

circular economy
OPEN CALL FOR ADOPTERS

GUIDE FOR APPLICANTS

VERSION 8, JULY 2019

OPEN CALL LAUNCH:

AUGUST 1, 2019

OPEN CALL DEADLINE:

OCTOBER 31, 2019

17:00 CET



Project funded by the Horizon 2020 Framework Programme of the European Union, Grant agreement N° 777773



A WORD FROM C-VOUCHER

Welcome!

If you're reading this, it means that you are at least considering applying to C-VoUCHER open call. Thank you for your interest!

We hope that this acceleration programme, the amazing experts and dedicated teams we have gathered to support you will allow your business to transform and experience the potential of circular economy. Whether you're in production sector or farming industry, we believe that the circular approach to daily activities will be beneficial not only for you but also your colleagues, entities you work with and your community.

C-VoUCHER is looking for companies willing to embark on a circular journey. Is it you? We look forward to receiving your project!

Good luck with your application!
Hope to hear from you very soon,

C-VoUCHER Team

P.S. If you have doubts or questions, we're here to help:
c-voucher.helpdesk@fundingbox.com.

Please, join our community to get regular updates:
<https://spaces.fundingbox.com/c/c-voucher>



LIST OF NAMES USED IN THE DOCUMENT

C-VoUCHER - Circularize Value Chains CHains across European Regional Innovation Strategies - the project financed by the European Commission (Grant Agreement no 777773), offering the financial and mentoring support to 66 European SMEs transitioning from linear to circular business models. C-VoUCHER is organizing 4 Open Calls within its time frame (currently the 1st Open Call for Adopters is launched between August 1 - October 31, 2019). More information at: <https://c-voucher.com/>

Adopter SMEs - an European SME applying in C-VoUCHER's 1st Open Call for Adopters, addressing an industrial challenge in one of 5 prioritized domains: Manufacturing, Textile, Blue Growth, Agro-Food or Health.

Value Chains Replication Program - Adopter SMEs will be invited to Circularity Value Replication Program (3 months long) that offer them a fixed amount of €15K and the professional services provided by DiRs, to define their own road map to incorporate the Circularity Solution in their processes (Feasibility Plan).

Designer (Designer-in-Residence, DiR) - dedicated person (design expert) working 1-on-1 with an Adopter SME. The DiR is responsible for the co-analysis of the SMEs' needs and requirements in the context of the transition from linear to circular value chain. The implementation of the solution will be done by getting further support from Regional Entities (against ESIF or National/Regional Funds) or by getting additional private or public funding thanks to the Business mentors support provided within the project.

Sub-grant Agreement - legal contract signed between FundingBox Accelerator (the C-VoUCHER Coordinator, responsible for the organization of the open calls and management of the support for third parties - SMEs) and the SMEs selected to enter the Circularity Value Chains Replication Program. The contracts include detailed information about the rules of the grant, obligations and applicable legal requirements. More information can be found in Section 4 of this Guide (Sub Grant Agreement Setup Process).



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1. ABOUT C-VOUCHER AND OPEN CALL

This document summarizes the main characteristics of the first Adopters Open Call under the C-VoUCHER project, that will be open from August 1, 2019 with a deadline of October 31, 2019 at 17:00 CET.

C-VoUCHER, a European project financed by the European Commission is looking for 18 SMEs (later called Adopters) willing to approach the transition towards the circular economy business models. The Adopters enrolled in the programme will be creating Circular feasibility plans, allowing them to structure the business model changes and disruption of their current value chains.

The C-VoUCHER consortium is led by FundingBox Accelerator and is composed of 13 partners from 6 European countries (Denmark, Romania, France, Poland, Spain, and Sweden).



The Open Call aims at selecting 18 SMEs from pre-defined sectors that will develop their projects within specified areas and create Circular feasibility plans.

Projects bringing cross-sectoral and cross-border potential will be prioritized and are highly encouraged.

More information:

<https://c-voucher.com/>

<https://call-for-adopters.fundingbox.com/>

Our community (join to get open call updates):

<https://spaces.fundingbox.com/c/c-voucher>

Helpdesk:

c-voucher.helpdesk@fundingbox.com

1.1. WHAT ARE THE PRE-DEFINED SECTORS?

SMEs from Manufacturing, Blue Growth, Health, Textile and Agri-Food (prioritized sectors), aiming to define new business models (create feasibility plans also called: Feasibility Studies) based on circular economy approach are welcomed to apply.

