Boosting the digital transition of social economy enterprises and SMEs (SMP-COSME-2023-SEED)

Info Session – 06 October 2023

Background, policy context and scope

Karel **VANDERPOORTEN**

Policy Officer, DG GROW, European Commission

EU Policy background: digital transition

o 2020: European **Industrial Strategy:** ecosystem-based approach

o 2020: An **SME Strategy** for a sustainable and **digital Europe**

o 2021: Communication 2030 **Digital Compass** - the European way for the Digital Decade: skills, infrastructures, business and public services.

o 2021: **Updated** Industrial Strategy - Accelerating **twin transitions** of 14 industrial ecosystems, of which "**proximity and social economy**"

o 2022: **Digital Decade policy programme**. It sets out a monitoring and cooperation mechanism involving the Commission and Member States.

o 2023: the 'European Year of Skills': a fresh impetus to lifelong learning, address skills shortage, empower people and companies - especially **SMEs** - to contribute to a fair green and **digital** transitions while supporting **innovation** and **competitiveness**.

SKILLS

GOVERNMENT   INFRASTRUCTURES

BUSINESS

AEROSPACE AND DEFENCE
TOURISM
AGRI-FOOD
TEXTILE
CONSTRUCTION
RETAIL
CULTURAL AND CREATIVE INDUSTRIES
PROXIMITY, SOCIAL ECONOMY AND CIVIL SECURITY
INDUSTRIAL ECOSYSTEMS
DIGITAL
MOBILITY – TRANSPORT – AUTOMOTIVE
ELECTRONICS
HEALTH
ENERGY INTENSIVE INDUSTRIES
ENERGY-RENEWABLES

European Commission
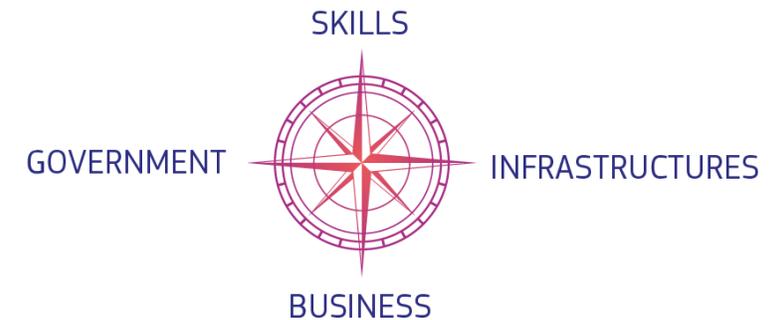
EU Policy background: Social Economy

o 2021: SEAP – "*Building an economy that works for people:* an [action plan for the social economy](#)"

   ▪ Section 4.3: Maximising the contribution of the social economy to the green and digital transitions

o 2021: Launch a transition pathway for the "Proximity and social economy" industrial ecosystem

   ▪ SWD(2021) 982. Scenarios towards co-creation of a transition pathway

o 2022 - Transition Pathway for proximity and social economy industrial ecosystem:

Transition Pathway Action Areas – Digital Transition
1. New business models – the platform economy
2. Data Maturity and data driven business models
3. Public and private tech partnerships and support
4. Data sharing, Data management & Code of Conduct
5. Supporting Digital Social Innovation & Tech for Good entrepreneurship
6. Access to technology
7. Boosting digital skills by - and in the social economy
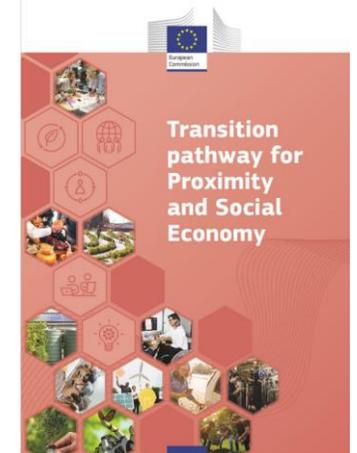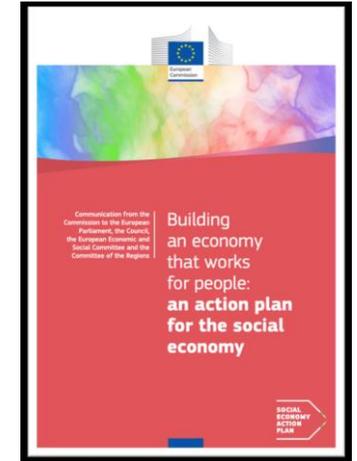
Overall objectives of the call

Primary objectives:

1. strengthening the digital transition and capabilities of **SMEs in the social economy**
2. strengthen the digital capacity of '**enabling organisations**' in the social economy

Secondary objective:

strengthen, where digital maturity allows, the role of social economy as a driver for **digital social innovation**

➔ By supporting **transnational** and **cross-sectorial cooperation**, and exchange of **good practices** to enable the digital transition of social economy.

European Commission

Horizontal aspects to take into account:

- The **degree of digital maturity** of target SMEs in the social economy as well as their enabling organisations

- Potential for **transfer of knowledge** between them.

- When supporting the introduction, development and design of a digital tool or technology it is important to consider **affordability, adaptability and accessibility**.

- Specific aspects related to the **local context and activities of SME in the social economy** (e.g. local economic, social, societal, or ecological challenges and business opportunities).

- The opportunity of **cooperation and joint business and/or public-private initiatives** (allowing to pool resources and use/ develop shared solutions).

European Commission

Possibility to focus on specific subsets within the social economy – e.g. based on:

1. Sectoral activity (e.g. recycling, social services, retail, tourism, agri-food, health and care services, manufacturing, etc.).

2. Specific type of SMEs in social economy (e.g. social enterprises, different type of cooperatives, Work Integration Social Enterprises, foundations and philanthropic organisations, impact investors, mutual societies, etc.).

3. Geographical / proximity (e.g. social economy organisations in a Member State, region(s), city/ies and social economy cluster(s) or similar social economy related territorial partnerships).

4. A combination of the above-mentioned aspects.

European Commission

Thematic basis for proposals

Proposals must be focused on **at least one of the digital 7 action areas** of the **transition pathway for proximity and social economy**:

1. New business models – the platform economy

2. Data Maturity and data driven business models

3. Public and private tech partnerships and support

4. Data sharing, Data management & Code of Conduct

5. Supporting Digital Social Innovation & Tech for Good entrepreneurship

6. Access to technology

7. Boosting digital skills by - and in the social economy

➔ This must be clearly identified in proposals.

