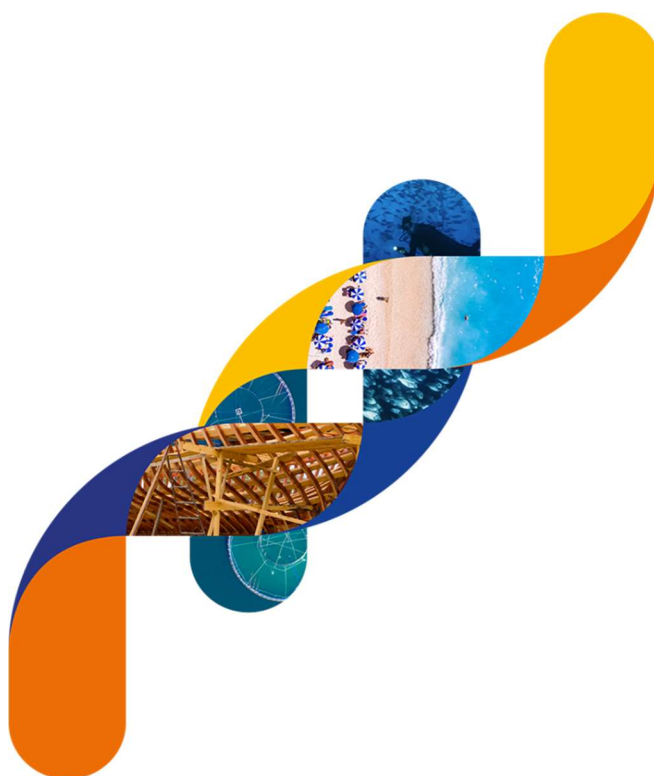


4helix+ project

WP3: TESTING

CALL FOR INNOVATION VOUCHERS



Foreword

In line with the Interreg Med Programme priorities, and in particular with the objectives of the Axis 1, specific objective 1.1, **4helix+ project** aims at stimulating, coaching and funding cross-sectoral and trans-boundary innovation of the Med key sector “Blue Growth”, which deserves to be better supported being an economic driver and a potential generator of development and jobs. Main change sought is to improve basic conditions for bridging the gap among the MED maritime clusters and within their co-working spaces, maker spaces, creative hubs, etc.

Main expected project results include:

- Upgraded cross-sectoral and trans-boundary RD&I attitude of the targeted 4helix+ Med area innovative maritime clusters key actors, primarily micro, small and medium sized (MSMEs) and Start-ups;
- Increased awareness and understanding among the involved 8 regional ecosystems about the competitive advantage of the Blue Growth through 4helix+ model and project results embedded into the regional RIS3 strategies of the 8 involved pilot territories;
- Increased capacity of the 4helix+ partners to implement and transfer a transnational cross-innovation action to support MED Blue Growth.

Core action of 4helix+ project is the **PILOT ACTION** that will create the framework for funding and facilitating of knowledge transfer in the Mediterranean area, aiming at implementation of new products, services or business models of MSMEs/Start-ups operating in both traditional and emerging Blue sectors, through the knowledge sharing and community-based approach.

The Pilot Action entails:

- 1) Preparation phase:** Scouting complementarities and future collaboration scenarios among the involved regional maritime clusters;
- 2) Realization phase:** setting up of an innovative open space platform, dedicated to the implementation of different project activities:
 - management of Knowledge Providers recruitment procedures (EoI);
 - **launch of the transnational call for blue innovation project proposals to be awarded with vouchers;**
 - coaching actions for project proposals applicants;
 - brokerage activities;
 - monitoring and final reporting of awarded projects;
 - EoI for allocation of travel funds to participate to project Brokerage Event and Blue Boot Camps;
 - matchmaking environment between Blue MSMEs/Start-ups and Knowledge Providers;

- face to face webinars;
 - ensuring sustainability of project actions in the long term;
- 3) **External evaluation phase:** carried out by the External Evaluation Committee at the end of the project life cycle, by providing an external view of its overall performance, focusing in particular to the behavioural additionally effect.

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1. OBJECTIVE OF THE CALL

The objective of the Call is to offer the opportunity to micro, small and medium sized enterprises and Start-ups operating in blue growth sectors or blue economy (fishing, aquaculture, coastal and maritime tourism, shipbuilding, blue biotechnologies etc.) to acquire knowledge and coaching services supplied by Knowledge Providers (KP) who will help MSMS to develop an innovation project.

KP are Research Development and Innovation bodies and skilled enterprises belonging to the **Cultural and Creative industries**, or **Non Institutional New Innovation Agents** (such as fab labs, maker spaces, co-working spaces, creative hubs, living labs, tech shops, contamination labs, etc.). They should be already registered in the international database (**Knowledge Providers Gallery**). The call for KP and the KP Gallery is available on line in <https://4helix.unicam.it/>.

The goal of the innovation voucher call is to help MSMEs to design and/or create, through small innovation projects, **new products, services, processes or business models**. To this aim, the consortium has a budget of 480.000€ in innovation vouchers, amounting 10.000€ per project, that will be granted, after evaluation, up to 48 MSMEs/Start ups located in pilot projects' regions (6 vouchers are available for each target region).

2. FINANCING OF THE CALL

Available financial resources amount to 60.000€ per pilot area (see section 3. Eligible regions) for a total amount of 480.000€. The Call for Innovation Vouchers is realized within the framework of the Pilot Action of the 4helix+ project (INTERREG MED 2014 - 2020 Programme) co-financed by European Regional Development Fund and Pilot Project Partners National Contribution Funds.

3. ELIGIBLE REGIONS

Applicants (MSMEs/Start-ups) must be located in any of the following "Pilot Regions" (4helix+ Consortium partner regions):

	Pilot Region	Responsible Pilot Project Partner	Country
1	Marche	SVIM – Sviluppo Marche S.r.l. Via Gentile da Fabriano n. 9, 60125 – Ancona www.svim.eu	Italy

		e-mail: segreteria@svim.eu	
2	Central Macedonia	Thessaloniki Chamber of Commerce and Industry, 29, Tsimiski Str., 54624, Thessaloniki www.ebeth.gr e-mail: antonisb@ebeth.gr	Greece
3	Zadar County	Croatian Chamber of Economy – Zadar County Chamber Špire Brusine 16 23000 Zadar https://www.hgk.hr/zupanijska-komora-zadar e-mail: mjurin@hgk.hr ; mmisulic@hgk.hr ; ijadresko@hgk.hr	Croatia
4	Andalucia	Official Chamber of Commerce, Industry and Shipping of Seville Plaza de la Contratación, 8 41004 Seville https://camaradesevilla.com/ e-mail: anne.furphy@camaradesevilla.com	Spain
5	Lisbon Region	XXI Dinamic Network Alameda das Linhas de Torres 179 1750-142 Lisboa http://www.rededinamicaxxi.pt e-mail: evano.bicho@apredin.com.pt	Portugal
6	Durres, Vlora, Saranda & Shengjin coastal areas	Albanian Development Fund Rr: Sami Frasheri: Nr 10 1000 Tirana, Albania https://albaniandf.org/ e-mail: mspahaj@albaniandf.org ; skruja@albaniandf.org	Albania
7	Catalunya	Barcelona Official Chamber of Commerce, Industry and Navigation Av. Diagonal, 452-454 08006 Barcelona	Spain

		https://www.cambrabcn.org/ e-mail: gpadilla@cambrabcn.org ; europeanprojects@cambrabcn.org	
8	Région Sud - Provence-Alpes-Côte d'Azur	Chamber of Commerce and Industry of Marseille Provence 9, la Canebière- CS 21856 13221 CEDEX 1 MARSEILLE https://www.ccimp.com/ e-mail: alexandra.rigo@ccimp.com ; maud.favre@ccimp.com	France

4. INSTITUTIONAL REGULATION FRAMEWORK

4helix+ Voucher scheme are implemented under the conditions set by EU Regulation No 1301/2013 of the European Parliament and of the Council in force since 17 December 2013, on the European Regional Development Fund and on specific provisions concerning the Investment for growth and jobs goal and repealing Regulation (EU) No 1080/2006.

Beneficiaries (MSMEs/start-ups) must fulfil the criteria defined by Commission Regulation (EU) 1407/2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to "de minimis aid", in force since 1 January 2014. This Regulation sets the de minimis ceiling at 200.000,00 € per undertaking granted over any period of three fiscal years, and thus considerably simplified the granting of small amounts of support.

Additionally, beneficiaries operating in fisheries and aquaculture sector must fulfill the criteria set by Commission Regulation (EU) 717/2014, in force since 27 June 2014, on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to "de minimis aid" in the fishery and aquaculture sector. According to the later the total amount of de minimis aid granted per Member State to a single undertaking in the fishery and aquaculture sector shall not exceed EUR 30.000,00€ over any period of three fiscal years. 'Undertakings in the fishery and aquaculture sector' means undertakings active in the production, processing and marketing of fishery and aquaculture products.