1.2 WHAT AREAS OF PROJECTS WILL BE PRIORITIZED?

Incorporating one of current Circular Solutions developed within C-VoUCHER: in case the Applicant's business profile and circular potential is aligned with one of the SMEs under the acceleration programme now, the proposal should be inspired by this relation (please see the Circular Solutions info at <https://call-for-adopters.fundingbox.com/>)

Or

If the Applicant's case goes beyond the already developed Circular Solutions: Adopting one of the circular economy business models (also called: building blocks) and creating a new business perspective based on one of the following options:

- **Industrial Symbiosis.** There are two concepts of industrial symbiosis: (1). a classic concept of material resource flows and (2). a digital-age concept based on knowledge flows across networks.
- **Material resource efficiency.** It's the process of reducing a number of material resources needed to produce one unit of a product or service, or simply put as "doing more with less".
- **Renewable energy and energy efficiency.** It's reduction of fossil fuels consumption and curbing GHG emissions (almost 41% of final energy in 2013 was consumed by EU construction sector only). Energy- efficiency measures (i.e. retrofitting) could save up to 75% of energy consumption.
- **Biological products.** Modern agriculture, mostly dependent on pesticides and fertilizers, came at a price to the environment and to the quality of agricultural products. Annual consumer food waste in the EU reached 47 million tons in 2016, most of which could be avoided.
- **Product life cycle extension.** The idea is to design products in a way for them to serve longer, repair them, reuse and recycle. Some of the products, from umbrellas to power tools, have been available on the market for several decades. Other newly developed products are progressively following even stricter design constraints.
- **Performance economy.** It's "selling goods as services through rent, lease and share business models", or providing products as services (Stahel, 2016). According to the concept of the performance economy, the number of manufactured units of products will decrease, but the revenue for each unit produced will increase.

- **Sharing economy.** It entails the “peer-to-peer-based activity of obtaining, giving, or sharing the access to goods and services”. Obviously, people have shared/exchanged products for thousands of years but today’s exchange can take place via the internet on a far larger scale, extending the geographical constraints.
- **Platform economy.** It’s facilitating information exchange and direct interactions between buyers and sellers on a global scale. It’s not impacting the CE per se, but enables CE building blocks (e.g. performance and sharing economies) and offers a bottom-up market approach of B2B, B2C and C2C trade/exchange.

1.3 WHAT CHALLENGES SHOULD BE ADDRESSED BY THE PROJECTS?

The major challenge within the circular economy approach is answering the question: how to make the operations more resource efficient. This area should be addressed in the applications.

C-VoUCHER provides a supporting document: catalogue of sector-specific challenges that can be addressed by the Applicants (detailed report on the findings can be found at <https://call-for-adopters.fundingbox.com/>, Section: Guides and Documents).

The catalogue is an inspiration and Applicants are allowed to submit the proposals addressing other actual, current challenges in business operations. A few exemplary challenges - identified by C-VoUCHER so far, are listed below:

Blue Growth: lack of alternatives to batteries used for energy storage in buoys, high use of plastic in buoys production, high environmental impact of the maritime industry

Textile: issues with the processes of fabric material sorting (lack of automatic solutions), difficulties with estimating the quality of collected used textiles, access to materials (fabric), lack of recycling solutions for fabrics

Health: lack of proper handling methods for unused pharmaceuticals (resulting from overproduction, stored in warehouses) and unusable pharmaceuticals (damaged packaging), difficulties in recycling of medical waste

Manufacturing: difficulties in recycling mixed materials, access to bio-plastics suitable for manufacturing), lack of solutions for selective disposal and sorting of products, low quality of recycled materials

Agro-food: issues with storage and maintenance of bi-products (i.e. spent grains), insufficient solutions for waste decomposition, high levels of algae waste production in the European coastal areas

