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# Boosting Urban Agriculture in Europe and beyond!





GA n. 101074762

## Funding Support Scheme

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### Open Calls #2

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### Boosting Urban Agriculture in Europe and beyond!



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# SUAVE PROJECT

Project Acronym	SUAVE
Project Title	Stimulating SMEs in new <b>Urban Agriculture Value Chain</b> for sustainable growth in <b>Europe</b>
Project Number	101074762
Project Topic	SMP-COSME-2021-CLUSTER-01
Project Duration	30 months (01.09.2022 - 28.02.2025)
Overall Budget	€1.401.534,15 (EU contribution: €1.366.380,73). €1.050.000 of the overall budget directly benefit SMEs

## 1. Introduction

### 1.1 - SUAVE project

The SUAVE Euroclusters for **Stimulating SMEs** in the new **Urban Agriculture Value Chain** for sustainable growth in **Europe** has received funding from the EU's Single Market Programme under Grant Agreement 101074762 and started in September 2022

SUAVE EuroCluster is a 30-months novel pioneering European project focused on boosting European Urban Agriculture (UA) towards sustainable and resilient urban food systems.

Coordinated by VEGEPOLYS VALLEY (France) and powered by four experienced agri-food and digital clusters from Spain (FEMAC), Hungary (INNOSKART), Poland (UNIMOS) and Lithuania (AgriFood Lithuania DIH), the project will support European companies and clusters in holistic development in the field of European Urban Agriculture– a multidisciplinary concept with wide range of areas. Its multifunctionality covers, among others, the development of urban green spaces, alternative models of producing and distributing food, new technologies applied to cities, environmental issues and urban planning, as well as social aspects towards integration, inclusion and community building. UA contributes to making cities more sustainable and favouring economic, ecological, social, educational, and health-related benefits.

## 1.2 - SUAVE partners

	<p>VEGEPOLYS VALLEY FRANCE <a href="https://www.vegepolys-valley.eu/en/">https://www.vegepolys-valley.eu/en/</a></p>
	<p>CLUSTER DE LA MAQUINARIA I DELS MEDIS DE PRODUCCIO AGRICOLA DE CATALUNYA (FEMAC) SPAIN <a href="http://www.femac.org">www.femac.org</a></p>
	<p>INNOSKART VÁLLALKOZÁSFEJLESZTÉSI NONPROFIT KFT. (INNOSKART) HUNGARY <a href="http://www.innoskart.digital">www.innoskart.digital</a></p>
	<p>AgriFood Lithuania DIH (AFL) LITHUANIA <a href="http://www.agrifood.lt">www.agrifood.lt</a></p>
	<p>FUNDACJA UNIMOS (UNIMOS)  POLAND <a href="http://www.unimosalliance.com">www.unimosalliance.com</a></p>

### 1.3 - Target audience

SUAVE project targets European Small and Medium Enterprises (SMEs) operating in the field of UA so that they have the opportunity to benefit from different types of support services valued €1 050 000. Thanks to project activities, SUAVE gives the opportunity to small and medium enterprises to:

- build network to improve their resilience and business models
- innovate via grants to develop new solutions and practices for sustainable and resilient urban food systems
- accelerate twin transition towards green and digital economy
- increase competences by trainings for upskilling, networking and learning activities
- expand globally, access to third markets and generate growth from international activities by participating in international missions to targeted markets: Canada, USA and Mexico

The project represents a great opportunity to bring forward new key players with innovative solutions who will be able to share European know-how worldwide. Besides its direct support, SUAVE contributes to lever regional, national and European funding addressed to SMEs. It is well aligned with European policies related to resilience, green, digital, and industrial priorities - particularly the Green Deal and the Farm to Fork programme, supporting recovery, access to global value chains and more sustainable production.

### 1.4 - Challenges

After [mapping of ecosystem stakeholder challenges on the UA ecosystem in Europe](#), SUAVE consortium identified the following challenges for UA SMEs activities in Europe

1. Diversification of products/service/contents based on digital technologies in the European urban farming sector;
2. Supporting the green transition of the European urban farming value chain;
3. Bridging the skill-gaps in the European urban farming workforce and supporting a bigger participation of women;
4. Increasing business opportunities through internationalisation and synergies along and across value-chains.

These challenges are meant to be indicative and not exhaustive.

## 2. EUROPEAN URBAN AGRICULTURE COVERED BY SUAVE

As suggested by literature and taken up by SUAVE project, despite considerable diversity, all forms of Urban Agriculture share the following characteristics (European Forum on Urban Agriculture):

- Are located in the urban or peri-urban space.
- Provide food (products) often in combination with other services.
- Are socially, economically and/or ecologically integrated into the urban system.

Grounding on the results of efforts in providing the typology for forms of urban agriculture, for the purposes of the SUAVE project and comprehensive consideration of different actors that are involved in activities related to urban agriculture, below activities are listed as belonging to the field of urban agriculture.

**Table 1. Forms of urban agriculture**

Allotment garden	Aquaponics	Backyard garden
Community garden	Cultural heritage farm	Educational farm/garden
Environmental farm	Experimental farm	Family garden
Forest garden	Greenhouse garden	Greenwalls
Hydroponics	Indoor farming	Intercultural garden
Leisure farm	Local food farm	Rooftop garden
Rooftop greenhouse	Social farm	Squatter garden
Therapeutic farm/garden	Urban beekeeping	Vertical farm/garden



## 3. SUAVE'S OPEN CALLS #2

### 3.1 Context

This is the second call for projects as part of the SUAVE project.

In the first call for projects, SUAVE focused on 3 activities and a prize:

- innovation lump sum
- diagnosis lump sum
- travel lump sum
  
- Innovation prize.

SUAVE first call received 189 applications from 19 countries.

Altogether 50 SMEs received funding representing 69 projects for a total amount of 684.000 euros.

For this second call for projects, a total amount of 366.000 euros for the following activities:

- Training
- Internationalisation

### 3.2 - Who can apply?

The target audience of the Open Call for funding support is made up of the European SMEs operating in the European Urban Agriculture value chain.

### 3.3 - Eligibility conditions

To be eligible, applicants must:

- a. Be an European SME (employing less than 250 persons with an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43 million) as per the definition of the European Union in line with the EU recommendation 2003/361.

AND

- b. Provide services, products, supplies, and technologies for the European Urban Agriculture food system.

AND

- c. Be directly or indirectly linked to at least one of the forms of Urban Agriculture listed in Section 2, Table 1.