5. WHO CAN APPLY (BENEFICIARIES)

5.1 Eligibility criteria for applicants

Applicants should be Micro, Small and Medium sized Enterprises (MSMEs) according to the definition and classification reported in ANNEX I of the Commission Regulation (EU) No 651/2014¹ and Start –

¹ According to Commission Regulation (EU) NO 651/2014 (ANNEX I), an enterprise is considered to be any entity engaged in

ups²:

- With the head of an operative registered office located in one of the *4helix+* pilot regions (see chapter 3 – Eligible Regions);
- Having an independent legal status (consortiums will be excluded);
- Operating in at least one of the blue growth/blue economy sectors reported in Annex 12;
- Having selected a Knowledge Provider already registered in *4helix+* Knowledge Providers' Gallery ("KP Gallery").

MSMEs registered in *4helix+* Gallery as Knowledge Providers are not eligible for applying for a voucher under this Call.

5.2 The selection of the knowledge providers

Applicants have to select a Knowledge Provider (Research Development and Innovation Body / RD&I Skilled Enterprise having specific expertise in the fields of the Cultural and Creative Industries or a Non Institutional New Innovation Agent) **already registered in *4helix+* online transnational database - 'KP Gallery'** - in order to acquire knowledge and be assisted in its project proposal elaboration and, if awarded, project implementation (each Blue MSME/Start-up can select just one KP). Access to the **Knowledge Providers Gallery** is available through *4helix+* "**CYBER SPACE**" portal <https://4helix.unicam.it/>. Detailed information on how a Knowledge Provider can apply for being registered in *4helix+* **Knowledge Providers Gallery** is available in the relevant **Call for Expression of Interest for KPs** already published in the "Applicant Portal" section of the project's "**CYBER SPACE**" portal.

MSMEs/Start-up and the selected Knowledge Provider are requested to jointly agree on the work programme of the innovative project before submitting the application. Applicants are requested to sign a collaboration agreement with the Knowledge Provider, stating mutual obligations and intellectual Property rights/commercial exploitation issues settlement, which validity is subject to the reception of the notification of awarding.

an economic activity, irrespective of its legal form. This includes, in particular, self employed persons and family businesses engaged in craft or other activities, and partnerships or associations **regularly** engaged in an economic activity. SME's are classified as Micro, Small or Medium Enterprises, according to EU No 651/2014 definition, as follows :

SME CATEGORY	MEDIUM	SMALL	MICRO
Staff Headcount:	<250	<50	<10
Turnover:	<50M€	<10M€	<2M€
Balance Sheet Total:	<43M€	<10M€	<2M€

The data to apply to the headcount of staff and the financial amounts are those related to the latest approved accounting period and calculated on an annual basis.

² A start-up is considered, under this Call, a **MSME** established during the years 2018 and 2019 (including also enterprises established the day before the publication of the Call) and according to the specific National Legislation of each pilot project partner.

5.3 Applicants - Knowledge Providers relationship

Applicants and Knowledge Providers must be entirely separate entities, with no financial or other ties. Specifically, MSMEs/Start-ups and selected Knowledge Providers must not be owned by the same parent company, share governance or have common directors.

Applicants are required to declare any existing governance relationships between themselves and the selected Knowledge Providers, including whether any of the knowledge providers:

- are subsidiaries or related bodies corporate;
- share common directors, officers or senior managers.

5.4 Conflict of interest

Applicants must have no conflict of interest with *4helix+* Pilot Project Partners, the members of the Local Innovation Committee and the Assessment Boards that may affect the potential performance of the innovation project.

6. INNOVATION VOUCHER

The Innovation Voucher offers to MSME/Start-ups the possibility to explore a business opportunity or solve a small-scale innovation related problem by acquiring knowledge /expertise from a registered Knowledge Provider. In the framework of this Call, each company is given the possibility to be awarded with only one voucher. Vouchers are issued in the name of the MSME/Start-up (the voucher beneficiary) by the project partner in charge, they have no cash value and are non-transferable. The specific project partner of each region will be in charge of all financial management with the Knowledge Providers, such as invoices billing or any other contractual agreement.

6.1 Type of Innovation Voucher

4helix+ foresees a unique type of Voucher with a value of 10.000€ funding the selected, after evaluation, innovative project submitted by the blue MSME/Start-up 100% (no co-financing schemes are accepted). Each Knowledge Provider involved in successfully concluded innovative projects will receive a payment by the responsible Pilot Project Partner, for the services provided to the blue MSME/Start-up, following the issue of a valid invoice of 10.000€ .

The total amount of the Voucher includes the current VAT in the country of the Pilot Project Partner if the Knowledge Provider selected by the MSME/Start-up has its operative head office in the country of the Pilot Project Partner. VAT is zero in the case that the Knowledge Provider selected by the MSME/Start-up has its operative head office in a place outside the country of the Pilot Project Partner involved.

6.2 Innovation project's potential activities

For the purposes of the pilot action of *4helix+*, an innovation project is defined as one that transfers

knowledge of innovative nature that it is new to the MSME/Start-up. The enterprise may then use the new knowledge to design, create or innovate a product, process or service.

Examples of potential activities are the following:

- Innovative product design/development
- Innovative service design/development
- Innovative process design/development
- Business model generation
- Experimental testing/measuring
- Prototype development
- New market/sector development
- etc.

6.3 Eligible activities for Voucher support

Eligible activities are to be considered all services supplied by Knowledge Providers that have added value to the beneficiaries MSMEs/Start-ups.

6.4 Types of not eligible activities

4helix+ is not intended to support projects which primarily involve:

- routine replacement or upgrade of plant and equipment using simple technologies;
- activities that would be undertaken in the normal course of business, such as capacity expansion;
- up-skilling of individuals where there is negligible benefit to the innovation capability of the wider organisation;
- activities that have been started before the submission of the applications;
- activities financed by a different National or European Programme;
- activities not directly related with the purposes of 4helix+ Voucher scheme.

7. SUBMISSION PROCEDURE

7.1 Application Form

Applications must be submitted on line. Applicants should click on the follow link to access the on line Application Form: <https://4helix.unicam.it>. Applications must be filled in English. The Applicant is requested to provide a valid e-mail address to ensure effective communication with the administrator of the portal and the Pilot Project Partner responsible for the assessment of its application.

The application must indicate the name of the Knowledge Provider registered in the 4helix+ Knowledge Providers Gallery.

An acknowledgement of receipt will be sent to the Applicant, including a time stamp (day & time) of the submission.

Each applicant can submit only one application. In case of two or more applications submitted by the same Applicant, none of them will be taken in to consideration.

Amendments or changes in the text of a submitted application will not be admitted. Applicants may be required by Local Selection Boards to provide clarifications or complete with correct or missing documents in their initial applications.

Applications which contravenes ethical principles or any applicable legislation or does not fulfil the conditions of the Call may be excluded from the evaluation, selection and awarding procedures at any time.

7.2 Accompanied documents (attached to the application form)

The Applicant must submit together with the Application Form the following documents:

- a) Statute(s) of the applicant or relevant document by each partner country, in original language;
- b) A scanned copy of an official document (E.g. a printout of the relevant Tax authority reporting NACE codes) proving that at least one of applicant's economic activities belongs to blue growth/blue economy sectors reported in Annex 12, in original language;
- c) A scanned copy of a declaration signed by the legal representative regarding previous aid received by the MSME/Start-up under the De Minimis Regulation (Annex 13);
- d) A scanned copy of a collaboration agreement signed by the MSME/Start-up and the Knowledge Provider briefly describing the collaborative innovation project, MSME/Start up and Knowledge Provider mutual obligations and intellectual property rights / commercial exploitation issues settlement;
- e) A scanned copy of the Applicant's Statement (Annex 2).

8. DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS

Closing day for the submission of Applications is **the 30th of April 2019 at midnight CET**.

9. EVALUATION – SELECTION OF THE APPLICATIONS

9.1 Evaluation

The submitted applications will be automatically redirect to the Responsible Pilot Project Partners in order to be evaluated at regional level by Selection Boards composed by Local Innovation Committees members (specialists in blue-growth / trans-sectoral innovation and pilot project partners representatives).

The members of the Selection Boards must have no conflict of interest³ with applicants that may affect

³ According to the article 57 Regulation (EU, EURATOM) No 966/2012 a conflict of interests exists where the impartial and objective exercise of the functions of a financial actor or other person.... is compromised for

the potential performance of the innovation project.

All members of the Selection Boards will have to sign a confidentiality and not conflict of interest declaration prior to joining the Boards.

Evaluation contracting phase will be concluded by the Board of experts within a month from the deadline for the submission of the applications.

Applications will be firstly checked as far as their completeness and eligibility criteria (mentioned in point 5.1) fulfilment. Applications not fulfilling the eligibility criteria will be rejected. In these cases applicants will be informed by Responsible Pilot Project Partners by e-mail. Applications fulfilling the eligibility criteria will be evaluated by relevant Selection Boards in base of three groups of criteria namely “Excellence”, “Impact” and “Capability”.