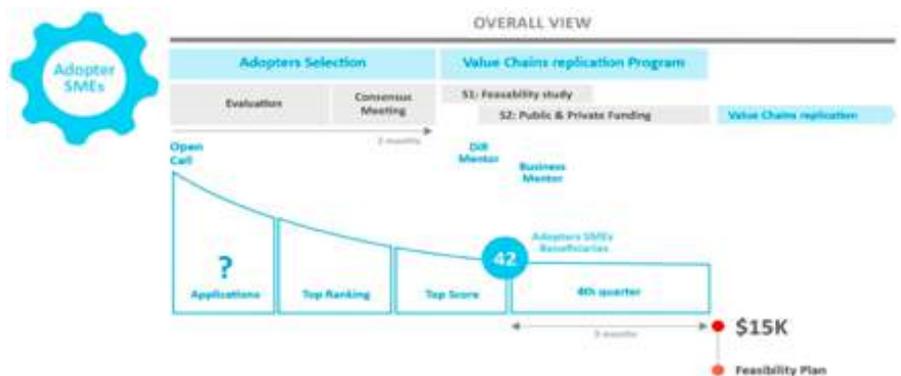
1.4 WHAT HAPPENS AFTER THE PROPOSALS ARE SUBMITTED?

Immediately after the submission deadline (October 31, 2019 17:00 CET) is over, the evaluation process begins (as described in detail in Section 4 of this Guide). Experts will evaluate proposals submitted through the online system and score them adequately to the quality of the content presented. The goal of the process is to select 18 Classic SMEs with the highest scores which will be awarded the invitations to the Circularity Value Replication Program. The programme will offer a fixed amount of €15.000,00 equity free for Circular feasibility plan creation.

1.5 WHAT WILL THE SMES GET FROM THE VALUE CHAIN REPLICATION PROGRAMME?

The Circularity Value Replication Programme offer them a fixed amount of €15K in a form of a lump sum (to cover the costs of participation in the programme) and the professional services provided by DiRs, to define their own road maps, allowing potential incorporation of the new circular business models in their companies.

The actual implementation of the solutions mentioned in the feasibility plans is a separate activity (not covered by Value Chain Replication Programme) and can be supported by Regional Entities (against ESIF or National/Regional Funds) or by getting additional private or public funding thanks to the Business mentors support provided within the project.



1.6 WHAT WILL THE SMES HAVE TO DELIVER TO COMPLETE THE PROGRAMME?

Each Beneficiary will have to comply with the rules set out in the Sub-Grant Agreement. This document will be a legal basis for the financial support provided by C-VoUCHER partners to the Adopter SMEs.

The Adopter SMEs will be obliged to deliver the obligatory progress reports and present the Circular feasibility plans for C-VoUCHER's validation prior to the money transfer.

2. ELIGIBILITY CRITERIA

All Applicants will have to abide to all general requirements described in Sections from 2.1 to 2.10 of this Guide for Applicants in order to be considered eligible for Circularity Value Chain Replication Programme.

2.1 TYPES OF BENEFICIARIES

European SMEs [legal person] established in an EU member state or in Associated Countries (as established by Article 7 of the Horizon2020 Regulation, http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf).

An SME will be considered as such if it complies with the Commission Recommendation 2003/361/EC (http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en).

In short, the criteria which define a SME are:

- Headcount in Annual Work Unit (AWU) less than 250;
- Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.

Please note that the figures of partner and linked enterprises should also be considered as stated in the SME user guide. Start-ups are included in this category if they are incorporated (for detailed information check EU recommendation: http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

2.2 ELIGIBLE COUNTRIES

Only SMEs legally established in any of the eligible countries (hereafter collectively identified as the 'Eligible Countries') will be eligible for the Value Chain Replication Programme.

The eligible countries include the members of the European Union  and Associated Countries 

https://europa.eu/european-union/about-eu/countries_en
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

Please note that until the United Kingdom leaves the EU, EU law continues to apply to and within the United Kingdom, when it comes to rights and obligations; this includes the eligibility of United Kingdom legal entities to fully participate and receive funding in Horizon 2020 actions. If the United Kingdom withdraws from the EU during the program period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to be eligible to receive EU funding (while continuing, where possible, to participate) or be required to leave the project

2.3 TYPES OF ACTIVITIES

SMEs active in Health, Blue Growth, Textile, Agri-Food and Manufacturing domains (prioritized sectors), aiming at incorporation of Circularity Solutions developed within C-VoUCHER or introducing a new, circular business model (based on a circular business block), allowing them to transform their current lineal value chains in circular ones are encouraged to apply.

