* **This document is to be filled only in the sections as specified below. Other information has to be provided in the Application Form Part B itself.**
* **It requests essential complementary information to the Application Form Part B.**
* **It has to be submitted in the submission tool as PDF under “Other annexes”.**



**Single Market Programme (SMP COSME)**

**Call for proposals**

Erasmus for Young Entrepreneurs

(SMP-COSME-2021-EYE)

**Annex 5 –**

**Additional information to Part B (technical description of the project)**

Please specify for which type of project you apply:

|  |  |
| --- | --- |
| **Type of project****(according to call text section 2.5.2 Expected results at project level)**  | Y/N |
| Large project  |  |
| Small project  |  |
| Number of partners (incl. coordinator)  |  |

The aim of this annex is to provide space for presenting additional information that is not requested by the Application Form – Part B. This information is specific for Erasmus for Young Entrepreneurs projects. Moreover, this annex lists additional clarifications and guidance regarding specific sections of the Application Form Part B. Please read them carefully and apply them rigorously when filling the Application Form Part B.

In several cases this Annex requests filling the specific tables that either replace the tables in the Application Form Part B or complement them. The call document’s section *14. Specific instructions for submission of Part B* specifies which parts to fill in the Application Form - Part B and which ones in this Annex 5 and how to do it.

When it is clearly requested that certain tables of the Application Form – Part B are to be replaced by tables of this Annex 5, please do not fill the Application Form tables but only use this Annex 5 for this purpose.

Table of content *(aligned to the Application Form – Part B)*

PROJECT SUMMARY

1. RELEVANCE

1.1 Background and general objectives

1.2 Needs analysis and specific objectives

1.3 Complementarity with other actions and innovation — European added value

2. QUALITY

2.1 Concept and methodology

2.2 Consortium set-up

2.3 Project teams, staff and experts

2.4 Consortium management and decision-making

2.5 Project management, quality assurance and monitoring and evaluation strategy

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2.7 Risk management

3. IMPACT

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4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

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5. OTHER

5.1 Ethics

5.2 Security

6. DECLARATIONS

ANNEXES

**1. RELEVANCE**

**1.1 Background and general objectives**

*Please fill Application Form Part B only.*

**1.2 Needs analysis and specific objectives**

In addition to completing this section in Application Form Part B, please **fill-in below tables**. Please read the explanation below:

*The proposals must define a clear objective in terms of entrepreneurs involved in successful relationships, with a breakdown between NEs (new entrepreneurs) and HEs (host entrepreneurs). The objectives must be detailed in the table below and must correspond to the Call document section 2.2 Themes and Priorities of the call for proposals:*

|  |  |
| --- | --- |
|  | **Planned outcomes**  |
| *Beneficiary*  | ***Country*** | ***No. of Relationships\****  | ***No. of recruited[[1]](#footnote-1) entrepreneurs*** |
|  |  | ***NE*** | ***HE*** | ***NE*** | ***HE*** |
| *Coordinator (LIO)*  |  |  |  |  |  |
| *Beneficiary 2 name* |  |  |  |  |  |
| *Beneficiary 3 name* |  |  |  |  |  |
| *Beneficiary 4 name* |  |  |  |  |  |
| *Beneficiary 5 name* |  |  |  |  |  |
| *Beneficiary 6 name* |  |  |  |  |  |
| *Add lines if necessary* |  |  |  |  |  |
| ***TOTAL*** | *-* |  |  |  |  |
| ***Total no. of Relationships[[2]](#footnote-2)***  | *-* | *-* | ***Total number of recruited entrepreneurs***  |  |  |
| ***Total indicative no. of Relationships from underrepresented[[3]](#footnote-3) countries*** (see call text section *2.2)*  | *-* |  |  |  |  |
| ***Total indicative no. of sustainable/green Relationships*** *(*see call text section *2.2)* | *-* |  |  |  |  |
| ***Total indicative no. of digital Relationships*** (see call text section *2.2*) | *-* |  |  |  |  |

\* RLT = 1 entrepreneur matched e.g. 30 RLTs = 20 NE and 10 HE (or any other possible combination)

For **underrepresented countries**:[[4]](#footnote-4)

Please explain ***how*** the consortium intends to achieve the specific objective of matching at least 10% of entrepreneurs from underrepresented countries (as specified in the call section 2.1 Objectives). This should include the choice of underrepresented countries.

