**APPENDIX 1: Project submission letter template**

**Submission of a project proposal**

to

Madam Secretary-General of the FFEM

Madam Secretary-General,

Having examined the information provided in the call for project proposals on “Refrigeration and air-conditioning”, I (we) the undersigned .................... [*first name(s), last name(s)*] in my/our role as ............... [job title(s)] for and on behalf of .................... [*company name and address of the applicant or group members*], having read all the documents contained or mentioned in this call for project proposals and having assessed from my (our) perspective and under my (our) responsibility the nature of this call for project proposals,

hereby submit, bearing my (our) signature(s), the following Project Opportunity Note (NOP) with attached budget,

I (we) agree to abide by and commit (commit jointly and severally), with (the legal entity....................) serving as representative and head of the group, to carrying out the project in accordance with the content of our project proposal, at the costs that I have drawn up myself (that we have drawn up ourselves), which bring the amount of financing requested in euros to:

AMOUNT EXCLUSIVE OF TAXES: ............................................ (amount in figures and words) euros,

AMOUNT INCLUSIVE OF TAXES: ......................... (amount in figures and words) euros,

subject to the economic conditions of the month of the deadline authorised for the submission of my (our) proposal, namely .................................

I acknowledge (we acknowledge) that the AFD and the FFEM are not bound to take forward any of the proposals they receive.

I affirm, under penalty of termination as of right, that I am not subject to, and that the legal person(s) for whom I am acting is (are) not subject to, any legal prohibitions in France, in the state(s) where my (our) legal person(s) is (are) based, or in the proposed country of delivery.

Signed in [place] ....................., on .........................

 Signature

The signatory must enclose the document empowering them to make binding commitments on behalf of their entity. In the case of a temporary group of legal persons, attach the deed of incorporation of the group, designating the head and representative.

The original of the submission should be marked “ORIGINAL”.

**APPENDIX 2: Project Opportunity Note (NOP)**

Information regarding the NOP is to be contained in a separate document.

**APPENDIX 3: Information sheet (one for each project partner)**

|  |  |
| --- | --- |
| Applicant |  |
| Acronym |  |
| Nationality |  |
| Legal status |  |
| Siret code |  |
| NAF code |  |
| Address |  |
| Telephone no. |  |
| Email address  |  |
| Website  |  |
| Project contact |  |
| Email address of project contact |  |
| Turnover for the last 3 years |  |
| Total salaried workforce |  |
| Permanent staff abroad |  |