DRIVING MANUFACTURING SME TRANSFORMATION TOWARDS GREEN, DIGITAL AND SOCIAL SUSTAINABILITY

GUIDE FOR APPLICANTS

Open Call #1

Launch date: 03/07/2023

Deadline: 06/09/2023 17:00 CEST

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GreenSME ● Grant Agreement: 101058613 ● 2022 – 2025 | Duration: 36 months

Topic: HORIZON-CL4-2021-RESILIENCE-01-29

TABLE OF HISTORY OF CHANGES	
Version (date)	**Changes**
Version 1 (03/07/2023)	Uploaded in greenSME webpage
Version 2 (13/07/2023)	The document has been revised in the sub-chapter 4.1, updating the list of services eligible for funding

Executive Summary

This document presents the guidelines for manufacturing SMEs, supported by SMEs acting as Sustainability and Technology Providers, to take part to the greenSME open call #1.

greenSME is a project funded by the European Union, Horizon Programme, aiming to drive manufacturing SMEs towards green, digital and social sustainability. The project will strengthen the SMEs' capacity to adopt advanced technologies to become competitive and climate neutral. greenSME is developing a strategic approach to sustainability and promotes and offers a transformation pathway to support manufacturing SMEs sustainability shift in Europe.

The path includes a sustainability self-assessment tool (SAT), elaboration of an action plan with support from a greenSME sustainability advisor, namely Advanced Sustainability Action Plan (ASAP) and the possibility of financial support through an open call for a sustainability project. greenSME encourages manufacturing SMEs to become more sustainable by adopting technology and social innovations. greenSME is organising a list of accredited Sustainability and Technology providers, which will be able to support the manufacturing SMEs in implementing sustainability project.

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1. Background, objectives and scope

Manufacturing is among the fundamental driving forces of the European economy, and its reinforcement is necessary to improve competitiveness and achieve Green Deal goals. EU manufacturing industry, in particular, SMEs, needs to become greener and digitalised. While the digitalisation process of SMEs is slowly progressing, the adoption of sustainability still needs to be improved.

In a post-pandemic context where manufacturing SMEs were affected by a decline in their value-added of 9.8%, they face a significant challenge; digitalisation and social and environmental requirements must be handled efficiently.

Advanced technologies and social innovation will drive the required transformation. However, the relative need for more awareness about their importance and potential impact on sustainability and competitiveness are identified as the main reasons for the slow adoption of sustainable practices by SMEs, together with the scarce possibility of testing new innovative and technological solutions.

*>> The vision of greenSME is to **strengthen the SME capacity to adopt advanced technologies** to become competitive and climate neutral, maximising the benefits for all parts of society, starting from the upskilling and reskilling workers toward a **sustainable EU manufacturing industry, with greater adaptability and resilience**.*

This document presents **the guidelines for manufacturing SMEs to apply to the greenSME open call #1**.

Manufacturing SMEs will be supported by Sustainability and Technology Providers for the implementation of the measures defined in their action plan.

The main objective of the call is to improve the efficiency and the sustainability of the manufacturing industry for a smarter and greener transformation aligned with the latest EU policies. This objective is pursued through the organisation of calls aiming to reach out, and support financially the sustainability projects proposed by manufacturing SMEs.

2. Domains & Services

The proposal should address the main challenges faced by manufacturing SMEs strengthening their capacity to adopt advanced technologies and/or social innovation and/or sustainability expertise to become competitive and climate neutral.

The sustainability projects will involve three main domains, that are here below better specified:

Table 1- List of advanced technologies.

Topic	Description
Advanced Manufacturing Technology	Advanced manufacturing technology encompasses the use of innovative technology to improve products or processes that drive innovation in manufacturing. It covers two types of technologies: process technology that is used to produce any of other advanced technologies, and process technology that is based on robotics, automation technology or computer-integrated manufacturing. For the former, such process technology typically relates to production apparatus, equipment and procedures for the manufacture of specific materials and components. For the latter, process technology includes measuring, control and testing devices for machines, machine tools and various areas of automated or IT-based manufacturing technology.
Advanced Materials	Advanced materials lead both to new reduced cost substitutes to existing materials and to new higher added-value products and services. Advanced materials offer major improvements in a wide variety of different fields, e.g. in aerospace, transport, building and health care. They facilitate recycling, lowering the carbon footprint and energy demand as well as limiting the need for raw materials that are scarce in Europe.
Artificial Intelligence	Artificial Intelligence is a term used to describe machines performing human-like cognitive functions (e.g. learning, understanding, reasoning or interacting). It comprises different forms of cognition and meaning understanding (e.g. speech recognition, natural language processing) and human interaction (e.g. signal sensing, smart control, simulators). Artificial Intelligence is a heterogenous field in terms of its technology base. While some aspects like sensors, chips, robots as well as certain applications like autonomous driving, logistics or medical instruments refer to hardware components, a relevant part of AI is rooted in algorithms and software.
Augmented/Virtual Reality	Augmented reality devices look to overlay digital information or objects with a person's current view of reality. As such, the user is able to see their surroundings while also seeing the AR content - Virtual reality devices place end users into a completely new reality, obscuring the view of their existing reality.