9.2 Evaluation criteria

Submitted Applications will be evaluated on a “competitive basis” in base of the following criteria and according to the grid reported in Annex 7:

a) Excellence (40%)

- a.1 Clarity of the objectives and pertinence with the general aims of 4helix+;
- a.2 Technical /Scientific quality;
- a.3 Innovation potential (ground-breaking objectives, novel approaches);
- a.4 Effectiveness of the proposed budget;
- a.5 International collaboration (if selected Knowledge Provider is not located in the country of the Applicant);

b) Impact (30%)

- b.1 Enhancement of the innovation capacity of the company;
- b.2 Market Potential;
- b.3 Energy savings;
- b.4 Contribution to the protection of the environment;

c) Capability (30%)

- c.1 Experience of the applicant in collaborative projects with research institutions or R&D skilled companies;
- c.2 Adequacy of the Knowledge Provider to the requirements/objectives of the project;
- c.3 Availability of relevant human resources and technical infrastructure assuring new knowledge integration in the company.

reasons involving family, emotional life, political or nationality affinity, economic interest or any other shared interest with a recipient.

More specifically, evaluation will be made according to the grid reported in Annex 7. Applications will be ranked in base of the overall score – in descending order from highest to lowest score - resulting from the particular scores obtained in each one of the assessment criteria mentioned above. Award of the grant will be made on the basis of this ranking, and the available budget.

Each Pilot area Selection Board will select the highest ranked applications (maximum 6) that will be awarded with innovation vouchers by the responsible Project Partner, taking to consideration that their cumulative proposed budget to be financed by 4helix+ should not exceed the 60.000€. A number of applications will be kept in reserve in case of extra funding becomes available.

10. IMPLEMENTATION, MONITORING AND COMPLETION OF AWARDED PROJECTS

Successful Applicants will receive the Notification of Awarding (Annex 10) from the Responsible Project Partner. Furthermore, Successful Applicants, Knowledge Providers involved and Responsible Pilot Project Partners will sign Three Party Contracts - describing the specific conditions and also respective rights and obligations for the implementation of the innovative projects - no later than 31st of May 2019 (Annex 14).

Awarded MSMEs/Start-ups and related Knowledge Providers will have six (6) months from the date of entering in force of the Three Party Contract to conclude their innovative projects.

They will be requested by Responsible Pilot Project Partners to provide information on the projects' progress, by responding to the short questionnaires or submitting light interim reports at the end of the third month of implementation (according to the format that will be provided by the Responsible Pilot Project Partner). Responsible Pilot Project Partners will realize monitoring visits during projects' implementation to highlight workflow and possible problems. They reserve the right to withdraw the voucher/offer of funding if projects are not commenced within the specified timeframe.

Upon the conclusion of each innovative project, a Final Report describing the activities developed in its framework should be issued by the relevant Knowledge Provider and delivered to the MSME – Start-up. The Final Report and further supporting documentation produced during the 6 months project implementation period will be attached to the Request for Payment form (Annex 11), that has to be filled-in and submitted by the Applicant to the Responsible Pilot Project Partner. Responsible Pilot Project Partner will validate the Final Report within 15 days from the date of submission, by accepting or not the Request for Payment.

11. VOUCHER REDEMPTION

Following the acceptance of the Request for Payment, the Responsible Pilot Project Partner will request the Knowledge Provider involved in the awarded project to issue an invoice corresponding to the amount reported in the Voucher. The knowledge provider is obliged to issue the invoice concerning the performed activities, making reference to the performed activities as described in detail in the application form submitted and in the final report with reference to the “4helix+ / 3MED17_1.1_M2_003 voucher”.

Each Pilot partner will be liable to pay the Knowledge Provider once it has received:

- a valid tax invoice from the Knowledge Provider;
- a Request for Payment signed by the Applicant, indicating that the agreed activities have been completed including the Final report and any additional reports, documents, photos, or other evidence reasonably requested by the Responsible Pilot Partner.

The MSME/Start-up shall submit upon completion of the project a Request for Payment no later than **15th December 2019**, including a final report (according to the format that will be provided by the Responsible Pilot Project Partner) on the project and all documentation required, as described in the Call & Annexes. Report, deliverable documents and e-mail communication must be in English, and signed by the MSME and the Knowledge Provider

12. PRIVACY AND DISCLAIMER

12.1 Privacy

The company applying for an innovation voucher and undersigning the application form gives its permission to 4helix+ partners to process the data given only for management (including publishing of general information) and statistic purposes even through digital devices with respect of the security and privacy within the law. In particular, data processing by 4helix+ Project Partners will be made in accordance with the provisions of Regulation (EU) 2016/679 and the subsequent transposing laws (jointly, the “GDPR”). The realization of the project implies processing of the following personal data: name of the company, address, VAT number, telephone number, e-mail, web site, name of the legal representative of the company, surname, position, telephone number, e-mail, name of the contact person of the company, surname, position, telephone number, e-mail. During project’s implementation personal data will be processed exclusively by persons authorized by project partners. As an interested party the company can require from the responsible Pilot Partner to exercise the rights described in the art. 15 of GDPR and in particular: access to relevant personal data rectification, integration, deletion, limitation of processing that concerns them or to oppose their processing. Pursuant to art. 17, paragraph 3, let. d) the right to cancellation does not exist for data which must be processed for the purposes of scientific research if the objective of the research itself cannot be

obtained without them.

12.2 Disclaimer

The EU Interreg MED Programme make no representation, warranty or undertaking of any kind in relation to the accuracy or completeness of any Information.

The EU Interreg MED Programme will not be liable or responsible to any person in relation to any inaccuracy, error, omission or misleading statements contained in the Information.

The EU Interreg MED Programme will not be liable or responsible to any person in relation to any failure to inform any person of inaccuracy, error, omission or misleading statement contained in such Information of which it becomes aware after the date of release of that Information.

The EU Interreg MED Programme shall not be liable to any person for any damages, losses, costs, liabilities or expenses of any kind, which it may suffer as a consequence of relying upon such Information.

Under no circumstances will the EU Interreg MED Programme be liable for any costs or expenses borne by applicants in this process.

13. TIMING OF THE CALL FOR INNOVATION VOUCHER

Launch date	1 st of February 2019
Closing date	30 th of April 2019
Evaluation – Contracting Phase	1 st of May 2019 - 31 st of May 2019
Implementation period	1 st of June 2019 - 30 th of November 2019
Request for Payment Submission	1 st December 2019 - 15 th December 2019
Payment	1 st January 2020 – 30 th July 2020

14. INDEX OF ANNEXES

Annex 1	Off-line Application Form (Relevant for Pilot Project Partners and Applicants)
Annex 2	Applicant's Statement (Relevant for Applicants)
Annex 3	Acknowledgment of receipt (Relevant for Pilot Project Partners)
Annex 4	Confidentiality and Conflict of Interest (Relevant for Pilot Project Partners)
Annex 5	Eligibility check-list (Relevant for Applicants)
Annex 6	Request for further information/documentation (Relevant for Pilot Project Partners)
Annex 7	Evaluation Form (Relevant for Pilot Project Partners and Applicants)
Annex 8	Evaluation Report (Relevant for Pilot Project Partners)
Annex 9	Notification form of rejection (Relevant for Pilot Project Partners)
Annex 10	Notification of Awarding (Relevant for Pilot Project Partners and Applicants)
Annex 11	Request of Payment (Relevant for Pilot Project Partners and Applicants)
Annex 12	Eligible MSMEs Business Activities (Relevant for Pilot Project Partners and Applicants)
Annex 13	De Minimis Declaration (Relevant for Applicants)
Annex 14	Three Party Contract (Relevant for Pilot Project Partners and Applicants)

Please NOTE that the Annexes could be adapted (e.g. contents re-ordered) when implemented in case of using online tools for supporting procedures in this call

Annex 1

Application Form of 4helix+ Voucher Scheme

Part 1: Company details	
Name of the SME / Start - up	
Size of the company ¹	Medium <input type="checkbox"/> Small <input type="checkbox"/> Micro <input type="checkbox"/>
Company start date (according to the register document)	
Company Legal status	
VAT Number	
Company official registered office address	
Address (Street, number, postal code, City)	
Company local headoffice located in one of the eligible territories:	
Country	Italy – Marche Region <input type="checkbox"/> Greece – Central Macedonia Region <input type="checkbox"/> Croatia – Zadar County Region <input type="checkbox"/> Spain – Andalusia Region <input type="checkbox"/> Spain – Catalonia Region <input type="checkbox"/> Portugal – Lisbon Region <input type="checkbox"/> Albania – Durres <input type="checkbox"/> Albania – Vlora <input type="checkbox"/> Albania – Saranda <input type="checkbox"/> Albania – Shengjlin <input type="checkbox"/> France – Région Sud – Provence-Alpes-Côte d’Azur <input type="checkbox"/>

¹ Small Medium Enterprises according to EU definition

SME CATEGORY	MEDIUM	SMALL	MICRO
Staff Headcount:	<250	<50	<10
Turnover:	<50M€	<10M€	<2M€
Balance Sheet Total:	<43M€	<10M€	<2M€

The data to apply to the headcount of staff and the financial amounts are those related to the latest approved accounting period and calculated on an annual basis.

