## EUROPEAN ENTERPRISE PROMOTION AWARDS

## ENTRY FORM

# *Entry forms should be completed and submitted electronically to the national EEPA co-ordinator (address at end of form) in both word and pdf versions. Hard copy entry forms will not be accepted at second stage of entry (European level)*

# Section I: General information

***1.* Applicant’s details**

Please ensure that all information given below is correct as it may be used on any published material

|  |  |
| --- | --- |
| Name of Project/Initiative *(in English, unless you require the Project Name to appear in your native language)* |  |
| Name of participating organisation *(in English, unless you require your Organisation Name to appear in your native language)* |  |
| Description of Project/Initiative in one sentence  |  |
| Which Award Category would you like to be considered for?*(Note: you can apply for one category only; the Jury reserves the right to change the category if deemed necessary)* | 1.Promoting the Entrepreneurial Spirit |  |
| 2.Investing in Entrepreneurial Skills |  |
| 3.Supporting the Digital Transition |  |
| 4.Improving the Business Environment and Supporting the Internationalisation of Business |  |
| 5.Supporting the Sustainable Transition |  |
| 6.Responsible and Inclusive Entrepreneurship |  |
| Project Duration *(projects must have been in existence for at least 15 months)* | Start Date |  |
| End Date  |  |
| Has the project been submitted for EEPA before? | Yes  |  |
| No |  |
| If YES, specify details, year, category, result etc. |  |
| Contact person (name and job title) |  |
| Contact e-mail address |  |
| Contact telephone number |  |
| Website address |  |
| Town and Country |  |
| National Coordinator Name |  |

# Section II: Information about the Initiative

This section deals with what the initiative is about, how it is being implemented and its benefits.

***1.* Description of the initiative**

What is the aim of the project? Provide information that shows what the project specifically aims to achieve: what is the project's raison d'être? If applicable, add information about the target market.

*maximum 200 words*

How does the project achieve these results? Explain in simple terms how the project works.

*maximum 200 words*

***2.* Results of the initiative**

Provide detailed facts and figures of the initiative. These results must demonstrate that the initiative has existed for 15 months at least. They should include any measurable outcomes, statistical and comparative data.

*maximum 200 words*

***3. Innovation***

Explain what is new and innovative about your initiative and how this isn’t being done already.

*maximum 200 words*

***4.* Initiative details**

Where does the funding for the project come from? In what time frame was the budget used or in what time frame will it be used?

*maximum 200 words*

|  |  |
| --- | --- |
| List all of the public and private sector organisations involved in the initiativeIn case of public and private partnership arrangement, is it: * A financial agreement
* A formal agreement
* An explicit support

Describe the details of the partnership agreement | Yes □ No □Yes □ No □Yes □ No □ |
| What was the overall budget invested in this initiative? Separate and list any reciprocal or human resource investment. |  |
| Did you receive European Union funding? | Yes □ No □If yes, how much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Which type? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Section III: Publicity & Media

By entering the European Enterprise Promotion Awards you agree to have your initiative and organisation publicised. The organisers of the Awards reserve the right to edit any media copy supplied by the initiative.

***1.* Electronic Links**

You may include up to **five links** to visual or audio-visual material that promotes your initiative. This material will help the Jury to understand your entry and may be used for promotional purposes. Be aware that these links will not be translated into English.

**Videos, which may be used in the Awards Ceremony and presentations, should be submitted in HD (720p or 1080p) and the preferred format would be MP4. Video footage provided should be clear and appropriate for use.  Footage should showcase the project without subtitles or talking to camera.**

Please list the URLs of video links:

**2. Promotional Material**

Please provide the following as separate documents: -

* **Logo** – illustrator vector file/eps of your logo.
* **Image** - a landscape high resolution image preferably 300 DPI jpeg/pdf of your project/team.

**3. Media Copy**

Please provide 100 words suitable for media purposes, describing the initiative and its results.

**4. Public Relations/Media contact at your organisation, if different from main contact.**

|  |  |
| --- | --- |
| Name: |  |
| Title/function: |  |
| Telephone:  |  |
| Fax: |  |
| e-mail: |  |

**Section IV: Entrant agreement**

As legal representative for the initiative, I agree that it may be submitted for entry in the 2023 European Enterprise Promotion Awards. I declare the material submitted in the entry is a true and correct reflection of the initiative.

In the event that this initiative is selected as a nominee for the 2023 European Enterprise Promotion Awards, I agree to have our initiative and organisation publicised on the Awards’ website and information distributed to the media.

**Consent to the collection and processing of personal data**

I (name),

(project and organisation)

hereby confirm that I have read the attached privacy notice as part of my application form for the European Enterprise Promotion Awards (EEPA) and give my explicit consent to the collection and processing of my personal data by EISMEA, the European Commission and their contractors for the purposes of administering the application and selection process, but also for planning, organising, implementing and following up the Awards.

These activities include promotion via social media, the EC website, the Promoting Entreprise blog and the EEPA Compendium and include the promotion of my personal data, including but not limited to the photos or video footage with my image to the general public, therefore I authorise the EISMEA, the European Commission and their contractors:

* To use my personal data (including the photographs and/or video recordings bearing my image) without restriction in any type of publication, in any form of remote transmission or communication via the Internet, as described in the privacy statement;
* To include and archive these photographs and/or video recordings in the European Union's online databases, which are accessible to the public free of charge online, in order to illustrate or promote the activities of the European institutions and the European Union.

The processing of personal data is carried out in accordance with Regulation (EU) 2018/1725, as further explained in the privacy statement.

|  |  |
| --- | --- |
| Name of legal representative: |  |
| Title/function: |  |
| Organisation: |  |
| Date:  |  |
| Signature: |  |

By completing this application form, entrants give their consent to the processing of personal data to the extent necessary for the achievement of the purposes mentioned above. The processing of personal data is done in conformity with the Regulation (EU) 2018/1725. Data may be archived by the EC.

**Please send the completed and signed entry form to:**

Laurent Solazzi

Conseiller de direction

Ministère de l’Économie

Direction générale des Classes moyennes

19 – 21, Boulevard Royal ; L- 2914 Luxembourg

Tel: +352 247 841 68

E-mail: laurent.solazzi@eco.etat.lu

Entry rules

* By entering the national selection, you agree that in the event your entry is nominated, you will accept to represent your country in the European Enterprise Promotion Awards.
* The competition is open to public authorities in the EU member states, as well as associate countries in the COSME programme.
* Eligible entities include national organisations, towns, cities, regions, and communities, as well as public-private partnerships between public authorities and entrepreneurs, educational programmes, and business organisations.
* Cross-border initiatives will be accepted as long as they have been nominated jointly by all countries involved.
* Closing date for entries of the national selection will be announced by the EEPA national coordinators.
* Maximum length of application as detailed in the entry form must be observed
* No hard copy material will be accepted at European level – and only up to 5 links will be accepted within the electronic entry form
* Entries at the European level can be submitted in any one of the official EU languages.
* Entries will be evaluated against the following criteria:
	1. Originality & feasibility: why is the project a success? What are its innovative aspects? (max. 20 points)
	2. Impact on the local economy: provision of figures to substantiate success claims (max. 30 points)
	3. Improvement of local stakeholder relations: has more than one interested party benefited from the implementation of this initiative? Why were they involved and what was their level of participation? (max. 25 points)
	4. Transferability: could the approach be repeated in the region and elsewhere around Europe? (max. 25 points)
* There is no entry fee.