Topic	Description
Big Data	Big Data is a term describing the continuous increase in data, and the technologies needed to collect, store, manage, and analyse them. It is a complex and multidimensional phenomenon, impacting people, processes and technology. From a technology point of view, Big Data encompasses hardware and software that integrate, organise, manage, analyse, and present data. It is characterised by "four Vs": volume, velocity, variety and value. Big Data technologies are new generation of technologies and architectures, designed to economically extract value from very large volumes of a wide variety of data, by enabling high-velocity capture, discovery, and/or analysis.
Blockchain	Blockchain is a digital, distributed ledger of transactions or records, in which the ledger stores the information or data and exists across multiple participants in a peer-to-peer network. Distributed ledgers technology allows new transactions to be added to an existing chain of transactions using a secure, digital or cryptographic signature. Blockchain protocols aggregate, validate, and relay transactions within the blockchain network. Blockchain technology allows the data to exist on a network of instances or "nodes," allowing for copies of the ledger to exist rather than being managed in one centralised instance.
Connectivity	Connectivity refers to all those technologies and services that allow end- users to connect to a communication network. It encompasses an increasing volume of data, wireless and wired protocols and standards, and combinations within a single use case or location. Standard connectivity includes Fixed Voice and Mobile Voice telecom services to allow fixed or mobile voice communications, but also Fixed Data and Mobile Data services to have access and transfer data via a network. Advanced connectivity that is in the focus of the ATI project refers to the rise of Internet of Things scenarios, where connectivity technology boundaries expand beyond wired and cellular (e.g. 4G, 5G,…) services to Low Power Wide Area Network (LPWAN), Satellite, and Short Range Wireless technologies.
Cloud computing	Cloud computing includes the delivery of tools and applications like data storage, servers, databases and software based on a network of remote servers through the Internet. Cloud computing services enable users to store files and applications in a virtual place or the cloud and access all the data via the Internet.
Industrial Biotechnology	Industrial Biotechnology is the application of biotechnology for the industrial processing and production of chemicals, materials and fuels. It includes the practice of using microorganisms or components of micro-organisms like enzymes to generate industrially useful products in a more efficient way (e.g. less energy use, or less by-products), or generate substances and chemical building blocks with specific capabilities that conventional petrochemical processes cannot provide. There are many examples of such bio-based products already on the market. The most mature applications are related to enzymes used in the food, feed and detergents sectors. More recent applications include the production of biochemicals and biopolymers from agricultural or forest wastes.

Topic	Description
Internet of Things (IoT)	The Internet of Things (IoT) refers to the network of smart, interconnected devices and services that are capable of sensing or even listening to requests. IoT is an aggregation of endpoints that are uniquely identifiable and that communicate bi-directionally over a network using some form of automated connectivity. Objects become interconnected, make themselves recognisable, and acquire intelligence in the sense that they can communicate information about themselves and access information that has been provided by another source. The Internet of Things relies on networked sensors to remotely connect, track and manage products, systems and grids. The Industrial Internet of Things (IIoT) – a subset of the larger Internet of Things – focuses on the specialised requirements of industrial applications, such as manufacturing, oil and gas, and utilities. IIoT systems connect non- consumer devices, used by companies, governments and utility providers in their service delivery.
Micro- and Nanoelectronics	Micro- and nanoelectronics deal with semiconductor components and highly miniaturised electronic subsystems and their integration in larger products and systems. They include the fabrication, the design, the packaging and testing from nano-scale transistors to micro-scale systems integrating multiple functions on a chip.
Mobility	IT for Mobility Mobility covers a large number of different technology areas and markets, which does not only encompass vehicles that take people from point A to point B, but also includes all kinds of technologies that make people more mobile (like for example mobile phones etc.). These, however, consist of a large set of sub-technologies that are hard to capture at the same time. In this project, the patent, trade, prodcom, investment and skills analysis focus on a sub-section of mobility, which is related to vehicles only, e.g. satellite navigation and radio-location, which are also the core technologies that are necessary to make autonomous driving work. Enterprise mobility The survey analysis captures mobility in terms of the workforce. The enterprise mobility market is made up of a conglomeration of mobile solutions and technologies, including hardware, software and services, empowering a borderless workforce to securely work anywhere, at any time and from any device. It does not include only the provision of smartphones or tablets to the workforce but also all the tools and applications for transforming key processes, from internal operations to operations with customers and suppliers, all the way from the shop floor to the top floor and from the back office to the end customers.
Nanotechnology	Nanotechnology is an umbrella term that covers the design, characterisation, production and application of structures, devices and systems by controlling shape and size at nanometer scale. Nanotechnology holds the promise of leading to the development of smart nano and micro devices and systems and to radical breakthroughs in vital fields such as healthcare, energy, environment and manufacturing.

