



Guidelines

for sub-grant applicants

Project U-SOLVE B_A.1.1._0183

Reference: <Guidelines_U-SOLVE_01_040722>

Deadline for submission of application: <22/12/22>



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

1. BACKGROUND

U-SOLVE is a strategic ENI CBC MED funded project. It aims to transform the start-up process into an entrepreneurial sustainable development strategy and journey, by bridging active policy for entrepreneurship with the adoption of UN's Sustainable Development Goals (SDGs)¹. Due to the growing relevance of the urban settlements in contemporary societies, U-SOLVE specifically addresses the possible role of open innovation in the transformation of Mediterranean cities: the most pressing SDGs related challenges are therefore identified through a participatory process and are tackled by activating local entrepreneurial agents and their coalitions. This dynamic activity will allow them to emerge, scale up, and create qualified jobs and economic value, while supporting the transition of cities towards a sustainable model.

With U-SOLVE, the adoption of new technologies and business models developed by creative entrepreneurs and innovators, specifically youths or females, is promoted. Importantly, this approach aims towards socioeconomic prosperity, social equity and environmental protection in urban communities.

Pilot U-SOLVE Innovation Hubs are established in the participating countries to host the innovators and pave the way to the long-term impact and replicability of the methodology.

2. OBJECTIVES OF THE CALL FOR SUB-GRANTS

This call for sub-grants will cover the following main objectives of U-SOLVE project:

- Increase entrepreneurial culture and acumen among youths and women.
- Support innovative businesses, that are offshoots of the creative and cultural sectors, supporting SDGs in target urban areas.
- Promote the establishment of sustainable innovation ecosystems in the cities served by the U-SOLVE pilot Innovation Hubs.

The **specific objective** of this call is to influence the creation of an experimental path for identifying at least two hundred and ten innovative ideas/solutions in the six participating countries of the project: **Italy, Cyprus, Egypt, Greece, Jordan and Palestine**. The vision is to support a minimum of thirty of those (at least five per country participating in the U-SOLVE project), leading to new projects or ventures in a creative sector that supports a more sustainable and inclusive model of economic prosperity. What is more and equally important is U-SOLVE's drive to support cities' initiatives for urban transition across all urban

¹ <https://sdgs.un.org/goals>

sustainability domains. Inextricably linked to cities’ sustainable development is the need to tackle challenges brought by climate crisis, as the Eastern Mediterranean and Middle East (EMME) Region has been recognized as a global climate change ‘hotspot’ with particularly high vulnerability to adverse climate change effects. To achieve high impact on the target communities, U-SOLVE sets out to identify “creative avenues” by mobilizing the creative sector (at the crossroad of arts, culture, business, and technology) to promote and influence sustainable behaviors and cultures. These “creative avenues” will become potential opportunities, through different project related initiatives and activities, to culminate to successful businesses. Therefore, U-SOLVE’s expected results should be highly innovative: projects/business ideas addressing sustainable development challenges, led by or involving youths (graduates or equivalent between 24 and 35 years old) and/ or women (of all ages) in traditional and non-traditional creative sectors.

2-step procedure

This Call is a part of the 2-step selection methodology developed under the Project U-SOLVE and involves:

STEP 1: The selection of at least 210 innovative projects/business ideas (at least 35 per U-SOLVE country) based upon their quality, potential scalability and impact relating to the urban SDGs. Capacity building and acceleration services will be offered to the selected projects/business ideas (training, mentoring, and networking) by the U-SOLVE partners. The selected innovators will have also access to the local U-SOLVE Innovation Hub.

Exceptionally for the Palestine applicants, the applications selected during the pilot phase in Palestine will be admitted to the STEP1, provided that they comply with the admission criteria here reported in section 4 and submit the full documentation requested under this call.

STEP 2: A follow up call - restricted only to the pool of the pre-selected at least 210 innovative projects/business ideas which have also successfully completed the capacity building activities - to select (at least) 30 (minimum 5 per country) that will be awarded the sub-grants. The U-SOLVE partners located in each participating country will be responsible for Sub-grant contracting, management and reporting activities.

