



Guidelines

for sub-grant applicants

INNOMED-Up

A_A.2.2_0172

Reference: Municipality of Prato

Deadline for submission of application: 22/08/2022 - 13.00 CET

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the ENI CBC MED Programme rules, which are applicable to the present call (available at <http://www.enicbcmec.eu/home>).

1.1. BACKGROUND

INNOMED UP - Promoting UPcycling in Circular Economy through INNOVation and education for creative industries in MEDiterranean cities - is a project financed by the ENI CBC MED 2014-2020 Programme that intends to propose a strategy for Mediterranean cities, where Cultural and Creative Industries (CCIs) SMEs create Circular Economy (CE) clusters locally and participate at cross border innovation networks thus promoting urban and social inclusion.

In particular, the project tackles the production of waste in Mediterranean Cities by helping them adopt Circular Economy solutions. In order to do so, the cities need to create a resilient ecosystem that can give rise to new cooperative networks among SMEs and other actors that can contribute to the circularity of the urban environment. These include R&D centers, public institutions, NGOs, people, etc that can collectively develop innovative business models that reintroduce waste as a part of the value chain.

To this end, INNOMED-UP proposes to work with the Cultural and Creative Industries to shift local urban economies towards a circular production and consumption paradigm including optimal use of material resources, innovation enhancement for SME, knowledge transfer among Med-cities, social inclusion and citizens' engagement.

By the end of the project, the information collected will help to define the INNOMED-UP model for the Mediterranean area proposing a circular strategy for the Mediterranean, whereby cities can develop their own CE strategies and action plans, and ideas, designs and knowledge are exchanged between countries, and materials are recycled and upcycled at the local level in local clusters. The model will be tested at the local level in order to incorporate each city characteristics and refined so as to promote the clustering capacity of CCI SMEs at the local level through specific clustering roadmaps and smart tools.

1.2. OBJECTIVES OF THE CALL FOR SUB-GRANTS

The **objective** of this call for sub-grant proposals is:

1. Pilot innovative products

To produce selected innovative products, a grant will be awarded to selected CCI SMEs. The total amount of the Grant will be 5000 euros to produce each product. The new innovative products will be designed by local CCI SMEs that will participate in the pilot clusters, using materials from the pilot testing of the smart tools (Bicycle and Garbage Bin). Some CCI SMEs may propose innovative services instead of materials. They will have to design them precisely.

innovative products will be delivered (2BEN, 2PP2, 2PP3, 5PP4, 5PP5, 10PP6). The final selection of proposals will be based on the relevance of them to Circularity and their innovative approach. Some of the SMEs will be paired at a cross-border level to work together with other SMEs for the creation of their product/service. Each partner will have to supervise the procedure for their local SMEs.

2. Innovation vouchers

vouchers will give the possibility to participating CCI SMEs to develop activities at transnational cross-border level through the project INNOMED-UP (2BEN, 2PP2, 2PP3, 6PP4, 3PP5, 15PP6). For the purposes of this output, an innovation project is defined as one that transfers knowledge of a scientific, technological or innovative nature that is new to the SME. The new knowledge will be used by the CCI SME to implement operational instruments (equipment and software) in favour of CCI SMEs innovation within the concept of circular economy.

The grants will accredit non-refundable direct financial support to CCI SMEs that seek for funding in order to adopt circular practices in their production line through specialised , innovative equipment at transnational cross-border level. 2 SMEs will be awarded reaching 5000 euro respectively on criteria determined below.

3. Cross-border Mentorship Schemes

Access to cross-border mentorship is crucial for the growth and innovation of SMEs in the Mediterranean and consequently for the economic success of Med-cities. INNOMED-UP is planning to support existing CCI SMEs or spin-offs and start-ups that will result from the project to establish cross-border mentorship schemes. Among other goals, the mentorships will help SMEs to upgrade their innovation capacity and attract foreign finance.

The project will offer mentorship schemes for CCI SMEs in MPC that seek for cross-border cooperation. SMEs will be granted 5000 euros for industrial research & experimental development in high tech systems, or other collaborative schemes with third institutions in order to integrate high-technology and innovate on Circular Economy principles . For the SMEs selection, predetermined criteria will be described below. (2BEN, 2PP2, 2PP3, 5PP4, 5PP5, 5PP6)

This sub-grant is meant to support the SMEs in gaining intellectual inputs like new technology, methodology, business plan, export market research.. etc'

1.3. FINANCIAL ALLOCATION

The overall indicative amount made available under this call for sub-grant proposals is EUR 30.000. The Municipality of Prato as project Lead Beneficiary reserves the right not to award all available funds.