Topic	Description
Photonics	Photonics is a multidisciplinary domain dealing with light, encompassing its generation, detection and management. Among other things it provides the technological basis for the economic conversion of sunlight to electricity which is important for the production of renewable energy, and a variety of electronic components and equipment such as photodiodes, LEDs and lasers.
Robotics	Robotics is technology that encompasses the design, building, implementation, and operation of robots. Robotics is often organised into three categories: 1) Application specific. This includes robotics designed to conduct a specific task or series of tasks for commercial purposes. These robots may be stationary or mobile but are limited in function as defined by the intended application. 2) Multipurpose. Multipurpose robots are capable of performing a variety of functions and movements determined by a user that programs the robot for tasks, movement, range, and other functions and that may change the effector based on the required task. These robots function autonomously within the parameters of their programming to conduct tasks for commercial applications and may be fixed, "moveable," or mobile. 3) Cognitive. Cognitive robots are capable of decision making and reason, which allows them to function within a complex environment. These robots can learn and make decisions to support optimal function and performance and are designed for commercial applications. When measuring production and uptake of robotics, industrial applications will be considered.
Security	Security products are tools designed using a wide variety of technologies to enhance the security of an organisation's networking infrastructure — including computers, information systems, internet communications, networks, transactions, personal devices, mainframe, and the cloud — as well as help provide advanced value-added services and capabilities. Cybersecurity products are utilised to provide confidentiality, integrity, privacy, and assurance. Through the use of security applications, organisations are able to provide security management, access control, authentication, malware protection, encryption, data loss prevention (DLP), intrusion detection and prevention (IDP), vulnerability assessment (VA), and perimeter defense, among other capabilities.

SOCIAL INNOVATION TOPICS

Table 2- List of social innovation topics.

Topic	Description
Business Models	A description of how a company does business and makes money[1] or how an organisation creates, delivers and captures value[2].
Business Processes	Event-driven, end-to-end processing path that starts with a customer request and ends with a result for the customer. Business processes often cross departmental and even organisational boundaries[3].
Workers' Skills	Competencies needed to perform any task of workers' assignments in a company.
Leadership	Set of competences and behaviours used to help people align their collective direction, to execute strategic plans, and continually renew an organisation[4].
Collaborative Partnerships	Relation between critical partners or stakeholders who share knowledge and resources to achieve a common objective.

ENVIRONMENTAL EXPERTISE TOPICS

Table 3- List of environment topics.

Topic	Description
Resources	Measurement and analysis of resources inputs and expenditure in an organisation.
Environmental life cycle	Environmental product life cycle assessment (LCA) is a tool for supporting policies and performance-based regulation, including life cycle costing (LCC) and social LCA (SLCA), drawing on the three-pillar model of sustainability[5].
Carbon Footprint	Measurement and analysis of the greenhouse gases emitted in an activity.

[1] https://www.strategyzer.com/blog/what-is-a-business-model

[2] https://www.gartner.com/en/finance/glossary/business-model

[3] https://www.gartner.com/en/information-technology/glossary/business-process

[4] https://www.mckinsey.com/featured-insights/mckinsey-explainers/what-is-leadership

[5] Guinée, J. (2016). Life Cycle Sustainability Assessment: What Is It and What Are Its Challenges?. In: Clift, R., Druckman, A. (eds) Taking Stock of Industrial Ecology. Springer, Cham. https://doi.org/10.1007/978-3-319-20571-7_3

The applicant must have experience and resources to provide some of the following services in the previously identified topics:

Table 4- List of services.

Topic	Description
Technology	• Feasibility study • Prototyping • Pilot testing • Demonstrating • Use testing facilities • New IT solutions
Technology, Social Innovation and Environment	• Consultancy • Coaching

3. Description of the call #1

This section describes the timeline of the open call, including all the processes from the application to the start date of the projects, and the pathway to be followed by manufacturing SMEs to approach the call.

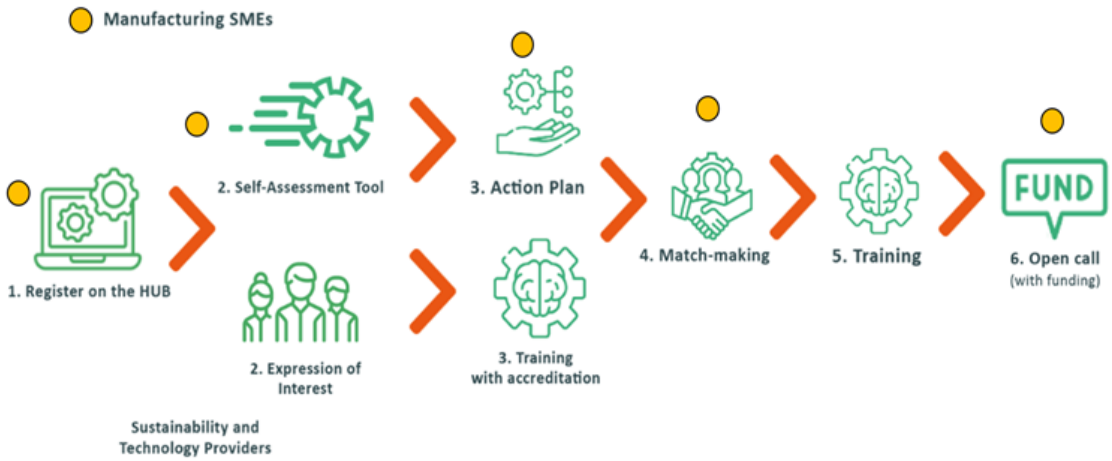
3.1. Open Call #1 Timeline

Table 5- Key Dates for greenSME Open Call 1.