Scope of activities: <mark>primary objective</mark>

1. Mandatory: mapping and needs assessment of the main digital needs and opportunities of the identified target group (related to identified challenges, opportunities and innovation potentials)

2. Mandatory: directly support SMEs in the social economy as well as their enabling organisations, by setting up **capacity building and training** activities addressing those needs.

➔ Local / regional / national and transnational capacity building, with a majority of activities and resources of the proposal focused at **local, regional or national level** (core of proposal) supporting :

  (i) SMEs in the social economy

  (ii) SE enabling organisations

  Support by transnational

3. Mandatory: directly support SMEs in the social economy as well as their enabling organisations **by coaching, mentoring, advisory services**

4. Mandatory: Providing financial support to the participants: **travel, accommodation and subsistence costs.**

European Commission

Scope of activities: secondary objective

Optional: applications can choose to integrate an additional focus on promoting **Digital Social Innovation** practices in the proposal, with the aim to:

– Explore the potential of digital solutions for the identified challenge (start from scratch);

– Adapt successful existing digital tools and technologies to implement in another context such as digital products, services, processes and business models (start form a proven solution);

– Promote innovative approaches and strategies within SMEs social economy and their enabling organisations

European Commission

Possible additional types of activities (non-mandatory)

- **Mapping** (SWOT) of the digital capabilities of SMEs in the social economy as well as their supporting or enabling organisations in a certain region, sector or social economy organisational type (e.g. cooperatives, associations, etc.);

- **Mapping** of good practices;

- **Workshops** and peer learning;

- Creation of a **training/competence compendium** and curricula;

- **Market and sectoral analysis** related to the digital transition (e.g. market trends, needs, innovations) of social economy SMEs;

- **Study visits**;

- **Research and Innovation**;

- **Guidance**;

- **Matchmaking** (e.g. for joint development of digital tools and support);

- **Development of a joint partnership/consortium strategy** towards digitalisation, supporting further implementation after the end of the project;

- **Training and "Train the trainer"** (capacity building of enablers);

- **Policy feedback**: policy recommendations and collection of best practices;

- **Adaptation and customisation** of existing IT tools and technologies (including testing and piloting);

- **Communication and awareness** raising;

- **Other activities** in line with the primary objectives of this call for proposals

! non-exhaustive list !

European Commission

Scope of activities: transnational dimension

Transnational activities can be developed to support, design or setup:

– the mapping exercises

– capacity building packages (which can then be adapted and applied locally) and activities (organise jointly at transnational level)

– Digital Social Innovation (DSI) trajectories.

Purpose: create regular feedback loops by

– promoting learning effects and joint problem and solution assessment between partners of the consortia (e.g. peer learning, train the trainer,…) with different degrees of maturity and consequently facilitate knowledge transfer from front-runners to organisations that are less advanced.

– developing policy learnings and recommendations at EU level

– sharing and disseminating experience beyond the consortia

European Commission

Expected impacts of the call

The call for proposals targets the following outcomes:

❖ Increased amount of **digitally skilled workforce** in the SMEs in the social economy.

❖ Improved **knowledge and capacity** when it comes to digitisation within "enabling organisations" support SMEs in the social economy.

❖ Increased **use of new technologies and digital tools** in social economy SMEs as well as overall increased digital maturity of social economy organisations.

❖ Enhanced **digital social innovation capacity** in local, regional and national social economy ecosystems.

❖ Increased **amount of tech partnerships** (physical or digital) making technology accessible affordable and adaptable through shared models.

❖ A **vibrant and varied ecosystem** of social enterprises adopting social economy models enabled by digital networks and technologies.

European Commission

Expected impacts of the call

The impact of the mandatory activities listed above must be respectively assessed by each proposal against the following mandatory indicators:

- \# of transnational capacity building activities organised, with mandatory minimum of 4 activities per year (12 months period) of the project's execution;

- \# of national, regional or local capacity building and training activities organised;

- \# of staff, management, volunteers and target groups in SMEs in the social economy that received training;

- \# of staff, management in social economy enabling (intermediary) organisations that received training;

- \# of coaching, mentoring, advisory services and business support activities organised;

- \# of SMEs in the social economy and social economy enabling (intermediary) organisations that received direct financial support (financial support to third parties), with mandatory minimum of 250.

Furthermore, proposals must measure the following **overarching indicators** from the Single Market Programme. See call text for more info.

General information on the call for proposals

*Zoran **STAMENCIC***

Call Coordinator, EISMEA

Call Basics

- Call Title: "Proximity and social economy industrial ecosystem: boosting the digital transition of social economy enterprises and SMEs" (SMP-COSME-2023-SEED) ⇨ [Call document](#)

- Call budget: **EUR 8 000 000**

- Maximum grant per project: between **EUR 900 000 and EUR 1 300 000** ⇨ 6-8 projects

- Project duration: between **24** and **36 months** (as of September 2024)

- Electronic submission: [Funding and tenders portal](#)

European Commission

Indicative Call Timeline

💡 14 September 2023: Call published

⬇ 29 September 2023: Corrigendum of the Call published

⬇ **21 November 2023, 17:00 CET: Deadline for submission** of proposals

⬇ December 2023 - March 2024: **Evaluation** period

⬇ April - June 2024: **Grant preparation** and signature

⬇ September 2024: Project **start**

⬇ 24-36 months: **Implementation** (continuous reporting + one interim payment for projects > 24 months)

🎯 September 2026 – September 2027: Final reporting and payment

European Commission

Applicants / Participants

- **Beneficiaries** (receive EU funding for task execution, must be registered/validated)

- **Affiliated entities** (entities linked to a beneficiary; do not sign Grant agreement but receive EU funding so must be registered/validated, but <u>do not count to minimum eligibility criteria of the Consortium!</u>)

- **Associated partners** (not formal recipients of EU funding but must be registered)

- **Subcontractors** (limited part, never for core tasks, indicated in application form)

- **Third parties giving in-kind contributions** (not formal recipients of EU funding)

  - Proposals must be submitted by a **Consortium of applicants** (beneficiaries, not affiliated entities)

  - One applicant must be appointed as **coordinator** of the Consortium

> Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in <u>the Participant Register</u>. See <u>here</u> how to register your organisation

European Commission

Process

Admissibility
(on time, e-submission, complete)

Eligibility
(of individual applicants & Consortium)

Exclusion
(declaration on honour, bankruptcy etc.)