Local head office Address (Street, number, postal code, City)	Only if different from the official registered office address
Phone number	
E-mail (Applicant is asked to provide an e-mail address that will assure the effective communication with Responsible Project Partner during the whole procedure defined in this Call)	
Company Web site	
Company profile	Please provide a brief outline of the company, you may wish to include some of the following: sector, customers, how long the company is established, how many employed, main products /services and main market(s) (max 5000)
Company's Blue growth/ Blue Economy Business Activity(ies)	Please describe, reporting - if there is such a codification in your country - relevant NACE code(s), your business activity (ies) belonging to blue growth/blue economy sectors, according to Annex I of the Call for Innovation Vouchers)
Legal representative details	
First name	
Surname	
Position	
Phone number	
e-mail	
Contact Person details	
First name	
Surname	
Position	
Phone number	
Mobile phone number	
e-mail	

(Applicant is asked to provide an e-mail address that will assure the effective communication with Responsible Project Partner during the whole procedure defined in this Call)	
Part 2: Registered Knowledge Provider	
Please select the chosen Knowledge Provider from the KP Gallery	Drop-down menu
Is the selected Knowledge Provider from your country?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reasons for choosing the Knowledge Provider	Please describe how the skills and expertise of the KP match the objectives of the proposed innovation project (Maximum 3.000 characters)

Part 3: Innovative project description	
Title of the project	
Acronym	
Project summary	<p>Please provide Information on the following issues (Maximum 1000 characters)</p> <ul style="list-style-type: none"> - Topic - Proposed product / service /process - How company will take benefit from project's results
Detailed description of the innovative project and the service to be provided	<p>Please describe the innovative project providing information especially on the following issues (Maximum 5.000 characters)</p> <ul style="list-style-type: none"> - Project objectives - Proposed approach - State of the art and explanation of project's innovation potential - Expected results
Description on how the company will benefit from project's results	Please provide information on project's contribution in enhancing innovation capacity of the company, integrating new knowledge, strengthening its competitiveness , commercial exploitation of results (including Intellectual Property Rights management if applicable) , saving energy, protecting environment etc. (Max. 8.000 Characters)
Type of Innovation project	<p>Innovative product design/development <input type="checkbox"/></p> <p>Innovative service design / development <input type="checkbox"/></p> <p>Innovative process design/development <input type="checkbox"/></p>

	Business model generation <input type="checkbox"/> Experimental testing /measuring <input type="checkbox"/> Prototype development <input type="checkbox"/> New market / sector development <input type="checkbox"/> International certification <input type="checkbox"/> Other (Please describe) <input type="checkbox"/>
Previous experience of the applicant in collaborative projects with Research Institutions or/and R&D skilled companies	(Maximum 3.000 characters)
Human resources and technical infrastructure involved	Please provide information about the staff of your company that will be involved in project's implementation and on your technical infrastructure supportive to project's aims (Maximum 3.000 characters)

Part 4: Budget	
Total amount of the requested grant (in euro)	
Net cost of the project in euro (without VAT)	
Corresponding VAT (in euro)	
Project costs' information	Please provide as much detail and breakdown of costs considered for the service proposed, including the number of man days/hours devoted to the project by the Knowledge Provider, possible expenses or equipment purchased for the realization of the service, etc.

Documents attached to the present Application Form:

1.	Statute (s) of the Applicant (Company Statute)
2.	Scanned copy of the official document proving blue economic activity (ies)
3.	Scanned copy of the declaration regarding "De Minimis Aid" requirements compliance (Annex 13)
4.	Scanned copy of the collaboration agreement/service contract stipulated with the selected Knowledge Provider (max 1 MG)
5.	Scanned copy Applicant's Statement (Annex 2)

Annex 2

Applicant's Statement

1. By applying to this Call, the applicant hereby confirms that he/she represents an SME in line with the Article 2 of Annex 1 of the Commission Regulation (EU) No 651/2014 of 17 June 2014.
2. By applying to this Call, the applicant hereby confirms that he/she is not entrepreneur in difficulty (according to the point 14 of the Commission Regulation (EU) No 651/2014 of 17 June 2014).
3. By applying to this call, the applicant hereby accepts their responsibility on accuracy and veracity of data and documents submitted, and all conditions and obligations stated in the Call;
4. By applying to this call, the applicant declares that the proposed project activities did not start before the submission of the present application and that they are not funded by another either national or European fund;
5. By Applying to this call, the applicant declares that no governance relationship exists with the selected Knowledge Provider;
6. By Applying to this call, the applicant declares that there is not in a situation of conflict of interest with 4helix+ Responsible Pilot Project Partner, the members of the Local Innovation Committee and the Local Assessment Board.
7. By applying to this call, the applicant gives its permission to 4helix+ project partners to process the data given only for management and statistic purposes (including publishing of general information) even through digital devices with respect of the security and privacy within the law. Data processing by 4helix+ Project Partners will be made in accordance with the provisions of Regulation (EU) 2016/679 and the subsequent transposing laws (jointly, the "GDPR").

FINANCIAL UNDERTAKING: The Beneficiary declares that the company is in one of the following situations:	Insert <u>YES</u> or <u>NO</u> as Appropriate
a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	
b) it is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract.	

Legal representative of the organization	
Position	
Signature	<i>(electronic signature if possible, or a scanned signed copy)</i>
Date	<i>(valid date after Call publication and before closing)</i>

Annex 3 - Acknowledgement of receipt

Dear applicant,

Legal representative of the organization	<i>(copied from application form)</i>
Position	<i>(copied from application form)</i>

Thank you for submitting your application for consideration as recipient of financial support in the frame of the Interreg Med project 4helix+:

Name of the Organization:	<i>(copied from application form)</i>
VAT number:	<i>(copied from application form)</i>
Type of organization:	<i>(copied from application form)</i>
Region:	<i>(copied from application form)</i>
Person of contact (contact details):	<i>(copied from application form)</i>
Title of the project / Acronym:	<i>(copied from application form)</i>
Accredited Service Provider:	<i>(copied from application form)</i>
Cost of Service (VAT included) in Euros:	<i>(copied from application form)</i>
Duration of the project:	<i>(copied from application form)</i>
Key words of the project	<i>(copied from application form)</i>

Your application will be automatically addressed to the following partner for evaluation:

Region of Responsible Pilot Project Partner:	<i>From the list of partners (Region & Name of Managing Authority)</i>
Full address of Responsible Pilot Project Partner:	<i>From the list of partners (Region & Name of Managing Authority)</i>
Contact person in Responsible Pilot Project Partner:	<i>From the list of partners (Region & Name of Managing Authority)</i>

Application Number: <i>(sequential assignment by Call Manager)</i>	Acronym: <i>(copied from application form)</i>
Time Stamp of application submission:	<i>Day and time of the application submission (Brussels Time)</i>

After evaluation of all applications received, you will be notified of whether your proposal has been successful or not, or will be requested to provide further information.

We would like to thank you for your interest in our activities.

Yours sincerely,

4helix+ Partners

Annex 4 - Confidentiality & conflict of interest declaration

I, the undersigned declare that, by participating in the Jury for evaluation of applications submitted under 4helix+ Project Pilot Call,

- I am not an applicant or do not remain with the applicant in such legal or factual relationship that the result of the evaluation may affect his or her rights and obligations;
- I undertake to treat as confidential all information contained in the applications which I am asked to evaluate, both during the evaluation and afterwards;
- I will not reveal to any third party the identity or any details of the views of my fellow evaluator(s), neither during the evaluation nor afterwards;
- I will not retain copies of any written or electronic information related to the evaluation, selection of projects or verification of project evaluation results;
- I do not, to the best of my knowledge, have any interest in any of the applications submitted in this call, I have not been involved in their preparation and I do not benefit either directly or indirectly from the eventual selection. Should I discover a conflict of interest during the evaluation, I undertake to declare this and to withdraw from the evaluation.

Name	<i>(for all Jury members, including those acting as chairperson and secretary)</i>
Position	
Organization	
Signature	<i>(electronic signature if possible, or a scanned signed copy)</i>
Date	

Annex 5 - Application Eligibility Checklist

	Criterion	YES / NO
I. Applicant		
1	The Applicant declares that he/she represents an SME in line with the Article 2 of Annex 1 of the Commission Regulation (EU) No 651/2014 of 17 June 2014? YES/NO	
	micro-entrepreneur	
	small entrepreneur	
	medium entrepreneur	
2	The Applicant confirms that he/she is not entrepreneur in difficulty (according to the point 14 of the Commission Regulation (EU) No 651/2014 of 17 June 2014?	YES/NO
3	The Applicant is located/registered in one of the participating regions?	YES/NO
4	The Applicant is operating in at least one of the Blue Growth/Blue economy sectors listed in the Annex 12 of the Call?	YES/NO
5	The Applicant declares that the SME he/she represents is not transcending the “de minimis aid” ceilings set by Commission Regulation (EU) 1407/2013 or the “de minimis aid” ceilings for fishery and aquaculture set by Commission Regulation (EU) 717/2014?	YES/NO
II. Knowledge Provider		
6	Is the service provider accredited in 4helix+ Knowledge Provider Gallery?	YES/NO
III. Application		
7	Is the application form submitted within the deadline of the call?	YES/NO

8	Is the application form submitted in line with annex 1 to the Call text?	YES/NO
9	Is the application form fulfilled in English?	YES/NO
10	Is the application form fully completed?	YES/NO
11	Is the application form accompanied by all necessary documents?	YES/NO

Verified by:

Name	
Position	
Organization	
Signature	<i>(electronic signature if possible, or a scanned signed copy)</i>
Date	

Annex 6 - Request for further information or documents

Dear Applicant,

Legal representative of the organization	<i>(copied from application form)</i>
Position	<i>(copied from application form)</i>

We have reviewed your application & attached documents:

Title of the project:	<i>(copied from application form)</i>
Application Number: <i>(copied from application form)</i>	Acronym: <i>(copied from application form)</i>

You are kindly requested to provide/correct the following information/documents to complete your initial application within the next **7-calendar days**. Complementary documentation must be signed by legal representative, scanned and electronically submitted only via 4helix@unicam.it

<i>List of complementary information/documents to be provided or corrected by Managing Authority to Call Manager after review of application</i>
1.-
2.-
3.-
...