Launch of the 1st Open Call	03/07/2023
Deadline of the 1st Open Call	06/09/2023, 17:00 CEST
Evaluation of the applications	07/09/2023– 13/10/2023
Announcement of the final beneficiaries	16/10/2023
Contracting procedure of the Subgrant Agreements	16/10/2023 - 28/10/2023
Tentative Start date of sub-projects	02/11/2023

3.2. Objective of the Open Call

The objective of this call is to financially support the manufacturing SMEs that will submit proposals with the aim of implementing the recommendations elaborated during the sustainability assessment (SAT) and Advanced Sustainability Action Plan (ASAP) in order to become more sustainable with greater adaptability and resilience. In this pathway, manufacturing SMEs will be supported by Accredited Sustainability and Technology Providers whose list is available on the greenSME HUB and on the project website.



The transformation pathway gathers the whole process of guidance that will be provided to the manufacturing SMEs to support them in their shift towards sustainability.

4. Call #1 specification

- The F6S platform will be the only credited channel for submitting proposals.
- After the deadline, no late submissions will be accepted.
- Once the proposal has been submitted, the application cannot be modified.
- The sub-projects will have a duration of 6 months.
- The call #1 will dedicate a budget of 1.5 MEuros for supporting around 42 SMEs in the implementation of the advanced sustainability action plans (ASAP). The consortium reserves the right not to award all available funds, depending on the proposals received and the evaluation results.

Financial Provisions

The maximum amount provided to one third-party is EUR 50 000. Each SME (both S&T provider or manufacturing) may carry out a maximum of 2 sub-projects supported by the greenSME project, and only one sub-project per call.

Financial support will be delivered through lump sum: the lump sum funding system simplifies the process for the applicants, as it removes obligations on cost reporting based on timesheets or invoices.

All the approved Sustainability Projects will be funded in the amount of EUR 35 000 with the following criteria:

- Sustainability and Technology Provider(s) (max 2) - EUR 25 000
- Manufacturing SME - EUR 10 000

The proposals could envisage the participation of one or two (at most) sustainability and technology accredited providers: in the latter case, the proposal must describe how the total amount of the funding devoted to providers will be shared between providers: in this situation, the minimum allowed amount of the funding for each provider is EUR 7 500.

In any case, **the financial grant to be paid will always be subject to**:

- A favourable resolution by greenSME internal evaluation team responsible for assessing the Sub-project in each of the stages.
- The availability of funds in greenSME bank account during the relevant payment period.
- Payments to the Beneficiaries will be made by the greenSME Coordinator. In particular: the Coordinator reserves the right to withhold the payments in case the manufacturing SME or the accredited Provider do not fulfil with its obligations and tasks as stated in the open call guide for applicants (this document).

The lump sum will be distributed in two instalments during the project duration, based on milestones/ KPIs achieved and results.

The different types of activity that qualify for financial support.

- **Goal:** The funded projects must be devoted in achieving significant improvement of manufacturing SMEs three pillar-based sustainability.
- **Technological expertise:** The sustainability projects will involve the application of Advanced Technologies (IoT, industrial data, advanced manufacturing, robotics, 3D printing, blockchain

technologies, AI…), Social Innovation topics (Business model review, worker skills definition...) and Environment topics.

- **Type of activity:** It may include Feasibility study, Prototyping, Pilot testing, Demonstrating, Procurement of specialized consultancy services and coaching services, Definition and/or adaptation of business processes, Free access and support to use testing facilities and Introduction of new IT solutions.

Eligible entities that may receive financial support

- *Manufacturing SMEs:* companies defined as SMEs according to the EU recommendation 2003/361, established in one of the Horizon Europe eligible Countries, and **having the NACE code classified under the category C. Only the manufacturing SMEs that have fulfilled a greenSME sustainability assessment (SAT) and developed the Action Plan (ASAP)** will be eligible to apply for financial support.
- *Sustainability and Technology Providers:* companies defined as SMEs according to the EU recommendation 2003/361, established in one of the Horizon Europe eligible Countries, having been accredited by greenSME as Sustainability & Technology Providers.

4.1. Activities eligible for funding

- Feasibility study
- Prototyping
- Pilot testing
- Demonstrating
- Use testing facilities
- New IT solutions
- Consultancy
- Coaching

The grants to be distributed will have to cover the activities described in the Application Form based on a justified cost-budget split. The costs are exclusively meant for performing the activities allowed under the Open Call scheme to achieve the results defined under each project.

4.2. Admissibility and Eligibility of the Applicants and proposals

The following admissibility and eligibility criteria shall be regarded together, including legal status, geographic location, fields of activity and financial thresholds.

4.2.1. Admissibility Criteria

- Proposal submitted online on the F6S Platform.
- Proposals must be **written in English**, the official language for greenSME Open Calls and related activities. Submissions done in any other language will not be evaluated.
- The application must be submitted by the indicated **deadline of 06/09/2023 17:00 CEST**
- Proposal includes **one manufacturing SME and maximum two Sustainability & Technology Providers**

- The partners shall be separate legal entities.
- Annex 1 (SME Self Declaration) completed by all applicants, signed with a qualified electronic signature and uploaded as pdf on the F6S platform to the corresponding question.
- Annex 2 (with all the Sub-Sections) uploaded as pdf on the F6S platform
- Manufacturing SMEs can participate in only one application per Call.
- An SME company cannot act as both as manufacturing applicant and Sustainability & Technology partner(s) in the same proposal.
- Budget of the proposal does not exceed the defined limit of EUR 35 000 per project.