Circularity Solutions are presented on the call's website at:

<https://call-for-adopters.fundingbox.com/>

The circular business models (building blocks) include the following (more details in Section 1.2):

- Industrial Symbiosis
- Material Resource Efficiency
- RES & Energy Efficiency
- Biological Product
- Product Life Cycle Extension
- Performance economy
- Sharing Economy
- Platform Economy

2.4 ENGLISH LANGUAGE

English is the official language for C-VoUCHER Open Calls. Proposals must be in English in all its mandatory parts in order to be eligible. If video is submitted with the proposal, English should be used as spoken language, or at least the video must be properly subtitled in English. If any of the parts of the proposal are in any other language, the entire proposal will be rejected.

English is also the only official language during the whole length of the Value Chain Replication Programme. This means that any requested deliverables will be admitted only if submitted in English.

2.5 MULTIPLE SUBMISSIONS

Only one proposal per applicant can be submitted to C-VoUCHER in this open call. Applicants will be asked to confirm that 'they are not submitting any other proposal to this same Open Call in the Honour Declaration to be accepted before submitting the Application Form. If more than one proposal per applicant is identified by the C-VoUCHER team, only the first proposal which has been submitted in order of time, will be evaluated.

2.6 SUBMISSION SYSTEM

Only proposals submitted through the Open Call submission tool at <https://call-for-adopters.fundingbox.com/> within the Call duration will be accepted. Proposals submitted by any other means, will not be evaluated.

Only the documentation included in the application form and in the attachments to the form will be considered by Evaluators. The attachments can be in the following formats: PDF, PNG, JPG, AVI, mp4, etc. Please note - the information from the attachments will not be scored by evaluators (this is additional information to support the proposal). It is Applicant's responsibility to include all the necessary information in the form.

Data provided should be actual, true and complete and should allow the assessment of the proposal.

2.7 DEADLINE

Only proposals submitted before the deadline will be accepted. After the call closure no additions or changes to received proposals will be taken into account.

The deadline for this call is October 31, 2019 (17:00 CET).

2.8 ABSENCE OF CONFLICT OF INTEREST

Applicants shall not have any actual or/and potential conflict of interest with the C-VoUCHER selection process and during the whole acceleration program. All cases of conflict of interest will be assessed case by case.

2.9 OTHER

Each applicant confirms:

- Applicant is not under liquidation or is not an enterprise under difficulty accordingly to the Commission Regulation No 651/2014, art. 2.18,
- Applicant's Project is based on their original works and going forward any foreseen developments are free from third party rights, or they are clearly stated.
- Applicant is not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority.
- Applicant confirmed all statements embodied in the Informed Consent Form, included in this document as Annex 1.
- The Project is not excluded under the provisions of article 19 of Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 (ethics).

3. FINANCIAL SUPPORT AND PAYMENT CONDITIONS

3.1 DIFFERENT TYPES OF ACTIVITIES THAT QUALIFY FOR FINANCIAL SUPPORT

The successful Applicants, after being informed about enrolment into the Value Chain Replication Programme for Adopters in C-VoUCHER will be working towards the creation of the Circular feasibility plans. These plans will allow envisioning the adoption of circularity building blocks in the companies.

In order to achieve the final goal of the programme – the creation of Feasibility plans – the Beneficiaries can perform the following activities that will be qualifying for financial support:

- researching circular economy business models, concepts, approaches and tools
- creative works/analysis regarding the adopting the Circularity solutions – developed within C-VoUCHER with the 1st batch of Circularity SMEs – analysing and detailing the solutions and simulating the adoption at the Beneficiaries' business domains
- elaboration works on the feasibility plans (alone or together/as guided by a dedicated Designer-in-Residence)
- consulting ideas with a dedicated Designer-in-Residence
- creating the final versions of the feasibility plans
- learning about the possibilities of obtaining further funding (public/private) for the execution of feasibility plans
- analysing potential next steps in the transformation from linear to circular business models

3.2 TYPES OF COSTS THAT CAN BE COVERED BY C-VOUCHER

The support provided by C-VoUCHER project under Value Chain Replication Programme is a €15.000,00 lump sum therefore all costs bore during the preparation of the feasibility plan, within the Programme duration, aiming at its completion, indispensable for the its creation and final submission are eligible.

3.3 CRITERIA AND RULES FOR GIVING FINANCIAL SUPPORT

The financial support will be given after the feasibility plan is submitted in its final version and it is successfully validated by C-VoUCHER Mentoring Committee*.

