



Boosting Urban Agriculture in Europe and beyond!





GA n. 101074762

Funding Support Scheme

Open Calls #1

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SUAVE PROJECT

Project Acronym	SUAVE
Project Title	Stimulating SMEs in new Urban Agriculture Value Chain for sustainable growth in Europe
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 favoring economic, ecological, social, educational, and health-related benefits.

1.2 - SUAVE partners

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

1.3 - Target audience

SUAVE is targeting European Small and Medium Enterprises (SMEs) operating in the field of UA and they will have the opportunity to benefit from different types of support services valued €1 050 000. Thanks to project activities, small and medium enterprises will be able 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 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 #1

3.1 - Who can apply?

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

3.2 - 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 following types of urban agriculture

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

3.3 - 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"> - 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. <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>All EU countries, and non-EU countries which are associated with the COSME</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 < 75% EU-27 average: <u>https://ec.europa.eu/eurostat/cache/RCI/#?vis=nuts2.economy&lang=en</u>)</p>
5	<p>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.</p>
6	<p>Applications must be submitted through the online submission tool accessible at (https://suave.grantplatform.com) by the deadline indicated in the present document of the SUAVE open calls #1.</p>

7	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).
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3.4 - Type of actions

Lump Sums

Type	Specific Name	What can be achieved with the support?
LUMP SUM	Innovation	Deployment of a new-to firm products and/or technology
LUMP SUM	Travel	Participation in European Urban Agriculture relevant business mission in Europe
LUMP SUM	Diagnosis	Analysis carried out to identify the strengths and weaknesses of the SME and keys of improvement in terms of digitalization and/or green transition

Prizes

Prize type	Expected results
PRIZE innovation Award for existing results	Valorisation of existing solutions in the European Urban Agriculture food system

3.5 - What financial support is offered?

Financial contribution	Lump Sum Innovation	Lump Sum Travel	Lump Sum Diagnosis	Prize Innovation
Max. number of SMEs funded	25	25	30	3
Max. financial contribution per SME	€ 20 000	€ 1 000	€ 5 000	1x € 20 000 for the 1st place 2 x €10 000 for the 2nd and 3rd place
Total contribution per type of support	€ 500 000	€ 25 000	€ 150 000	€40 000

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 shall not exceed €60 000. Each interested SME can apply to one or several types of support 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.

4. TOPIC DESCRIPTION

4.1 - The Innovation Lump Sum

Calendar dates	Launch: 28th March 2023 - 14h Deadline: 30th May 2023 - 15h €500 000
Total budget	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.
Financial contribution (Grant)	€20.000 per SME
Project duration	Implementation must take place within 8 months after the starting date of the project stated in the Sub-Grant Agreement.
Specific eligibility requirements	Single SME application. However, mini consortium of 2 partners: 1 SME + 1 other type of partner with innovation relevance can be accepted. In this case SME will be the sole beneficiary of the grant. To present a project with a strong European dimension.
Supported activities	This type of grant aims at supporting European Urban Agriculture relevant innovation development activities. The grants will support the implementation of projects for the development and deployment of prototypes having a minimum of level 4 of CRL (Commercial readiness Level) and level 4 of TRL (Technology readiness level). The projects will involve an SME from European Urban Agriculture as defined in the call's conditions and, possibly, another organisation (large company, R&D organisation, etc.) that will collaborate for tackling one of the

	<p>challenges presented in the call's conditions.</p> <p>The activities supported will be as follows:</p> <ol style="list-style-type: none"> 1. Deployment of technology that is new for the SME - The project will aim at deploying a technology which is new either for the specific sector or for the company. The aim is to help the company tackle one of the challenges presented in section 1.4 and in doing so, reinforcing its capacity to bring new product / services to market and make a step, in its business processes, towards more digital and/or green, resource efficient operation.; 2. Improvement of existing product/technology - The project will aim at improving a product/technology that the SMEs has already developed with a minimum of 4 TRL or CRL.
Payment scheme	Lump sum: 60% of pre-financing, 40% after the approval of deliverable
Expected deliverable	<p>1 deliverable to be submitted within 8 months after the signature of the sub-grant agreement consisting of:</p> <ol style="list-style-type: none"> a. Proof of the impact of the innovative solution in terms of environmental and economic sustainability b. Proving elements of the progression of the prototype in terms of CRL and/or TRL c. Continuity business plan (defined in the Glossary)
Incompatibility	N/A