SMEs will be required in their application form to prove their compliance to criteria a, b and c.

### 3.4 - Conditions

Proposals will be eligible and enter the evaluation phase if each and all following conditions are met. *Only complete applications will be taken into account by the reviewing committee.*

No	Eligibility conditions
1	<p>Applicants must be a SME (employing less than 250 persons with an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43 million) as per the <u>definition of the European Union</u> in line with the <u>EU recommendation 2003/361</u>.</p> <p>To check if your organization meets this requirement, please fill in the self-assessment as per ANNEX 4.</p>
2	<p>Each participant must BE in alignment with the following situations:</p> <ul style="list-style-type: none"> <li>- Is no bankrupt or being wound up, is not having affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not any analogous situation arising from a similar procedure provided for in national legislation or regulations;</li> <li>- Is in compliance with its obligation relating to the payment of social security contributions and the payment of taxes, in accordance with the legal provisions of the country in which it is established; Is not subject to a conflict of interest in connection with the grant.</li> </ul> <p>An SME declaration stating above points will be requested for the application.</p>
3	<p>Applicants must comply with the call's criteria listed in the section "Conditions".</p>
4	<p>Applicants must fall under the territorial scope of SUAVE:</p> <p><u><a href="#">All EU countries, and non-EU countries which are associated with the COSME</a></u> part of the Single Market Programme (Iceland, Norway, Liechtenstein, Ukraine)</p> <p>Are also invited to apply, SMEs from Outermost Regions of Europe and from less developed and transition regions as indicated in the EU 2021-2027 Cohesion Policy (GDP per capita &lt; 75% EU-27 average: <u><a href="https://ec.europa.eu/eurostat/cache/RCI/#?vis=nuts2.economy&amp;lang=en">https://ec.europa.eu/eurostat/cache/RCI/#?vis=nuts2.economy&amp;lang=en</a></u>)</p>

5	Applications and supporting documentation must be written in English (applications partially written in another language are not eligible) and must not exceed the maximum number of characters stated in each text box of the template.
6	Applications must be submitted through the online submission tool accessible at ( <a href="https://suave.grantplatform.com">https://suave.grantplatform.com</a> ) by the deadline indicated in the present document of the SUAVE open calls #2.
7	Similar/duplicate applications from different SMEs won't be accepted. Only 1 application per SME will be taken into consideration.
8	In order to avoid double funding, applicants must declare that the same project idea / activity hasn't received funding under another call (not only for lump sums).

### 3.5 - Type of actions

Type	Specific Name	What can be achieved with the support?
LUMP SUM	Training	Development and growth of European SMEs offering Urban Agriculture solutions by facilitating access to external training with the purpose of increasing competences by trainings for upskilling, networking and learning activities
LUMP SUM	Internationalization	International Acceleration Programme to support the international expansion of European SMEs via one-to-one mentoring services and in-person participation in relevant international mission related to Urban Agriculture to one of the SUAVE third-countries target markets (USA, Canada or Mexico)

### 3.6 - What financial support is offered?

#### LUMP SUM TRAINING

Financial contribution	Lump Sum Training
Max. number of SMEs funded	30
Max. financial contribution per SME	€ 5.450
Total contribution per type of support	€ 163.500

The Training lump sum supports the development and growth of European SMEs offering urban agriculture solutions by facilitating access to external training or consultancy services on strategic issues such as Market development & business strategy, Concept creation & development (see Section 2.2 Eligible activities & costs).

30 SMEs will be selected and granted with a financial support of € 5.450 to cover up to 100% of the eligible costs related to the training.

#### LUMP SUM INTERNATIONALIZATION

Financial contribution	Lump Sum Internationalization
Max. number of SMEs funded	27
Max. financial contribution per SME	€ 7 500
Total contribution per type of support	€ 202.500

The Internationalization lump sum is part of SUAVE International Acceleration Programme that supports the international expansion of European SMEs offering urban agriculture solutions with strong international potential to access third-countries markets targeted by the SUAVE project in North America: United States of America, Canada and Mexico. The lump sum covers access to one-to-one mentoring services and in-person participation in relevant international mission in one of the selected target countries (USA, Canada or Mexico).

24 SMEs will be selected and granted with a financial support of € 7 500 to cover up to 100% of the eligible costs related to the one-to-one mentoring services and in-person participation in international mission to selected target country.

SMEs can apply just for ONE internationalization lump sum.

Successful proposals shall receive the requested financial contribution in the form of a lump sum.

A lump sum is a fixed amount of money which can be used by beneficiaries for several purposes related to the achievement of the project objectives. Since the granting of a lump sum does not foresee the delivery of a detailed financial reporting and timesheets, the use of the project budget will be controlled considering the technical advancements by the technical reviewers. The final technical evaluation will assess the coherence of the budget spent with the achieved results.

The maximum amount to be granted per SME under SUAVE Lump Sum calls shall not exceed €60 000. Each interested SME can apply to one or several types of support, but just one for the training one and just one for internationalization to one country only, in accordance with its goal, capacity and needs to develop and contribute to European Urban Agriculture but can only be granted with the maximum financial contribution cumulatively.

At least 10% of the supported SMEs will come from EU regions different from the countries of individual Euroclusters' partners.

### **3.6 The Pool of experts & trainers for the Training activity**

SUAVE partners have elaborated a “mapping of experts for digital and green transition” gathering experts from all over Europe specialised in supporting SMEs' development.

Applicants are encouraged to look and choose from the “mapping of experts for digital and green transition”, the provider that will support them. It is, however, not mandatory to select the provider [from the list](#).