Responsibility of the 2-step Call procedure

The partner responsible in each participating country for the management of the call process is presented in the following table.

Country	U-SOLVE responsible partner	U-SOLVE Innovation Hub
Cyprus	The Cyprus Institute	Strovolos
Egypt	ASRT- Academy of Scientific Research & Technology	Alexandria
Greece	IED-Institute of Entrepreneurship Development	Larissa
Italy	Consorzio ARCA	Palermo
Jordan	JUST-Jordan University of Science and Technology	Irbid

Palestine	PAU-Palestine Ahilya University	Bethlehem
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3. FINANCIAL ALLOCATION

The overall indicative amount made available under this call for sub-grant proposals is EUR 240.000. The following table reports the countries, the partner responsible of the funds and the financial allocation for subgrants:

Country	U-SOLVE responsible partner	Financial allocation for subgrants
Cyprus	University of Cyprus	40.000 Euro
Egypt	ASRT- Academy of Scientific Research & Technology	40.000 Euro
Greece	IED-Institute of Entrepreneurship Development	40.000 Euro
Italy	Consorzio ARCA	40.000 Euro
Jordan	JUST-Jordan University of Science and Technology	40.000 Euro
Palestine	PAU-Palestine Ahilya University	40.000 Euro

The above project partners reserve the right to modify the total amount accordingly to the effective budget available, also in expansion, and of not to award all available funds. The responsibility of funds might be updated along the implementation process.

Size of sub-grants

Any sub-grant to be awarded under the second phase of this call (STEP 2) must not exceed the maximum amount of EUR 10.000 (up to 100% of funding from the total budget justified) for each beneficiary, who will also benefit from additional capacity building services, such as training, mentoring, and networking offered by the U-SOLVE project.

Each sub-grant will be paid out in 3 tranches:

- At the onboarding of the sub-grantee: 30% is paid out after signing of the grant agreement.
- After the mid-evaluation: 40% is paid out after successful attainment of mid-goals, required reports and project documentation (according to grant agreement).
- After project finalization: 30% is paid out after successful finishing of the project, required reports and project documentation, cost justification.

4. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- A. Actors

These set of criteria relates to the ‘applicant’, i.e. the entity submitting the application form,

B. Activities

This set of criteria relates to the type of activities for which the sub-grant may be awarded.

C. Costs

This set of criteria relates to the forms of financing and types of cost that may be considered in setting the amount of the sub-grant.

A. ACTORS

Eligibility of applicants

To be eligible, the Applicant must:

[either]

- be a legal entity, established as a business under national law with a registration number or equivalent, at prior to the application,
- established in the following eligible ENI-CBC territories:

Country	Eligible Territories
Cyprus	Whole Country
Egypt	Marsa Matruh, Al-Iskandanyah, Al Buhayrah, Kafr ash Shaykh, Ad Daqahliyah, Dumyat, Ash Sharquiyah, Al Isma’iliyah, Bur Sa’id
Greece	Anatoliki Makedonia - Thraki, Kentriki Makedonia, Thessalia, Ipeiros, Ionia Nisia, Dytiki Ellada, Sterea Ellada, Peloponnisos, Attiki, Voreio Aigaio, Notio Aigaio, Kriti
Italy	Basilicata, Calabria, Campania, Lazio, Liguria, Puglia, Sardegna, Sicilia, Toscana
Jordan	Irbid, Al-Balga, Madaba, Al-Karak, Al-Trafilah, Al-Aqaba
Palestine	Whole Country

- be directly responsible for the preparation and management of the action, not acting as an intermediary **[and]**
- meet the following additional requirements:
 - i. comply with the European Commission Recommendation 2003/361/EC2 and the SME user guide. As a summary, the criteria which define an SME are: (a) Independent (not linked or owned by another enterprise), in accordance to Recommendation 2003/361/EC; (b) Headcount in Annual Work Unit (AWU) less than 250; (c) Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.
 - ii. start-ups that do not have yet annual turnover or balance sheets are also considered eligible, given that they fulfil the other eligibility criteria at submission time.
 - iii. applicants may not be recipients of State Aid through other grants or financing from national governments or the European Union in excess of 200.000 euro over a period of three years.