4.2 - LUMP SUM travel costs in Europe | Matchmaking events

Calendar dates	Launch: 28th MArch 14 h Deadline: 30 May 15 h
Total budget	€25 000 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.
Financial contribution (Grant)	€ 1.000 per SME
Project duration	Travel must take place in the next 6 months from the signature of the sub-Grant agreement.
Specific eligibility requirements	up-to-date travel documentation and health travel documents to travel within Europe To have a project with a strong European dimension.
Indicative supported activities	Participation in European Urban Agriculture relevant business mission (B2B)/event/fair within EU and countries participating in the SMP.
Payment scheme	lump sum, no pre-financing, 100% after the approval of deliverable
Expected deliverable	Simplified deliverable of the mission with lessons-learnt from the travel, including photos and a short description of the funded action.
Incompatibility	N/A

	<ul style="list-style-type: none"> - reduction of air and water pollution, - preservation of biodiversity, - preservation of soil, - reduction of GHG emissions/ increased carbon storage, - reduction of energy consumption and reduction of dependency to fossil resources, - reduction the use of synthetic inputs, - preservation of water resources and their quality, - reduction and recycling of waste <p>Assessment by independent experts (no internal analysis accepted)</p> <p><u>Digitalisation</u> Diagnosis to implement, accelerate and/or optimize internal company processes thanks to the adoption of new digital solutions (software, website, decision-making tool...): Eligible topics can be:</p> <ul style="list-style-type: none"> - development of decision-making tools for marketing and sales department - sensitization of employees to cybersecurity, implementation of tools to improve cybersecurity - training in digital tools - quality department : improved data and processes traceability, - production and transformation management: automation and monitoring of processes <p>Financing on a diagnosis on one or more of these elements.</p> <p>Assessment by independent experts (no internal analysis accepted)</p>
Payment scheme	Lump sum: 60% of pre-financing, 40% after the approval of deliverable
Expected deliverable	1 deliverable to be submitted within 8 months after the signature of the sub-grant agreement consisting of:

	<ul style="list-style-type: none"> a. a description of the initial situation b. the report of the external expert describing solutions/recommendations of improvement c. the action planned defined by the SME including a timeline of actions and the quantifiable expected impacts d. Continuity business plan based on the diagnosis done by experts
Incompatibility	N/A

4.4 - The SUAVE Innovation Prize

Calendar dates	Launch: 28th March 2023 - 14h Deadline: 30th May 2023 - 15h
Total budget	€40 000
Financial contribution (Grant)	€20 000 for the 1st place €10 000 for the 2nd and 3rd place
Project duration	N/A
Specific eligibility requirements	N/A
Indicative supported activities	The prizes will reward services and products showing advances and improvements for the European Urban Agriculture food system. They shall centre on the challenges of European Urban Agriculture and strongly focus on cross-sectorial collaborations and on the end-user needs. Emphasis will be put on solutions that are ready to be piloted and validated.
Payment scheme	closely linked to an announcement event of results
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: 28th March 2023, 14h CET

Call closes: 30 May 2023, 15h CET. Applications must be submitted prior to the submission deadline.

Evaluation process: 1st June - 31st July 2023

Publication of the results: 2nd August 2023

Contracting phase: 3rd August 2023 – 31st September 2023

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 Innovation Lump Sum

EVALUATION	
EXCELLENCE	10 points
Please, explain briefly the objectives you want to achieve? [max. 1500 characters]	5 points
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] <u>Challenges:</u> <ol style="list-style-type: none"> 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. 	5 points
IMPACT	10 points
Please explain briefly how the funding will help you be more sustainable and resilient. Economic, Environmental and Social sustainability are considered relevant [Max. 1500 characters]	5 points
Please specify the expected benefits your company will get from the funding. What are the main achievements and improvements deriving from your activities? [max. 1500 characters]	5 points
IMPLEMENTATION	10 points
Describe briefly the tasks to be implemented and their timeframe. Please provide details of the TRL and CRL of the technology/service/solution to be developed in the project (a minimum of level 4 of CRL (Commercial readiness Level) and level 4 of TRL (Technology readiness level). [max 1500 characters]	5 points
Outline the profile of the people/organisations involved in the implementation and their role in the implementation [max. 1500 characters]	5 points

7.2 - The LUMP SUM travel

EVALUATION	
EXCELLENCE	10 points
Please, explain briefly the objectives you want to achieve? [max. 1500 characters]	5 points
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] <u>Challenges:</u> <ol style="list-style-type: none"> 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. 	5 points
IMPACT	10 points
Please explain briefly how the funding will help you be more sustainable and resilient. Economic, Environmental and Social sustainability are considered relevant [max. 1500 characters]	5 points
Please specify the expected benefits your company will get from the funding. What are the main achievements and improvements deriving from your activities? [max. 1500 characters]	5 points
IMPLEMENTATION	10 points
Describe briefly the tasks to be implemented and their timeframe. Outline the profile of the people/organisations involved in the implementation and their role in the implementation [max. 1500 characters]	5 points
Please describe the competences and role of the external provider, mentioning their expertise in the specific subject. What is the specific expertise of the knowledge provider? What do you expect from them? [max. 1500 characters]	5 points