The former information/documents will be automatically addressed to:

Region and Managing Authority:	<i>From the list of partners (Region & Name of Managing Authority)</i>
---------------------------------------	--

After completion of the evaluation process of all applications received, you will be notified of whether your proposal has been successful or not. In case you have any question about this notification, please send an email to 4helix@unicam.it.

We would like to thank you for your interest in our activities.

Yours sincerely,

4helix+ Partners

Annex 7 - Evaluation form

Application Number:	Acronym:
----------------------------	-----------------

CRITERIA	SCORE	WEIGHT	EVALUATION
Excellence (ranked from 0 to 5, step 0.5)		40%	
1. Clarity of the objectives and pertinence with the general aims of 4helix+ threshold: 3		20%	
2. Technical / scientific quality threshold: 3		20%	
3. Innovation potential (ground-breaking objectives, novel approaches) threshold: 3		20%	
4. Effectiveness of the proposed budget threshold: 3		20%	
5. International collaboration (No: 0 points, Yes: 5 points)		20%	
Impact (ranked from 0 to 5, step 0.5)		30%	
1. Enhancement of the innovation capacity of the company threshold: 3		30%	
2. Market potential threshold: 3		40%	
3. Energy savings threshold: 3		15%	
4. Contribution to the protection of the environment threshold: 3		15%	
Capability (ranked from 0 to 5, step 0.5)		30%	

1. Experience in collaborative projects with research institutions or R&D skilled companies		40%	
2. Adequacy of the Knowledge Provider to the objectives of the project		30%	
3. Availability of relevant human resources and technical infrastructure assuring knew knowledge integration in the company		30%	

Evaluated by:

Name	
Position	
Organization	
Signature	<i>(electronic signature if possible, or a scanned signed copy)</i>
Date	

Annex 8 - Evaluation report

Region and Responsible Project Partner:	<i>From the list of partners (Region & Name of Responsible Project Partners)</i>
--	--

A total of _____ applications were received. After evaluation, _____ applications (ranked list & reserve list) could receive funding for a total amount of _____ EUR.

Applications will be evaluated accordingly to **Article 10 Criteria for ranking applications**:

1. Excellence.
2. Impact.
3. Capability.

An individual evaluation was made for each application with comments and scores for each criterion.

If needed, a description of abnormalities during the review, evaluation and ranking process can be done here.

Information on the outcome of the evaluation on local applications:

	Number of applications	Funding required
Applications received		
Review		
Eligible applications		
Application rejected		
Evaluation		
Applications above threshold		
Selected (ranked) applications		
Reserve list applications		
Application rejected		

The evaluation forms contain remarks on the individual evaluation of applications.

Selected (Ranked) List

The applications that passed the thresholds were ranked according to the results of the evaluation. Award of the grant will be made on the basis of this ranking, and the available budget. In this phase, this is not a commitment that the applications will be funded.

Rank	Application Number	Name of the Organization	VAT number	Project Acronym	Title of the project	Score	Requested Cost of Service (€)	Approved Cost of Service (€)	Observations

Reserve List

A number of applications will be kept in reserve in case of extra funding becomes available.

Rank	Application Number	Name of the Organization	VAT number	Project Acronym	Title of the project	Score	Requested Cost of Service (€)	Approved Cost of Service (€)	Observations

Rejection of applications

The following table shows the applications that did not pass the established thresholds.

Rank	Application Number	Name of the Organization	VAT number	Project Acronym	Title of the project	Score	Reasons for Rejection

Prepared by (Local Innovation Committee) - name	
Signature	<i>(electronic signature if possible, or a scanned signed copy)</i>
Accepted by Chairperson - name	
Signature	<i>(electronic signature if possible, or a scanned signed copy)</i>
Position	
Organization	
Date	

Annex 9 - Notification form of rejection

Dear Applicant,

Legal representative of the organization	<i>(copied from application form)</i>
Position	<i>(copied from application form)</i>

We have reviewed and evaluated your application & attached documents:

Title of the project:	<i>(copied from application form)</i>
Application Number: <i>(assigned by Call Manager when application was received)</i>	Acronym: <i>(copied from application form)</i>

After reviewing/evaluating your submitted application and attached documents, we found the following reason(s) for Rejection:

<i>List of reasons in accordance to review/evaluation done</i>
1.-
2.-
...

If you disagree with this decision, you may appeal within the next **7-calendar days** of receipt of the rejection letter, by sending your complaints via email, at: 4helix@unicam.it

In case you have any question about this notification, please send an email to 4helix@unicam.it.

We would like to thank you for your interest in our activities.

Yours sincerely,

4helix+ Partners

Annex 10 - Notification of Awarding and Voucher Payment Method

Dear Applicant,

Application Number:	<i>(assigned by Call Manager when application was received)</i>
Name of the Applicant Organization:	<i>(copied from application form)</i>
VAT number:	<i>(copied from application form)</i>
Region/Country:	<i>(copied from application form)</i>
Contact person details:	<i>(copied from application form)</i>
Title of the project:	<i>(copied from application form)</i>
Acronym:	<i>(copied from application form)</i>
Knowledge Provider from the approved Transnational KPs List:	<i>(copied from application form)</i>

Being the evaluation phase completed, we are pleased to hereby confirm that **your application has been selected for approval**. In accordance to your application, the maximum amount to be granted is **10.000,00 EUR**.

Such a funding is 100% under MED project 4 helix +, Subsidy Contract (V. 1 November 2016) funded for 85% by ERDF within the framework of Interreg MED Programme - and 15% by Project Partners National Funds.

Please mind that the Service you described in the project must be supplied from the selected Knowledge Provider by your organization in conformity with the conditions stated in the attached Three Party Contract that has to be signed by the legal representatives of your company, the selected Knowledge Provider and the Responsible Pilot Project Partner.

You are kindly requested to fill, sign and forward three originals of the attached **Three Party Contract** and also of **Document "A" – Voucher** to the selected Knowledge Provider in order to be filled and signed also by its side. Once the aforementioned documents are filled and signed by both your company and the Knowledge Provider, you are kindly requested to send the three originals of the Three Party Contract together with one original of Document "A" – Voucher to the Responsible Pilot Project Partner **not later than 31 of May 2019**.

In case you have any question about this Notification of Awarding, please send an email to 4helix@unicam.it.

We would like to thank you for your interest in our activities.

Yours sincerely,

Responsible Pilot Partner	<i>From the list of partners</i>
Legal representative	
Position	
Signature	<i>(electronic signature if possible, or a scanned signed copy)</i>
Date	

Document “A” – Voucher

4helix+ INNOVATION VOUCHER

10.000,00 €*

** Such a funding is 100% under Interreg MED Programme*

Title of the project:	<i>(copied from application form)</i>	
Application Number:	<i>(copied from application form)</i>	Acronym: <i>(copied from application form)</i>



This Voucher is used by the beneficiary as a mean of enabling the payment agreed between the Beneficiary and the Knowledge Provider. It represents the amount of the grant and is used by the Beneficiary to enable the payment of the Knowledge Provider for the provision of the service. By doing so, the Beneficiary is giving rights to the Knowledge Provider to receive the payment of the grant (endorsement) from the Responsible Pilot Project Partner as payment for its service. The Knowledge Provider will receive the payment of the Voucher in the following Bank Account, after the complete and correct Request for Payment is submitted to and approved by the Responsible Pilot Partner.

