- Demonstration activities regarding agricultural products that convey knowledge on how specific research and/or development activities can be utilized by a broad range of stakeholders. Demonstration involves the dissemination of scientific or technical knowledge and the like that is non-distortive to competition and does not have the character of marketing specific products or services. This means that:
 - All interested parties must have access to the demonstrated knowledge and/or practices.
 - Demonstration must not revolve around specific products or services that need to be purchased in order to benefit from the demonstrated knowledge and/or practices.
 - Demonstration is not, for example, testing of varieties or new technology in the stable. But it can be, for example, an open house event where experiences or new knowledge are disseminated widely.
- Applied research activities concerning planned research and critical studies with the purpose of acquiring new knowledge and skills that can be used in the development of new products, processes, or technologies. The results of the accomplished activities need not be readily available for commercialization in a short-term perspective. Applied research must be accompanied by deliverables in the Gantt chart. Research activities alone cannot constitute an Organic RDD 10 project.
- Development activities including demonstration activities that contribute to the development of new or improved products, processes or technologies based on existing scientific and other relevant knowledge and skills. The new products, processes or technologies are expected to be directly applicable, and possible to commercialize, in a short-term perspective. Development activities may include the production of prototypes, demonstrations, the production of pilots, testing and validation of new or improved products,

processes or services in contexts that are representative of actual operating conditions, with the primary purpose of technically further the development of products, processes or services that have not yet taken final form.

- Demonstration activities regarding agricultural products that convey knowledge on how specific research and/or development activities can be utilized by a broad range of stakeholders. Demonstration involves the dissemination of scientific or technical knowledge and the like that is non-distortive to competition and does not have the character of marketing specific products or services. This means that
 - All interested parties must have access to the demonstrated knowledge and/or practices.
 - Demonstration must not revolve around specific products or services that need to be purchased in order to benefit from the demonstrated knowledge and/or practices.
 - Demonstration is not, for example, testing of varieties or new technology in the stable. But it can be, for example, an open house event where experiences or new knowledge are disseminated widely.

Organic RDD subsidy rates

The maximum subsidy rate is based on project type (collaboration project/single company project), activity type (applied research/development/demonstration) and company size. Thus, individual subsidies are provided to the project participants – according to project type, activity type, and company size. The budget sheet automatically chooses the correct maximum subsidy rate. As a general rule, the maximum subsidy rate is granted, however, please note that actual (calculated) subsidy rate depends on whether the participant or the activity has received other external funding. As a starting point, the same subsidy rate applies to all budget items within the project.

Maximum subsidy rate	Calculated subsidy rate
70,00%	50,00%

For further information on the maximum subsidy rates that may be obtained, please refer to GUDP's guidance on state aid rules. The guidance can be found in GUDP's grant guide under "Søg tilskud" ("Apply for Funding").

The budget sheet is designed to ensure, to the greatest extent possible, correct completion. If the applicant completes the sheet in the correct order, it is—from a state aid regulatory perspective—not possible to select an incorrect option. The applicant is responsible for thoroughly familiarising themselves with the state aid rules so that the variables 'Company Type' and 'Activity Type' can be entered on an informed basis. The ICROFS-secretariat or the GUDP-secretariat will inform the project holder if the secretariates' assessment of the project activities and their state aid classification differs from what has been indicated in the budget.

Table 1: Maximum subsidy rates for Organic RDD projects

Company size	Research and knowledge dissemination organizations*	Small companies		Medium-sized companies		Large companies	
Project type		Individual	Collaboration	Individual	Collaboration	Individual	Collaboration
Activity type							
Applied research	90 pct.	70 pct.	80 pct.	60 pct.	75 pct.	50 pct.	65 pct.
Development (experimental development), Including demonstration activities related to non-agricultural products**	90 pct.	45 pct.	60 pct.	35 pct.	50 pct.	25 pct.	40 pct.
Demonstration related to agricultural products***	70 pct.	70 pct.	70 pct.	70 pct.	70 pct.	70 pct.	70 pct.

* According to EU State aid rules, research and knowledge dissemination institutions, cf. § 2, no. 10, may receive up to 100% of project costs in public funding for carrying out non-commercial research and development activities. GUDP can provide a maximum of 90% of the eligible costs provided that research results are continuously made publicly available, possibly as part of teaching.