7.3 - THE LUMP SUM Diagnosis

EVALUATION	
EXCELLENCE	10 points
Please, explain briefly the objectives you want to achieve? [max. 1500 characters]	5 points
<p>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. 1500 characters]</p> <p><u>Challenges:</u></p> <ol style="list-style-type: none"> 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. 	5 points
IMPACT	10 points
Please explain briefly how the funding will help you be more sustainable and resilient. Economic, Environmental and Social sustainability are considered relevant [max. 1500 characters]	5 points
Please specify the expected benefits your company will get from the funding. What are the main achievements and improvements deriving from your activities? [Max. 1500 characters]	5 points
IMPLEMENTATION	10 points
Describe briefly the tasks to be implemented and their timeframe. Outline the profile of the people/organisations involved in the implementation and their role in the implementation [max. 2000 characters]	5 points
Please describe the competences and role of the external provider, mentioning their expertise in the specific subject. What is the specific expertise of the knowledge provider? What do you expect from them? Please confirm your independence regarding the external experts. [max. 1500 characters]	5 points

7.4 - The SUAVE Innovation Prize

EVALUATION	
EXCELLENCE	10 points
Please, Please, explain briefly the objectives you achieved ? [max. 1500 characters]	5 points
Please explain how your activities contribute to the achievement of the SUAVE challenges* and the relevance to the European urban farming ecosystem [max. 1500 characters] <u>Challenges:</u> <ol style="list-style-type: none"> 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. 	5 points
IMPACT	10 points
Please explain the Economic, Environmental and Social impacts of your project [max. 1500 characters]	5 points
Please describe the innovativeness of your project. [max. 1500 characters]	5 points
IMPLEMENTATION	10 points
Describe briefly the tasks implemented and their timeframe.[max. 1500 characters]	5 points
Outline the profile of the people/organisations involved in the implementation and their role in the implementation [max. 1500 characters]	5 points

7.5 - Scoring mechanism

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.

The average for each criterion will be calculated from all reviewer evaluations. The average of all reviewer evaluations for a particular criterion has to be at least 6. If a criterion is rated on average below 6, the application will not be funded. The sum of these averaged scores results in the total evaluation score for each project. Thus, the highest achievable total evaluation score is 30. The minimum total evaluation score for a project to be funded is 18.

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 varies significantly from an evaluator to another, 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

All EU countries, and non-EU countries which are associated with the COSME part of the Single Market Programme are eligible and EU acceding countries, candidate countries and potential candidates (Albania, Bosnia and Herzegovina, Kosovo, Moldova, Montenegro, North Macedonia, Serbia, Turkey and Ukraine)

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 in 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 Innovation	60% upon the signature of subgrant agreement; 40% upon reception and <u>approval</u> of the deliverable
Lump Sum Travel	100% after <u>approval</u> of the deliverable
Lump Sum Diagnosis	60% upon the signature of subgrant agreement; 40% upon reception and <u>approval</u> of the deliverable
Prize Innovation	100% after application approval and signature of the sub-contract

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.

Innovation lump sum: one deliverable validating the work max 1 (one) month after the end of the project duration as defined in the sub-grant agreement.

Diagnosis lump sum: one deliverable validating the work max 1 (one) month after the end of the project duration as defined in the sub-grant agreement.

Travel lump sum: one overall performance report and attendance to the event.

Innovation prize: no documentation required

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 breakthrough potential with respect to the scientific and industrial state of the art;
- 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 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.

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 3 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 Véronique TOSSER	veronique.tosser@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	Ms Katarzyna Kowalska	kkowalska@unimosalliance.com

10. ANNEX 2: GLOSSARY

Applicant

Participating SME who submits a request for grant. Candidates can submit their request individually or on behalf of a consortium of partners. In this case, the candidate also endorses the function of coordinator.

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 #1. 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 #1

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.”