…

|  |
| --- |
| **Periodic objectives**  |
| *Please disaggregate the targets set above (Total for Consortium) by specific periods of implementation. Figures are estimates.[[5]](#footnote-5)*  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No of Relationships** | **End of month**  | **% of established matches towards the overall target (cumulative)** | **Source of verification**  |
|  | 6 |  | EYE IT tool  |
|  | 12 |  |
|  | 18 |  |
|  | 24 |  |
|  | 30 |  |
|  | 36 |  |
|  | 42 |  |
|  | 48 |  |

**1.3 Complementarity with other actions and innovation — European added value**

*Please fill Application Form Part B only.*

**2. QUALITY**

**2.1 Concept and methodology**

*Please fill Application Form Part B only.*

**2.2 Consortium set-up**

*Please fill Application Form Part B only.*

When doing so, please **include the following information** on consortium partners’ benefits for the project and experience:

* *Applicants’ activities in the field of business and SME support and further relevant experiences in the fields of economic affairs, enterprise or related issues such as training, internationalisation support etc.*
* *Access to the selected target groups with a description of the type of access (direct or indirect, via own or external networks, via services offered, etc…). Please also explain by which means you will have access, e.g. conferences, e-tools, etc.*

*Practical experience and results achieved in similar projects related to entrepreneurship mobility or other relevant activities (entrepreneurship support, cross-border cooperation, enhancement of business collaboration (including business matchmaking and partnership)…); also specify whether the partners already have experience in working together.*

Please also:

* *Explain how the profile of the proposed participant(s) is aligned with the objectives of the Action and it has been chosen to participate.*
* *Describe the level of involvement and activity of other participants in the project.*
* *Describe the role of each participant.*
* *Explain how the project intends to build on a previous project or previous activities (where applicable).*

**2.3 Project teams, staff and experts**

The **first table in Application Form Part B is not relevant**.

Please **fill the below table instead:**

|  |
| --- |
| **Project teams and staff** ***Describe the project teams and how they will work together to implement the project.******List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/ advisor/ researcher, junior expert/ advisor/ researcher, trainers/ teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table, if any)******and describe briefly their tasks. Provide CVs of all key actors (if required).*** |
| **Partner No and Acronym**  | **Position of staff member in the organisation[[6]](#footnote-6)**  | **Summary of relevant skills and experience[[7]](#footnote-7)** | **List of tasks and role[[8]](#footnote-8) in the project**  | **Allocation to the project (% of FTE[[9]](#footnote-9))** |
| *1, (Coordinator) ABC* |  |  |  |  |
| *2, XYZ* |  |  |  |  |
| *3, XYZ* |  |  |  |  |
| *4, XYZ* |  |  |  |  |
| *5, XYZ* |  |  |  |  |
| *6, XYZ*  |  |  |  |  |
| *Add as many lines as necessary*  |  |  |  |  |

**2.4 Consortium management and decision-making**

*Please fill Application Form Part B only.*

**2.5 Project management, quality assurance and monitoring and evaluation strategy**

*Please fill Application Form Part B only.*

Please make sure that this section is coherent and complementary to the description of WP1 (*4.2 Work packages and activities*) in this Annex.

**2.6 Cost effectiveness and financial management**

*Please fill Application Form Part B only.*

Please make sure that this section is coherent and complementing with description of WP1 and WP4 (*4.2 Work packages and activities*) in this Annex.