** Demonstration activities related to non-agricultural products are limited to activities defined in the development provision of the General Block Exemption Regulation (GBER) Article 25. In these cases, the subsidy rate depends on the size of the enterprise and whether it involves collaboration. See further details on collaborative projects below.

*** Demonstration activities related to agricultural products are exempted under Article 21 of the Agricultural Block Exemption Regulation (ABER), which covers the products listed in Annex I to the [Treaty on the Functioning of the European Union](#). For projects involving demonstration activities related to agricultural products, funding may be provided for up to 70% of the eligible costs. When providing funding to large enterprises, it is a prerequisite that the project results must benefit small and medium-sized enterprises.

C. Describe and specify the specific costs associated with the activity

Enter and describe the activity's costs in the highlighted fields. Please note that the activity's overhead (OH) should not be described; the amount should simply be stated at the bottom of the highlighted field in column B. Read the Secretariat's useful advice regarding OH in the text box next to each sub-budget.

13	Cost type	Total costs	Specifications	Specification 1	Specification 2	Specification 3	Specification 4	
				Description				
14	Salary costs		Hourly wage rate					
15			Number of hours					
16			Sum					
17			Description					
18	External assistance		Hourly wage rate					
19			Number of hours					
20			Sum					
21			Description					
22	Other costs		Sum					
23			Description					
24			Sum					
25			Calculation					
26	Scrap value		Scrap value					
27			Description					
28			Sum					
29			Description					
30	Income, if any		Sum					
31			Description					
32			Sum					
33			Total excl. OH					
34	Please state the requested OH value							
	Total incl. OH							

Salary expenses

Guidelines for salary expenses

Subsidies are provided for the hourly rate and for social security contributions, including sickness and maternity benefits, holiday pay and other social employer obligations.

Project staff salary paid by universities and other public institutions may as a maximum be in accordance with collective agreements for comparable work carried out in the state.

Companies and private research and knowledge dissemination institutions such as GTD institutes, apply specific salary costs (i.e. excluding overheads/general costs) in their budgets.

The salary can either be stated as an average or individually for the individual employee. In both cases, the salary must be entered into the specification field, and the total number of hours must be stated. If you refer to the individual employee (e.g. by using his/her initials), you must indicate the hourly pay and the total number of hours spent working on the project. Example: HJ, 350 DKK/hour for 47 hours.

When estimating time consumption, a standard of 1,642 working hours per year should be applied. This standard represents a yearly work of 1.942 hours, where vacations and holidays have been subtracted. Thus, the given subsidies cover holiday pay, whilst no other indirect subsidies are given, for purposes which are not connected to the project. The subsidy recipient is responsible for the completion of the project within the given framework.

Salary costs for company owners who are not actually employed by the company may be included and paid at maximum hourly rate of DKK 350 / hour. If salary for company owners is included in the project this must be specified in the relevant field including hourly wage rate and number of hours.

External assistance	<p>Cost for external services such as external analyses, external advisory services, including expert advice to which the institution/company acquires the full right of utilization of the outcome delivered.</p> <p>If you are applying for funding of external assistance, this must be substantiated by means of a detailed explanation describing:</p> <ul style="list-style-type: none">• the work to be carried out,• if known, who will provide the external assistance (e.g. named individuals, groups of people or specific companies).• Number of hours if it concerns, for example, consultancy hours; e.g., X hours at Y DKK/hour for the consultancy firm Z . <p>Write the explanation in the specification field in the budget sheet under each sub-budget.</p> <p>As a general rule, research institutions will not receive grants for external assistance as they are expected to possess the highest expertise.</p> <p>Please cf. the explanatory footnote in relation to the item 'Expenses for external assistance' in the section 'Allowable expenses eligible for funding' in this guide.</p>
Other costs	<p>Other costs comprise operating costs necessary to accomplish the project, including costs for materials, meeting and travel costs etc., as well as costs related to communication. Subsidies are not given to unspecified running of e.g. laboratories, as these are generally included in overhead costs. Please specify costs in the specification field in the budget sheet under each sub-budget.</p> <p>Costs for conferences where project results are presented as well as travel costs must be specified correctly. Grants are not given to cover education and study trip costs; however, in special cases grants may be given to company-specific visits if these are of essential importance to the project.</p>
Apparatus/equipment	<p>As a rule, the applicant must provide the necessary apparatus and equipment for the project. If this is not possible, you can apply for funding. ICROFS' Secretariat and GUDP's Secretariat will assess the application for funding of apparatus/equipment if it is substantiated by</p>

an explanation describing the apparatus or equipment you need to purchase. Enter the explanation in the specification field in the budget sheet under each sub-budget.