The successful validation will be confirmed by Mentoring Committee in the final report and only then the money will be transferred to Beneficiaries account. Please note that there is 15% retention paid after the payment of balance from the European Commission. This means that the last 15% of the voucher value will be paid after the C-VoUCHER closure in March 2021

*Mentoring Committee is a C-VoUCHER internal body composed by: Vejle Community (VK – as the Committee's leader), Blumorpho (private funding experts) and FundingBox Accelerator + Econet consultants (public funding experts).

3.4 SERVICES OFFERED UNDER THE VALUE CHAIN REPLICATION PROGRAMME FOR ADOPTERS

The Value Chain Replication Programme (up to 3 months in total length) offers the following services:

- up to 1 month of mentoring services with a dedicated Designer-in-Residence (an expert supporting the creative phase of the feasibility plan development)
- up to 0.4 month of support services in identifying further funding through coaching sessions with public and private funding experts

4. PREPARATION AND SUBMISSION OF PROPOSAL

Proposals have to be submitted through the C-VoUCHER microsite: <https://call-for-adopters.fundingbox.com/>
Applications submitted by any other means will not be considered for funding.

All Applicants will be asked to acknowledge the Informed consent form – in order to submit the full application.

The proposals – submitted through the online platform – will include the following sections:

- Legal and contact information
- Project Description
- (Scored) EXCELLENCE
- (Scored) IMPACT
- (Scored) IMPLEMENTATION
- (Scored) OTHER (TRANSVERSAL) CRITERIA
- Statistical section (optional)
- Declaration of honour – confirmation of the exclusion criteria and absence of conflict of interest to be accepted by the Applicants.
- Processing of personal data – information clause

Additional material, which hasn't been included and specifically requested in the online application form, will not be considered for the evaluation of the proposals. Data not included in the proposal will not be taken into account. The C-VoUCHER consortium makes its best effort to keep all provided data confidential, however, for the avoidance of doubt, the Applicant is solely responsible to indicate its confidential information as such.

The Applicants are strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including extenuating circumstances, will result in rejection of the proposal. The Applicants are solely responsible for verification of the completeness of the form. Data not included in the form will not be taken into account during assessment regardless of the reason for not being included.

5. SUMMARY OF EVALUATION PROCESS

The evaluation process:



In 2019, C-VoUCHER will select 18 companies (Adopters) to enter the programme. In 2021, in the 2nd Open Call for Adopters, another 24 will be admitted. In total, it is planned to support 42 Adopter SMEs.

5.1 ELIGIBILITY CHECK

In order to be eligible for evaluation, applications will be checked for compliance with the ELIGIBILITY CRITERIA listed in Section 2 (MANDATORY):

- Type of Activity
- Type of Beneficiary
- English-language. English is the official language for the open calls.
- Submission system. Be submitted through the Open Call management tool [which will be as follow <https://call-for-adopters.fundingbox.com/>]
- Deadline. Be submitted before the Deadline. Applications must be submitted by the closing time and date of the open call.
- Absence of conflict of interest. Applicants shall not have any potential conflict of interest with the 'C_VoUCHER' selection process. All cases of potential conflict of interest will be assessed case by case.

As a result, the 'Eligible Applications List' will be produced.

5.2 EXPERT EVALUATION

Proposals will be evaluated by 2 (two) independent and confidential experts with wide expertise in CE (DiRs, industry experts, etc.). The experts will be selected from the 'Experts Panel', accordingly with the specific characteristics of the project.

The eligible proposal will be then checked by 2 experts against following parameters:

1. Core business in prioritized Domains [YES/NON-criteria]
2. C_VoUCHER Circularity Solutions or circular building blocks to be adopted [YES/NON-Criteria, specifying the Solution]
3. Business maturity (N° of years in activity) [Range of options]
4. Fit with development strategy and the business model to be implemented.
5. Expected impact of the Circularity Solutions in its business and valued change
6. Organizational capacity to implement it

Each evaluator will rank the application assigning a score from 0 to 5 for each criterion (points 4-6 above and sections IMPACT, EXCELLENCE, IMPLEMENTATION below) and produce an Individual Evaluation Report. The final score will be calculated as the sum of the individual assessments provided by the Evaluators.

The experts score each award criterion on a scale from 0 to 5 (half point scores may be given).