The Beneficiary:

Legal representative (s) of the organization	
Position	
Signature	<i>(electronic signature if possible, or a scanned signed copy)</i>
Date	

The Knowledge Provider (acknowledge receipt of the voucher):

Legal representative (s) of the organization	
Position	
Signature	<i>(electronic signature if possible, or a scanned signed copy)</i>
Date	

Annex 11 - Request for Payment Form

Title of the project:	<i>(copied from application form)</i>	
Application Number: <i>(copied from application form)</i>	Acronym: <i>(copied from application form)</i>	

Reporting Period:	
Payment amount of the voucher:	

I. INFORMATION ABOUT THE BENEFICIARY		
Name of the SME/Start-up		
micro-entrepreneur	small entrepreneur	medium entrepreneur
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of starting economic activity according to the register document		
Legal form		
VAT number		
Registered seat address / place of residence		
Country		
Region	<input type="checkbox"/> Marche <input type="checkbox"/> Central Macedonia <input type="checkbox"/> Zadar County <input type="checkbox"/> Andalucia <input type="checkbox"/> Lisbon Region <input type="checkbox"/> Durres, Vlora, Saranda & Shengjlin coastal areas <input type="checkbox"/> Catalunya <input type="checkbox"/> Région Sud - Provence-Alpes - Côte d'Azur	
Address (Street, number, Postal code)		
Phone number		
e-mail		
INFORMATION ABOUT LEGAL REPRESENTATIVE /COPY OF POWER OF ATTORNEY if applicable)		
First name		

Last name	
Position	
Institution	
Phone number	
Mobile phone	
e-mail	
Address (Street, City, Region, Country, Postal Code)	
CONTACT PERSON	
First name	
Last name	
Position	
Institution	
Phone number	
Mobile phone	
e-mail	

II. INFORMATION ABOUT THE KNOWLEDGE PROVIDER	
Name	
Legal form	
VAT number	
Registered seat address / provider's place of residence	
Address (Region, Street, City, Country, Postal Code)	
Phone number	
e-mail	
web page address	
Name of Bank for payment	
No of Bank account (IBAN format)	
SWIFT CODE	

III. INFORMATION ABOUT THE PROJECT	
Application number	
Title of the project	
Acronym	
Dates of delivery of the service (from DD-MM-YYYY till DD-MM-YYYY)	
Short report on the project	
Description of the service and project achievement (in short)	
<ul style="list-style-type: none"> • <i>Topic</i> • <i>Target product/service</i> • <i>Description of tasks executed by Knowledge Provider during the service implementation</i> • <i>Impact contribution of the project in enhancing innovation capacity of the company, integrating new knowledge, strengthening its competitiveness, commercial exploitation of results</i> • <i>Other relevant information on the service (not already covered above)</i> 	
Description of the achieved results of the service (in short)	
<ul style="list-style-type: none"> • <i>Results achieved</i> • <i>What aimed the company with the results</i> 	
Description of the barriers/challenges found during the project and this call, including contributions from beneficiary to improve future actions based on this initiative (in short)	
Information on how the project will be continued in the future by Beneficiary till implementation into her/his economic activity (in short)	

IV. PAYMENT DATA	
Amount in euro of the requested payment	
Declaration of the service satisfactory	
Herby I confirm that I am satisfied with service provided by the Knowledge provider	<input type="checkbox"/>

Beneficiary's declaration:

By submitting this request for payment I hereby declare that:

- all information and data submitted in this request for Payment is accurate, reliable and reflects the genuine project implementation and its results;
- no essential information about the project the knowledge of which could affect the project assessment has been concealed;
- all documentation of the project is kept in our seat at: *(the beneficiary's seat address)*

The following documentation constitutes an integral part of the request for payment form and must be attached (all copies of documents must bear a clause "Copy true to the original"¹):

1. Copy of collaboration agreement between the beneficiary and the accredited Knowledge Provider (if the version provided in the application phase was amended).
2. Final report and other evidences of delivered service – such as interim-reports, acceptance protocols, analysis, photos of prototypes, if it was done within the project (more complex version of the description of the project, short version of which is in the request for payment form).
3. A one-sheet document describing barriers/challenges found during the project and this call, including contributions from beneficiary to improve future actions based on this initiative.

Legal representative of the organization	
Position	
Signature	<i>(electronic signature if possible, or a scanned signed copy)</i>
Date	

¹ The certified true copy is understood as a copy of the document containing:

- 1) "certified true copy" clause on each page of a document, together with a legible signature (name and surname) of a person authorised to represent the Beneficiary or
- 2) "Certified true copy from page...to page..." on the first page of the permanently bound document with all pages numbered and a legible signature (name and surname) of a person authorised to represent the Beneficiary.

Annex 12

Eligible SMEs Business Activities

BLUE GROWTH SECTORS	NACE - DESCRIPTION OF ACTIVITIES
Biotechnology	72.11 Research and experimental development on biotechnology; 72.1 Research and experimental development on natural sciences and engineering;
Renewable Energy	35.11 Production of electricity
Coastal and Maritime Tourism	55 Accommodation; 56 Food and beverage service activities; 79 Travel agency, tour operator reservation service and related activities; 55.10 Hotels and similar accommodation; 55.20 Holiday and other short stay accommodation; 55.30 Camping grounds, recreational vehicle parks and trailer parks; 55.90 Other accommodation; 77.11 Renting and leasing of cars and light motor vehicles; 77.34 Renting and leasing of water transport equipment; 93 Sports activities and amusement and recreation activities; 93.29 Other amusement and recreation activities
Aquaculture	03.2 - Aquaculture; 03.21 – Marine aquaculture;
Mineral Resources	07.29 Mining of other non-ferrous metal ores; 08.1 Quarrying of stone, sand and clay; 08.9 Mining and quarrying n.e.c.; 09.9 Support activities for other mining and quarrying
BLUE ECONOMY SECTORS	NACE – DESCRIPTION OF ACTIVITIES
Offshore oil and gas	06 Extraction of crude petroleum and natural gas; 09.1 Support activities for petroleum and natural gas extraction; 19.20 Manufacture of refined petroleum products;
Shipbuilding and Ship Repair	33.15 Repair and maintenance of ship and boats; 30.1 Building of ships and boats; 30.11 Building of ships and floating structures; 30.12 Building of pleasure and sporting boats
Sea shipping/Transport	50 Water transport; 50.10 Sea and coastal passenger water transport; 50.2 Sea and coastal freight water transport; 52.22 Service activities incidental to water transportation;
Fisheries	03.1 - Fishing ; 03.11 – Marine fishing;
Coastal Protection	91.04 Botanical and zoological gardens and nature reserves activities

Desalination	08.93 Extraction of salt; 10.84 Manufacture of condiments and seasonings
Marine aquatic products (Other)	21.20 Manufacture of pharmaceutical preparations;
Tourism/Leisure (Other)	68 Real estate activities; 91.02 Museums activities; 91.03 Operation of historical sites and buildings and similar visitor attractions; 77.11 Renting and leasing of cars and light motor vehicles; 77.21 Renting and leasing of recreational and sports goods; 81.30 Landscape service activities; 74.2 Photographic activities; 47.8 Retail sale via stalls and markets; 32.3 Manufacture of sports goods; 47.64 Retail sale of sporting equipment in specialised stores;
Biotechnology (Other)	72.19 Other research and experimental development on natural sciences and engineering
Fisheries (Other)	10.2 Processing and preserving of fish, crustaceans and mollusks; 10.9 Manufacture of other food products n.e.c.; 46.38 Wholesale of other food, including fish, crustaceans and mollusks; 47.23 Retail sale of fish, crustaceans and mollusks in specialized stores; 13.94 Manufacture of cordage, rope, twine and netting;
Marine mineral mining/Aggregates mining (Other)	24.5 Casting of metals; 24.4 Manufacture of basic precious and other non-ferrous metals; 35.21 Manufacture of gas;
Utilities	42.2 Construction of utility projects; 42.9 Construction of other civil engineering projects; 36 Water collection, treatment and supply; 37 Sewerage; 52.10 Warehousing and storage; 82.92 Packaging activities

[To be printed on an official letterhead of the company]

Declaration on the previous aid received under the *De Minimis* Regulation¹

Title and acronym of the innovation project: **[insert title, acronym]**

I, the undersigned, **[name, surname]**, as the legal representative of **[Name of the Company in English]**, declare that *(please select the applicable option)*:

- ☐ The company I represent, and all other entities belonging to the same company group² as my company, **have not received** any contribution falling under the *de minimis* Regulation during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years)
- ☐ The company I represent, and all other entities belonging to the same company group as my company, **have received** the following contribution(s) falling under the *de minimis* Regulation during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years):

Organisation providing the <i>de minimis</i> aid	Country which granted the <i>de minimis</i> aid	Legal name and fiscal/administrative number of the beneficiary (the aid receiver)	Amount of the contribution in € ³	Date of granting

I acknowledge that untruthful/false declarations, in addition to the request of refunding of unduly received contribution charged with interests, can also be prosecuted under the penal code.

¹ Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid and Commission Regulation (EU) 717/2014 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid in the fishery and aquaculture sector.

² It is defined in Article 2(2) of the *de minimis* Regulation which group of undertakings are considered as a single undertaking (and therefore belong to the same company group)

³ If aid was granted in a form other than grants (e.g. guarantee and loans), please explain how the conditions under Article 4 of the *de minimis* Regulation are complied with (calculation of gross grant equivalent)

- / /

.....
Signature

.....
Place and date

.....
Name of the Signatory

.....
Position of the Signatory


Official stamp of the Signatory Structure

THREE PARTY CONTRACT FOR THE 4helix+ INNOVATION VOUCHER

By and between the Contracting Parties

- Name of the organization in English: *(copied from application form)*
- Legal Representative(s) of the organization: *(copied from application form)*
- Name of the contact person within the organization: *(copied from application form)*
 - e-mail: *(copied from application form)*
 - mobile phone: *(copied from application form)*
- Region & Country of the organization: *(copied from application form)*
- Address of the organization: *(copied from application form)*
- VAT No. of the organization: *(copied from application form)*

Hereinafter referred to as Pilot Partner,

AND

- Name of the organization in English: *(copied from application form)*
- Legal Representative(s) of the organization: *(copied from application form)*
- Name of the contact person within the organization: *(copied from application form)*
 - e-mail: *(copied from application form)*
 - mobile phone: *(copied from application form)*
- Region & Country of the organization: *(copied from application form)*
- Address of the organization: *(copied from application form)*
- VAT No. of the organization: *(copied from application form)*

Hereinafter referred to as SME beneficiary ,

AND

- Name of the organization in English: *(copied from application form)*
- Legal Representative(s) of the organization: *(copied from application form)*
- Name of the contact person within the organization: *(copied from application form)*
 - e-mail: *(copied from application form)*
 - mobile phone: *(copied from application form)*
- Region & Country of the organization: *(copied from application form)*
- Address of the organization: *(copied from application form)*
- VAT No. of the organization: *(copied from application form)*
- hereinafter: **Knowledge Provider**

Made under below date and place according to the following detailed content:

I. CONTRACTING PARTIES

The, as partner of the 4helix+ project of the Interreg MED Program, functions as the financing and supporting party between the SME beneficiary and the knowledge provider.