- iv. not be in any insolvency situation and shall be compliant with local labor codes and social security rules.
- At least one member of the management board or one major shareholders (at least 25% of the shares) should belong to the age group 24-35 years old and holds at least a high-school diploma or equivalent, or at least one member of the management board or the major shareholders (at least 25% of the shares) should be female.

[or]

- be natural persons, residing in the eligible territories

Country	Eligible Territories
Cyprus	Whole Country
Egypt	Marsa Matruh, Al-Iskandanyah, Al Buhayrah, Kafr ash Shaykh, Ad Daqahliyah, Dumyat, Ash Sharquiyah, Al Isma'iliyah, Bur Sa'id
Greece	Anatoliki Makedonia - Thraki, Kentriki Makedonia, Thessalia, Ipeiros, Ionia Nisia, Dytiki Ellada, Sterea Ellada, Peloponnisos, Attiki, Voreio Aigaio, Notio Aigaio, Kriti
Italy	Basilicata, Calabria, Campania, Lazio, Liguria, Puglia, Sardegna, Sicilia, Toscana
Jordan	Irbid, Al-Balga, Madaba, Al-Karak, Al-Tafilah, Al-Aqaba
Palestine	Whole Country

- belong in one of the following categories:
 - I. 24-35 years old, holding at least a high-school diploma or equivalent
 - II. women of all age
- commit to establish a legal entity compliant with the requirements of point a) in case of assignment of a subgrant in stage-2.

In the cases of applications submitted by natural persons, the participation of a natural person in a legal entity also submitting a business idea/solution under this call is not permitted.

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

In the declaration included in the application form (Annex 1), each applicant must declare that is not in any of these situations.

Number of applications and subgrants per applicant(s)

Each applicant may submit more than one application under this call for subgrant proposals.

Applicants may not be awarded more than one sub-grant under this call for subgrant proposals.

B. ACTIVITIES

Eligible actions: actions for which an application may be made

Definition

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not exceed **six (6) months**.

Themes and locations

The action must introduce a business idea/project directly connected with the general objectives of U-SOLVE (provided in detail by following the link <https://www.enicbcmmed.eu/projects/u-solve>), and specifically with the impact areas, priorities and challenges hereby reported:

Country	U-SOLVE responsible partner	U-SOLVE Innovation Hub	Impact area	Priorities	SDGs	Local challenges
Cyprus	The Cyprus Institute	Strovolos	Metropolitan area of Nicosia	Urban and transport planning	11	Improvement of public and soft mobility, regeneration and management of public spaces
				Sustainable energy	7	Adoption of distributed solar energy generation, energy efficiency
				Waste management	11, 12	Local circular economy practices, waste upscaling
Egypt	ASRT- Academy of Scientific Research & Technology	Alexandria	Metropolitan area of Alexandria , Special focus on Burg Elrab	Blue infrastructure	6, 14	Pollution of water resources
				Urban food system	2, 12	Water scarcity
				Sustainable Energy	7	Reduction of carbon emission in factories and plants serving the cities
				Waste management	11, 12	Insufficient waste management system
Greece	IED-Institute of	Larissa	Municipality of	Urban and		Limited use of

	Entrepreneurship Development		Larissa (City of Larissa) Municipality of Trikala (City of Trikala)	transport planning	11	sustainable-mobility means (electric vehicles, bikes) and practices (car sharing) & insufficient management of public spaces.
				Green infrastructure	3,11,15	Lack of modern urban green infrastructure
				Waste management	11, 12	Limited use of circular economy practices.
				Urban health equity	3, 7, 11	Extended use of old and polluting heating & cooling systems, limited use of digital methods and practices to promote urban health equity
				Sustainable Energy	7	Limited network of electric chargers for electric vehicles. Limited network of household solar panels. Limited use of Renewable Energy Sources in the urban context.
Italy	Consorzio ARCA	Palermo	Metropolitan area of Palermo	Urban and transport planning	11	Improvement of public and soft mobility, regeneration and management of public spaces
				Green infrastructure	3, 11, 15	Increase and interconnect green spaces, increase of urban biodiversity, improve maintenance of green infrastructures, promote multiple use of green spaces
				Waste management	11, 12	Local circular economy practices, waste upcycling
Jordan	JUST-Jordan University of Science and	Irbid	Irbid and northern governorates	Water resources and management	6	Improvement of water resources, quality, and treatment