Capacity check
(financial + operational capacity)

Evaluation - Award
(award criteria, ranking, reserve)

European Commission
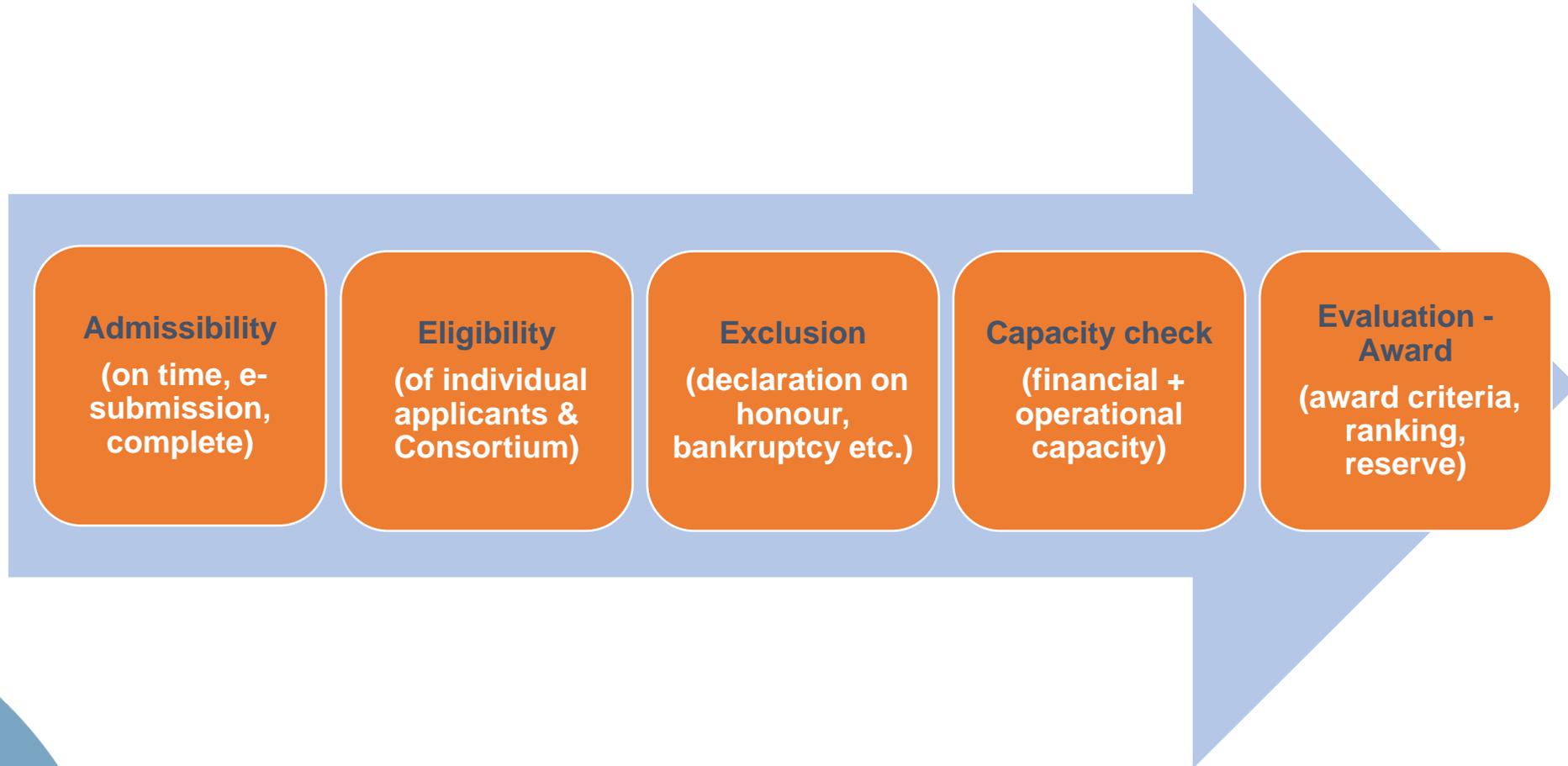
Admissibility requirements

- Electronic submission via the [Funding and tenders portal](#)

- Before the deadline: **21 November 2023, 17:00 CET**

- Applications must be **readable, accessible and printable** [Upload only PDFs and careful with Detailed budget table when transferred into PDF!]

- Applications must be **complete**:

  - Application Form Part A (*filled in online*)

  - Application Form Part B (*[template](#) available in Submission System, **max 50 pages***) <u>and annexes</u>:

    - Detailed budget table (*[template](#) available in Submission System*)

    - List of previous key projects for the last 4 years *(template available in Part B)*

    - Annex 5 = Eligibility checklist (*available from EISMEA's page [here](#)*) - to be uploaded under 'Other annexes' field.

      ☼ More info on submission process: [Online Manual](#).

Electronic submission

Please select the type of your submission:

○ SMP Grants for Financial Support [SMP-GFS], SMP Action Grant Budget-Based [SMP-AG]

Start submission

- [Application forms](#) … via [Funding and tenders portal](#) :

- **Part A = Administrative Forms** = filled in online:
    1) General information incl. proposal's abstract + declarations on behalf of the Consortium partners
    2) Administrative data of participating organisations
    3) Budget for the proposal (per partner: total estimated eligible costs and requested grant in EUR).
- **Part B** = templates filled in, turned into PDF and uploaded:
    - **Technical description** (*Application form [template](#) in the Submission System, **max 50 pages***) + **ANNEXES:**
    - ➢ Detailed budget table (*[template](#) available in the Submission System: file 'Tpl_Detailed Budget Table (SMP COSME GFS **90**)'*)
    - ➢ List of previous key projects for the last 4 years (*template available as section in Application Form Part B*)
    - ➢ Annex 5 = Consortium eligibility checklist (*[template](#) available from EISMEA's [page](#)*).

