Interreg Co-funded by the European Union

Meuse – Rhine (NL – BE – DE)

Key 2 Circularity

K2C - Application Form for Investment Vouchers

1. Introduction

The **Key 2 Circularity (K2C) project** aims to support manufacturing Small- and Medium-sized Enterprises (SMEs) in their transition towards a circular economy by offering financial support for innovative projects that optimise resource use, extend product lifespans and improve recycling processes.

Initiatives must focus on the **crucial design phase**, targeting at least one of following objectives:

1. Increase resource efficiency by using fewer, existing or bio-based materials;
2. Extend the use and lifespan of products and materials through designs that allow easy reuse, repair, or refurbishment;
3. Create clean material cycles that enable high-quality recycling.

Financial support is provided through a **K2C Investment Voucher**, covering **up to 50% of the project budget.** Subsidies range from **EUR 10.000 to EUR 40.000 (incl. VAT).** Each SME can **only once** be approved for a voucher.

The maximum allowed lead time of the project is **9 months**.

To apply for funding through the K2C Investment Voucher, applicants must complete this **online application form**. Please also read the **Subsidy Regulation** to fully understand the eligibility criteria, funding conditions and obligations associated with the voucher. This will ensure your application aligns with the program's requirements and avoids potential delays or rejections.

To save your progress while completing the Application Form and return to it later, please click '**Save**'. An empty template of the Application Form can be downloaded **here**.

Please note that the application form must be completed in **English**.

The deadline for submitting the completed application form is Monday, 1 March 2027 at 23h59.

No later than the **end of May 2027**, you will be notified regarding the approval or denial of your application.

While it is not mandatory, we strongly recommend that applicants contact **their regional K2C Project Partner** early in the process. This can help clarify any questions and ensure a smooth and timely submission.

Contact Details

FLANDERS

- **POM Limburg** - Griet Verhaeghe / griet.verhaeghe@pomlimburg.be / +32 492 60 95 52
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Our partners

Our co-financers

2. General Information - Applicant

2.1 Company

Company Name

VAT Number

Company Address

Address Line 1

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Website

Key activities

Company size < 250 employees

⊙ YES ○ NO

Bank account details for grant disbursement (IBAN)

2.2 Contact Person

Name Contact Person

First

Last

Function

Email	Country code	Phone

3. Project Information

3.1 Project Overview

Project Title

Brief summary of the project

Explain in a few words what the project is about

Max. 600 characters

Primary Circularity Objective(s) addressed (multiple answers possible)

☐ Efficient use of raw materials (reduce, usage bio-based materials etc.)

☐ Extended product lifetimes

☐ Clean material cycles (for recycling)

At which Technology Readiness Level (TRL) does your project currently stand?

○ TRL5: Relevant environment testing - Components tested in conditions similar to real-world use

○ TRL 6: Prototype demonstration - System or subsystem prototype tested in a relevant environment

○ TRL 7: System prototype in operational environment - Near-final version tested in real conditions

○ TRL 8: Actual system completed and qualified - Technology proven to work as intended

○ TRL 9: Full deployment - Technology is in use and fully operational

If TRL5: explain how the funding will help your company to grow the project to at least TRL6 or higher.

Please note that this project focusses on projects at TRL 6-9. Therefore, projects at TRL6 or above will always be given priority over those at TRL5 in the evaluation process. (max. 1.600 characters)

The project focusses on (multiple answers possible)

☐ Investment in equipment

☐ Investment in business development activities

☐ Investment in training program(s)

3.2 Project Details

A. Relevance & Circularity (max. 30 points)

1. To what extend does your project advance the circular economy? (max. 15 points)

Please structure your response around the three Primary Circularity Objectives. Explain how your project contributes to at least one of the following goals and contributes to a more sustainable, circular system: a) Efficient use of raw materials, b) Extended product lifetimes, c) Clean and closed material cycles. (max. 1.600 characters)

2. What is the main innovation in your project? (max. 10 points)

Describe the core innovation your project introduces for your company – whether it involves new materials, enhanced recyclability, increased product longevity, improved efficiency in processes or resource use etc. Explain how this innovation differs from or improves upon current market standards. (max. 1.600 characters)