4.2.2. Eligibility Criteria

Entities (both manufacturing SMEs and Sustainability & Technology Provider(s)) that are **under liquidation or in difficulty**[6], are **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 authorities **are not eligible** to apply for funding. *This does not mean that SMEs not registering profit for the last fiscal year(s) are not eligible.*

Applicants shall not have any actual or/ or potential conflict of interest with the greenSME selection process and during the project implementation. All cases of conflict of interest will be assessed case-by-case. greenSME consortium partners, its affiliated entities and employees cannot become a recipient of financial support via the Open Call.

Double funding must be avoided! The applicants will not have been funded by national or European public funds with the same activities related to the proposal idea before. It is a fundamental principle underpinning the rules for public expenditure in the EU that no costs for the same activity can be funded twice from the EU budget.

4.2.2.1. Legal status

Entities eligible for the greenSME project must be SMEs, according to the criteria listed here below:

1. Legal entities, which mean any natural or legal person created and recognised as such under national law, EU law or international law, which has a legal personality and may, acting in its name, exercise rights and be subject to obligations.
2. Single legal entities classified as Micro, small and medium-sized enterprises (SMEs): "The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million and/or an annual balance sheet total not exceeding EUR 43 million."[7];

4.2.2.2. Location of headquarter and subsidiaries

All the participants [**manufacturer SMEs and Sustainability & Technology Providers**] must be established in one of the eligible countries, i.e.:

a. the Member States of the European Union, including their outmost regions;

[6] According to the Commission Regulation No 651/2014, art. 2.18

[7] Definition under the European Commission Recommendation 2003/361/EC. Art 2

b. the Overseas Countries and Territories (OCTs) linked to the Member States[8]; and

c. third countries associated with Horizon Europe[9].

4.2.2.3. Field of activity

The greenSME Open Call is addressed to SME applicants belonging to the manufacturing industry, supported by accredited Sustainable and Technology Providers.

- The manufacturing company should have a *NACE code classified under the category C*

4.2.2.4. Budget Fit

- The grant for each project is EUR 35 000 (Lump Sum)
- For each project:
    - The manufacturer SME will receive a grant up to EUR 10 000
    - The Sustainability & Technology Provider(s) (max 2) will receive an overall grant of EUR 25 000. If there is more than one sustainability and technology provider in the proposal, the proposal must describe how the total amount of the funding devoted to providers will be shared between providers: in this situation, the minimum allowed amount of the funding for each provider is EUR 7 500.
- No co-financing is required from the applicant(s). Nonetheless, they commit to having the necessary resources to carry out the project and stable and sufficient sources of funding to maintain their activity throughout their participation in the project, considering that greenSME does not make any advanced payments but makes payments based on demonstrated results. The first payment will be transferred after a successful evaluation at the end of month 3 of the project.

4.2.2.5. Other provisions

- The manufacturing company must have fulfilled a greenSME sustainability assessment (SAT) and developed the Action Plan (ASAP)
- The Sustainable and Technology Providers must be part of the list of accredited providers[10]
- The Sustainable and Technology Providers must be registered in the *greenSME HUB*

4.2.2.6. Absence of conflict

Applicants shall not have any actual or/and potential conflict of interest with the greenSME selection process and during the whole project. All cases of conflict of interest will be assessed case by case. In particular, applicants cannot be greenSME Consortium partners, affiliated entities, or their employees or co-operators under a contractual agreement.

[8] Entities from Overseas Countries and Territories (OCTs) are eligible for funding under the same conditions as entities from the Member States to which the OCT in question is linked. See the *Horizon Europe Programme Guide* for a complete list of OCTs

[9] Please see the *List of Participating Countries in Horizon Europe* for an up-to-date list of countries with which the association agreements have started to produce legal effects (either through provisional application or their entry into force).

[10] *List of greenSME accredited Sustainability & Technology Providers*

5. Application Procedure

The submission will be managed only by the partner acting as Sustainable and Technology Provider (in case of two Providers, only one of the two will be the main applicant) that will submit the proposal electronically using the F6S Platform.

The **F6S platform is the sole entry point for all application submissions to the greenSME Open Call**. Submissions received by any other channel will be automatically discarded.

5.1. Application form

The electronic application form will be accessible once the user has logged in to their pre-registered account on the F6S platform.

The application will be filled electronically on the F6S Platform following the structure presented in Annex 3, covering details regarding the proposed project's excellence, impact and implementation.

The following annexes to the application form will have to be downloaded, filled and then uploaded as pdf when preparing the electronic application form for submission:

- Compulsory - **Annex 1** SME Self-Declaration in pdf (to be filled and signed with a qualified electronic signature by each applicant). The SME Self-Declaration must be provided by the manufacturing SME and the Sustainability and Technology Provider(s).
- Compulsory - **Annex 2** (with all the Sub-Sections) uploaded as pdf on the F6S platform
- Compulsory - the greenSME **Advanced Sustainability Action Plan (ASAP)**

Each section of the application form corresponds to an evaluation criterion. Thus, it is strongly recommended to follow the specifications of the Evaluation Grid from Chapter 6 and to check carefully the specifications of Chapter 2, related to the domains in which the proposals should be referring to.