	Technology			Sustainable Energy	7	Development of feasible and sustainable energy sources
				Waste management	11, 12	Circular economy practices
				Urban food System	2, 3, 12	Development of functional food, Improvement of mediterranean diet, improvement of food traceability and trust from field to fork
				Sustainable tourism	9, 6, 7, 11	Reduction of energy and water use, green transportation
Palestine	PAU-Palestine Ahilya University	Bethlehem	Southern West Bank- "Bethlehem and Hebron Governorates"	Urban and transport planning	11	Urban planning, transport system, regeneration and management of public spaces
				Blue infrastructure	6	Water scarcity and sewage systems
				Sustainable tourism	9, 11	Sustainable food supplies, lack of handicraft and industry support, need of innovative applications to boost local tourism
				Sustainable Energy	7	Renewable solar energy sources.

Activities must be engaging **the creative and cultural sectors** and specifically:

- *Visual and digital arts.*
- *Performing arts.*
- *Cultural industries (film & video, TV & radio, music, books & press, video games, etc.).*
- *Creative industries (fashion, design, advertising, etc.).*

Types of activity

The types of activity to be financed under the Call must be clearly linked to the specific objectives of the U-SOLVE Project. Indicatively, the proposed action could include:

- *Activities for the development of new product/service.*

- *Activities for the improvement of existing product/service.*
- *Integration of ICT in the relevant business processes.*
- *Activities for the increase of sustainability within relevant processes*
- *Behavioural changes, networking, visibility, communication and engagement activities.*

C. COSTS

The applicant, if awarded the sub-grant contract in the second stage, will become the sub-grantee, who is the main interlocutor of the U-SOLVE partner awarding the sub-grant. In the second stage of selection the applicants will be asked to submit a budget presenting the specific costs they expect to cover with the subgrant. The effective expenditure should be aligned with the application presented for evaluation.

Eligibility of costs: costs that can be included

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

Only eligible costs can be covered by the sub-grant and that eligible costs are to be justified on real basis otherwise they cannot be reported. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

Eligible direct costs

Human Resources costs: directly linked for the execution of the project.

Travel, accommodation, and subsistence allowances: travel costs for events directly linked to the execution of the project (e.g. meetings, dissemination/ promotion of the project, visiting of directly relevant events).

Material costs: directly linked for the execution of the project.

Subcontracting costs: e.g. legal, IPR, external mentoring, etc. Dissemination: professional documentation, material, translation, interpretation of project progress and results. But no subcontracting for services offered within the consortium.

To be eligible under this call for proposals, costs must comply with the provisions of Article 9 of the sub-grant contract (**Model contract is provided in the Annex 3**).

The subgrant applicant(s) agree that the expenditure verification(s) referred to the sub-grant contract will be carried out by the auditor contracted by the responsible partner for the subgrants process in each country, as defined in the Chapter 2.

Eligible indirect costs

Costs eligible to cover overheads such as electricity, water, office rents. The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the sub-grant contract. The lead applicant may be asked to justify

the percentage requested before the sub-grant contract is signed. However, once the flat rate has been fixed, no supporting documents need to be provided.

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

Ineligible costs

The following costs are not eligible:

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

5. OTHER CONTRACTUAL OBLIGATIONS

Visibility

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

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

Ethic clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

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

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

Zero tolerance for sexual exploitation and sexual abuse:

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

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

c) Anti-corruption and anti-bribery

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

d) Breach of obligations, irregularities or fraud

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

6. HOW TO APPLY AND THE PROCEDURES TO FOLLOW



Applications

Subgrant applicants are invited to submit an application online following the link <https://usolve-project.eu/> Applications must be in **English. Applications sent by any other means (e.g. by fax, by post or by e-mail) will be rejected.**

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the points listed in the checklist of the subgrant application form or any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents the responsible partner for the subgrants process in each country, as defined in the Chapter 2., from conducting an objective assessment.