Size of sub-grants

Any grant requested under this call for proposals must fall between the following amounts:

- minimum amount: EUR <2000>
- maximum amount: EUR <5000>

Pilot innovative products

The sub-grant shall take the forms of reimbursement of costs.

There will be a prefinancing of 30% upon the contract signature; 40% upon presentation of 1st pilot results; and remaining 30% at final presentation of a sellable upcycled product.

Innovation vouchers

The sub-grant shall take the forms of reimbursement of costs.

There will be a prefinancing of 30% upon the contract signature and the remaining 70% after the purchase of the equipment

Cross-border mentorship vouchers

The sub-grant shall take the forms of reimbursement of costs

There will be a prefinancing of 30% upon the contract signature and the remaining 70% after the submission of the deliverables from the mentorship.

The sub-grant shall take the forms of reimbursement of costs.

Any installments or final balance payment should be linked to justification and expenditure verification, reported based on the real costs incurred and paid.

1.4. ELIGIBILITY CRITERIA

The project sub-grant, will not exceed the ceiling of 200.000 euros in state-aid over a period of three fiscal years, according to the de minimis rule set by the regulation (EC) 1407/2013.

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The '**lead applicant**', i.e., the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s)** (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as '**applicant(s)**') (2.1.1),

(2) the activities:

- Type of activities for which the sub-grant may be awarded (2.1.2);

Pilot innovative products

Cluster criteria:

- o Cluster is located in targeted city
- o Cluster had been established for supporting CE practices within CCIs
- o Cluster frame is focused on cooperation for producing new innovative products

Innovation vouchers

SMEs owners:

- o SME is located in targeted city/province
- o SME owner age is above 18

SMEs Products:

- o Already engaged in recycling / upcycling activities or have potential to do so
- o CCI value and aspects are considered

Cross-border mentorship

- o SMEs are located in targeted city/Province
- o Intervention cost is within grant budget
- o Collaboration can be finalised within project timeline

(3) the costs:

- Forms of financing and types of cost that may be taken into account in setting the amount of the subgrant (2.1.3).

1. Pilot innovative products

- Financial support to SMEs to produce an innovative product which will include cost of human resources, and External services cost category (cost of materials) SMEs should provide a detailed budget justification for the proposed costs.

2. Innovation vouchers

- Financial support to SMEs will include Equipment and supplies cost category to buy specialized innovative equipment, second hand equipment or software that will help them to adopt circular practices in their production line. The cost is related to the market price of the equipment. SMEs should provide market research with at least three offers from the requested equipment or software.

3. Cross-border Mentorship Schemes

- Financial support to SMEs to access cross-border mentorship for industrial research & experimental development in high tech systems, or other collaborative schemes with third institutions in order to integrate high-technology and innovate on Circular Economy principles. The cost will be included in the External services cost category (the consulting service that will acquire the selected SMEs. SMEs should provide a proposal of the themes that they will select to receive consulting together with the information of the consultor. Moreover, they should describe the deliverable that they will submit as a result of the consulting service (e.g. business plan).

This sub-grant is meant to support the SMEs in gaining intellectual inputs like new technology, methodology, business plan, export market research.. etc'

1.4.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Lead Applicant

- (1) In order to be eligible for a grant, the Lead Applicant must:

Indicate the relevant criteria with due regard for the objectives of this call for sub-grant proposals, complying with the principles of transparency and non-discrimination.

- be a legal person or a natural person **and**
- be established in Athens, Tunis, Hebron, Irbid, Prato, Palermo
- be directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary **[and]**

- (2) Lead applicants, co-applicants, and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to article 52.2.vi of the ENI CBC Implementing Rules¹, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In the declaration included in the sub-grant application form, the lead applicant must declare that himself and the co-applicant(s) are not in any of these situations.

The lead applicant may act individually with co-applicant(s)

If awarded the sub-grant contract, the lead applicant will become the sub-grantee, who is the main interlocutor of the project beneficiary / partner awarding the sub-grant. It may represent and act on behalf of any other co- sub-grantee (if any) and coordinates the design and implementation of the action.