The form has a structure that encourages it to be specific and concise, as the sections have a limited number of characters (indicated in the bottom right corner of each field).

The information provided should be actual, true (provable), and complete to allow appropriate and full proposal assessment. Additional material, i.e. not explicitly requested in the online application form, will not be considered for the evaluation.

5.2. Qualified signatures

greenSME will use exclusively digital and qualified electronic signatures in all documents included in the proposal and in the subsequent Subgrant Agreements.

A **qualified electronic signature** is an advanced electronic signature which is additionally: created by a qualified signature creation device (QSCD); and is based on a qualified certificate for electronic signatures[11].

A digital signature refers to a mathematical and cryptographic concept that is widely used to provide concrete and practical instances of electronic signature.

NB. Scanned Wet Signatures are not considered eligible.

Applicants may use any Digital Signature Services that support qualified digital signatures.

[11] *https://ec.europa.eu/digital-building-blocks/wikis/display/DIGITAL/eSignature+FAQ*

The European Commission proposes a *demo of DSS* (Digital Signature Services), a tool enabling, among other features, the signature of documents.

More information about qualified digital signatures is available *here*.

5.3. Electronic submission

The proposal is submitted in a single stage through the online platform, following the indicated steps:

1. LOGIN the F6S platform.
2. ACCESS the online application form and fill the questions at: *https://www.f6s.com/greensme-open-call-1/apply*
3. READ and ACCEPT the Terms and Conditions - Applicants will be asked to click on a link to accept the terms and conditions located in the application form, stating that they are willing to participate in the programme and that information contained within this application form has been reported truthfully will not be eligible.
4. **Each partner must UPLOAD the compulsory Annex 1 as a PDF file.** This document should be signed with a qualified electronic signature
5. UPLOAD the compulsory Annex 2 as a PDF file.
6. SUBMIT - Once the Proposal is completed, click "Submit". **Once submitted, the application cannot be modified.**

It is highly recommended to submit your proposal well in advance of the deadline. Failure to submit the proposal on time, for any reason, including network delays or working from multiple browsers or multiple browser windows, is not acceptable as an extenuating circumstance. The time of receipt of the proposal as recorded by the submission system will be definitive.

An acknowledgement of receipt will be sent out via email to all successfully submitted proposals soon after the Call closes. However, this receipt will not be proof that the Proposal is eligible for evaluation.

The applications sent via any other tool (such as direct email) will not be considered.

The **proposal reception will close at 17:00 CEST (Brussels time) on 06 September 2023**. The deadline of the Open Call will not be extended unless a major problem with the platform makes the system unavailable. Late submissions will not be possible, since the application form will be automatically disabled.

6. Evaluation and selection

A full list of applicants will be prepared containing their basic information for statistical purposes and clarity, which will be also shared with EC for transparency.

The evaluation is expected to take place within two months after the Call closes.

The evaluation process will be transparent, fair and equal to all applicants and is further described below.

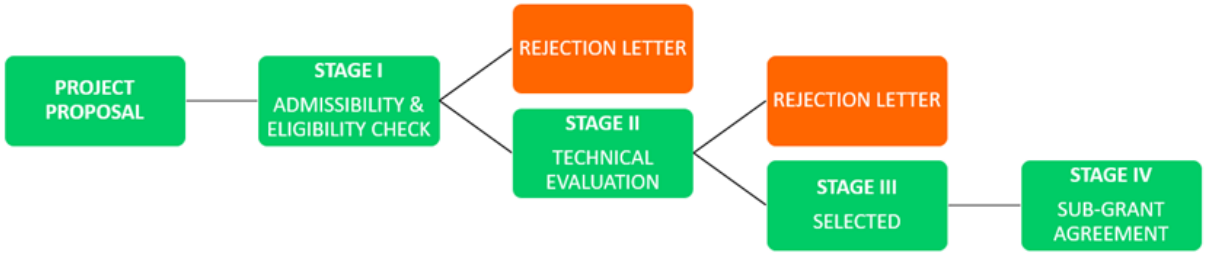


Figure 1. greenSME Evaluation stages.

6.1. Admissibility and Eligibility Check – Stage I

All applications will be reviewed for admissibility and eligibility.

The **Eligibility check** will be performed internally by consortium members according to the open call rules.

An **Admissibility and Eligibility Panel** will check the admissibility and eligibility of the submitted proposals and the applicants according to the eligibility criteria set in Chapter 4.2.1 and 4.2.2. Project proposals not meeting the admissibility and eligibility criteria will be directly discarded.

The applications which fail the admissibility and eligibility check will be notified via the F6S Platform.

6.2. Technical Evaluation – Stage II

All proposals that pass the eligibility check will be evaluated by external experts. Two external independent experts will evaluate each proposal according to the following criteria: excellence, impact, and implementation, with the following score system:

CRITERIA	Score range	Threshold
Excellence	(0-15)	10
Impact	(0-15)	10
Implementation	(0-15)	10
Overall score	max: 45	30

The thresholds and the weighting for each section are defined in order to have coherent evaluations that represent the basis to develop properly the projects and reach the KPIs. The project will also guaranty transparency and equal opportunities throughout the whole process.