European Commission

Consortium eligibility checklist

Section 1: Action area selection

Please select (**one or more**) on which of the 7 action areas of the digital chapter in the **transition pathway for proximity and social economy** your project will focus on:

☐ 1. New business models – the platform economy

☐ 2. Data Maturity and data driven business models

☐ 3. Public and private tech partnerships and support

☐ 4. Data sharing, Data management & Code of Conduct

☐ 5. Supporting Digital Social Innovation & Tech for Good entrepreneurship

☐ 6. Access to technology

☐ 7. Boosting digital skills by - and in the social economy

Section 2: Eligibility Sheet

Form on compliance with the specific criteria for eligible consortia as outlined in section 6 of the Call for proposals[1]

To be completed for all the organisations participating in the Consortium.

Proposal ID & Acronym: ....

Applicant [2] – list ALL the Consortium applicants' short names	Country	Social economy enabling organisation (intermediary)[3] *Insert YES or NO*	Support organisation active at EU level [4] *Insert YES or NO*
1.			
2.			
3.			
4.			
5.			
6.			
Add rows if necessary			

Annex 5 = Consortium eligibility checklist (*template available from EISMEA's page*)
⇨ **FILL IT IN to demonstrate your Consortium eligibility and to select the action area** and upload under 'Other annexes' field

European Commission

Eligibility requirements – applicants

Applicants (beneficiaries and affiliated entities) <u>must be</u>:

- legal entities (public or private bodies)

- established in an eligible country (EU Member States, Ukraine territories controlled by the Government of Ukraine at submission deadline) and <u>countries participating in the Single Market Programme</u>)

- be **social economy 'enabling organisation'** (intermediary); the organisation can be operational at national, regional or local level

- be **support organisations active at EU level** representing social economy entities (such as sectorial member federations and associations or networks)

Additional types of entities <u>can</u> participate in the consortia provided that they are legal entities and established in one of the eligible countries – see Section 6 of <u>the Call Document</u>

European Commission

Eligibility requirements - Consortium

Proposals must be submitted by a consortium of applicants (**beneficiaries; not affiliated entities**), which complies with all following conditions:

- at least **six independent entities** from at least **three different eligible countries**;

- at least **one social economy 'enabling organisation'** (intermediary) per participating country involved in the consortium; the organisation can be operational at national, regional or local level;

- **a minimum one** and **a maximum two support organisations active at EU level** representing social economy entities (such as sectorial member federations and associations or networks).

The eligibility requirement of at least one social economy 'enabling organisation' (intermediary) per participating country involved in the consortium (second bullet point above) does not apply to EU level support organisations. This means that the country(-ies) of registration of participating EU level support organisations do not count for the purpose of fulfilling the eligibility requirement of the second bullet point.

Additional types of entities are encouraged to participate in the consortia – see Section 6 of the Call Document

European Commission

Eligibility requirements - Consortium cont.

➢ **social economy 'enabling organisation' (intermediary) =** can be established as business support organisation, incubator & accelerator, sectoral federation or association representing social economy entities, providing support services to social economy entities or federate social entities *at local, regional or national level.*

➢ **support organisations active at EU level =** similarly, can be established as business support organisation, incubator & accelerator, sectoral federation or association representing social economy entities, providing support services to social economy entities or federate social entities *at EU level.*

"Active at EU level" refers to the overall mission, scope of action, general type of activities undertaken, or stakeholders represented/federated by the organisation. No minimum geographical coverage but operations to be carried out in more than one EU Member State. EXAMPLE: organisation working in one local community or one region or one MS or which is periodically or even regularly partnering with other organisations from other EU MS (e.g. in EU projects) = NOT to be considered as "active at EU level".

European Commission

Financial capacity
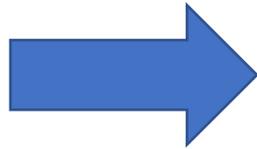
➡️ For details see **Section 7** of the [Call document](#)

Financial capacity: stable and sufficient resources needed to successfully implement the project ⇨ check to be carried out on the basis of docs you will be requested to upload in the [Participant Register](#) during grant preparation *(e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc.).*

More [info](#) on financial capacity assessment 💡

Operational capacity + Exclusion
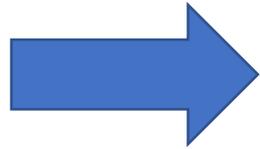
➡️ For details see **Section 7** of the [Call document](#)

- **Operational capacity: know-how, qualifications** and **resources** needed to successfully implement the project ⇨ to be assessed under 'Quality' award criterion (competence and experience of the applicants and their project teams ⇨ staff profiles, participants description, list of previous projects etc.)

- **Exclusion**: see exclusion situations in Section 7 of the Call document

European Commission

Key mandatory elements

- **Project budget:** between **EUR 900 000 and EUR 1 300 000**

- **Project length:** between **24** and **36 months**

- **Mandatory activities: 1/** Mapping and needs assessment; **2/** Organisation of transnational, national, regional or local capacity building and training activities; **3/** Organisation of coaching, mentoring, advisory services and business support activities; **4/** Financial support to the participants for the activities organised by the consortium (FSTP).

- **FSTP = max. 20% of the grant** can be directed to social economy SMEs or social economy enabling (intermediary) organisations to provide financial support (in the form of a lump sum) for their travel, accommodation, and subsistence costs to participate in activities organised by the consortium.

- **Mandatory deliverable:** a progress report (not linked to a request for payment) on the achievement of performance indicators covering every 6 months of the project implementation.

- **Mandatory call indicators: all to be covered** ⇨ **two** with mandatory minimum to be achieved.

European Commission

Evaluation procedure

- Proposals passing admissibility and eligibility check ⇨ evaluation **based on award criteria**.

- **Evaluation committee** (assisted by independent external experts) will assess all applications and create their **ranking**.

- All proposals will be informed about the evaluation result (**evaluation result letter**) at the end of evaluation period.

- Successful proposals will be invited to Grant Agreement preparation process (**GAP**); the other ones will be put on the **reserve list** or rejected.