[Co-applicant(s)]

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in the grant application form.

¹ EC Regulation 897/2014.

If awarded the subgrant contract, the co-applicant(s) (if any) will become co-subgrantee(s) in the action

1.4.2. Eligible actions: actions for which an application may be made

Definition

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not exceed 5 months.

Sectors or themes

- Circular Economy
- Creative Economy
- Creation of new business models
- New collaborations in “industrial symbiosis”
- Initiatives related to Historic Centers revitalization and urban sustainability/ resilience

Location

Actions must take place in [one or more of] the following cities: Athens, Tunis, Hebron, Irbid, Prato, Palermo

Types of action

- Production of an innovative product which will include cost of human resources, and external services (cost of materials)
- Acquisition of specialised innovative equipment or software (Equipment and Supplies) that will help them to adopt circular practices in their production line.
- Access to cross-border mentorship for industrial research & experimental development in high tech systems, or other collaborative schemes with third institutions in order to integrate high-technology and innovate on Circular Economy principles (external services). The mentorship received will be supportive to produce innovative services, products or integrate high-tech procedures (digital tools, software) into SMEs production. This sub-grant is meant to support the SMEs in gaining intellectual inputs like new technology, methodology, business plan, export market research.. etc’

Types of activity

Pilot innovative products

- Production new innovative circular and collaborative products
- Design new innovative circular and collaborative services

Innovation vouchers

- Purchase of new equipment or software, and operational tools to enhance the circular production

Cross-border Mentorship Schemes

- Adopt & integrate circular practices into production line through specialised, innovative equipment
- Acquisition of new scientific, technological, and innovative knowledge which could be transnational or cross-border
- Industrial research
- Experimental development in high tech systems
- Participation in collaborative schemes with third institutions to integrate high-technology and innovate on Circular Economy principles
- Marketing plan, business plan, IPR registration.

Visibility

Subgrant applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the [Communication and Visibility Requirements for EU External Actions](#)).

Number of applications and subgrants per applicant(s)

- The lead applicant may not submit more than 2 applications under this call for subgrant proposals.
- The lead applicant may not be awarded more than 2 sub-grant under this call for subgrant proposals.
- The lead applicant may not be a co-applicant in another application at the same time.
- A co-applicant may not be the co-applicant in more than 2 applications under this call for proposals.
- A co-applicant may not be awarded more than 2 sub-grant under this call for proposals.

1.4.3. Eligibility of costs: costs that can be included

The sub-grant shall take the forms of reimbursement of costs.

Only eligible costs can be covered by the sub-grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 9 of the sub-grant contract.

The subgrant applicant(s) agree that the expenditure verification(s) referred to in Article 10 of the sub-grant contract will be carried out by the auditor contracted by the project Lead Beneficiary Municipality of Prato.

The sub-grant may be awarded with the form of reimbursement of a specified proportion of the eligible costs actually incurred by the sub-grantee.

The sub-grantee must:

- Ensure that the **costs are compliant with the eligibility requirements** of the programme and included in the categories accepted in the call for sub-grants
- Follow the **programme rules** in what concerns the eventual **revenue** deriving from the sub-grant activities
- Keep sub-grant accounting showing a reliable and easy to follow **audit trail**¹ of the expenditure and revenue
- **Keep the original accounting supporting documents** until the end of the open-to-control period.
- Have the declared **expenditure verified** by the project auditors or competent public officer, following the requirements of the programme and the national requirements of the project Lead beneficiary / partner issuing the call

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the sub-grant contract. The lead applicant may be asked to justify the percentage requested before the sub-grant contract is signed. However, once the flat rate has been fixed, no supporting documents need to be provided.

NB: If any of the applicants is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the applicants and financed by another action or work programme receiving a European Union grant;
- purchases of land or buildings;
- currency exchange losses;
- duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation unless otherwise provided in appropriate provisions negotiated with partner countries, as per the provisions of the related Financing Agreement;²
- loans to third parties;
- fines, penalties and expenses of litigation;
- contributions in kind;

1.4.4. Ethic clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation

² For details on VAT and tax provisions set in Financing Agreements (FA), the potential applicants may refer to the specific national provisions.

committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

d) Breach of obligations, irregularities or fraud

The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

e) Privacy and protection of personal data

The project Lead Beneficiary / partner and the Programme bodies will abide by EU protection of personal data, as per article 8 of EU Chart of Fundamental rights. Applicants are also granted the right to access data which has been collected concerning them, and the right to have it rectified.