EXCELLENCE	Soundness and pertinence of the project goals with the scope of the call Credibility of the targeted technological, social, environmental KPIs to measure the results. Concreteness of the technical approach and the methodology
IMPACT	Contribute to a significant improvement of SME´ sustainability and competitiveness. Credibility of targeted KPIs.
IMPLEMENTATION	Soundness of the work plan, including relevance of the tasks, timing of the activities and of the proposed Team.

6.3. Marks

EXCELLENCE, IMPACT, IMPLEMENTATION can be marked each from 0 to 15:

The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.

Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.

Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.

Good. The proposal addresses the criterion well, but a number of shortcomings are present.

Very Good. The proposal addresses the criterion very well, but a small number of shortcomings are present.

Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

- The final mark given to each criterion will be the average of the scores given by the two evaluators.
- To be successful, proposals shall score **at least 10/15 in the Excellence, Impact and Implementation criteria, and have an overall score of at least 30 points**.
- No negotiation will be made.
- A redress procedure will be set up to allow non-successful applicants to complain (section 6.4.1).
- Successful proposals (i.e., above threshold) will be funded in descending order until the available sum for each call is totally assigned.

Following the technical evaluation process, the ranking of the proposals will be generated according to the highest obtained scores.

In case two applications have identical scores following the technical evaluation process, and they are on the verge of the shortlist line, the evaluation criteria are listed below in order of importance and considering the spare budget fit:

- The one which obtains the highest score in the Impact category will prevail.
- The one which obtains the highest score in the Excellence category will prevail.
- The one submitted first will prevail (according to the day/hour of the submission).

Following the evaluation, the applicants will be informed via the F6S platform, and the evaluation results will be sent to the main applicant's e-mail address associated with the application.

greenSME will announce the winners on the project webpage and social media accounts. A reserved list corresponding to the same budget spared for Open Call 2 will be kept as substitutes in case any awarded project withdraws or does not provide the Subgrant data or complete the Subgrant signatures with qualified electronic signatures in the given timeframe (without an acceptable reason).

6.4. Evaluation process

Proposals will be received only through the submission system provided by F6S (F6S platform).

At the end of the evaluation process, all evaluated proposals will be ranked to allocate the funding.

Proposal applicants will be informed whether their proposal is ineligible or scored below threshold by the Evaluation Panel, while proposals above the threshold will be also informed. After solving out any redress procedures open by applicants, the list of highest scored proposals selected will be informed of the decision.

6.4.1. Evaluation complaints

If, after receiving the results of one of the evaluation phases (when foreseen), an applicant disagrees with the evaluation result, a complaint can be sent (in English and by email) to *info@greensmehub.eu* within three calendar days following the official receipt of the Evaluation report.

The following information shall be included:

- contact details and name of the application
- the subject of the complaint
- information and evidence regarding the alleged breach

In case of such complaints are received, a re-evaluation will only be carried out if there is evidence of a shortcoming affecting the final decision on whether to fund the proposal. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed on other criteria.

The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

7. Contracting procedure and requirements

The winning consortia will start the contracting procedure, to be finalised no later than one month from the formal notification of the final evaluation result.

Before signing the Subgrant Agreement (S-GA), each awarded SME must provide documentary evidence to be checked in detail regarding eligibility conditions such as SME status and field of activity.

Only after this step greenSME will publicly display the winners on the project webpage and social media accounts.

After the validation of the documentary evidence, the S-GA will be signed with qualified electronic signatures for each project between the greenSME consortium represented by the coordinator (TEKNIKER) and all applicant(s)/partner(s) entitled to receive EU grants, to be considered hereafter Subgrantees. The S-GA will cover the implementation period of the sub-project of 6 months with some obligations exceeding the implementation period as the selected entities are receiving European Commission funding.

A Consortium Agreement should also be concluded between the project partners.

The payment for the services/experiments will be linked to the accomplishment and approval by the greenSME Consortium of the defined KPIs and deliverables. Transfer of the awarded financial contribution will be given in two batches, based on KPIs, milestones and results validated after the submission of an interim report (50% payment after the first three months to the accredited S&T provider(s)) and a final report (50% final payment to the accredited S&T provider(s); and 100% of the final amount to the manufacturing SME), following the Working Plan described in the winning proposal.

7.1. Subgrant Agreement Data

The communication between greenSME and awarded beneficiaries will be done via the F6S. The associated e-mail address used for the greenSME Open Call application will be used for e-mailing about the project. After collecting the Subgrant Data, including the contact details of the contact persons of project partners, the correspondence will also include these e-mails.

The awarded projects are requested to provide the following documentation before the signature of the Subgrant Agreement:

1. SME Self Declaration (required from each SME partner of the proposal)
2. Proof of bank accounts of all SME partners requesting grants under greenSME.
3. Legal Status and Location (Establishment/Registration Country for all project partners, i.e. Commerce Registration Copy or equivalent[12].
4. Field of Activity, i.e. certificate of activity or equivalent from all partners
5. Tax registration certificate from all partners

7.2. Implementation Period and the project monitoring

The greenSME project will end on 31 May 2025. The awarded projects must be completed and evaluated before the greenSME project ends. Therefore, any deviations in the awarded projects'

[12] The proof document for legal status and location, field of activity and tax registration can be the same document, if the official document includes the necessary information

timeline, including the successful evaluation of the final reports after the greenSME completion date, would result in non-payments.