European Commission

Award criteria & thresholds

- **Relevance:** clarity and consistency of project, objectives and planning, extent to which they match the call priorities/objectives; EU context, transnational dimension, potential of cross-border cooperation

- **Quality:**

  - Project design and implementation – links between identified problems, needs and solutions; methodology for implementing the project, feasibility within the timeframe, cost effectiveness, financial support to third parties

  - Project team and cooperation arrangements – quality and expertise of Consortium and project team, partners' role/contribution, procedures/problem-solving mechanisms

- **Impact:** credibility, ambition, expected long-term impact of results on target groups/general public, dissemination strategy, sustainability, use of results in other countries, Key Performance Indicators (KPIs)

Award criteria	Minimum pass score	Maximum score
Relevance	16	30
Quality — Project design and implementation	16	30
Quality — Project team and cooperation arrangements	16	30
Impact	6	10
Overall (pass) scores	**70**	**100**

European Commission

Tips and tricks for successful proposal 1

- **Read carefully the [Call document](#) & [FAQs](#)**. Get to know/prepare templates & annexes.

- **Think like / write for an evaluator: focus / address all award criteria and their elements –** you will be assessed on them.

- **Structure the info** (50-page limit!) – be specific, stay in scope, use quantification and clear presentation of the planned work/tasks, be consistent across the proposal. Write in reader-friendly manner. Avoid long sentences/descriptions & abbreviations.

- **What makes your project special?** Do not repeat what is in the call but describe your proposal's **specific contribution / particular idea.**

- **Check completeness** of your proposal - remember about annexes – do not forget **Annex 5**!

- **Submit earlier** = do not wait until the last minute with the submission.

European Commission

Tips and tricks for successful proposal 2

- **Build detailed and complete budget** – it must reflect deliverables / activities / description in the proposal.

- Prepare **cost-effective budget** – budgetary items must be necessary for the project execution.

- Clearly describe **division of tasks and responsibilities** between partners in the Consortium.

- Remember that – if successful – **you will need to execute this in practice** - we evaluate the proposals as they are so write as if no further improvements can be made.

- Success = setting **ambitious but realistic goals**.

European Commission

Tips and tricks for successful proposal 3

- **Find your partners & build a collaborative Consortium**:

  ➢ partner search [database](#) on Funding & Tenders portal + Enterprise Europe Network Cooperation Opportunities [Database](#)

  ➢ include partners only upon their **consent**

  ➢ **consult experienced /** former applicants.

- **Get support**:

  ➢ [IT Helpdesk](#) for forgotten passwords, access rights / roles, technical aspects of submission of proposals, etc.

  ➢ [Online Manual](#) for applying via Funding & Tenders portal

  ➢ EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu for non-IT related questions (to be sent by 14 November 2023) ⇨ replies in [FAQ](#)

European Commission

REA Central Validation Service: Registration of participants with Q&A

Radu **SORA**

Team Leader – Validation planning, REA

Presentation Outline

1. Registration of participants

2. REA Central Validation Service

3. Communication

4. Guidance documents

European Commission

Registration of an organisation (at proposal stage)

Participant Register

⊕ Need help?

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

Search for a registered organisation

New registration

European Commission

How to register in the Participant Register

Participant 's Register

Need help?

① Identification — ② Organisation Data — ③ Legal Information — ④ Authorised Users — ⑤ Summary — ⑥ Success

Identification

Legal name * ⓘ | Legal name | 240

Registration country * ⓘ | Registration country | ▲▼

Registration number ⓘ | Registration number | 50

VAT number * ⓘ | VAT number | 20 | ⬤ not applicable

500

Review the Form

Next

Identification (duplicate check)

(e.g. Legal name, VAT number)

⬇

Organisation data

⬇

Legal information

⬇

Authorised users

(e.g. Name, e-mail address of the self-registrant and the back-up)

⬅

Registration completed

⬇

New Participant Identification Code (PIC) in a "declared" status

European Commission
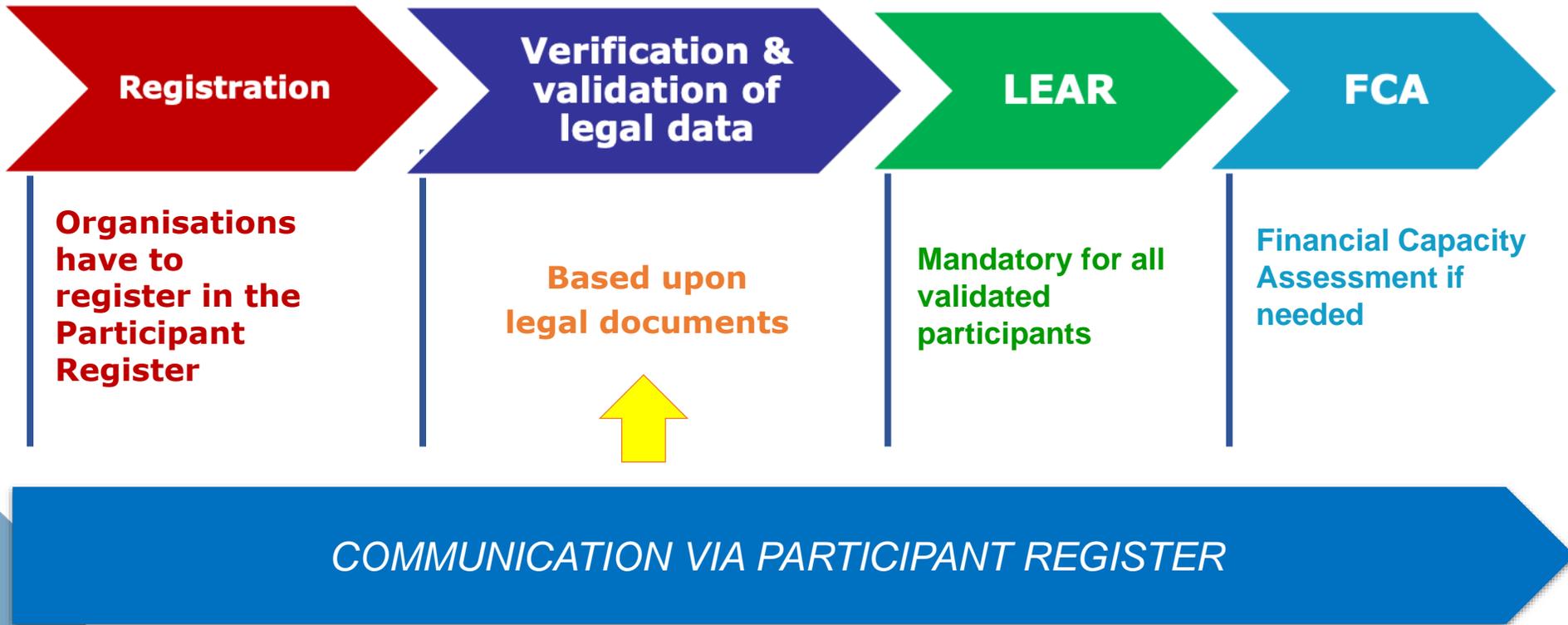
REA Central Validation Service (REA CVS)