**2.7 Risk management**

*Please fill Application Form Part B only.*

Please see additional instructions below, containing a list of possible critical risks per work package.

|  |
| --- |
| *Describe the main critical risks and mitigating measures envisaged in the implementation of the action.* ***For each WP*** *please propose* ***at least 3*** *Applicants can choose among the below mentioned and/or add others.**WP1: Management of the programme, networking and reporting** *Lack of performance of consortium partners (the mitigation measure should go beyond more intensive contacts as a remedy and should propose some other scenarios like partners replacements, specific trainings, enhanced monitoring of low performers, shift of budget etc.)*
* *Misuse of funding for NE support by one or more partners e.g. spending for commitments under other projects*
* *Lack of partners’ cash flow after exhaustion of pre-financing*
* *Difficulties in NE money management*
* *Sudden change of (key) personnel / New staff having difficulties to manage the project*

*WP2: Promotion of the programme and recruitment of entrepreneurs* * *Low or overestimated interest among entrepreneurs targeted by the project / failure to involve the target group*
* *Sudden changes of interest among core target group (e.g. shift of interest from previously more NE focus to rather HE focus)*
* *Difficulties in enrolling entrepreneurs*
* *Wrong approach of consortium partners in assessing entrepreneurs' applications*
* *Promotion does not seem to pay off (sufficiently)*
* *NE applications outnumber by far the HE applications (or vice-versa)*

*WP3: Relationships building* *- Lower number of relationships than expected.* *- Matching time is too long; IOs seem unable to respect the deadlines for the workflows defined* *- Matches last, on average, longer than estimated and the financial support to NEs will not suffice to reach the committed number of matches.**- Specific difficulties in identifying good matches despite interest from entrepreneurs.* *- Insufficient NE budget for some partners or all at some point in time of the project.**- Continuous pandemic hampering matching of entrepreneurs.* *WP4: Relationships management* * *Low impact on the target groups; failure in achieving impact targets*
* *Difficulties in assessing impact of matched entrepreneurs*
* *Delays in transferring support to NEs*
* *Underuse of NE budget*
* *Failing relationships*
* *Unexpected difficulties between NE and HE (risk of RLT failure)*
* *Lack of interest or availability in after-care services (further business support)*
 |

**3. Impact**

**3.1 Impact and ambition**

The first table in Application Form Part B **is not relevant.**

Please **fill the below table instead:**

|  |
| --- |
| **Impact and ambition — Progress beyond the state-of-the-art***Define the short, medium and long-term effects of the project*. *Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?* *Does the project aim to trigger change/innovation? If so, describe them and the degree of ambition (progress beyond the status quo/state-of-the-art).* |
| Insert text |
| *Describe the indicators used to measure the implementation of the action**This section should describe briefly how the project will contribute to* 1. *On the job training for new entrepreneurs in Small and Medium-sized Enterprises (SMEs) elsewhere in the EU and in other participating countries to facilitate a successful development of their business ideas and start of their company.*
2. *Exchanges of experience and information between entrepreneurs on obstacles and challenges to starting up and developing their businesses.*
3. *Enhance market access and identification of potential partners for new and established businesses in other EU and participating countries.*
4. *Networking by building on knowledge and experience from other European countries.*

*Please provide quantifiable indicators, where possible. In particular, provide concrete indications on the total number of NEs and HEs who will benefit from the project.**Please also name the indicators used to measure the implementation of the action. Please provide reasonable estimates.*  |
| **Title** | **Brief Description** | **Target *(quantity)*** |
| *1. Successful relationships (end of project):* | *a. percentage of relationships lasting the scheduled length (i.e. not terminated by one of the parties)* |  |
| *b. rate of successful exchanges (satisfaction level based on HE and NE feedback)* |  |
| *2. Evolution of status of NEs supported by the EYE after relationships are completed i.e.:* | *a. number of new businesses set up by NEs**(be aware of how and how much this can be measured)*  |  |
| *3. Share in % of own recruited entrepreneurs vis-à-vis relationships*  | *Rate of entrepreneurs recruited in this project who will be matched in successful relationships.*  |  |
| *or, in case of NEs with previously established businesses:* |
|  | *b. number of businesses that expanded (turnover/job increase/creation)*  |  |
|  | *c. number of entrepreneurs that gained access to new markets.*  |  |
| *3. Survival rate of NE business (if established)* | *Percentage of new NE businesses that (created after the EYE exchange) are still active at the end of the project*  |  |
| *4. Long-lasting cooperation between NE and HE* | *Business cooperation between the 2 entrepreneurs continues after the exchange*  |  |
| *5. Entrepreneurs participating in follow-up/alumni activities* | *Percentage of NEs and HEs participating actively in the consortium Alumni and follow-up activities (WP4)*  |  |
| *6. Involvement of local stakeholders* | *Number and quality of local cooperation agreements (or equivalent activities), concrete collaboration established thanks to this project (total and per partner).* |  |
| *Add here more indicators if relevant\**  |  |  |

\* **Additional meaningful impact indicators** proposed by the Consortium could be also listed here.