0 = Fail

Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information

1 = Poor

Criterion is inadequately addressed or there are serious inherent weaknesses

2 = Fair

Proposal broadly addresses the criterion, but there are significant weaknesses

3 = Good

Proposal addresses the criterion well, but a number of shortcomings are present

4 = Very good

Proposal addresses the criterion very well, but a small number of shortcomings are present

5 = Excellent

Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

The default threshold for individual criteria is 3 out of 5.

The proposals will be evaluated based on the following criteria:

(1). EXCELLENCE will evaluate:

Ambition. The applicants have to demonstrate to what extent their proposal is going beyond current State of the Art, contributing to development of the new cross-sectoral circularity value chains (e.g reshaping a part of their current linear model by interacting with technology providers - Disruptors - from different sectors and/or countries). Appropriate consideration of cross-border approaches and involvement of stakeholder and value chain actors' will be taken into account.

Innovation: applicants should provide information about the level of innovation elements in the process of resources optimization within their market and about the degree of differentiation that this proposal will bring with respect to current linear models applied in their sector. Applicants should also describe their needs to become a resource-efficient business

(2). IMPACT will analyse:

Market and Environmental impact: The Applicants have to indicate whether the new/improved service/process has market a market and environmental potential (e.g. because it solves a specific problem in their value chain related to i.e. waste generation and, at the same time, generates additional/alternative business connections). They should prove if they will enter a new market thanks to their circularity potential and what is their current position on the market.

Replicability: The Applicants have to demonstrate the level of replicability of the new/improved service/process meaning by that it is not addressed to solve a specific problem, but able to be commercialised to solve a structural problem in a specific sector/value chain/etc.

(3). IMPLEMENTATION will consider:

Team: Applicants should describe 3-5 team members, including also the strategic managers (i.e. CEO, technology director, product expert, logistics expert,).

Strategy level. The company will have to explain the fit with their development strategy and the business model to be implemented in their circularity project.

Resources. Demonstrate the quality and effectiveness of the resources assigned in order to get the objectives/deliverables proposed. One important aspect is that applicants make clear that what they propose can be developed using the C-VoUCHER partners' technical and business support.

Transversal criteria such as 'Municipalities involvement in the implementation', 'Environment and low carbon economy contribution', 'Equal Opportunities (gender balance)' and 'Social Impact' will be also considered by evaluators when scoring the proposals. The result of this phase is a shortlist of SMEs that will be presented for validation/final selection during the Consensus Meeting.

Ties will be solved using the following criteria, in order:

- Impact score,
- Commitment score,

A 'Ranking List' will be elaborated and pass to the next phase.

5.3 CONSENSUS MEETING

The 'Evaluation Committee' will decide by consensus and based on the ranking gotten as result of the Experts Evaluation, the best proposals to be invited to the Value Replication Program. A 'Provisional List of finalists' (18 SMEs) will be produced as result of the Consensus Meeting.

5.4 SCHEDULE

The table below presents the approximate dates during which each of the evaluation phases will end and the number of Applicants will go through to the next phase.

	Phase	Name	Time	Approximate Dates	Pass to the next phase
Evaluation	Phase 1	Eligibility	1 week	07/11/2019	50+
	Phase 2	Expert Evaluation	5 weeks	13/12/2019	30+
	Phase 3	Consensus Meeting	1 day	16/12/2019	18
		Finalist Communication	1 day	18/12/2019	18

The schedule is based on estimations according to the expected number of proposals received and the actual timing of the consecutive phases may vary.

5.5 SUB-GRANT AGREEMENT SET-UP PROCESS: LEGAL CHECK

To sign a Sub Grant Agreement with the C-VoUCHER Consortium, the Applicants will be checked against the fulfilment of the legal requirements. The Applicants included in the 'Provisional List of Finalists' will have to provide all documentation required to prove their compliance with the Eligibility Criteria described in Section 2.

More specifically, the following documentation will have to be provided:

5.5.1 STATUS INFORMATION OF THE BENEFICIARIES:

- SMEs checklist. Following a simplified version of the EC. In the event they declare being non-autonomous: the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations.
- Financial information. It includes the headcount (AWU), balance, profit & loss accounts of the latest closed financial year and the relation, upstream and downstream, of any linked or partner company.
- Legal existence. Company Register, Official Journal or similar, showing the name of the organisation, the legal address and registration number and, if applicable, a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent).
- In cases where either the number of employees or the ownership is not clearly identified: any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional, association records, etc.
- Bank identification form

5.5.2 CONFIRMATION OF THE FOLLOWING ASPECTS INCLUDED IN THE HONOUR DECLARATION ACCEPTED BY PROPOSED BENEFICIARIES BEFORE SUBMITTING THE APPLICATION FORM

- Beneficiaries will not take part in another Acceleration Program while participating in the C-VoUCHER Value Chain Replication Programme.