- Verifies **legal existence and legal statuses** of entities

- Validates the appointment of **Legal Entity Appointed Representatives (LEARs)**

- Validates **legal changes** of validated entities

- Assesses **universal takeovers (UTROs)** of validated entities

- Creates **Legal Entities and Bank Account Files**

- Prepares the **Financial Capacity Assessment** for RAO

- Performs **ownership control analyses** for specific programmes

- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

Legal validation

- Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or Contract

- The legal validation of a participant in the Single Electronic Data Interchange Area (SEDIA) is done once, when the entity has to sign its first Grant Agreement or Contract

- It is reused for future participations in EU grant and procurement actions

European Commission

Validation Rules

- Validation is always performed on the basis of supporting documents, in accordance to EU Financial Regulation and the [Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#) for EU Grants and Tenders

- Validation is required for all beneficiaries and affiliated entities

- PICs of affiliated entities, frequently included in the consortium during the GAP, must be introduced in the Funding & Tenders Portal's Grant Management Service System

European Commission

Legal Entity Validation Documents

✓ **Legal Entity Form** (template to be completed, dated, stamped and signed)

✓ **VAT extract** (< 6 months)
  ✓ *If not registered for VAT –* ***proof of VAT exemption***

- **Registration extract** (<6 months) – for private law bodies
- **Law/decree/decision** – for public law bodies
- **Treaty** – for international organisations
- **Statutes** – for non-profit organisations

✓ **Financial Identification Form** (if BAF requested)

European Commission

Communication

(e.g. request to submit legal documents or to appoint a LEAR)

All communication to -and from- participants is exclusively managed **through the Participant Register**

European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>
to me ▾

Europa / Funding & Tenders Portal notification

Dear User,

You have been granted the role of **Self Registrant** for the organisation arquicios.

In order to access your organisation data on the Funding & Tenders Portal/Supplier portal, you need to log in on the F&T Portal/Supplier Portal. If you did not have an EU Login yet, it was launched automatically for a separate e-mail with a hyperlink to finalise your account.

For more information on the Funding & Tenders Portal roles, please refer to the Online Manual if you participate in the programmes managed on the Funding & Tenders Portal.
For more information on the roles for e-Procurement, please refer to the e-Procurement wiki page, if you participate in a tender call.

With kind regards,
EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support +32 (2) 29 71063 or EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu.

Messages are notified via e-mail to the contact person (i.e. self-registrant or the appointed LEAR)

European Commission

Lost access – PIC account

Declared/Non valid PIC

- In case the self-registrant left the organisation and no one has access to a non-valid PIC – a new PIC needs to be created and REA CVS informed

Valid PIC

- If the LEAR is not available anymore and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

https://ec.europa.eu/research/participants/urf/lear-recovery/request/

European Commission

Guidance documents

- Rules on Legal validation, LEAR appointment and financial capacity assessment:
  https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf

- How to register in the Participant Register:
  https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual

- Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal:
  https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support

- Legal notice on the Funding and Tenders Portal (terms and conditions, data protection):
  https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice

European Commission

Thank you for your attention!

Questions?

Radu SORA - REA D4.04

Financial provisions of the call for proposals

*Alain **SCHOONJANS***

Financial Officer, EISMEA

Financial documents for submission

❖ **Summarised budget table** (Application Form Part A - filled in directly online)

❖ **Detailed budget table** (Application Form Part B – download -> fill in -> upload the template in PDF format)

✓ *financial data in both tables need to match – if not, Summarized budget table takes precedence*

✓ *no paper (hard copy) submission – all submission is online!*
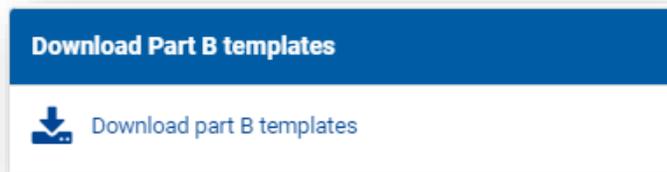
Detailed budget table

1. Instructions & 2. Start

➢ Introductory pages (not to be submitted)

➢ Submit only sheets 3, 4 & 5

➢ Complete one Detailed budget table per each member or A.E.

➢ If no cost in a certain category – box to be left empty

INSTRUCTIONS (DETAILED BUDGET TABLE ACTION GRANTS – PROPOSAL/GRANT PREPARATION)

General

The file is composed of **5 sheets** (Instructions, Start, Detailed table, Consolidated table (participants) and Consolidated table (project)) which must be used to create your detailed budget table.

Depending on the instructions in the call document, you should submit the budget table either as part of your **proposal** and/or during grant preparation:
- for proposal: merge, scan and attach it as a **single PDF** to your Application Form Part B (Funding & Tenders Portal Submission System; only sheets 3, 4, and 5 needed; for sheets 3 and 4: **one per beneficiary/affiliated entity**; more details on technical instructions are in the Online Manual)
- for grant preparation (if needed, after changes requested by the EU): merge, scan and attach it as a single PDF to your Desription of the Action (DoA) Part B (Funding & Tenders Portal Grant Preparation tool).

ATTENTION! You may be asked to provide an Excel file by email during evaluation and grant preparation, if needed.