**Section 3.2 Communication, dissemination and visibility**

*Please fill Application Form Part B only.*

Please make sure that this section is coherent and complementary to the description of WP2 (*4.2 Work packages and activities*) in this Annex.

**Section 3.3. Sustainability and continuation**

Please fill Application Form Part B only. Please see additional instructions for this section to fill in the Application Form Part B:

*This section should also describe briefly the* ***possibilities for replication and extension of project outcomes*** *including after care services that can be provided to the entrepreneurs after a successful matching, which might include among others:*

1. *advice on improvement of a business plan after the Erasmus for Young Entrepreneurs stay*
2. *provision of a hot-desk where the NE can work and have access to office facilities and services*
3. *introductions to possible sources of finance*
4. *further mentoring and other forms of advisory support (accounting, legal, etc).*
5. *any kind of assistance for HEs and NEs after the exchange, e.g. on cross-border cooperation*

**4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING**

**4.1 Work plan**

**Please fill Application Form Part B for the following Work Packages including Milestones and Deliverables.**

Please use the names and the numbers of WP as specified in the Call document section *2.3 Activities that can be funded*.

Row **“Objectives”** under **each Work Package**: please use for the additional instructions for each WP below:

**WP 1**

This work package should include in particular the tasks to be carried out for the following activities (as detailed under *2.3 Activities that can be funded* in the call for proposals and in the EYE Quality Manual (annex to the call):

(h) management, quality control and evaluation

(i) active networking

(j) reporting

**WP 2**

This work package should include in particular the tasks to be carried out for the following activities (as detailed under *2.3 Activities that can be funded* in the call for proposals and in the EYE Quality Manual (annex to the call):

(a) promotion of the programme

(b) enrolment of entrepreneurs

**WP 3**

This work package should include in particular the tasks to be carried out for the following activities (as detailed under *2.3 Activities that can be funded* in the call for proposals and in the EYE Quality Manual (annex to the call):

(c) assessing applications from NEs and HEs

(d) building relationships

**WP 4**

This work package should include in particular the tasks to be carried out for the following activities (as detailed under *2.3 Activities that can be funded* in the call for proposals and in the EYE Quality Manual (annex to the call):

(e) management of grant agreements, commitments and financial assistance

(f) preparation of the exchange

(g) follow up of the exchanges, including induction training

* **Row “Milestones”**

Please include the mandatory milestones as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Lead beneficiary** | **Due date (in months)** | **Means of verification** |
| Consortium Agreement[[10]](#footnote-10) | All partners | M1  | Participants Portal  |
| Kick-off meeting | All partners | M1 / M2  | Participants Portal |

* **Row “Deliverables”**

Please include the mandatory deliverables under specific WP as listed below:

|  |
| --- |
| **List of Deliverables[[11]](#footnote-11)** |
| **Number** | **Work package number** | **Name** | **Lead beneficiary** | **Type[[12]](#footnote-12)**  | **Dissemination level[[13]](#footnote-13)**  | **Due date (in months)[[14]](#footnote-14)** |
| *D1**D2* | *1* | Progress report including report on promotion activities and (estimated) project’s impact on the target group | Usually consortium leader  | R | CO | 1236 |
| *D3* | *2*  | Link to Erasmus website  | All partners  | DEC | PU | 2 |
| *D4, D5, D6, D7, D8, D9, D10, D11*  | *1* | Networking Meeting participation (including lessons learned)[[15]](#footnote-15) | All partners  | Other | CO | 2, 8, 14, 20, 26, 32, 40, 46  |
| *D12* | *2* | X success stories (collection) | Coordinator | R[[16]](#footnote-16) | CO | 12 |
| *D13* | *2* | X+ success stories (further collection and impact analysis of 1st collection) | Coordinator | R | CO | 24 |
| *D14* | *2* | X++ success stories (full collection including impact analysis) | Coordinator | R | CO | 36 |
| *D15* | *2* | X+++ success stories (full collection including impact analysis) | Coordinator | R | CO | 48 |
| *Add lines if necessary* |  |  |  |  |  |  |