## 4. TOPIC DESCRIPTION

### 4.1 – The Training Lump Sum

Calendar dates	<p>Launch: 7th February 2024 - 14h CET</p> <p>Deadline: 7th April 2024 - 15h CET</p> <p>€ 163.500</p>
Total budget	<p>Top ranked proposals will be granted until the budget is exhausted while budget transfers will be possible between grant categories if one category cannot be used in full.</p>
Financial contribution (Grant)	<p>€ 5.450 per SME</p>
Project duration	<p>Implementation must take place within 7 months after the starting date of the project which will be the day after the completion of the contracting phase.</p>
Specific eligibility requirements	<p>Single SME application.</p> <p>Only one application per SME will be accepted. In the event that the applicant submits more than one proposal, only the first one submitted will be considered for evaluation, and any subsequent ones will be automatically disregarded</p> <ul style="list-style-type: none"> <li>• All individuals within the company who deem it necessary are welcome to participate in the training. Employees who will take part in the training initiative will be identified in the application</li> <li>• The individuals engaged in the training are dedicated to sharing their acquired knowledge with other members of the company, aiming to contribute to capacity building and ensure a broader application of the lessons learned.</li> </ul>
Supported activities	<p>This grant is designed to assist an individual SME engaged in providing urban agriculture solutions, with the goal of enhancing its development or expansion by investing in the improvement and acquisition of skills through upskilling and reskilling initiatives towards the green and digital transition.</p> <p>The training shall focus on the business and resilience strategy of the SMEs and how to enhance the social and environmental strategy of the company</p> <p>Learning objectives:</p> <ul style="list-style-type: none"> <li>• Capability to work efficiently with strategy and business modelling, including both methods and tools;</li> </ul>

	<ul style="list-style-type: none"> <li>● Gain better understanding of business model factors required for true sustainability and innovation;</li> <li>● Understanding of the possibility to include societal and environmental targets in your strategies;</li> <li>● Recommendations and support on how to implement them.</li> </ul> <p>The trainings are eligible if they are related to at least one of the categories:</p> <ol style="list-style-type: none"> <li>1. Digital Transition of the business lines of at least one of the following departments: <ul style="list-style-type: none"> <li>● Marketing/commercial</li> <li>● Production/Transformation</li> <li>● Quality/production management R&amp;D</li> <li>● Sustainable digital</li> </ul> </li> <li>2. Green Transition: <ul style="list-style-type: none"> <li>● Biodiversity</li> <li>● Energy</li> <li>● Greenhouse gases</li> <li>● Soil quality</li> <li>● Waste (management/reduction)</li> <li>● Water (management/pollution)</li> </ul> </li> <li>3. Others: <ul style="list-style-type: none"> <li>● Intellectual property</li> <li>● ICT consultancy</li> <li>● CSR (Corporate Social Responsibility)</li> <li>● Cyber security</li> </ul> </li> </ol> <p>The eligible costs for Training lump sum are the fees related to:</p> <ul style="list-style-type: none"> <li>● Training activities</li> <li>● Travelling expenses (flight/train ticket and accommodation) if needed</li> </ul> <p>Other considerations:</p> <ul style="list-style-type: none"> <li>● External providers must deliver the training. The training provider should be able to demonstrate experience and previous good results from the offered training module, to ensure that the learning objectives will be achieved.</li> <li>● Training sessions can occur at any location across Europe or through online platforms.</li> <li>● This training session should last at least two (2) full days.</li> </ul>
Payment scheme	Lump sum: 60% of pre-financing, 40% after the approval of deliverable
Expected deliverable	<p>1 deliverable to be submitted consisting of:</p> <ol style="list-style-type: none"> <li>a) Detailed training programme</li> <li>b) Certificate of completion/attendance issued by the provider.</li> </ol>

	<p>c) Final Report on the training undertaken. This report will include the name of persons in the SME to which the training has been transferred. Signatures and ID numbers will be needed in order to verify their participation.</p> <p>d) Continuity business plan (defined in the Glossary).</p> <p>A Final Report of the training will have to be sent maximum 30 days after the end of the period and not later than 13th December 2024.</p>
Incompatibility	N/A

#### 4.2 – The Internationalization Lump Sum

Calendar dates	<p>Launch: 7th February January 2024 - 14h CET</p> <p>Deadline: 7th April 2024 - 15h CET</p>
Total budget	<p>€ 202 500</p> <p>Top ranked proposals will be granted until the budget is exhausted while budget transfers will be possible between grant categories if one category cannot be used in full.</p>
Financial contribution (Grant)	€ 7 500 per SME
Project duration	Implementation must take place within 7 months after the starting date of the project which will be the day after the completion of the contracting phase and should be finished not later than 13 December 2024.



<p>Specific eligibility requirements</p>	<p>Single SME application.</p> <p>To present a project with a strong internationalization potential in one of the SUAVE target countries.</p> <p>Internationalisation activities should meet one of the main target destinations: United States of America, Canada or Mexico;</p> <p>Internationalisation activities should be in line with Urban Farming approach proposed by the SUAVE Guide for Applicants;</p> <p>Applicants need to have sufficient capacity (operational, financial and human resources) to undertake international activities.</p> <p>Applicants need to implement both phases of the internationalization action: one-to-one mentoring and in-person participation in international mission to selected SUAVE country: United States of America, Canada or Mexico;</p> <p>Applicants will have to demonstrate the internationalization potential of the SME, its offering and the need for the mission to third-country in an application, evaluated and approved by the SUAVE selection committee;</p> <p>Applicants need to indicate the type of international mission (single international missions or joint international mission ) they would prefer as their first-choice preference ;</p> <p>At least one person from the selected SME must participate. The person(s) participating in the international event must be present at least two complete working days in the international mission identified in the Action Plan for Internationalization.</p> <p>Applicants need to provide information on the internationalization activities undertaken (non confidential), for communication and dissemination purposes, to both the SUAVE project partners and EISMEA - European Innovation Council and SMEs Executive Agency.</p> <p>Only activities with a start date after June 14th, 2024 will be funded.</p>
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Supported activities

This type of grant supports internationalisation actions undertaken by SMEs in SUAVE third-countries beyond Europe (United States of America, Canada and Mexico).

The internationalisation actions should support SMEs in speeding up their international expansion and accessing to global value chains, including facilitation of contacts with potential clients, suppliers, or potential collaborators from third countries target countries.

The grants will support the implementation of projects for the international expansion of products and/or services:

- Related to Urban Farming defined by the SUAVE Guide for Applicants;
- With strong international potential;
- With a clear impact on European Urban Agriculture development.

The internationalization actions should be composed of two consecutive phases: phase A. access to one-to-one mentoring services and phase B. in-person participation in international missions.

The activities supported will be as follows:

Phase A: One-to-one mentoring: will support the access to mentoring services related to international expansion focused on three steps process:

- a. Gap Analysis - analysis of the current internationalization performance of the selected SMEs and its desired performance at international level;
- b. Action Plan for Internationalization (API) – definition of action plan for internationalization with short-term, middle-term and long-term implementation roadmap targeting one SUAVE country (USA, Mexico or Canada) to be implemented during the phase B (international missions) no later than 30 November 2024. The Action Plan for Internationalization should include a personalized agenda of min. 2 working days in selected SUAVE target countries in North America (USA, Canada or Mexico). Mentoring services should cover the preparation of a personalized agenda for the SME with pre-arrangement of business meetings to be held in the selected target country.
- c. Monitoring and follow-up of the selected SMEs participating in international mission.