The SME Beneficiary, as a micro, small and medium sized enterprise / start-up, is the applicant for and beneficiary of the service provided by a knowledge provider.

The knowledge provider, as an entity providing knowledge, is providing a knowledge transfer service.

II. SUBJECT OF THE CONTRACT

With a view to spread the future adoption of a collaboration model for transnational exchange of innovation services in Europe, this pilot project is aimed to test the model in the eight partner regions of EU 4helix+ Project.

Based on the **application of the SME Beneficiary**, the subject of the present Contract is a service in the field of innovation provided by the knowledge provider to the SME, specified in the 4helix+ Call for Innovation Vouchers to an amount, not exciding 10.000,00€ (ten thousand Euros). Any VAT applicable is included in this amount and is covered by the voucher.

The **SME Beneficiary** agrees to support this process by providing all the necessary information to the knowledge provider during the period of service realisation. After project realisation, the SME Beneficiary shall, between others, confirm the realisation of services to the pilot partner.

The **knowledge provider** agrees to realize his service according to his price quotation.

The **Pilot Partner** agrees to verify and pay the agreed knowledge transfer services based on the documentation received from both the knowledge provider and the SME Beneficiary.

The application form describing the contracted services in full detail and the collaboration agreement between the SME Beneficiary and the knowledge provider are part of this Contract added as annex no. 1 and annex no. 2.

The coordination, control and financing of the services performed by the pilot partner are financed by the following project of the EUROPEAN UNION:

Title of the project:	Empowering the 4helix of MED maritime clusters through an open source/knowledge sharing and community-based approach in favour of Med Blue growth
Project acronym:	4helix+
Contract number of the project:	3MED17_1.1_M2_003
The program supporting the project:	MED PROGRAMME

The purpose of this European Union project and the present Contract is the regulation and facilitation of transnational cooperation between the micro, small and medium sized enterprises and start -ups and the knowledge provider entities.

III. SCOPE AND OBJECTIVE

This Three Party Contract settles the specific conditions, rights and obligations for the concession by the 4helix+ Consortium of a Voucher to the Beneficiary for the implementation of the Project as described in Article IV.

IV. RIGHTS AND OBLIGATIONS OF THE PARTIES AND PERFORMANCE RULES OF THE CONTRACT

The SME Beneficiary is obliged to achieve the project results as described in the Application Form, which is considered integral part of this document and other required conditions if applicable - and implement the Project in compliance with the agreed time-frame and in accordance with the collaboration agreement signed with the Knowledge Provider. The project must be completed within 6 months timeframe from the date of entering in force of the present contract. Within this 6 months timeframe period, the Beneficiary must receive the service from the approved Knowledge Provider and enable the payment for it according to the voucher scheme. An extension of this period is not possible, unless the implementation of the activities foreseen by the Application Form is prevented by unexpected or unforeseen circumstances outside its control.

The SME Beneficiary is obliged to support the realization of the contracted service by providing all necessary information requested by the knowledge provider for a successful and in-time realization of the contracted service.

The SME Beneficiary shall submit upon completion of the project a Request for Payment no later than **15th December 2019**, including a final report on the project and all documentation required, as described in the Call & Annexes. Report, deliverable documents and e-mail communication must be in English, and signed by the SME Beneficiary and the Knowledge Provider.

The Request for Payment, including the final report on the project and all documentation required, as described in the Call & Annexes, have to be reviewed and approved by the Responsible Pilot Project Partner before proceeding with the payment of the voucher sum to the knowledge provider. In case the Request for Payment is recognized as incomplete or incorrect, the Responsible Pilot Project Partner will ask the SME Beneficiary to submit complete and correct Request for Payment in due time. Only complete and correct Request for Payment will be accepted.

The following documentation constitutes an integral part of the request for payment:

- Copy of the collaboration agreement (if modified) between the SME Beneficiary and the Knowledge Provider
- Final report and other evidences of delivered service

The SME Beneficiary shall immediately inform the Responsible Pilot Project Partner in written form of any circumstances, which may affect the realization of the Project or of any changes in conditions. The Responsible Pilot Project Partner and the 4helix+ Lead Partner shall decide upon such circumstances and changes.

The Responsible Pilot Project Partner has the right to verify any data provided by the SME Beneficiary and to ask for any documents and explanations concerning the project implementation. The SME Beneficiary is obliged to provide any data necessary for verification. The SME Beneficiary is obliged to provide the Responsible Pilot Project Partner with the required documents in due time. The SME Beneficiary is obligated to keep all documents related to the utilization of the Voucher for a period of 5 years, following the voucher redemption and payment date.

The SME Beneficiary hereby grants its authorization to 4helix+ Consortium to use information about the project in public documents and reports about the project for dissemination purposes.

The SME Beneficiary is bound to Visibility of EC funding and MED Programme Funding and is obliged to make references to public funding from EU, MED Programme including suitable logos, and EU flag.

The SME Beneficiary will collaborate with the Responsible Pilot Project Partners to disseminate impact and results of granted services and projects through communication, to be addressed to other enterprises, service providers and EC. Therefore, project's details and results could partly be used in public documents and reports, to be elaborated by 4helix+ consortium and/or MED Programme.

The knowledge provider has to realize the contracted services described in the Application Form in compliance with the agreed time-frame and in accordance with the collaboration agreement with the SME Beneficiary.

The knowledge provider is obliged to provide the contracted service to the SME Beneficiary at a market price and to collaborate with the SME Beneficiary to provide the pilot partner with the developed deliverables, as well as with a copy of the final report on the tasks carried out and the expected deliverables that will be countersigned by the SME Beneficiary. The service supplied cannot be contracted out to third parties, with the exception of specific items which should be duly justified in the application form and in the final report.

The knowledge provider should stick to the norms and good practices for consultancy services and technical support for companies, ensuring the confidentiality of the information accessed to carry out the tasks.

During the implementation of the awarded project, the knowledge provider is required to provide to both the pilot partner and the SME Beneficiary all the information and data concerning the implementation of the contracted service, for the purpose of the monitoring of the project progress and the subsequent redaction of the intermediate report by the 4helix+ Local Innovation Committee, 3 months after the contract date. In case the intermediate report is not satisfactory, the Pilot Partner has the right to reallocate the voucher budget to another service project, upon proposal of the 4helix+ Local Selection Board / Local Innovation Committee.

The knowledge provider has to report to the pilot partner any incidence of difficulties or failure to carry out the services contracted.

After finalization of the service, the knowledge provider has to prepare and send the above mentioned final report to the SME Beneficiary not later than 10 days after finalisation.

After the complete and correct Request for Payment is submitted to the pilot partner and its acceptance by the latter is communicated to the Knowledge Provider and the SME Beneficiary, the knowledge provider is obliged to issue the invoice directly to the pilot project partner, making reference to the performed activities as described in detail in the application form submitted and in the final report with reference to the "4helix+ / 3MED17_1.1_M2_003 voucher" submitted by the SME Beneficiary.

The knowledge provider hereby grants its authorization to 4helix+ Consortium to use information about the project in public documents and reports about the project for dissemination purposes.

The knowledge provider is bound to Visibility of EC funding and MED Programme Funding and is obliged to make references to public funding from EU, MED Programme including suitable logos, and EU flag.

The knowledge provider will collaborate with the Responsible Pilot Project Partners to disseminate impact and results of granted services and projects through communication, to be addressed to other enterprises, service providers and EC. Therefore, project's details and results could partly be used in public documents and reports, to be elaborated by 4helix+ consortium and/or MED Programme.

The **pilot partner** is obliged to verify the final report, the request of payment and any data provided by the SME Beneficiary and it is entitled to ask for any documents and explanations concerning the project implementation within 15 days from the date of submission.

The pilot partner is obliged to verify the correctness of the invoice issued by the knowledge provider according to the budget analysis reported in the application form submitted by the SME Beneficiary and the Request for Payment together with the final report

If the submitted documents are complete, the pilot partner shall send an acceptance via e-mail to the knowledge provider and the SME Beneficiary, and pay out the invoice before the end of the project dated the 30th of July 2020.