The documentation will have to be provided within deadlines communicated when enlisted in the “Provisional List of beneficiaries” (whether immediately or after the waiting list). In case the requested information is not provided in time without clear and reasonable justification, this will directly end the ‘Sub-grant Agreement’ setup process and projects inside the ‘Reserve List’ will substitute the failing applicants inside the “Provisional List of beneficiaries” in order of ranking. Once all these formalities are covered the Consortium (represented by its coordinator FBA) will sign the ‘C-VoUCHER Sub-grant Agreement’ with the final beneficiaries. The applicants who undersign the SGA will be declared beneficiaries of the 1st C-VoUCHER Open Call for Adopters.

6. APPLICANTS COMMUNICATION FLOW

6.1 GENERAL COMMUNICATION PROCEDURE

The applicants will receive the communications after each step of the evaluation process indicating if they passed the phase or not. A communication will be sent to applicants eliminated, including the reasons for the exclusion.

6.2 APPEAL PROCEDURE

If, at any stage of the evaluation process, the Applicant considers that a mistake has been made or that the Evaluators have acted unfairly or have failed to comply with the rules of C- Voucher Open Call for Adopters, and that her/his interests have been prejudiced as a result, the following appeal procedures are available.

A complaint should be drawn up in English and submitted by email to: c-voucher.helpdesk@fundingbox.com

Any complaint made should include:

- Contact details (including postal and e-mail address).
- The subject of the complaint.
- Information and evidence regarding the alleged breach.

Anonymous complaints will not be accepted.

Complaints should also be made within five (calendar) days since the evaluation results are presented to the Applicants.

As a general rule, the C-VoUCHER Team will investigate the complaints with a view to arriving at a decision to issue a formal notice or to close the case within no more than seven days from the date of reception of the complaint, provided that all required information has been submitted by the complainant. Where this time limit is exceeded, the C-VoUCHER Team will inform the complainant by email.

7. OBLIGATIONS OF BENEFICIARIES

Each selected Applicant will sign the 'C-VoUCHER Sub-Grant Agreement' with the C-VoUCHER consortium. The funds awarded under the Sub-Grant Agreement are provided directly from the funds of the European Project C-VoUCHER, and are therefore owned by the European Commission: Management of the C-VoUCHER funds has been transferred to the project partners in 'C-VoUCHER via the European Commission Grant Agreement Number 777773.

The 'C-VoUCHER Sub-Grant Agreement' will include the set of obligations that the Beneficiaries have towards the European Commission. It is the task of the Beneficiaries to satisfy these obligations and of the C-VoUCHER consortium partners to inform the Beneficiaries about them.

The lump sum will be paid once the 'Feasibility Plan' has been realized and validated by the 'Mentoring Committee'.

8. INTELLECTUAL PROPERTY RIGHTS (IPR)

8.1 IPR OWNERSHIP OF THE SUB-GRANTED PROJECTS

The ownership of all IPR created by the Beneficiaries, via the C-VoUCHER funding, will remain with the beneficiaries. Results are owned by the Party that generates them. SGA will introduce provisions concerning joint ownership of the results of the sub-granted projects.

8.2 COMMUNICATION OBLIGATIONS

There are no IPR obligations toward the European Commission (EC). Yet, any communication or publication of the Beneficiaries shall clearly indicate that the project has received funding from the European Union and the C-VoUCHER program, therefore displaying the EU and logo on all printed and digital material, including websites and press releases. Moreover, Beneficiaries will agree that certain information regarding the projects selected for funding, can be used by C-VoUCHER consortium for communication purposes.

9. SUPPORT FOR APPLICANTS

For more information about the C-VoUCHER Open Call, please check the Frequently Asked Questions (FAQ) section included at <https://call-for-adopters.fundingbox.com/>

For further information on the Call, in case of any doubts regarding the eligibility rules, the information that is to be provided in the Application Form, or if you encountered technical issues or problems with the Application Form, please contact the Technical Helpdesk email: c-voucher.helpdesk@fundingbox.com When contacting the Technical Helpdesk, please include the following information in your email message:

- your username, telephone number and your email address
- details of the specific problem (error messages you encountered, bugs descriptions, i.e. if a dropdown list isn't working, etc.)
- screenshots of the problem.