Phase B: Internationalization missions - are related to the participation of the selected SME in in-person mission to one of the SUAVE third countries targeted by the project (i.e., USA, Canada and Mexico). The internationalization mission will be implemented according to the Action Plan for Internationalization elaborated during the one-to-one mentoring in phase A and will be financed from the lump sum by the SME.

There are two types of international missions:

- The single international missions (SIM) are missions that will enable awarded SMEs to participate in-person in international activities organized in one of the SUAVE target countries (Mexico, USA or Canada), such as attendance to conferences, trade fairs, exhibitions, participation in face-to-face matchmaking events and/or bilateral meetings with potential clients, partners and/or suppliers (B2B, B2C, C2C), as identified in the Action Plan for Internationalization and personalized agenda in the phase A.
- The joint international mission (JIM) is an exploratory mission oriented on market research and strategic immersion into one of the targeted SUAVE countries (Mexico, USA or Canada) that will be organized in the 4Q2024 and will take place in:
  - a) USA: Americas Food and Beverage Show and Conference (Miami 16-18 September 2024)
  - b) Mexico: Expo AgroAlimentaria Guanajuato 2024 (Guanajuato, 12-15 November 2024)
  - c) Canada: Royal Agricultural Winter Fair (Toronto - 01. - 10. novembre 2024).

Please note that events can be subject to modification.

All the expenses related to the participation of the SME in single or joint international missions (such as travels, accommodation, subsistence, entrance fees, insurance, visa, etc.) should be organized and financed by the awarded SMEs from lump sum. In case the entire cost exceeds 7500 EUR, the Applicant has to provide extra costs from its own resources.

No later than 30 days after the finalization of the international mission and no later than on 13 December 2024, SME should submit to the SUAVE consortium (respective focal contact point) a final report from the internationalization action undertaken.

Eligible expenses	<p>External services (purchasing services for one-to-one mentoring), travels and subsistence, participation fees, travel and health insurance.</p> <p>Costs incurred for the implementation of the project must be used for the sole and close purpose of achieving the objectives of the project and its expected results, in a transparent manner consistent with the principles of economy, efficiency and effectiveness.</p>
Payment scheme	<p>Lump sum: 60% of pre-financing, 40% after the approval of deliverable</p>
Expected deliverable	<p>1 deliverable to be submitted by 30 days after the end of the international mission and at the latest by 13 December 2024 consisting of:</p> <ol style="list-style-type: none"> <li>Summary of the action plan for internationalization and international activities undertaken</li> <li>Proof of the impact of the international activities on SMEs performance</li> <li>Testimonies from participation, evidence of travels and promotional activities undertaken</li> <li>Continuity business plan (defined in the Glossary)</li> </ol>
Incompatibility	N/A

## 5. APPLICATION

### 5.1 - Where to apply and how?

Applicants must submit their applications through the Good Grants at the following link <https://suave.grantplatform.com> and fill in the online application form.

The online application form has a structure that cannot be changed and clearly indicates limits of characters. The application form has been designed to ensure that the important aspects of your planned work are presented in a way that will enable evaluators to make an effective assessment against the evaluation criteria. It is in your interest to keep your text as concise as possible. Please be aware that only proposals that successfully address all the required aspects will have a chance of being funded.

## 6. INDICATIVE CALL TIMELINE

- Call opens: 7th February 2024
- Call closes: 7th April 2024
- Evaluation process: 8th April - 8th May 2024
- Publication of the results: 10th May 2024
- Contracting phase: 13th May 2024 - 13th June 2024
- Project implementation:
  - Training: June 14th to December 5 2024
  - Internationalisation: June 14th to December 5 2024
- Due date for deliverables: 13th December 2024

## 7. EVALUATION AND SELECTION PROCESS

The evaluation and ranking of applications will be based on a set of criteria in addition to the abovementioned eligibility conditions.

The following table details the different aspects which will be considered for each evaluation criterion.

### 7.1 - The Training Lump Sum

EVALUATION	
EXCELLENCE	10 POINTS
<p><b>ALIGNMENT WITH SUAVE PROJECT OBJECTIVES</b></p> <p><b>Contribution to Project Goals (5 points):</b> Please explain how your proposed activities will contribute to the achievement of the SUAVE challenges* and the relevance to the European urban farming ecosystem [max. 1 500 characters]</p> <p>Challenges:</p> <ol style="list-style-type: none"> <li>1. Diversification of products/service/contents based on digital technologies in the European urban farming sector;</li> <li>2. Supporting the green transition of the European urban farming value chain;</li> <li>3. Bridging the skill-gaps in the European urban farming workforce and supporting a bigger participation of women;</li> <li>4. Increasing business opportunities through internationalisation and synergies along and across value-chains</li> </ol>	<p><i>5 Points</i></p>
<p><b>EDUCATIONAL ACHIEVEMENT</b></p>	<p><i>5 Points</i></p>

<b>Upskilling/reskilling plan (5 points):</b> The proposal must reflect which is the SME current educational achievement and how this training will improve their working skills (max. 1 500 characters)	
<b>IMPACT</b>	<b>10 POINTS</b>
Please explain why this training is so important to the SME:  <b>Potential for Positive Change:</b> The proposal should demonstrate the potential to bring about positive change in the target audience or the broader community. (max. 1 500 characters)	<i>5 points</i>
<b>Sustainability and Long-Term Benefits:</b> The proposal should outline how the training's impact will be sustained over time and provide long-term benefits. (max. 1 500 characters)	<i>5 points</i>
<b>IMPLEMENTATION</b>	<b>10 POINTS</b>
<b>MOTIVATION</b> <b>Clarity of Purpose:</b> The proposal should clearly state the purpose of the training and why it is necessary.	<i>5 points</i>
<b>COHERENCE</b> <b>Adequacy of the training activity to cover the employees' needs:</b> Person/s that will be trained fits the target audience of the training and the topics covered in the course match his/her/their needs	<i>5 points</i>

## 7.2 - The Internationalization Lump Sum

<b>EVALUATION</b>	
<b>EXCELLENCE</b>	<b>10 points</b>
<p><i>Please briefly describe the scope of your SMEs activities and its alignment with Urban Agriculture. What is your international ambition, objectives and needs to participate in one-to-one mentoring and in-person international mission? Please describe your international offering (products, service and/or collaboration and/or other) you would like to expand internationally to the selected target market and which market opportunities are there identified for your SME?</i></p> <p>[max. 1500 characters]</p>	<i>5 points</i>

