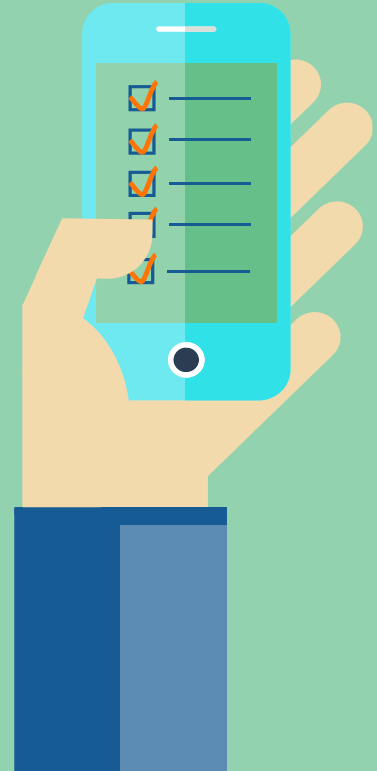


Information required for the application

Basic information on the application and the implementation of the project



Applicant information

- Name, personal identity code, applicant's municipality, contact details
 - the information is automatically received from the Business Information System if the applicant is a company or from the Population Information System if the applicant is a person

Responsible person

- Name, personal identity code, phone number, email, role
 - notifications concerning the project are sent to the responsible person

Project information

- Name
 - Give the project a short name that describes its activities
- Language: Finnish / Swedish
 - Select the language in which you want the project documents, such as aid and payment decisions
- Sector
 - Select the sector of the aided project



Object of the aid

- Place of implementation: select a location on the [urban-rural classification map](#) or enter an address
- Business activities related to a farm: Yes / No:
 - if yes: Code of agricultural holding
- Urban-rural classification (2018)
 - the classification is automatically determined by the location of the implementation site
- Applying for aid from the ELY Centre/Leader group
 - Note: Fill in carefully and correctly. If the selection is changed later, the change will erase the information provided hereafter, and they must be entered into the application again
- Place of processing
 - the place of processing is automatically determined on the basis of the information given above
- Aid to be applied for
 - Type of measure: Business subsidy
 - Measure: Investment aid / Start-up aid / Development aid
 - Sub-measure: specify the form of aid
 - Specification of the measure: specify the form of aid to be applied for if there are different options



Project plan

- Public project summary: write a brief description of the project
- The company's business idea and a brief description of its operations: What, to whom, why and how?
- Suitability for the region: the business activities' compatibility with rural development objectives, integration with other business activities in the region, utilisation of local resources. You can read more about rural development objectives in the following sections of the maaseutu.fi website (in Finnish and Swedish):
 - when applying for aid from the ELY Centre: [Uusimaa Regional Rural Development Plan 2023–2027](#)
 - when applying for aid from the Leader group: [the strategy of the local Leader group](#)
- Entrepreneur training, work experience and competence
- Company's products and services
- Customers, markets, marketing and sales
- Production and business premises
 - How do you organise the production of the service/product?
 - What kind of business premises and production equipment are needed?
 - How have the principles of sustainable development been taken into account in the aided measure?
- Business cooperation and networks
 - Business cooperation and networks in sales, marketing and production
 - What cooperation you have already discussed
- Measures and their implementation: measures implemented with aid and how they are implemented



Project plan (continued..)

- Attachments to the project plan
 - Debt list
 - Attach a debt list to the application, for example, the form T7 (see www.yritystutkimusry.fi, in Finnish) or other equivalent information
 - Business plan
 - Attach a description of the company's operations to the application and
 - Liquidity and profitability calculations, for example, the forms T2 and T4 (see www.yritystutkimusry.fi, in Finnish) or other equivalent information
 - In connection with the business plan, provide a realistic description of the company's planned operations or changes in the operations by which the projected result is achieved. Make sure that the information on the company's finances and jobs provided in the business plan and later in the application's section concerning goals is consistent.



Previous de minimis aid

- has the applicant previously been granted de minimis aid: Yes / No
 - if yes: type of aid, the party granting the aid, date, amount
 - The maximum amount of total de minimis aid granted by different parties to a company is 200,000 euros over three tax years (for road transport companies the maximum is 100,000 euros).
 - The aid recipient is responsible for ensuring that the total amount of de minimis aid granted by different parties does not exceed the above-mentioned amount
 - Ministries and the authorities operating under them, Business Finland, Finnvera Oyj, municipalities and regional councils have had the ability to grant de minimis aid.