1.5. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

1.5.1. Applications

Subgrant applicants are invited to submit an application using the model of application form annexed to these guidelines (Annex A).

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the points listed in the checklist of the subgrant application form or any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents the project partner Municipality of Prato from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (*budget, description of activities and / or any other relevant annex*) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

Completed organisation data forms (Annex F) have to be submitted as well for the applicant and each (if any) co-applicant³.

1.5.2. Where and how to send applications

Modalities for the submission of the subgrant applications are defined by the project partner Municipality of Prato issuing the call.

As an example:

Applications (i.e. the application form, the budget and the declaration by the subgrant applicant) must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

Postal address: Ufficio Protocollo del Comune di Prato, Piazza del Pesce n. 9

Address for hand delivery: Ufficio Protocollo del Comune di Prato, Piazza del Pesce n. 9

Applications sent by any other means⁴ (e.g. by fax or only by e-mail) or delivered to other addresses will be rejected.

If beneficiary/partner, prefers email submission, this could be specified as a participation method, with a professional email, that should be used for application submissions. Applications can also be sent by e-mail at the address: comune.prato@postacert.toscana.it

Applications must be submitted in one original form.

Where lead applicants send several different applications (if allowed to do so by the guidelines of the call), each one must be sent separately.

*The envelope must bear the **reference of the call for subgrants**, together, the full name and address of the lead applicant, and the words “c.a. UO Progettazioni ed Economia Circolare”.*

³ Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to provide an organisation data form. In this case, the information included in the grant application form is sufficient.

⁴ Applications might also be submitted through a secure e-submission system, provided that it ensures no access to any member of the staff of the project beneficiary before the opening session of the proposals.

Applicants must verify that their application is complete using the checklist included in the sub-grant application form. Incomplete applications may be rejected.

1.5.3. Deadline for submission of applications

Deadline: 22/08/2022; 13:00 CET

1.5.4. Further information about applications

Questions may be sent by e-mail no later than 5 days before the deadline for the submission of applications to the following e-mail address cmed@comune.prato.it , indicating clearly the reference of the call for subgrants.

The Municipality of Prato has no obligation to provide clarifications to questions received after this date. Replies will be given no later than XX days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the project Lead Beneficiary / partner cannot give a prior opinion on the eligibility of applicants, co-applicants, or an action.

Lead Beneficiary/partner, could plan an 'open information day' to explain sub-grant procedures, and reply to all potential applicants' questions or clarification needs, related to this call. Alternatively, Beneficiary/partner could prepare a video, explaining sub-grant guidelines.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website dedicated to the call <http://www2.comune.prato.it/avvisi/pagina446.html> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

1.6. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an evaluation committee composed by representatives of the project partner. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 3.1 the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS

During the opening and administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist in the sub-grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

(2) STEP 2: EVALUATION OF THE APPLICATION

The applications that pass the opening and administrative checks will be further evaluated on their quality, including the proposed budget and capacity of the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to all applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives set forth in the guidelines, and to award sub-grants to sub-projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the project Lead Beneficiary / partner can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation table:

Pilot innovative products (O 5.2)	
Criteria	Score (1 -5)
Cluster criteria:	
Cluster is located in targeted city (No= Killing factor, Yes = 5)	0
Material used related to identified geographic focus resources (No=1, 20%=2, 40%=3, 60-80%=4, 100%=5)	0
Cluster operating and supply chain plans (No plan=1, preliminary plan = 2, plan is set but without management frame = 3, plan is set with management frame but without details =4, plan is comprehensive = 5)	0
Cluster use of smart tools, and data collection type and use (No use = 1, Partial use =3, Full use = 5)	0
Business model:	
Product outcome, market needs, marketability and business potential (No plan = 1, preliminary plan without details= 2, partially detailed plan = 3, clear and full plan = 4, outstanding and comprehensive plan = 5)	0
A proposal for the potential financial results, including costs and expenses and estimated market size of first 3 year operations (No plan = 1, preliminary plan without details= 2, partially detailed plan = 3, clear and full plan = 4, outstanding and comprehensive plan = 5)	0
Communications and market access plans (No plan = 1, preliminary plan without details= 2, partially detailed plan = 3, clear and full plan = 4, outstanding and comprehensive plan = 5)	0
Entrepreneur criteria:	
Previous experience of cluster leader or cluster team (No experience = 1, less than 1 year = 2, 1-3 years= 3, 3-5 years =4 , more = 5)	0
Total	0