<p><i>Please explain how your proposed activities will contribute to the achievement of the SUAVE challenge related to increasing business opportunities through internationalization and synergies along and across value-chains and to the relevance to the European urban farming ecosystem. Please, briefly describe your international experience in the last five years before the submission of the application and explain readiness of your SME for internationalization in terms of having access to human resources, availability and adaptability of your international offering to provide them in selected target country and marketing materials in languages used in your selected SUAVE target country.</i></p> <p><i>[max. 1 500 characters]</i></p>	<p>5 points</p>
<p style="text-align: center;"><b>IMPACT</b></p>	<p><b>10 points</b></p>
<p><i>Please explain briefly how the funding will help you be more sustainable and resilient. Economic, Environmental and Social sustainability are considered relevant.</i></p> <p><i>[Max. 1500 characters]</i></p>	<p>5 points</p>
<p><i>Please briefly specify the main achievements and improvements deriving from your international activities and what are the expected benefits your SME will get from the funding? What are expected results from participation in mentoring activities and international missions?</i></p> <p><i>[max. 1500 characters]</i></p>	<p>5 points</p>
<p style="text-align: center;"><b>IMPLEMENTATION</b></p>	<p><b>10 points</b></p>
<p><i>Please, briefly describe the targeted activities to be implemented, their timeframe and details about your one-to-one mentoring and international mission. How the targeted activities are aligned with your SME strategy and international vision? Please provide evidence that your SME has operational, financial and human resources to undertake international activities.</i></p> <p><i>[max 1500 characters]</i></p>	<p>5 points</p>

<p><i>Please outline the profile of the people/organisations involved in the implementation and their role in the implementation (including mentoring services), specifying their qualifications, competences, international experience and area of expertise.</i></p> <p>[max. 1500 characters]</p>	<p><i>5 points</i></p>
--	------------------------



### 7.3 - Scoring mechanism

If the result of each section is less than 3 the application will be rejected and the threshold for application selected for funding is 18 points out of 30 maximum.

For the evaluation, each criterion will be scored from 0 to 5:

- 0 : not acceptable
- 1 Poor: The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;
- 2 Fair: While the proposal broadly addresses the criterion, there are significant weaknesses;
- 3 Good: The proposal addresses the criterion well, although improvements would be necessary;
- 4 Very good: The proposal addresses the criterion very well, although certain improvements are still possible;
- 5 Excellent: The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

### 7.6 - Selection process

Submitted applications will be assessed by the Application Review Panel consisting of 2 reviewers per application representing two SUAVE partners not located in the country of the applicant. In addition to the SUAVE partners, the consortium might request the review from external reviewers. If the evaluation between the two evaluators differs by 10 points or more, an additional evaluation will be requested. The assessment period shall take a maximum of 60 days starting from the closing date of the call. The applicants will receive an email about the outcome of the assessment directly after the assessment is finalised along with instructions for the next steps in case the applicant is awarded. Top ranked proposals will be granted until the budget for the respective support type is exhausted. The successful applicants will be requested to sign a sub-grant agreement with the SUAVE consortium within 60 days after the announcement of the result.

No retroactivity of costs is accepted, meaning that a grant cannot be used to cover costs of an action/activities that took place before the date of submission of the proposal.

All EU countries, and non-EU countries which are associated with the COSME part of the Single Market Programme (Iceland, Norway, Liechtenstein, Ukraine) are eligible.

Are also invited to apply SMEs from Outermost Regions of Europe and from less developed and transition regions as indicated in the EU 2021-2027 Cohesion Policy (GDP per capita < 75% EU-27 average: <https://ec.europa.eu/eurostat/cache/RCI/#?vis=nuts2.economy&lang=en>).

After this step, in case proposals remain with equal scores (*ex aequo*) the following criteria will be applied in strict order:

- The proposals will be ranked based on their higher impact potential (Criterion 2).
- In case there are proposals in the same position (*ex-aequo*), priority will be given to proposals that have ranked higher in Criterion 1 (excellence).
- Should there still be an *ex-aequo* situation, priority will be given to proposals which have higher score in Criterion 3 (implementation).

The outcome of the call - including a description of the third party actions, the date of the award, duration, and final recipient legal names and countries - will be published on the [ECCP site of the project](#).

## 8. FUNDING SCHEME

### 8.1 - General payment terms and beneficiaries' obligations

- All payments will be made in Euros (€).
- Following their application's approval, SMEs will be requested to sign a sub-grant agreement with the coordinator, VEGEPOLYS VALLEY, in the name of SUAVE consortium, assessing their engagement to the action. SUAVE Consortium will not be responsible for paying any costs applied for and incurred by the beneficiaries in case of non-compliance with the terms and conditions of the SUAVE funding scheme.
- Submission of an application does not constitute an entitlement for funding.
- The recipients of the financial support from SUAVE Consortium must ensure that the European Commission, the European Anti-fraud Office (OLAF) and the Court of Auditors (ECA) can exercise their powers of control, on documents, information, even stored on electronic media, or on the final recipient's premises.
- Beneficiaries' obligations are the following:
  - The SME - for a period of five-years after the payment of the balance - keeps records and other supporting documentation to prove the proper implementation of the action.
  - They must make them available upon request or in the context of checks, reviews, audits or investigations.
  - If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the grant agreement (including the extension of funding), the SME/ consortium must keep the records and other supporting documentation until the end of these procedures.
  - The SME must keep the original documents. Digital and digitised documents are considered originals, if they are authorised by the applicable national law. Non-original documents may be accepted if they offer a comparable level of assurance.

## 8.2 - Which are the payment terms per grant?

Payment will be realised in one as presented in the following table.

Type	Payment Scheme
Lump Sum Training	60% upon the signature of subgrant agreement; 40% upon reception and <u>approval</u> of the deliverable
Lump Sum Internationalization	60% upon the signature of subgrant agreement; 40% upon reception and <u>approval</u> of the deliverable

## 8.3 - Monitoring and reporting process

The SUAVE beneficiaries shall provide a performance progress report for the activity along with the respective necessary documentation depending on the grant category as described hereunder.

Training lump sum: one deliverable validating the work max. 30 days after the end of the project duration as defined in this guide for applicants and no later than 13th December 2024.