If the apparatus/equipment still has a certain value after the project period, then the grant will be reduced accordingly. Cf. the following paragraph on calculation of the scrap value.

Scrap value

The scrap value is the depreciated value of the purchased apparatus/equipment at the end of the project. This value will be deducted from the grant as the project is not supposed to profit from selling apparatus/equipment funded by GUDP. A minus must be placed in front of the scrap value in the budget sheet.

Normally, the scrap value is calculated as a certain percentage of the purchase price in accordance with the regulations of the Act on Depreciation Allowance. For example, if a project has a duration of two years and four months, the depreciation value is calculated as the annual depreciation over three years.

Please indicate the scrap value calculation in the specification field in the budget form under each sub-budget.

Depreciation			
	Linear depreciation – 5-year period	Balance depreciation 25 pct.	Linear depreciation – 3-year period (used for IT equipment)
	pct. of purchase value	pct. of purchase value	pct. of purchase value
Purchase value	100	100	100
Value year 1	80	75	66
Value year 2	60	56,3	33
Value year 3	40	42,2	0
Value year 4	20	31,6	0
Value year 5	0	23,7	0

Income, if any

Income from sale of test products, prototypes etc., in relation to which materials used are included in project costs. A minus must be added in front of income in the budget form. Incomes are elaborated in the specification field in the budget sheet under each sub-budget.

Revision/audit costs	Indicate here if you expect costs related to auditing in connection with the project. An auditor's statement is required for the payment of funds. However, for recipients requesting disbursement of DKK 100,000 or less, the request for payments of instalments and final payment must be endorsed by management statements.
OH (overheads) – contribution to joint costs	<p>Grants are provided for documented overheads/administrative contribution costs. Overheads are given to cover indirect costs in connection with the accomplishment of a project. These may include joint costs for rent, premises, administration etc.</p> <p>Differentiated overheads/administration contributions are provided according to the legal status of the participating institutions:</p> <p><u>Research and knowledge dissemination institutions</u>, comprised by the regulations on subsidised research as stipulated in the budget guidelines from the Ministry of Finance and with authority to perform subsidised research, may receive an overhead grant of up to 44 percent.</p> <p><u>Private companies</u> can apply for overheads of up to 18 percent of the documented salary costs.</p> <p>For private companies, etc., it is possible to apply for overhead of up to 30% of salary costs based on a documented overhead calculation. The requested overhead rate must be documented with accounting entries in the recipient's bookkeeping when requesting payment.</p>
Detailed description of budget costs and sub-specification completion	Grants are only provided for actual costs. The budget therefore serves as a guideline for all expenses. However, the total subsidy rate and the total grant can never exceed the amount stated in the approved budget.

Sheet 2: Samlet budgetoversigt (“*Total project budget*”)

This sheet provides the complete overview of the project's total budget as well as the funded amount. The sheet is therefore an important tool for the applicant to maintain an overview during the completion process. Please note that the tab contains important calculation formulas and must therefore always be code-protected against editing. A submitted budget sheet where this or other tabs have, contrary to expectations, been unlocked and are therefore unprotected will, as a rule, be rejected. If the project group uses a file-sharing service for simultaneous editing and completion of the budget, the project group must ensure that the data is subsequently transferred to a new, protected budget sheet.

The total project budget

The total project budget in tab 2 automatically summarises all sub-budgets below as they are completed based on the costs entered in tab 1. After completion of all participants' sub-budgets, the total budget will show **(a)** the complete overview of the project's costs, **(b)** the total amount applied for/funded through the Organic RDD-programme, **(c)** own financing as well as any external private financing and other **(d)** public funding received by the project. In addition, the total budget also shows the budgeted total number of hours for the project participants, **(e)** the total amount applied for the Organic RDD 12 project is indicated in cell B16.