10. APPLICABLE LAW

Any matters not covered by this Guide for Applicants will be governed by Polish law, in particular the provisions of the Polish Civil Code and the law of the European Union.





ANNEX 1: INFORMED CONSENT FORM

The statements below will be included prior to the online application form.

By ticking the boxes below, I confirm that I have read and understood the information package and in particular have noted that:

- I have read and understood the information about the project, as provided in the Information Sheet.
- I have been given the opportunity to ask questions about the project and my participation via [c- voucher.helpdesk@fundingbox.com](mailto:c-voucher.helpdesk@fundingbox.com)
- I voluntarily agree to participate in the C-VoUCHER project.
- I understand I can withdraw at any time without giving reasons and that I will not be penalised for withdrawing nor will I be questioned on why I have withdrawn.
- The procedures regarding confidentiality have been clearly explained (e.g. use of names, anonymisation of data, etc.) to me.
- The use of the data in research, publications, sharing and archiving has been explained to me.
- I understand that other researchers will have access to this data only if they agree to preserve the confidentiality of the data and if they agree to the terms I have specified in this form.



ANNEX 2: PROCESSING OF PERSONAL DATA

CONTROLLER`S IDENTITY AND CONTACT DETAILS

The data controller is FundingBox Accelerator sp. z.o.o. (Al. Jerozolimskie 136, 02-305 Warsaw, Poland).

In all matters regarding personal data, you can contact us using the following email address: privacy@fundingbox.com

PURPOSES, LEGAL BASIS AND PROCESSING PERIOD

<i>The purpose of processing</i>	<i>Legal basis for processing</i>	<i>Period</i>
To run an Open Call and to evaluate applications submitted in the C-VOUCHER Adopters Open Call	The legal basis for processing is indispensability to implement the legally justified interest of the data controller, consisting in fulfilling the obligations laid down in the Grant Agreement (Article 6 paragraph 1 point f) GDPR in this respect.	6 years after completing the C-VOUCHER Project
To realize the C-VOUCHER project goals described in the Grant Agreement (communication, reporting, collaborating with other project partners)	The legal basis for processing is indispensability to implement the legally justified interest of the data controller, consisting in effectively participating in the project and fulfilling the obligations laid down in the Grant Agreement (Article 6 paragraph 1 point f) GDPR in this respect.	6 years after completing the C-VOUCHER Project
In order to possibly establish and enforce claims or defend against them	The legal basis of the processing is the legitimate interest of the data controller consisting in the protection of its rights (Article 6 paragraph 1 point f) GDPR in this respect.	12 years after completing the C-VOUCHER Project
In case your application will be selected to participate in the next stage of Project:		
For the implementation of contracts for co-financing concluded by Data controller, EC and other project partners.	The legal basis for processing is indispensability to implement the legally justified interest of the data controller, consisting in fulfilling the obligations laid down in the Grant Agreement (Article 6 paragraph 1 point f) GDPR in this respect.	6 years after completing the C-VOUCHER Project

DATA RECEIVERS

Data controller will transfer personal data only to trusted recipients such as entities belonging to the FundingBox's capital group,, IT service providers, accountants, law firms, postal and courier companies (who process personal data on the controller's behalf).

To realize the C-VOUCHER project data can be transferred also to other Project Partners (complete list of the project partners is available at the email address: privacy@fundingbox.com), European Commission and other affiliated entities.

RIGHTS OF DATA SUBJECT

Due to the fact that we process your personal data, you have the right to:

- 1) request access to your personal data,
- 2) demand the rectification of your personal data,
- 3) request to remove or limit the processing of your personal data,
- 4) data portability with respect to the personal data that you have provided to the controller
- 5) complain with the supervisory authority (The President of the Personal Data Protection Office, Warsaw, Poland).

You also have a right to object to processing of your personal data (according to the Article 21 of GDPR).

INFORMATION ABOUT VOLUNTARY OR OBLIGATORY DATA PROVISION

Providing data is voluntary, although it is necessary to participate in the C-VOUCHER first Open Call. Without providing your data, it is not possible to contact you and evaluate the application.