Commercial readiness level scale

CRL	Description
1	Knowledge of applications, use-cases, & market constraints is limited and incidental, or has yet to be obtained at all
2	A cursory familiarity with potential applications, markets, and existing competitive technologies/products exists. Market research is derived primarily from secondary sources. Product ideas based on the new technology may exist, but are speculative and unvalidated.
3	A more developed understanding of potential applications, technology use-cases, market requirements/constraints, and a familiarity with competitive technologies and products allows for initial consideration of the technology as product. One or more “strawman” product hypotheses are created, and may be iteratively refined based on data from further technology and market analysis. Commercialization analysis incorporates a stronger dependence on primary research and considers not only current market realities but also expected future requirements
4	A primary product hypothesis is identified and refined through additional technology-product-market analysis and discussions with potential customers and/or users. Mapping technology/product attributes against market needs highlights a clear value proposition. A basic cost-performance model is created to support the value proposition and provide initial insight into design trade-offs. Basic competitive analysis is carried out to illustrate unique features and advantages of technology. Potential suppliers, partners, and customers are identified and mapped in an initial value-chain analysis. Any certification or regulatory requirements for product or process are identified.
5	A deep understanding of the target application and market is achieved, and the product is defined. A comprehensive cost-performance model is created to further validate the value proposition and provide a detailed understanding of product design trade-offs. Relationships are established with potential suppliers, partners, and customers, all of whom are now engaged in providing input on market requirements and product definition. A comprehensive competitive analysis is carried out. A basic financial model is built with initial projections for near- and long-term sales, costs, revenue, margins, etc.
6	Market/customer needs and how those translate to product needs are defined and documented (e.g. in market and product requirements documents). Product design optimization is carried out considering detailed market and product requirements, cost/performance trade-offs, manufacturing trade-offs, etc. Partnerships are formed with key stakeholders across the value chain (e.g. suppliers, partners, customers). All certification and regulatory requirements for the product are well understood and appropriate steps for compliance are underway. Financial models continue to be refined.
7	Product design is complete. Supply and customer agreements are in place, and all stakeholders are engaged in product/process qualifications. All necessary certifications and/or regulatory compliance for product and production

	operations are accommodated. Comprehensive financial models and projections have been built and validated for early stage and late stage production.
8	Customer qualifications are complete, and initial products are manufactured and sold. Commercialization readiness continues to mature to support larger scale production and sales. Assumptions are continually and iteratively validated to accommodate market dynamics.
9	Widespread deployment is achieved.

Consortium

A consortium is an association of two or more individuals, companies or organisations with the objective of participating in a common activity or pooling their resources to achieve a common goal.

Within the consortium, each participant retains separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavour, particularly the division of profits. A consortium is formed by contract.

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.

For SUAVE open calls #1 purpose, the CBP will consist on a plan based on the existing business plan of the SME and on the diagnostic the SME will be awarded

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 #1 purpose, Granting authority means the SUAVE consortium

Innovation is the use of new ideas, products or methods where they have not been used before.

For the [Community Innovation Survey \(CIS\)](#), an innovation is defined as a new or significantly improved product (good or service) introduced to the market, or the introduction within an [enterprise](#) of a new or significantly improved process.

Innovations are based on the results of new technological developments, new technology combinations, or the use of other knowledge, acquired by the enterprise. The innovations may be developed by the innovating enterprise or by another enterprise. However, purely selling innovations wholly produced and developed by other enterprises is not included as an innovation activity, nor is introducing products with purely aesthetic changes.

Innovations should be new to the enterprise concerned: for product innovations, they do not necessarily have to be new to the market and, for process innovations, the enterprise does not necessarily have to be the first one to have introduced the process.

Enterprises carrying out innovation activities cover all types of innovators including product and process innovators, as well as those enterprises with only ongoing and/or abandoned innovation activities. The proportion of enterprises undertaking innovation activities is also called the propensity (tendency) to innovate.

A [product innovation](#) is the market introduction of a new or a significantly improved good or service.

A [process innovation](#) is the implementation of a new or significantly improved production process, distribution method or support activity for goods or services.

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.

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).**

Prize

A financial contribution granted as reward following a competition.

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 #1.

Targeted markets

Canada, Mexico and United States

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.

Technology readiness levels (TRL)

Where a topic description refers to a TRL, the following definitions apply, unless otherwise specified:

TRL 1 – basic principles observed

TRL 2 – technology concept formulated

TRL 3 – experimental proof of concept

TRL 4 – technology validated in lab

TRL 5 – technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)

TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)

TRL 7 – system prototype demonstration in operational environment

TRL 8 – system complete and qualified

TRL 9 – actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)

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

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.

BANKING DETAILS ①	
ACCOUNT NAME ②	<input style="width: 90%;" type="text"/>
IBAN/ACCOUNT NUMBER ③	<input style="width: 90%;" type="text"/>
CURRENCY	<input style="width: 70%;" 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);
- 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

For <company name>

Name:

Title:

Date of signature:

Authorised signature and stamp