3. How will your project inspire or influence circular practices within the Meuse-Rhine Region? (max. 5 points)

Explain how your solution can be scaled or replicated to benefit other companies and/or other actors within your value chain, such as suppliers. Consider whether it could serve as a pilot, demonstration or reference case for others. Mention any planned knowledge-sharing activities, (cross-border) partnerships or visibility efforts. (max. 1.600 characters)

B. Technical Feasibility (max. 20 points)

1. Provide a concise overview of your project activities, including a timeline. (max. 10 points)

Briefly describe the main activities planned within your project, highlighting key milestones and deliverables. Include an indicative timeline that outlines when each phase or activity is expected to take place, from initiation to completion. Please note that the maximum allowed lead time is 9 months. (max. 1.600 characters)

Supporting documents (optional)
You may upload supporting documents to help clarify your response - for instance, a timeline. (max. 5 MB)

2. Explain the technical feasibility of your project. (max. 5 points)

The technical feasibility of the project refers to the practicality and reliability of implementing the proposed solution using existing or proven technologies. For example: has your solution been tested as a prototype, in a pilot project or been validated by a third-party? See also TRL-levels:

- TRL5: Relevant environment testing - Components tested in conditions similar to real-world use above;

- TRL 6: Prototype demonstration - System or subsystem prototype tested in a relevant environment;

- TRL 7: System prototype in operational environment - Near-final version tested in real conditions;

- TRL 8: Actual system completed and qualified - Technology proven to work as intended

- TRL 9: Full deployment - Technology is in use and fully operational

(max. 1.600 characters)

3. What are the main technical risks or challenges and how will you mitigate them? (max. 5 points)

Identify any potential risks or uncertainties that could affect the successful implementation of your project. These may include limitations in technology, integration issues, supply chain dependencies, operation constraints etc. Describe the strategies or safeguards you will put in place to manage these risks and ensure project continuity. (max. 1.600 characters)

C. Environmental Impact (max. 20 points)

1. How does your project integrate sustainable design? (max. 10 points)

Explain how your project incorporates principles of sustainable design to reduce environmental impact and extended product value. Consider addressing following aspects (non-limitative list): repairability, ease of maintenance, ease of disassembly, material efficiency, modularity etc.? (max. 1.600 characters)

2. What is the expected environmental impact of your project and how will you measure this? (max. 10 points)

Provide the expected environmental impact (in numbers) and describe the methods you will use to evaluate the environmental benefits of your project. This may include metrics such as energy savings, waste reduction, CO2-reduction, decreased use of raw materials, lower transport-related emissions etc. Please explain how you intend to measure or estimate these impacts – whether through calculations, monitoring tools or other relevant approaches. (max. 1.600 characters)

Supporting documents (optional)
You may upload supporting documents to help clarify your response - for instance, an Excel file containing data on environmental impact. (max. 5 MB)

D. Economic Feasibility (max. 20 points)

1. Provide a realistic and well-supported budget breakdown for your project (max. 10 points)

Present a clear and structured overview of your project's budget using the table below as a template. Break down the expenses by category – such as equipment, business development activities or training program – and include a brief description and the estimated amount for each item.

If your project involves investment in machinery or training programs, please explain how these investments are justified in relation to the expected circular impact. To demonstrate that the expenses are reasonable and aligned with market standards, you may include supporting material such as quotations, benchmark data or references to similar projects.

Expense category	Expense description	Expenses [€]	Justification

0,00 €

Supporting documents (optional)
You may upload supporting documents to help clarify your response - for instance, quotations, benchmark data or references to similar projects. (max. 5 MB)

2. What is your strategy for ensuring long-term financial sustainability of the project? (max. 10 points)

Describe how your project will remain economically viable beyond the initial funding period. Consider aspects such as revenue generation, cost-efficiency, partnerships, or integration into existing business models. (max. 1.600 characters)

E. Team capacity and social impact (max. 10 points)

1. Describe the expertise of your team and project partners and explain how this enables them to operate new equipment, implement new business strategies or apply training outcomes at TRL 6-9. (max. 5 points)

Highlight relevant skills, experience and technical capabilities that demonstrate your team's readiness to implement and scale the project. Include examples of past work, certifications, or collaborations that support your ability to manage advanced technologies and integrate results effectively. (max. 1.600 characters)

2. What is the social impact of your project (in terms of training, development of new skills, inclusion of people far from employment etc.) and how will you implement and evaluate it? (max. 5 points)

Explain the methods you will use to implement these social components and outline how you plan to measure success – such as through KPIs, participant feedback, employment outcomes or certification rates. (max. 1.600 characters)

4. Deliverables & reporting

Deliverables must demonstrate progress or validation within **TRL 6-9.** Please indicate how each deliverable contributes to achieving or consolidating this level.