The purpose of the above is to evaluate:

- o the degree of fulfilment of the project work plan for the relevant period and of the related deliverable(s);
- o the continued relevance of the objectives and the upskilling and reskilling of European SMEs dedicated to Urban Agriculture;
- o the expected potential impact in economic, competition and social terms, and the SUAVE Beneficiary's cooperation to elaborate a dissemination of the results.

Internationalization lump sum: one deliverable validating the work max. 30 days after the end of the project duration as defined in this guide for applicants and no later than 13th December 2024.

The purpose of the above is to evaluate:

- o the degree of fulfilment of the project work plan for the relevant period and of the related deliverable(s);
- o the continued relevance of the objectives and international expansion activities that contribute to supporting access to global value chains of European SMEs working in Urban Agriculture;
- o the expected potential impact in economic, competition and social terms, and the SUAVE Beneficiary's cooperation to elaborate a dissemination of the results.

## 8.4 - Conflict of interest

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Sub-Grant Agreement could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests').

## 8.5 - Confidentiality and data protection

*GDPR compliance:* The General Data Protection Regulation (2016/679/EU) guarantees that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with particular reference to confidentiality, personal identity and the right to data protection.

By applying, the applicant agrees on the storage and use of its personal data for the execution of the SUAVE objectives and work plan. The SUAVE Consortium commits to handling personal data confidentiality except for the call results, which will contain the following information:

- Information about successful SUAVE funding support applications that will be made publicly available before the end of the project containing: project title, names of project partners and short project description (as provided by the applicant in the application template).
- Information about successful SUAVE funding support that will be made publicly available after the end of the project: project title, names of project partners, awarded funding and updated short project description (as provided by the project partners in the Final Report).

The processing of data that SUAVE Consortium intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR and its art.24. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

The applicants can exercise their rights towards the data controller, pursuant to article 12 of the GDPR. For any inquiries regarding the processing your personal data, please contact the coordinator (see Annex1)

Application selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

## 8.6 - Sensitive information

The parties must keep confidential any data, documents or other material (in any form) that is identified as sensitive in writing ('sensitive information') - during the implementation of the action and for at least the time-limit of 5 years after the final payment.

If a beneficiary requests, the SUAVE Consortium may agree to keep such information confidential for a longer period. Unless otherwise agreed between the parties, they may use sensitive information only to implement the Sub-Grant Agreement.

The SUAVE Consortium may disclose sensitive information to its staff and to other EU institutions and bodies. It may moreover disclose sensitive information SMEs, if:

- a) this is necessary to implement the Sub-Grant Agreement or safeguard the EU financial interests and

b) the recipients of the information are bound by an obligation of confidentiality.

The confidentiality obligations no longer apply if:

c) the disclosing party agrees to release the other party

d) the information becomes publicly available, without breaching any confidentiality obligation

e) the disclosure of the sensitive information is required by EU, international or national law.

### **8.7 - Classified information**

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/44417 and its implementing rules). Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority. Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority. Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority.

### **8.8 - Ethics**

The granted action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

### **8.9 - Intellectual Property Rights and Dissemination**

The applicants are advised to arrange for internal contracts regarding Intellectual Property Rights, the use and dissemination of the results generated by the project teams through the funding obtained via SUAVE financial support.

For dissemination and use of results generated through the financial support from the Consortium, the recipients must credit the SUAVE project through proper citation and appearance of the SUAVE logo and EU Logo, including the proper citation "This project has received funding from the European Union's EISMEA, Single Market Programme, Call SMP-COSME-2021-CLUSTER, under grant agreement number 101074762".

### **8.10 - Gender Equality**

SUAVE Consortium seeks gender balance. Therefore, applicants are invited to take all measures to promote equal opportunities between men and women in the implementation of the action. They must aim for a gender balance at all levels of personnel assigned to the action, including supervisory and managerial levels to the extent possible.

### **8.11 - Disclaimer**

*Purpose:* This text is explaining the SUAVE financial support scheme for information purposes only. No rights can be claimed on the basis of this document. This document does not reflect the views of the European Commission and EISMEA.

*Mistakes or inconsistencies:* The SUAVE Consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the Consortium will determine the steps to be taken, in cooperation with the applicant concerned.

*Modification of the Terms and Conditions:* The SUAVE partners, represented by the coordinator are entitled to modify these Terms and Conditions (including re-opening/closing dates of the calls, in case of non-granting of funds and/or early

depletion of the available funds, or as they see fit) at any time without notice. The current Guide for Applicants will be provided on the websites (...) always mentioning the version number. The most recent version of the Terms and Conditions of the SUAVE financial support scheme apply and prevail.

*Consequential damages:* In no event shall either party be liable to the other or any of its affiliates for any consequential, incidental, indirect, special, punitive or exemplary damages (including, without limitation, lost profits, business or goodwill) suffered or incurred by such other party or its affiliates in connection with this financial support scheme, even if advised of the possibility of such damages.

### **8.12 - Redress Procedure**

Any complaints against the project selection procedural failures have to be submitted by the applicant to SUAVE consortium, [international@vegepolys-valley.eu](mailto:international@vegepolys-valley.eu) within 5 calendar days after the notification of the evaluation results.

The applicant shall clearly specify procedural failure(s) that happened during the assessment of the proposal and include clear references to the relevant programme documents (Terms and Conditions, application form, etc.). Prior to filing a complaint, the applicant is strongly advised to request additional information from the SME regional contact point within the timeframe (5 calendar days) available for submitting a complaint. Only one request for redress per assessed application will be considered by the Committee, made up of one representative of each project partner. All requests for redress will be treated in confidence.

The Application Review Panel will examine the complaint on the basis of the information brought forward by the applicant, will assess the case and decide whether the complaint is justified or not and will inform the applicant and the consortium on the decision taken.

If the complaint is considered justified, the Application Review Panel will notify the evaluators to re-evaluate the project application and the related assessment part, subject to the complaint. The evaluators will then provide the Application Review Panel with an updated assessment. The final decision on the complaint will be communicated by the Application Review Panel to the applicant in writing within 20 working days from the date of submitting the complaint. This decision will be final, binding to all parties and not subject to any further complaint proceedings within the programme if the complaint is based on the same grounds.

### 8.13 - Visibility — European flag and funding statement

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.

Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this point, the beneficiaries may use the emblem without first obtaining approval from the SUAVE Consortium. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

Each beneficiary must carry out at least 1 public communication (e.g. on social media such as LinkedIn, Twitter, Instagram) mentioning SUAVE initiative through hashtag [#suaveeuroclusters](#) [#suaveurbanagriculture](#) [#suavegreenanddigital](#) , as well as [#EISMEA](#) [#DgGrow](#) [#ECCP](#).

## 8.14 - Consequences of non-compliance

If a beneficiary breaches any of its obligations linked to carrying out the action, the grant may be reduced.

## 8.15 - General information obligations

### *Information requests*

The beneficiaries must provide during the action or afterwards any information requested in order to verify eligibility of the costs or contributions declared, proper implementation of the action and compliance with the other obligations under the Sub-Grant Agreement. The information provided must be accurate, precise and complete and in the format requested, including electronic format.

### *Beneficiary data update*

The beneficiaries must keep — at all times, during the action or afterwards — their information stored in by the SUAVE Consortium up to date, in particular, their name, address, legal representatives, legal form and organisation type.

### *Information about events and circumstances which impact the action*

The beneficiaries must immediately inform the granting authority (and the other beneficiaries) of any of the following:

- (a) events which are likely to affect or delay the implementation of the action or affect the EU's financial interests, in particular:
  - (i) changes in their legal, financial, technical, organisational or ownership situation (including changes linked to one of the exclusion grounds listed in the declaration of honour signed before grant signature)
  - (ii) linked action information: not applicable
- (b) circumstances affecting:
  - (i) the decision to award the grant or
  - (ii) compliance with requirements under the Agreement.

### *Record-keeping and supporting documents*

The beneficiaries must — at least for 5 years after final payment — keep records and other supporting documents to prove the proper implementation of the action in line with the accepted standards in the respective field (if any).

In addition, the beneficiaries must — for the same period — keep the following to justify the amounts declared: for lump sum costs and contributions according to usual cost accounting practices (if any): the beneficiaries must keep any adequate records and supporting documents to prove that their cost accounting practices have been applied in a consistent manner, based on objective criteria, regardless of the source of funding, and that they comply with the eligibility conditions.



## 9. ANNEX 1: SME CONTACT POINTS

FRANCE- Coordinator		
VEGEPOLYS VALLEY	Ms. Claudia DE OLIVEIRA RAMOS	claudia.ramos@vegepolys-valley.eu
SPAIN- Partner		
CLUSTER DE LA MAQUINARIA I DELS MEDIS DE PRODUCCIO AGRICOLA DE CATALUNYA	Ms. Elisabeth MOLINA	international@femac.org
HUNGARY – Partner		
INNOSKART	Mr. Zsolt KERESZTÚRI	innoskart@innoskart.hu
LITHUANIA – Partner		
AgriFood Lithuania DIH	Ms Juste Vezikauskaite	juste@agrifood.lt
POLAND – Partner		
FUNDACJA UNIMOS	Mr Tomasz BOBER	tbober@unimosalliance.com

## 10. ANNEX 2: GLOSSARY

### **Applicant**

Participating SME who submits a request for grant.

### **Application Review Panel**

Application Review Panel consists of 2 reviewers per application representing two SUAVE partners not located in the country of the applicant. In addition to the SUAVE partners, the consortium might request the review from external reviewers

### **Award criteria**

The award criteria allow the subsidizing power to assess the quality of project proposals submitted within the framework of the SUAVE open calls #2. Grants are allocated to projects that meet the better these qualitative criteria, in the limits of the available budget.

### **Beneficiary**

When the project is selected, the candidate becomes a grantee European Lump Sum. The beneficiary signs a grant agreement with – or is informed of the grant decision – by the organization that selected the project. If the application was submitted on behalf of a consortium, its partners become co-beneficiaries of the European Lump sum (grant).

### **Candidates countries**

European countries and Outermost Regions of Europe admitted to participate in SUAVE open calls #2

### **Cascade funding**

Or “Financial Support to Third Parties (FSTP)”aim to directly support SMEs through financial lump sums for developing their innovative project”. Cascade funding actions include both financial support to the end beneficiaries and the provision of innovation support services by core partners.

Cascade funding aims to accelerate, foster and boost the development of innovative solutions by SMEs”.

“By innovative solutions, SUAVE understands finding new alternatives and looks for SMEs that are a solution provider.”

## **Continuity Business Plan:**

Business continuity is defined as an organization's ability to continue mission-critical business functions during emergencies or unplanned disruptions—anything from natural disasters to civil unrest. To prevent and recover from risks that may impact business operations, organizations put in place processes and procedures that will allow them to maintain operations even when faced with potentially disruptive events.

Business continuity plans enable organizations to continue moving forward, even in the face of unexpected challenges. When implemented effectively, these plans also help enhance the overall resilience of a business—how well your business can adapt to changing environmental, economic, and social conditions.

## **Deadline**

Last date by which the application must be sent to be considered eligible.

## **Eligibility criteria**

The eligibility criteria concern mainly the type of project and the activities (including, where applicable, the duration, participating organisations, etc.), the target group (e.g. status and number of participants concerned) and the conditions of submitting a grant application for such a project (e.g. deadline for submission, application form duly done)

## **Established**

SME fulfilling certain national conditions (registration, declaration, publication, etc.) that allow him to be recognized by the national authority.

## **EU**

European Union

## **Granting authority**

For SUAVE open calls #2 purpose, Granting authority means the SUAVE consortium

## **Critical risk**

A critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives. Level of likelihood to occur (Low/medium/high): The likelihood is the estimated probability that the risk will materialize even after taking account of the mitigating measures put in place. Level of severity (Low/medium/high): The relative seriousness of the risk and the significance of its effect.

## **Deliverable**

A report that is sent to your designated SUAVE focal point providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, lessons learnt, data management plans, ethics or security requirements).

## **Impacts**

Wider long term effects on society (including the environment), the economy and science, enabled by the outcomes of R&I investments (long term). Impacts generally occur some time after the end of the project. Example: The deployment of the advanced forecasting system enables each airport to increase maximum passenger capacity by 15% and passenger average throughput by 10%, leading to a 28% reduction in infrastructure expansion costs.