Hand-written documents will not be accepted.

Please note that only the application form and the published annexes which have to be filled in will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

2-Steps submission procedure

STEP 1- Registration in the platform and application form: Insert here the personal/institutional data of the applicant and create an account. The registry in the platform is mandatory for the successful application submission. This section provides the application form (word format is provided in Annex 1). This is the only way to deal with the processes of application. Once the proposal will be defined, the applicant should fill in all the sections. The form is organized in 6 sections. Remember that this information will be used to evaluate the proposed innovative solution, so the explications must be as clear as possible and must highlight the important aspects. The section 5 of the form consists of declaration by the applicant. ***The declaration should be signed by the applicants. The signature can be manual (this document must be scanned) or digital/electronic. The signed declaration along with copies of Identification Card (in the cases of natural persons for all applicants, in the cases of legal entities only for young graduates 24-35 years old or/and female members of the management board or major shareholders holding at least 25% of the shares) should be uploaded in the application (Section 6. Upload signed document). In the case of groups of natural persons all the members of group should sign the declaration. Applicants must verify that their application is complete using the checklist included in the sub-grant application form. Incomplete applications may be rejected.***

STEP 2- Full proposal: This section provides the full proposal documents: The full description of the proposed project and the Budget of the action according to the templates provided. **This section will be active, and the documents will be requested in the 2nd evaluation step after the Follow-up Call for subgrants (Ch.7 STEP-2 Award of the subgrants) only. These documents should be signed by the applicants. The signature can be manual (this document must be scanned) or digital/electronic.**

- *In the event that applicant submit several proposals; they must be sent separately.*



It is not mandatory to fill in all the information at the same moment, the info is saved automatically, and it will be available to edit in YOUR APPLICATIONS section. When all the information will be completed, click the Close and Submit button, but notice that once the application is closes, no further modifications can be made.

Deadline for submission of applications

The STEP 1 of the procedure is an open call. Applications will be evaluated according to their time of submission. No more applications will be accepted after the 22nd of December. Whenever the target of at least 35 admitted proposals will be achieved by one of the hubs, the call for that hub might be closed by the responsible of that hub. In this case, the close of Call will be announced through the Call website.

Further information about applications

Questions can be forwarded by e-mail no later than 10 days before the deadline for the submission of applications to the following address <usolve.eni@gmail.com >, clearly indicating the reference of the call for subgrants.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website of U-SOLVE call as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

U-SOLVE partners have no obligation to provide clarifications to questions received after this date. Replies will be given no later than 5 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the U-SOLVE partners cannot give a prior opinion on the eligibility of applicants, co-applicants, or an action.

7. EVALUATION AND SELECTION OF APPLICATIONS

STEP 1

Applications at STEP-1 will be examined and evaluated by a Judging Committee comprising of representatives of the local U-SOLVE partner and local experts. The judges will be responsible to evaluate the applications alongside the submitted documents.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 4, the application will be rejected on this sole basis.

OPENING & ADMINISTRATIVE CHECKS

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

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

EVALUATION OF THE PROJECT/BUSINESS IDEA APPLICATION

The applications will be continuously evaluated until the call will be open or at least 35 projects in each country will be provisionally selected. Each responsible of the local hub could decide to accept more than 35 projects.

The applications that pass the opening and administrative checks will be further evaluated on their quality, including the capacity of the applicants. They will be evaluated using the evaluation checklist (attached in the Annex 2). This evaluation will be based on the information provided in the e-form only. Therefore, Judging Committee will only assume information stated explicitly in the relevant sections of the proposal, as indicated in the evaluation grid.