***Note**: for each successfully completed deliverable, the SME will receive a subsidy covering up to 50% of the proposed costs as outlined in the application. If not all deliverables are achieved, funding will be provided only for those that are completed. The total subsidy across all deliverables is capped at EUR 40.000. Therefore, we strongly recommend to identify **more than one deliverable**. (See also Subsidy Regulation – "4) Eligible costs")*

4.1 Deliverables

For each deliverable, please complete the following:

Deliverable 1

Description of the deliverable

Use the SMART-principles - see visual below (max. 1.600 characters)



Type of deliverable

Select the type of deliverable.

Tip: If the deliverable concerns "Training / capacity building" with multiple modules, you may list each module as a separate deliverable. This way, you remain eligible to receive a portion of the grant, even if not all modules are completed.

Verification method

Photos or video of the installed equipment + short description + site visit by regional K2C Project Partner

Verification method

Project report + on-site demonstration

Verification method

Certificates (if available) + signed attendance list

Verification method

Photos/video of prototype + technical report

Verification method

Before/after documentation + measurable KPIs

Verification method

For anticipated deliverables that fall outside the categories listed in the choice menu above, please contact your regional K2C Project Partner.

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*To ensure a smooth process and reduce administrative burden for SMEs, the verification methods for voucher deliverables are **pre-defined** (see above). SMEs do not need to choose their own verification methods. These methods demonstrate how, at the end of the project, the completion of each deliverable*

can be validated.

*For anticipated deliverables that fall outside the categories listed in the table above ("other"), please **contact** your regional K2C Project Partner.*

Required budget (incl. VAT)

Total subsidy for Deliverable 1 (to be approved)

0,00 €

The subsidy covers 50% of the budget specified in this deliverable. Please note that this is an indicative estimate of the potential subsidy and remains subject to confirmation by the K2C consortium.

Furthermore, the total subsidy across all deliverables cannot exceed EUR 40.000.

Total project expenses

0,00 €

Total project subsidy (to be approved)

0,00 €

The subsidy covers 50% of the project expenses, with a maximum of EUR 40.000. Please note that this is an indicative estimate of the potential subsidy and remains subject to confirmation by the K2C consortium.

5. Declaration & signature

By signing this form, the undersigned declares:

- To be authorised to sign and submit this Application Form on behalf of their enterprise;
- To have truthfully filled in all information in this Application Form;
- To have taken note of and comply with the Subsidy Regulation current at the time of signing this Application Form;
- That the innovation project has not started before approval of the application;
- To be responsible and liable for the smooth running of the activities in this innovation project and for compliance with the associated conditions and obligations;
- Guarantee the own financial contribution and resources required to realise the defined deliverables;
- That none of the specified costs are funded by other EU or national funds, grants or programs;
- If requested, to cooperate in reports and research purposes, monitoring and evaluations with regard to Key2Circularity;
- If requested, to participate in publications and PR activities of Key2Circularity;
- To have taken note of and to comply with the EU SME definitions;
- To have taken note of and to comply with the De Minimis state aid regulations. I.e. to not have exceeded the De Minims aid ceiling of €300.000 over the last three years. A self-declaration form, as provided in the template below, is attached to this online application by the applicant;
- Not to be in receivership or under liquidation.

Click here to download the **template** for the self-declaration form regarding De Minimis aid.

Signed self-declaration De Minimis
Upload here the signed self-declaration form regarding De Minimis aid. The template can be downloaded through the link above.

Signature

Name	**Date**

! Important: By clicking ‘Send,’ the application will be formally submitted and modifications are no longer possible. To store your progress and resume at a later time, please click 'Save’.

Our partners
UCLL Hogeschool Research & Expertise
pom Powering Limburg's economy
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Our co-financers
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