A	B	C	D	E	F
1				Journal-no.: X	
2				Approved from: XX-XX-XXXX	
3					
4	Project title:				
5					
	"This sheet is locked and is automatically filled based on what is entered in: "1. Projektets omkostninger."				
6					
7	Salary	GUDP	Independent financing	Other public funding	Total
8	External assistance	- kr.	- kr.	- kr.	- kr.
9	Other costs	- kr.	- kr.	- kr.	- kr.
10	Apparatus/equipment	- kr.	- kr.	- kr.	- kr.
11	Scrap value	- kr.	- kr.	- kr.	- kr.
12	Income, if any	- kr.	- kr.	- kr.	- kr.
13	Revision	- kr.	- kr.	- kr.	- kr.
14	Total excl. OH	- kr.	- kr.	- kr.	- kr.
15	OH	- kr.	- kr.	- kr.	- kr.
16	Total	- kr.	- kr.	- kr.	- kr.
17	External funding				

Sheet 3: Gantt-diagram (“*Gantt chart*”)

Completing the Gantt chart and sheets with milestones and deliverables

The Gantt chart should show the duration in time of the individual work packages and the relationship between them. The sheet with the Gantt chart ("Gantt-diagram") will typically be empty.

The applicant is free to use a different format/layout than the Gantt chart provided as part of the application material. However, the following mandatory information must be included:

- Involved project participants for each work package
- Activity type for each work package (Research, Development, Demonstration)
- Total number of hours for each work package
- Total budget for each work package
- Total budget
- Milestones for each work package. Must be indicated and elaborated with title in the Sheet “Milestones”
- Deliverables in each work package. For deliverables, the type of deliverable should be indicated, cf. the list of abbreviations in the sheet ‘List of deliverable types’ mentioned in Form B, as well as at the end of this guide to Form B.

Key points to observe when completing the Gantt chart:

Start by selecting the number of work packages the project requires. Up to 15 work packages can be selected. The number of work packages is chosen in the drop-down menu in cell A3 (see below). If more work packages are needed, please contact the GUDP-Secretariat.

A	B	C	D	E	F	G	H	I	J	K
1										
2	Gantt Chart									
3										
4	<-- Select number of Work Packages (WP)					20XX			20XX	
5		Name of WP	Involved project participants	Jan	Apr	Jul	Oct	Jan	Apr	Jul
6										Oct
7										
8										
9										
10										

- Number of hours: A total number of hours must be specified for each work package. It is optional whether this is specified for each element within the work package. The total number of hours for the work packages is summarised at the top right in cell AC2 and must correspond to the total number of hours indicated in the tab "Total project budget". The total number of hours stated in the budget form can be seen in cell AC1. If the numbers do not match, the cells are marked with orange fill colour (see below).
- WP budget: A total budget must be specified for each work package (WP). It is optional whether this is specified for each element within the work package. The total budget for the work packages is summarised at the top right in cell AD3 and must correspond to the amount indicated in the tab "Total Project budget". The project's total budget stated in the budget form, can be seen in cell AD2. If the numbers match, the cells are marked with green fill colour (see below).

	Total number of hours	Total budget
Automatically transferred from "2. Samlet budgetoversigt"	7552	3,128,502.00 kr.
Total number of hours	7004	3,128,502.00 kr.
Activity type (F/U/D) and deliverable type, see list on sheet "List of deliverable types"		
	Number of hours	WP budget

Compliance between activity type and deliverable type is necessary, as deliverable types are connected to activity type. That is, if you have not applied for a project with demonstration content, the deliverable types under 'Demonstration' cannot be used. This also applies at WP-level. If no research is specified as type for a WP in the Gantt chart, the delivery types under 'Application-oriented research' cannot be used.

Activity types to be used when completing the Gantt chart:

Applied research activities concerning planned research and critical studies with the purpose of acquiring new knowledge and skills that can be used in the development of new products, processes, or technologies. The results of the accomplished activities need not be readily available for commercialisation in a short-term perspective. Applied research must be accompanied by research deliverables in the Gantt chart. Research activities alone cannot constitute an Organic RDD-project.