**Additional information**

Please provide below information on **performance indicators** that will be used to measure implementation of this WP. For this purpose please fill-in the below tables:

**Performance indicators WP 1**

|  |  |  |
| --- | --- | --- |
| **Title** | **Brief Description** | **Target *(quantity)*** |
| *Quality Control* |  |  |
| *Networking Meetings* |  |  |
| *Timely reporting**(progress, interim and final reports)*  |  |  |
| *Add lines if necessary* |  |  |

**Performance indicators WP 2**

|  |  |  |
| --- | --- | --- |
| **Title** | **Brief Description** | **Target *(quantity)*** |
| *Promotion (social media, events, press releases, etc.)*  |  |  |
| *Programme information provided (to/from interested entrepreneurs or beyond), people reached*  |  |  |
| *Feedback after promotional events, interest raised, new applications received*  |  |  |
| *Number of successful stories published and sent to EISMEA and Support Office*  |  |  |
| *Add lines if necessary* |  |  |

**Performance indicators WP 3**

|  |  |  |
| --- | --- | --- |
| **Title** | **Brief Description** | **Target *(quantity)*** |
| *Assessment of applications of entrepreneurs*  |  |  |
| *Acceptance rate of NE/HE applications*  |  |  |
| *Average assessment time of applications*  |  |  |
| *Add lines if necessary* |  |  |

**Performance indicators WP 4**

|  |  |  |
| --- | --- | --- |
| **Title** | **Brief Description** | **Target *(quantity)*** |
| *Number of successful relationships* |  |  |
| *Number of multi-HEs, if any*  |  |  |
| *Satisfaction rate of participants*  |  |  |
| *Add lines if necessary* |  |  |

**4.3 Timetable**

*Please fill Application Form Part B only.*

**4.4 Subcontracting**

*Please fill Application Form Part B only.*

**Reminder:** in line with section *10. Legal and financial set-up of the Grant Agreements* of the Call document, under EYE projects subcontracting of core tasks is not allowed. Subcontracting is allowed only for Work Package 2, and here only for the promotion of the programme.

**5. OTHER**

Please **fill-in below** table showing the efforts allocation per partner and Work Package (WP).

|  |
| --- |
| **Planned efforts (days)**  |
| * Proposals must include an aggregated overview on planned efforts (the below table on person-days might be useful for applicants).
* For Work Package leaders, please include “(L)” in the respective cells*.*
* Please follow the structure below:
 |
| **Work package No.** | **WP1** | **WP2** | **WP3** | **WP4** | **Total** |
| **Co-ordinator** | **e.g. ABC (L)** |  |  |  |  |
| **Partner 2** |  | **e.g. DEF (L)**  |  |  |  |
| **Partner 3** |  |  |  |  |  |
| **Partner 4** |  |  |  |  |  |
| **Partner 5** |  |  |  |  |  |
|  **Partner …**  |  |  |  |  |  |
| *Add lines if necessary* |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

Please use the **table below** to provide the person-days specified above in **person-months**. The later will be important for projects to be recommended for funding (grant preparation phase).