The budget table is broken down by cost category and work packages. For technical reasons the number of work packages has to be the same in all categories. Please leave them empty, if there are no costs.
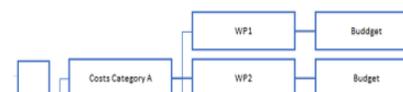
START (DETAILED BUDGET TABLE — PROPOSAL/GRANT PREPARATION)

PROJECT DATA

Project number:	
Project acronym:	
Participant short name:	
Participant PIC:	

WORK PACKAGES & TRAVELS

Add a new WP   Update Detailed Budget Table

Index	Name	Description	Number of travels	Delete

1. Instructions   **2. Start**   3. Detailed table   4. Consolid table (participant)   5. Consolid tab

3. Detailed table

- **One per member or A.E.**

- Eligible costs ONLY

- List each item only once

- List each cost in its main WP section

- Use your (best) estimates

- ✓ *White cells: data to enter*
- ✓ *Blue cells: auto-calculated*

EU GRANTS DETAILED BUDGET TABLE (ACTION GRANTS)

Project number:	
Project acronym:	
Participant short name:	
Participant PIC:	

15-11-2021 16:38

ATTENTION: This table should be filled out one per participant (beneficiary, affiliated entity)

ATTENTION: This table may ONLY contain eligible costs (i.e. costs that comply with the eligibility rules of the grant agreement that is part of your call documents). At proposal stage and during grant preparation, it should contain estimated costs/income. Costs must be estimated in EUR.

ATTENTION! List each budgeted cost item ONLY once in this table, for the main WP.

ATTENTION! White cells mean that you are required to enter data. Blue cells are calculated automatically.

EU PROJECT BUDGET TABLE (PER PARTICIPANT)

PROJECT COSTS

A. Personnel costs

		Costs (actual costs)				Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities
	Type of rate (monthly/other)	Rate (amount)	Time (months/other of work on the action)	Total (EUR)			
		a	b	c = a * b			

| Total personnel (all WPs) | 0.00 |

4. Consolidated table per participant

➢ Shows different cost heading per work package

➢ Upon correct entry of data in the Detailed table this table is automatically calculated by the system

EU GRANTS DETAILED BUDGET TABLE (ACTION GRANTS)

Project number:

Project acronym:

Participant short name:

Participant PIC:

CONSOLIDATED COSTS PER WORK PACKAGE (PER PARTICIPANT)

COSTS PER WORK PACKAGE

	A.1 Employees A.2 + A.3 Natural persons under direct contract and seconded persons	A.4 SME owners	B. Subcontracting costs	C. Purchase costs						D. Other cost categories	E. Indirect costs	Total
				C.1 Travel and subsistence	C.1 Travel	C.1 Accomodation	C.1 Subsistence	C.2 Equipment	C.3 Other goods, work and services	D.1 Financial support to third parties		
	a1 - a2	a3	b	c1	c1a	c1b	c1c	c2	c3	d1	e = flat-rate * (a1 + a2 + a3 + a5 + b + [c1a + c1b + c1c] + c2 + c3 + d1 + d2 + d3 + d4 + d5 + d6)	
TOTAL COSTS PARTICIPANT	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	

5. Consolidated table per project

➢ Shows costs per work package/ per participant

➢ To be manually filled in by the Coordinator

➢ Must match financial data entered and automatically calculated in other tables

Cost categories

3. Detailed budget table

Per participant!

PROJECT COSTS
A. Personnel costs
B. Subcontracting costs
C. Purchase costs
D. Other cost categories
E. Indirect costs

PROJECT INCOME
EU Contribution
Revenues and contribution by third parties
Own resources

European Commission

A. Personnel costs

- **A.1 Employees (or equivalent)**

- **A.2 Natural persons under a direct contract**

- **A.3 Seconded persons**

- **A.4 SME owners without salary**

European Commission

Costs for employees or equivalent

❖ Eligible personnel:

    ✓ **employment contract** (or equivalent) with the beneficiary + **assigned** to the action;

❖ Eligible costs:

    ✓ **salaries**, **social security contributions**, **taxes** and **other costs** linked to the remuneration (if arise from national law or the employment contract + actually incurred).

❖ Non-eligible costs: arbitrary bonuses, dividends, etc.

❖ Calculation: present it in **monthly rates** for each person who will work on the action.

❖ Max. working days per year: 215 working days

European Commission

Costs for natural and seconded persons

❖ **Seconded persons** by a third party + against payment;

❖ **Natural persons** under direct contract (not employment): civil, free-lance or expert, eligible if:

   ✓ Works under conditions similar conditions as employees (supervision, office presence, etc);

   ✓ Costs are not significantly different from those for personnel performing similar tasks;

   ✓ Work results belong to the beneficiary;

   ✓ Costs declared amount solely to remuneration + taxation costs for the person in question.

European Commission

Costs for SME owners and natural persons

❖ **SME owners** are eligible if:

   ✓ Owner/co-owner + beneficiary of the action + SME + not receiving a salary;

❖ Cost calculation method:

   ✓ Unit cost (daily rate)   x   number of day-equivalents worked on the action

   ✓ Unit cost (daily rate) to be used: Commission Decision C(2020)7715 and Annex 2a

❖ **Natural persons** are NOT eligible;

PROJECT COSTS

A. Personnel costs

			Costs (actual costs)				Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities
		Type of rate (monthly/other)	Rate (amount)	Time (months/other of work on the action)	Total (EUR)			
			a	b	c = a * b			
WORK PACKAGE 1	**0**							
	A.1 Employees (or equivalent)							
	Senior experts/advisors/researchers	monthly	0,00	0,00	0,00			
	Administrative personnel	monthly	0,00	0,00	0,00			
	Senior experts/advisors/researchers	monthly	0,00	0,00	0,00			
	Other							
	[category 1]	monthly	0,00	0,00	0,00			
	[category 2]	monthly	0,00	0,00	0,00			
	Total employees (or equivalent)				0,00			
	A.2 + A.3 Natural persons under direct contract and seconded persons							
	Select a staff category	monthly	0,00	0,00	0,00			
	Select a staff category	monthly	0,00	0,00	0,00			
	Other							
	[category 1]	monthly	0,00	0,00	0,00			
	[category 2]	monthly	0,00	0,00	0,00			
	Total natural persons under direct contract and seconded persons				0,00			
	A.4 SME owners and natural person beneficiaries without salary							
	SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00			
	Total SME owners and natural person beneficiaries without salary				0,00			
	Total personnel for this WP				0,00			

European Commission

B. Subcontracting costs

❖ Purchase of **goods, works or services** related to project tasks;

❖ Autonomous - no direct supervision by the beneficiary (as opposed to *in-house consultants*);

❖ Allowed, under following conditions:

- ✓ NO core tasks - specific tasks of the action;

- ✓ Performed by third parties, not a consortium member or A.E.;

- ✓ Described in Annex 1;

- ✓ Budgeted in Annex 2 or *ex post* approved;

- ✓ If above **30%** of total costs – must be justified in the application;

- ✓ Can be declared only as *actual costs* incurred;

- ✓ Best value for money or lowest price;

- ✓ No Conflict of interest

C. Purchase costs

❖ Sub-categories:

- **C.1 Travel and subsistence**

- **C.2 Equipment**

- **C.3 Other goods, works and services**

European Commission

C.1 Travel, accommodation and subsistence

❖ Eligibility rules:

    ✓ Only for the personnel working on the action;

    ✓ Justified: necessary under the action + calculation provided in the Description column.