Development activities including demonstration activities that contribute to the development of new or improved products, processes or technologies based on existing scientific and other relevant knowledge and skills. Development activities may include commercially applicable prototypes. The new products, processes or technologies are expected to be directly applicable and possible to commercialise in a short-term perspective.

Demonstration activities regarding agricultural products that convey knowledge on how specific research and/or development activities can be utilised by a broad range of stakeholders.

Demonstration involves the dissemination of scientific or technical knowledge and the like that is non-distortive to competition and does not have the character of marketing specific products or services. This means that:

- All interested parties must have access to the demonstrated knowledge and/or practices.
- Demonstration must not revolve around specific products or services that need to be purchased in order to benefit from the demonstrated knowledge and/or practices.

For a detailed description of the activity types, please refer to the GUDP-regulation.

List of deliverable types

List of deliverable types and abbreviations to be used when completing the Gantt chart for development and demonstration projects with or without research	
APPLIED RESEARCH	
Scientific production	
International journal (peer reviewed)	FV1
Danish journal (peer reviewed)	FV2
Proceedings (whole, not single papers) and working papers	FV3
Research report	FV4
Conference presentation incl. paper/abstract/poster (scientific conference)	FV5
Commercialization and application	
Patents	FK1
- Novelty study	
- Submission of application	
- Patent approval	
- Agreement on commercial application	
Strategic method development and authority procedure	FK2
Other type of commercialization	FK3
Software programmes	
Internal application	FS1
External application	FS2
Communication and dissemination	
Major reports and analyses, often more than 50 pages	FF1
Minor reports/briefs incl. teaching material (research level)	FF2
Articles in subject specific journals and newspapers	FF3
Thematic issues in relation to the project	FF4
Thematic meetings / Workshops / Meetings / Open house arrangements / Presentations / Video / Podcast / Presentation at non-scientific conferences / Training (research level)	FF5
DEVELOPMENT	
New products, processes etc.	
New or significantly improved product	UP1
New or significantly improved production process	UP2
New concepts etc.	UP3
Prototypes	UP4
Pilot plant	UP5
Commercialization and application	
Patents	UK1
- Novelty study	
- Submission of application	
- Patent approval	

-	Agreement on commercial application	
Trademark protection	UK2	
Certification/test (not required by law)	UK3	
Other kinds of commercialization, including changes in technical standards, changes in advisory standards etc.	UK4	
Software programmes		
Internal application	US1	
External application	US2	
Communication and dissemination		
Major reports and analyses, often more than 50 pages	UF1	
Minor reports/briefs incl. teaching material (advisory level)	UF2	
Technical manuals, fact sheets etc.	UF3	
Articles in subject-specific journals and newspapers	UF4	
Thematic meetings / Workshops / Meetings / Open house arrangements / Presentations at such events / Video / Podcast / Training (advisor level)	UF5	
DEMONSTRATION		
Communication and dissemination		
Dissemination via practical showcasing	DF1	
Technical manuals, fact sheets and the like incl. teaching material (end user level)	DF2	
Articles in subject-specific journals and newspapers	DF3	
Thematic meetings / Workshops / Open house arrangements / Presentations at such events / Video / Podcast / Training (end user level)	DF4	

Form D: Additional business plans

Business plans do not need to be completed for type 2 projects (focus on contributions to public goods).

In case a project has more participants, who may – in different ways – derive an economic benefit or produce their own products or outputs to be commercially utilised, more business plans are required. The business plans must illustrate the different financial benefits. It may make sense to prepare a business plan for each product/output if a single company in the project has several products or outputs. Thus, you may fill in as many D Forms as necessary for the project.

Complete Form D as described in the guidelines for Form A, fields A26-A32.

Additional business plans (Form D) must be submitted in continuation of application Form A.

Project	
D1. Project title and acronym: (max 2 lines)	
D2. Participant(s) related to the business plan:	
D3. Project output:	
Business plan	
NB! The business plan does not have to be completed for type 2 projects.	
D4. Description of output and how it imparts value: (max 3,500 characters)	
D5. Competitors: (max 2,500 characters)	

D6. Market potential: (max 2,500 characters)

D7. Customers and marketing: (max 2,500 characters)

D8. Business risk analysis: (max 2,500 characters)