The applications satisfying all the criteria of the evaluation grid of Step 1 will be admitted to the capacity building process. **The result will be communicated to the applicant and published on the website.**

VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification will be performed according to the criteria set out in Section 4 on the basis of the following supporting documents requested by the Responsible beneficiary:

- ✓ **Copy of High School Diploma or equivalent** only for participants belong to the category “young graduates 24-35 years old”
- ✓ **Supporting documents:** (official residence document for natural persons) / (official documents for registration/legal representatives/ management board/ownership for legal entities).

The Judging Committee may request extra documents to perform the verification of eligibility of the successful applicants, if deemed necessary.

It will by default only be performed for the applications that have been provisionally selected. If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant, the application may be rejected.

STEP 2

AWARD OF THE SUBGRANTS

All the shortlisted applicants will participate in the capacity building organized by the U-SOLVE project (estimated minimum duration: 3 months). By attending the capacity-building activities, the applicants will

gain relevant knowledge on how to develop and structure their entrepreneurial idea, ultimately allowing them to turn this into a profitable and financially sustainable solution. After the capacity-building sessions, a Follow-up Call will be issued restricted only to the pool of the pre-selected at least 210 innovative projects/business ideas which have also successfully completed the capacity building activities. The applicants will submit their full proposals. In this step, the applicants will provide the following information:

- 1- **The full description of the proposed project:** *The full description of the proposed project will be provided including the action plan (a detailed plan with the proposed activities organized within Work Packages and a 6-month time plan).*
- 2- **The detailed budget of the proposed project:** *The described project must be planned in time and budget and outlined in respective work packages, considering necessary resources for the project (such as physical objects, technologies involved, materials, working time per work packages, etc.). All amounts should be included in EURO. Any other currency will not be accepted.*

On the base of the submitted documents, the judges will shortlist maximum 10 projects per Country accordingly with evaluation criteria as presented in the Follow-up Call. The shortlisted applicants will have 5 minutes to pitch their idea/ solution during an online interview. Each applicant should focus on the following: 1) How innovative the proposed idea/ solution is; 2) how it can be implemented or how it can be developed further 3) what are the capabilities of the team 4) scalability of idea/ solution 5) idea/ solution feasibility, creativity and innovation. The final evaluation will be based on a short interview with the shortlisted applicants, which will be evaluated against the criteria also provided in the Follow-up Call. After the evaluation, a table will be drawn up listing the applications ranked according to their score for each U-SOLVE country. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification will be performed according to the criteria set out in Section 4 on the basis of the following supporting documents requested by the project Lead Beneficiary / partner:

Legal existence: Legal Identification Form accompanied with the supporting documents (registration, tax certificates, certificates of legal representation and managing board). The Legal Identification Form can be found following the link https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/forms-contracts_en.

Bank Account information: Financial Identification Form. The financial Identification form can be found here https://ec.europa.eu/info/strategy/eu-budget_en.

DeMinimis Declaration form according to the template provided in the Follow-up Call.

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

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

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

8. NOTIFICATION OF THE RESULTS OF THE EVALUATION

Content of the decision

Applicants will be informed in writing both of the decision of the evaluation of the application (Step 1) and the final decision concerning the award of subgrants (Step 2) and, if rejected, the reasons for the negative decision. An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. Within the written notification for the final decision, the complaint submission procedure will be described.

Indicative timetable

	DATE
1. Deadline for requesting any clarifications from the project Lead Beneficiary / Partner	12/12/22
2. Last date on which clarifications are issued by the project Lead Beneficiary / partner	17/12/22
3. Deadline for submission of applications STEP 1	22/12/22
4. Information to applicants on the evaluation of STEP 1	max 30 days after the submission deadline
5. Deadline for submission of applications STEP 2	31/03/2023
6. Information to applicants on the evaluation of STEP 2	max 30 days after the submission deadline

This indicative timetable refers to provisional dates and may be updated by the project Lead Beneficiary / partner during the procedure. In such cases, the updated timetable will be published on the call web site.

List of annexes



Annex 1: Application form (Word format)

Annex 2: Evaluation Criteria

Annex 3: Model Sub-grants contract (to be signed by the final beneficiaries)