In case the pilot partner detects any errors, discrepancies or delays in the contracted service or received invoice, it is obliged to send the documents back to the SME Beneficiary and/or the knowledge provider, together with a request for clarification by quoting an adequate deadline for the receipt of the requested information. The SME Beneficiary and/or the knowledge provider are obliged to forward the requested information within the stated time frame. The pilot partner can ask for a detailed proof of realised services. If the submitted clarification is complete, the pilot partner shall send an acceptance via e-mail to the knowledge provider and the SME Beneficiary within 15 days and shall pay out the invoice no later than the end of the project, as described above.

The pilot partner shall transfer the invoice amount directly to the knowledge provider to the following bank details:

Financial institute:
Address of financial institute
IBAN number
SWIFT code

The **pilot partner** has no obligation whatsoever to pay out the invoice if the service transfer fails to satisfy the standards and quality levels associated to the supplied service and described in the Application Form of the project proposal and in the bilateral collaboration agreement between the SME Beneficiary and the Knowledge provider. In this case, the pilot partner shall be entitled, if possible, to reallocate the planned voucher to another knowledge transfer project upon proposal of the 4helix+ Local Board of Assessment.

The **pilot partner** shall inform SME Beneficiary and knowledge provider about the payment via e-mail.

For the proof of realised services towards **EU Controlling Authorities**, the SME Beneficiary and the knowledge provider declare, with the signing of the current Contract, that they shall preserve all documentation regarding the service given by the knowledge provider until 5 years after realisation of the service. SME Beneficiary agrees to enable regional, national and/or international Controlling Authorities to check this documentation at the seat of the SME Beneficiary.

The **SME Beneficiary and the knowledge provider** are obliged to inform the 4helix+ pilot partner in writing without fail, in the following cases:

- there are changes of the content, amount and duration of the contracted services,
- project's realization encounters any obstacles for any reasons, or
- it fails or the possibility of the later is arising.

IV. CONTRACT DURATION

Contracting parties state that the realization of the project shall last maximum 6 months starting from the date the present contract enter into force. During this timeframe period, the SME Beneficiary must receive the service from the selected knowledge provider. The term of the current contract and contracted procedures shall last until all obligations are fulfilled and shall be connected with the duration of the 4helix+ project.

Deviations from the agreed contract duration shall be restricted only to the unavoidable cases, based on Contract amendment and with the written approval of the pilot partner.

V. AMENDMENT TO THE CONTRACT

Amendment to the present Contract is only possible by a written proposal submitted by the SME Beneficiary, the knowledge provider or the pilot partner to the remaining Contracting parties.

There cannot be any change to the subject of the application form submitted by the SME Beneficiary and approved by the pilot partner.

The SME Beneficiary or the knowledge provider are obliged to initiate amendment to the present Contract, if

- Any changes happen in any data of the Declarations marked in supplement no. 1 and no. 2 of the present Contract, or any data stated when entering into the Contract changes.
- The duration of project's realisation changes due to unavoidable circumstances.

The SME Beneficiary and the knowledge provider acknowledge that the 4helix+ pilot partner shall initiate amendment to the Contract in case that respective circumstances arising from the MED PROGRAMME regulations or the project's realization justifies this.

Each amendment has to be approved by the **4helix+ Local Selection Board** of the 4helix+ project and has to be in line with the eligibility rules.

VI. VIOLATION OF CONTRACT

Contracting Parties agree that in case any of the parties violates the Contract, the parties shall abrogate the Contract with immediate effect in written disclaimer addressed to each other. In this case the pilot partner shall not be obliged to pay the amount of the support and shall be entitled to reallocate the planned voucher to another knowledge transfer project upon proposal of the 4helix+ Local Selection Board / Local Innovation Committee.

In case the SME Beneficiary is declared bankrupt the pilot partner shall not be obliged to pay the amount of the support and shall be entitled to reallocate the planned voucher to another knowledge transfer project upon proposal of the 4helix+ Local Selection Board.

In case **the SME Beneficiary or the knowledge provider** fails to submit documentation within the set deadlines mentioned in point III, the pilot partner shall be entitled to step back from his financial obligation.

Except in case of force majeure, the SME Beneficiary must compensate the 4helix+ Lead Partner or the Responsible Pilot Project Partner for any damages it sustains as a result of the implementation of the services

or because the action was not implemented in full compliance with the Application Form, including any breach by Knowledge Provider's fault.

If the SME Beneficiary or the knowledge provider breaches any condition, requirement or time term stated in the present three party contract and the Call, or other applicable legal requirements, the pilot partner will start a breach procedure that could finally result in losing the awarded voucher. The pilot partner will notify the SME Beneficiary and the knowledge provider, process any claim and come out with a final decision and communication to SME Beneficiary and the knowledge provider.

Each Pilot Partner has been designated as responsible for the correct use of European Funds in its region or country, including the accurate management of Applications (from evaluation to certification for proceeding the payment). Therefore, in case of any cause resulting in the need of reimbursement of the amount received by the knowledge provider, the Pilot Partner will proceed through its habitual procedures under local law.

The SME Beneficiary and the knowledge provider shall not be entitled to act or make legally binding declarations on behalf of the Pilot Partner and shall indemnify it from any third party claim resulting from a breach of these obligations.

The 4helix+ LP, the Interreg MED Programme and the Responsible Pilot Project Partners, cannot be held liable for any damages caused to the Beneficiary (or to third parties) because of the execution of this awarded voucher.

The liability of SME Beneficiary and knowledge provider for any breach of this Contract, or arising in any other way out of the subject-matter of this Contract will not extend to incidental indirect or consequential damages or losses, including (without limitation) any loss of profits, loss of goodwill, loss of revenue, loss of data, loss of contract or opportunity, whether direct or indirect, even if the party bringing the claims has advised the other of the possibility of those losses, or if they were within the other party's contemplation.

This limitation of liability shall not apply in cases of willful act or gross negligence.

VII. THE PROVISIONS RELATED TO THE UTILIZATION OF THE ASSET CREATED BY THE SUPPORTED SERVICE AND THE ACQUIRED ASSETS TOGETHER, THE OWNERSHIP RIGHT OF THE INTELLECTUAL PROPERTY CREATED RELATED TO THE SUPPORT

The asset created by the supported service or the acquired assets together (hereinafter: assets together), can only be utilized complying with the targets defined in present contract.

The assets together, for 2 years following the acceptance of the documentation of the Request for Payment, can only be alienated, given out to rent, or utilized in any other ways with the prior written approval of the pilot partner and with transmission of the obligations included in present contract, and in case of their acceptance by the acquirer party.

The results of the granted project carried out under this Three Party Contract shall be the sole property of the SME Beneficiary carrying out the work according to the provisions stipulated in the Application Form, and the Collaboration Agreement.

VIII. INFORMATION AND COMMUNICATION AMONG THE CONTRACTING PARTIES

Any communication or request concerning the present three party contract shall identify the three party contract number, the nature and details of the request or communication, and be submitted to addresses in Article 1.

Any changes of persons or contact details shall be notified immediately to the pilot partner.
The address list shall be accessible to all concerned.

IX. SELECTION OF LAW, COMPETENCE

Contracting Parties state that regarding the questions not regulated in the Contract and for the explanation of the provisions of the Contract, ([name of Pilot Partner country](#)) law and within that the provisions of the ([Name of PP country](#)) Civil Code shall be considered to be decisive.

Contracting Parties state that they shall settle the questions of dispute arising, related to the fulfilment of the Contract, primarily between themselves, in mutual cooperation, by discussions, but in case of unsuccessful agreement, they shall subject themselves to the exclusive competence of the Courts of ([City of Pilot Partner head office](#)).

X. OTHER PROVISIONS

The SME Beneficiary and the knowledge provider agree to notify the pilot partner in writing without fail, in case of any changes to the information given when entering into the Contract or in any of the documents serving as supplements to the Contract.

Contracting Parties state that in case of the invalidity of any parts or any provisions of the Contract, they shall still consider the parts not affected by the invalidity to be binding upon them, and they shall substitute, complete and correct the invalid part, based on the effective legislations and the discussions between each other, exclusively in writing.

Contracting Parties agree that any amendments to the Contract must be made exclusively in writing, and that none of the Contracting Parties can effectively make a reference to any oral amendments or agreements.

Contracting Parties state that the term “day”, unless specified otherwise, refers to the calendar day, and in case the last day of the deadline falls on a holiday, then the deadline refers to the first working day after this holiday.

The SME Beneficiary and the knowledge provider agree to provide all the information and the documentation that may be asked, by the pilot partner or a member of the Local Innovation Committee, at any time during the implementation of the innovation voucher to check the compliance and correctness of the work they are implementing with the original proposal.

For the purpose of communication of best practice projects to a broader public, the **SME Beneficiary and the knowledge provider** give the permission that the names of involved parties, the subject of the service, the amount of the support and the place of the realization of the project can be used by the pilot project partner.

Contracting Parties have read the Contract, they have jointly understood its content and as the same being the full expression of their respective wills, they have approvingly signed it. Electronic signature, signature by hand, and both types of signatures are permitted on the contract.

SUPPLEMENTS:

1. *Application form*
2. *Collaboration Agreement*

SIGNATURE OF LEGAL REPRESENTATIVES

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SME Beneficiary
Date, on the day.... month..... year 2019

.....
Knowledge provider
Date, on the day.... month..... year 2019

.....
Pilot project partner
Date, on the day.... month..... year 2019