**Important**: Please calculate for each applicant according to the provisions applicable by national labour law and line with the model grant agreement. You can also calculate with a consortium average. In any case, please specify in this section the basis for your calculation.

|  |
| --- |
| **Planned efforts (months)**  |
| * Proposals must include an aggregated overview on planned efforts (person-months).
* For Work Package leaders, please include “(L)” in the respective cells.
* Please follow the structure below:
 |
| **Work package No.** | **WP1** | **WP2** | **WP3** | **WP4** | **Total** |
| **Co-ordinator** | **e.g. ABC (L)** |  |  |  |  |
| **Partner 2** |  | **e.g. DEF (L)**  |  |  |  |
| **Partner 3** |  |  |  |  |  |
| **Partner 4** |  |  |  |  |  |
| **Partner 5** |  |  |  |  |  |
|  **Partner …**  |  |  |  |  |  |
| *Add lines if necessary* |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

|  |
| --- |
| **Effectiveness ratio** |
| On the basis of theinformation detailed above, applicants are requested to indicate the effectiveness ratio calculated as: person days for all WPs (respectively WP3 and WP4) per entrepreneur involved in a successful relationship as detailed in the proposal.[[17]](#footnote-17) The figures will indicate how many efforts the consortium (on average) estimates to match 1 entrepreneur.  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Packages/Efforts**  | **Total efforts (person-days) (1)** | **Total no. of relationships (2)** | **Ratio = (1) / (2)** |
| **All WPs** |  |  |  |
| **WP3+WP4** |  |  |  |

Additional information could be also listed here, if appropriate.

1. Recruited is to be understood as registered in the EYE IT tool, i.e. applications of interested entrepreneurs were assessed favourably by the IOs, so that these entrepreneurs are accepted. [↑](#footnote-ref-1)
2. This figure must respect the minimum relationship number as requested in the call text section *2.5.2* *Expected results at project level.* [↑](#footnote-ref-2)
3. There is no need to encode the countries in the table. Please provide this info in the explanation below. [↑](#footnote-ref-3)
4. Please be aware that, as a general rule (see Quality Manual), any entrepreneur will have to be matched by an IO located in his/her country. Applicants are invited to address this when presenting their methodology. [↑](#footnote-ref-4)
5. Project progress will monitored mainly against achievements of these targets. In case of underperformance, an automatic reduction from the grant could be applied. [↑](#footnote-ref-5)
6. E.g. Director, Programme/Project Coordinator, Programme/Project Manager, Project Assistant, Secretary etc. (further roles could be added); please always provide the main responsibilities (tasks) of the person. [↑](#footnote-ref-6)
7. Please list relevant experience only. [↑](#footnote-ref-7)
8. Please include the role also in the budget table “Description of project role/activities/responsibilities” (detailed table per organisation). [↑](#footnote-ref-8)
9. = Full Time Equivalent. All consortium members are requested to foresee a reasonable and stable engagement in terms of FTE % for the project implementation (including back-up personal). Ideally, project coordinators should not dedicate less than 0.5 FTE to the project. It is considered inefficient if an applicant proposes several staff all working for very few % of FTEs on the project. [↑](#footnote-ref-9)
10. According to the Grant Agreement a consortium agreement should be concluded. A “model” consortium agreement is available at the Funding and Tenders Portal, for inspiration. EYE experience shows that it is essential that the consortium agreement includes mechanisms how to manage the payments of the grant including the NE budget in the consortium (e.g. against targets achieved, upfront, etc.). [↑](#footnote-ref-10)
11. ‘Deliverable’ means a distinct output of the project, meaningful in terms of the project’s overall objectives, and constituted by a report, a document, a technical diagram, a software etc. [↑](#footnote-ref-11)
12. Please input “R” for reports and other documents, “DEC” for websites and videos and “Other” for other deliverables [↑](#footnote-ref-12)
13. Please input “PU” if public and “CO” if confidential (only for members of the consortium and Commission Services) [↑](#footnote-ref-13)
14. Due date is defined as the last day of the month indicated. [↑](#footnote-ref-14)
15. Participation of the whole consortium is expected, 1 (operational) staff member per Intermediary Organisation. Sufficient budget for travelling should be calculated. Each deliverable should address the main lessons learned during the Networking Meeting. [↑](#footnote-ref-15)
16. Success stories to be provided are to comply with the rules set out by EISMEA and or EYE Support Office. The use of a template is required. Data provided is likely to be used for promotional purposes, i.e. can be made public. [↑](#footnote-ref-16)
17. The call text provides for some guidance in this respect. [↑](#footnote-ref-17)