## **Internationalization Readiness**

SME's internationalization readiness is related to Applicant's preparedness and propensity for internationalization. It is directly connected with the company's sufficient operational, financial and human resources capacity to undertake international expansion activities and includes, among others,

- 1) availability and adaptability of international offering -which is understood as SMEs product and/r service to be expanded internationally to provide them in selected SUAVE target country (e.g. production capacity, operational availability);
- 2) access to human resources with knowledge of SUAVE selected target market, knowledge of (foreign) languages used in the SUAVE target market and/or experience in international business;
- 3) sufficient financial resources and ability to invest in international expansion, cover initial setup costs, and sustain operations in foreign markets;
- 4) availability of marketing and promotional materials in languages used in the selected country from SUAVE target countries (USA, Canada or Mexico);
- 5) availability of the SMEs [representative/personnel/delegate] to travel abroad to participate in in-person SUAVE international mission (single or joint) to one country from SUAVE target countries in North America (USA, Mexico or Canada).

## **Lump sum**

**Lump sums grants are defined up-front and are fixed in the grant agreement.** Funds are paid out upon completion of activities in the work packages. The payment of lump sums does not depend on successful outcomes (which are never certain in research) and follows the regular EC payment schedule.

## **National local point**

Person or organization responsible for providing information to applicants and beneficiaries.

## **Outermost Regions of Europe**

The Outermost Regions (OMR) are territories forming part of a member state of the European Union but situated a significant distance from [mainland Europe](#). Due to this situation, they have [derogation](#) from some EU policies despite being part of the European Union (Articles 349 and 355 of the Treaty on the Functioning of the European Union (TFEU).)

The European Union (EU) counts nine outermost regions, which are geographically very distant from the European continent. These are **French Guiana, Guadeloupe, Martinique, Mayotte, Reunion Island and Saint-Martin (France), Azores and Madeira (Portugal), and the Canary Islands (Spain)**.

## **Project**

Coherent set of organized activities to achieve goals and results determined on time allotted.

## **Selection criteria**

The selection criteria allow the subsidizing power to assess the capacity candidate's financial and operational view of the execution of the proposed project.

## **Social innovation**

Social innovation is the development of new projects, services and models in order to better respond to social issues

## **Target audience**

SMEs likely to benefit directly from lump sums of SUAVE open calls #2.

## **Targeted markets**

The countries targeted by the SUAVE projects are Canada, Mexico and United States. Applicant SME can select only one country for internationalization lump sum.

## **Objectives**

The goals of the work performed in terms of its research and innovation content. This will be translated into measurable results.

## **Outcomes**

The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. Outcomes generally occur during or shortly after the end of the project. Example: 9 European airports adopt the advanced forecasting system demonstrated during the project.

## **Travel documents**

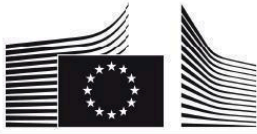
Check IATA requirements

[IATA - The Most Important Travel Documents for your Trip](#)

## **Twin transitions (digital and green)**

A twin transition approach recognizes that there is a huge and largely untapped opportunity for technology and data to drive sustainability goals. Rather than treating digital and sustainability in isolation, a twin transition strategy combines these critical functions to unlock huge benefits in terms of efficiency and productivity. The twin transition can make a positive impact by 'greening' technology, data assets and infrastructures while accelerating sustainability across the organization.

## 11. ANNEX 3: Financial statement



### FINANCIAL IDENTIFICATION

PRIVACY STATEMENT [https://ec.europa.eu/info/sites/info/files/about\\_the\\_european\\_commission/eu\\_budget/privacy\\_statement\\_en.pdf](https://ec.europa.eu/info/sites/info/files/about_the_european_commission/eu_budget/privacy_statement_en.pdf)  
 By submitting this form, you acknowledge that you have been informed about the processing of your personal data by the European Commission for accounting and contractual purposes.

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

<b>BANKING DETAILS ①</b>	
ACCOUNT NAME ②	<input style="width: 90%;" type="text"/>
IBAN/ACCOUNT NUMBER ③	<input style="width: 90%;" type="text"/>
CURRENCY	<input style="width: 60%;" type="text"/>
BIC/SWIFT CODE	<input style="width: 40%;" type="text"/> BRANCH CODE ④ <input style="width: 40%;" type="text"/>
BANK NAME	<input style="width: 90%;" type="text"/>
ADDRESS OF BANK BRANCH	
STREET & NUMBER	<input style="width: 90%;" type="text"/>
TOWN/CITY	<input style="width: 50%;" type="text"/> POSTCODE <input style="width: 40%;" type="text"/>
COUNTRY	<input style="width: 90%;" type="text"/>
ACCOUNT HOLDER'S DATA AS DECLARED TO THE BANK	
ACCOUNT HOLDER	<input style="width: 90%;" type="text"/>
STREET & NUMBER	<input style="width: 90%;" type="text"/>
TOWN/CITY	<input style="width: 50%;" type="text"/> POSTCODE <input style="width: 40%;" type="text"/>
COUNTRY	<input style="width: 90%;" type="text"/>
REMARK	<input style="width: 90%; height: 40px;" type="text"/>
BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤	DATE (Obligatory)
	SIGNATURE OF ACCOUNT HOLDER (Obligatory)

- ① Enter the final bank data and not the data of the intermediary bank.
- ② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- ③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established
- ④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- ⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

## 12. ANNEX 4: SME declaration

### SME declaration form

Enterprise:

<Name>

<Official Company Number>

<Address>

I declare on my honour that <company name>

- The institution I represent meets the definition of an SME as defined by the European Commission in line with the [EU recommendation 2003/361](#) (the full definition is available on the following website: [https://single-market-economy.ec.europa.eu/smes/sme-definition\\_en](https://single-market-economy.ec.europa.eu/smes/sme-definition_en));
- Is no bankrupt or being wound up, is not having affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Is in compliance with its obligation relating to the payment of social security contributions and the payment of taxes, in accordance with the legal provisions of the country in which it is established; Is not subject to a conflict of interest in connection with the grant.
- has received positive results on the following self-assessment and that the information provided are true and verifiable:  
[https://ec.europa.eu/growth/tools-databases/SME-Wizard/smeq.do;SME\\_SESSION\\_ID=FhC3g0etd9C6OFdY1L0c2TuVFxowre8Z\\_ZBuZE9PHQkIbLNDLCvJ!881054478?execution=e1s1](https://ec.europa.eu/growth/tools-databases/SME-Wizard/smeq.do;SME_SESSION_ID=FhC3g0etd9C6OFdY1L0c2TuVFxowre8Z_ZBuZE9PHQkIbLNDLCvJ!881054478?execution=e1s1)

For <company name>

Name: .....

Title: .....

Date of signature: .....

Authorised signature and stamp