Costs and financing

- Value added tax related to project costs
 - are the costs presented including VAT: Yes / No
 - if yes: explanation of how VAT is handled in the project
- Cost model: cost-based aid / output-based aid
 - the cost model is automatically determined on the basis of the selected form of aid
- Project cost estimate: total costs broken down by cost category
- Project financing plan: total costs = total overall financing
 - Aid to be applied for
 - Other public aid: Finnvera's loan, other grant or loan, other public aid
 - Bank loan
 - Own financing

Other public aid

- Other public aid applied for or received for the project: Yes / No
 - if yes: type of aid, the party granting the aid, date, amount



Construction plans

- The following are attached to the application:
 - Main drawings: layout plan, floor plan, elevation drawing and cross-section
 - Construction specifications and cost estimate or calculation
 - Lease agreement and report on the permanent nature of the right to lease: the lease agreement for the plot is valid for a sufficient period of time
 - In addition, if necessary, structural, HVAC, electrical and other special plans



Reasonableness of costs

- The following are attached to the application:
 - A list of the machines and equipment to be procured and service procurements and a report of their price levels.
 - To determine the reasonableness of the costs, at least 3 representative tenders or another report on the reasonableness of the cost when the value of the procurement is: 3000 euros
 - For a building to be procured
 - a real estate agent's assessment or another reliable report on the technical data of the procured building to determine the fair value of the building
 - information on the intended use of the building and the renovation and modification needs required to make the building operational
 - if the building is purchased with its plot, a breakdown of the plot's share of the purchase price of the sale (maximum 10% of the built property's purchase price eligible for aid)
 - for a building on a lease plot, a lease agreement and a report on the permanent nature of the right to lease: the lease agreement is valid for a sufficient period of time



Permits and notifications

- Indicate the need for the permit and attach the documents: Needed, not yet applied for / Pending / Granted / No need
 - Building permit with its attachments
 - Environmental permit
 - Action permit
 - Other official permit
 - Notification procedure
 - The need for building permits is always determined with the municipal building authority: a copy of the approved permit procedure or the unnecessary nature permit is attached to the application
 - Sector-specific permits are applied for the pursuit of business activities subject permit, such as food preparation, alcohol sales, vehicle inspection, etc.
 - The Finnish Heritage Agency's statements are applied for, for example, projects concerning protected sites



Monitoring information

- The **initial situation** and the **goal** is entered in the application. The **outcome** will be reported at the end of the project in connection with the final payment application
- If the project does not have this goal, mark the initial situation and goal as zero (0)
- Note: check that the monitoring information corresponds to the information presented in the project plan
 - new services and products, new production methods and operating models
 - the renewable energy product sold and its quantity: Wood chips/shavings (loose volume m³), Firewood (stacked m³), Pellets (loose volume m³), Briquettes (loose volume m³), Field biomass (t), Biogas (m³), Bioliiquid (l), Other renewable energy product, what (pcs)
 - renewable energy production for own use (MWh/year): Electricity / Heat
 - revenue: goal (EUR)
 - information on tourism companies' projects (pcs): Tourism services and their volume / Accommodation days per year / Number of guests per year
 - jobs (converted to full-time jobs) (pcs): Men, Women, Total
 - connection to the [Älykäs kylä](#) strategy: Yes / No
 - if yes: indicate the Älykäs kylä strategy name and project number



Additional information and other attachments to the application

Attachments

Business plan

- a description of the company's operations
- liquidity and profitability calculations, for example, the forms T2 and T4 (see www.yritystutkimusry.fi, in Finnish) or other equivalent information

Debt list

- for example, the form T7 (see www.yritystutkimusry.fi, in Finnish) or other equivalent information

Reasonableness of costs

- a list of the machines and equipment to be procured and service procurements and their price levels.
- to determine the reasonableness of the costs, at least three representative tenders or another report on the reasonableness of the cost when the value of the procurement is: 3000 euros
- If purchasing an existing building, a real estate agent's assessment or another reliable report on the technical data of the procured building, a report on the renovation needs required to make the building operational, a breakdown of the plot's share of the purchase price of the sale and, if the building is on a lease plot, a lease agreement that is valid for a sufficient period of time

Construction plans

- main drawings: layout plan, floor plan, elevation drawing and cross-section
- structural, HVAC, electrical and other special plans
- construction specifications and cost estimate or calculation
- A lease agreement for a lease plot: the lease agreement for the plot must be valid for a sufficient period of time

Permits and notifications

- building permit with its attachments
- environmental permit
- action permit
- other official permit
- notification procedure