❖ Must be budgeted as **UNIT costs** (pre-fixed amount)

    ✓ For Unit costs, values from the *Commission Decision C(2021)35* to be used with its **amendment** of 26/07/2023 regarding update of travel costs only.

European Commission

C. Purchase costs

C.1 Travel and subsistence

		Costs (actual costs)	Costs (unit cost)			Also part of other work packages? YES/NO and which WP	Description (e.g. international/not international; place of activity/destination; number of days; number of persons (speakers, personnel and participants whose costs will be covered); transport means; average price per person; subsistence costs/daily allowances)
			Amount per unit	Number of units	Total (EUR)		
WORK PACKAGE 1	0						
	Example: Consortium meetings						
	Speakers						
	Travel costs	0,00	0,00	0,00	**0,00**		
	Accomodation costs	0,00	0,00	0,00	**0,00**		
	Subsistence costs	0,00	0,00	0,00	**0,00**		
	Personnel						
	Travel costs	0,00	0,00	0,00	**0,00**		
	Accomodation costs	0,00	0,00	0,00	**0,00**		
	Subsistence costs	0,00	0,00	0,00	**0,00**		
	Participants						
	Travel costs	0,00	0,00	0,00	**0,00**		
	Accomodation costs	0,00	0,00	0,00	**0,00**		
	Subsistence costs	0,00	0,00	0,00	**0,00**		
	Total travel costs for this travel	**0,00**					
	Total accomodation costs for this travel	**0,00**					
	Total subsistence costs for this travel	**0,00**					
	Total travel	**0,00**					
	Total travel costs for this WP	**0,00**					
	Total accomodation costs for this WP	**0,00**					
	Total subsistence costs for this WP	**0,00**					
	Total travel for this WP	**0,00**					
WORK PACKAGE 2	0						

European Commission

C.2 Equipment

❖ Eligible:

✓ New or second-hand;

✓ Renting and leasing.

❖ Basic rule : **Depreciation**

✓ Eligible: corresponds to **DURATION** of the action + **RATE** of actual use for the action;

✓ Recorded in the assets register (acc. to *international accounting standards* or *usual practice of the beneficiary*).

C.3 Other goods, works and services

❖ Services, works or goods;

✓ DO NOT cover the implementation of action tasks, but they are necessary to carry out the action;

✓ Do not fall in any other cost category;

✓ Do not have to be indicated in Annex 1.

European Commission

D.1 Financial support to third parties (FSTP)

- MAX. **20%** of the grant;

- Reimbursed at **100%** of the cost incurred;

- Maximum amount per third party **EUR 60 000**;

- **Cannot** be provided through services of a consortium member or A.E.;

- **Intended purposes** + **eligible channels** listed in the Call Document, pages 13-15;

- Elaborated in detail in the proposal (objectives, conditions, modality, etc);

- Transparency (no conflict of interest, criteria pre-defined, etc).

E. Indirect costs

❖ **Running or operating costs (overheads)**

✓ Not directly linked to the action implementation and not to be attributed directly to it;

✓ Reimbursed at the flat-rate of 7% of the eligible direct costs;

✓ Automatically calculated by the IT system applying the rate of 7% to the sum of the eligible costs;

✓ Example: stationery, rent of the office, utilities, phones calls, etc;

✓ No breakdown of these costs is required.

Specific cost eligibility

VAT

- Non-deductible VAT is eligible

- Not eligible if refunded by acting public authority

Kick-off meetings

- Eligible, if the meeting takes place after project starting date

Project websites

- Communication costs - eligible

- Costs for separate project websites – not eligible

In-kind contributions: only if cost neutral

European Commission

Project income

❖ EU contribution (grant): 100% for FSTP and 90% for all other cost categories

❖ Revenues and contributions by third parties:

  ✓ **income generated by the action** such as *direct revenues* or *receipts* (e.g. conference participants fees, sales of books); but **No-profit rule** — Grants may **NOT** give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.

  ✓ **In kind (for free) contributions** from third parties (cannot be declared as cost)

❖ Own resources or the own contribution of the beneficiary

PROJECT INCOME

EU CONTRIBUTION (GRANT)

		Amount (EUR)	
	Total costs	0,00	
	Multiple funding rates (%) = (a1 + a2 + a3 + a4 + a5) * 90% + b * 90% + (c1+ c2 + c3) * 90% + (d1) * 100% + (e) * 90%		
	Maximum EU contribution	0,00	
	Requested EU contribution	0,00	ATTENTION! In order to avoid rounding issues, please request 1 cent less than the maximum EU contribution.
EU CONTRIBUTION		0,00	

REVENUES AND CONTRIBUTIONS BY THIRD PARTIES

Revenues

Income generated by the action

		Amount (EUR)		Description of the income (type of generated income and number of users, etc)
ALL WORK PACKAGES	Estimated income generated by the action	0,00		
	Total income generated by the action	0,00		
Revenues		0,00		

In-kind contributions by third parties

		Amount (EUR)		Description of the contribution (type of contribution, donor, purpose etc)
ALL WORK PACKAGES	Estimated in-kind contributions by third parties	0,00		
	Total in-kind contributions	0,00		
In-kind contributions		0,00		

Financial contributions by third parties

		Amount (EUR)		Description of the contribution (type of contribution, donor, purpose, etc)
ALL WORK PACKAGES	Estimated financial contributions by third parties	0,00		
	Total financial contributions	0,00		
Financial contributions		0,00		
TOTAL REVENUES AND CONTRIBUTIONS BY THIRD PARTIES		0,00		

OWN RESOURCES

		Amount (EUR)	
	Own resources	0,00	
OWN RESOURCES		0,00	
TOTAL INCOME PARTICIPANT		0,00	

European Commission

Thank you!

European Commission

Thank you!

For any additional information, please contact:

EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu

European Commission