Innovation vouchers(O 6.2)	
Criteria	Score (1 -5)
SMEs owners:	
SME is located in targeted city (No= Killing factor, Yes = 5)	0
SME owner age (18-30=5, 31-40=4, 41-50=3, 51-60=2, 60+=1)	0
SMEs Products:	
High quality at local level (No quality certificates or standards =1, Internal quality standard or Formal quality certificate = 3, Internal quality standard and Formal quality certificate = 5)	0
Potential for expansion in local/regional market (No sales increase in last 2 years =1, Sales increased by 1-15%=2, Sales increased by 16-30%=2, Sales increased by 31-50% =3, Sales increased by 51-70%=4, Sales increased over 70%=5)	0
Already engaged in recycling / upcycling activities or have potential to do so (No=1, Yes=5)	0
CCI value and aspects are considered (No CCI products=1, Some products are within CCI=3, All products are within CCI = 5)	0
Business plan:	
A proposal for the potential financial results, including costs and expenses and estimated market size of first 3 year operations (No plan = 1, preliminary plan without details= 2, partially detailed plan = 3, clear and full plan = 4, outstanding and comprehensive plan = 5)	0
Procurement plan: inputs list, estimated costs, initial prices offers, potential suppliers (No procurement plan = 1, Procurement plan is poor or above budget = 2, Procurement plan is clear and within budget=5)	0
Total	0

Cross-border mentorship(O 6.3)	
Criteria	Score (1 -5)
Collaborative scheme	
SMEs are located in targeted city (No= Killing factor, Yes = 5)	
Research organization (third institution) is with relevant experience (No proven experience = 1, Proven and documented experience = 5)	0
Clear value of collaboration for SMEs in innovation and high-tech in CE principals (Final output is not related to CE or CCI sectors=1, Final output is partially related to CE and CCI sectors = 3, Final output is highly related to CE and CCI sectors =5)	0
Measurable final research goals (No clear final deliverable = 1, Clear final deliverable but hard to be measured =3, Clear final deliverable and can be measured = 5)	0
Intervention cost is within grant budget (No and SME can't cover additional cost =1, No and SME can cover additional cost =3, Yes= 5)	0
Collaboration can be finalized within project timeline (No= Killing factor, Yes= 5)	0
Total	0

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

(3) **VERIFICATION OF ELIGIBILITY OF THE APPLICANTS**

The eligibility verification will be performed according to the criteria set out in Section 3.1

The Head of the Procedure will check in particular the possession of the requisites provided for by art. 80 of Legislative Decree 50/2016 (contract code) of lead candidates and co-applicants.

Required supporting documents for the award process

1. Application form completed, signed and stamped, including detailed financial offer including all relevant materials, relevant experience for the past 1-2 years (Must)
2. human resources and others or Business plan (Must)
3. Company registration certificate or Copy of IDs or passports in case of individuals (Must)
4. Financial statement for the past 1-2 years (Not obligatory)

5. Products design that proofs the use of CE practices (Must)

It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

If the above mentioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant, the application may be rejected.

1.7. NOTIFICATION OF THE RESULTS OF THE EVALUATION

1.7.1. Content of the decision

Applicants will be informed in writing, by email, of the project partner's decision concerning their application and, if rejected, the reasons for the negative decision. An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint.

Applicants that have been rejected and estimate that irregularities occurred during the selection process, may submit a written appeal to : t.bigagli@comune.prato.it

1.7.2. Indicative timetable

Provisional Timeline

	DATE	TIME
1. Deadline for requesting any clarifications from the project Lead Beneficiary / partner	5 days before the submission deadline	17/08/2022
2. Last date on which clarifications are issued by the project Lead Beneficiary / partner	3 days before the submission deadline	19/08/2022
3. Deadline for submission of applications		22/08/2022
4. Information to applicants on the evaluation	4 days after the submission deadline	26/08/2022
5. Notification of award	7 days after the submission deadline	29/08/2022



List of annexes

DOCUMENTS TO BE COMPLETED

Annex A: Sub-grant application form (Word format)

Annex B: Budget

Annex C: *De Minimis* declaration