The greenSME project will establish the following mechanisms to monitor progress of service developments:

- Monitoring activities will be carried out by greenSME's partners, based on their GA resource availability, the geographical proximity of the winners and the specific competences.
- All the awarded projects will have two milestones (Month 3 and Month 6), in which they have to produce an activity report that will highlight the state of play of the project, the results and the achievement of the proposed KPIs.
- greenSME assigns one monitor per project. The monitor will review the reports and assess whether they deserve to have the estimated funding.

7.3. Financial support implementation

The financial grant to be paid will always be subject to:

- A favourable resolution by greenSME internal evaluation team responsible for assessing the Sub-project in each of the stages.
- The availability of funds in greenSME bank account during the relevant payment period.
- Payments to the Beneficiary will be made by the Coordinator. In particular:
    - The Coordinator reserves the right to withhold the payments in case the SME or the AT Provider do not fulfil with its obligations and tasks as stated in the call for expression of interest for providers (this document).

7.4. Intellectual property rights

The results and IPR developed during the sub-project implementation will be the exclusive property of the corresponding SME/consortium.

The applicants are advised to include Intellectual Property Rights issues and results dissemination generated from the project teams through greenSME funding in their internal Consortium Agreement.

7.5. Confidentiality and GDPR Data protection

7.5.1. Application stage

A complete list of applicants will be prepared containing their basic information for statistical purposes and clarity, which will be also shared with EC for transparency. The applicants' list will not be public but will serve as statistics in project communication materials.

7.5.2. Evaluation stages

To process and evaluate proposals, greenSME will need to collect personal and industrial data. F6S Network Limited (F6S) will act as a Data Controller for data submitted through the F6S platform. The F6S platform's system design and operational procedures ensure that data are managed in compliance with The General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant will accept the F6S terms to ensure coverage.

greenSME may share the proposals with selected external reviewers, with whom Non- Disclosure Agreements are signed to protect the confidential information given by the applicants.

Please note that greenSME requests the minimum information needed to deliver the evaluation procedures or the implementation of the funding programme. Further legal and financial information will only be requested if the SME is accepted in the programme and is briefly described in Chapter 7 regarding the contracting procedure.

Please refer to *https://www.f6s.com/terms* to check the F6S platform data privacy policy and security measures.

The final list of the awarded projects and SME applicants/beneficiaries will be made public, including the name of the projects, abstract, legal name of the companies, sector, country of origin, and projects' results, duration and budget.

8. Help-desk contact information

The partner organisations of the greenSME project will act as a Help-desk for any potential applicant, irrespective of their nationality.

In relation to the present Open Call, a series of dissemination webinars and Info Days will be organised both online and on-site in the partner regions.

For further questions and clarifications, you may check and address the:

European Help Desk - greenSME Open Call: *https://www.f6s.com/greensme-open-call-1/discuss*

9. Wording and abbreviations

greenSME: Driving manufacturing SME transformation towards green, digital and social sustainability

greenSME partners: the nine organisations part of the greenSME project consortium

greenSME regions: the seven regions from where the project partners are coming from

Sustainability and Technology Provider(s): SME providing solutions, products and services in fields relevant to greenSME to support the manufacturing SMEs within the project's scope

Subgrantees: Winning SMEs that will implement the plan

Abbreviations

ASAP: Advanced Sustainability Action Plan

ESR – Evaluation Summary Report

FSTP - Financial Support Third Party/grant received per SME

GDPR – General Data Protection Regulation MVP - Minimum Viable Product

S-GA – Subgrant Agreement

SME – Small and Medium Sized Enterprise (including micro-enterprise or start-up)

10. Annexes

- **ANNEX 1**: greenSME SME Self-Declaration (to be filled by all applicants)
- **ANNEX 2**: greenSME Tables with impact, activities, risks and team
- **ANNEX 3**: greenSME Application form (mirroring the electronic application form on the F6S Platform)
- **ANNEX 4**: greenSME Check list Table (for applicants, to be checked before project submission)

Open Call #1

ANNEX 1

SME Self-Declaration

(to be filled by all applicants)

This Annex is also available as an editable Word document *here*.

SME Self Declaration

I, the undersigned, [*name and surname*], in my capacity as [*position*], representing the company [*company name*], with the role of [Sustainability & Technology Provider */ industry partner*] in the greenSME [*project name*], **declare under my own responsibility that the company meets the definition of a small and medium enterprise (SME)** as per the definition provided by the European Commission *EUR-Lex - 32003H0361 - EN - EUR-Lex (europa.eu)*

The following data will be filled for the company:

Type of required data	
Company Registration number	
VAT number (including country code)	
Number employees (average 2022)	
Turnover in EUR equivalent (2022)	
Profit - was the company profitable in 2022	☐YES ☐NO

Tick, if applicable, the type of enterprise:

☐ **Autonomous**

An enterprise is autonomous if:

- ✓ it is totally independent, i.e. it has no participation in other enterprises; and no enterprise has a participation in it;
- ✓ it has a holding of less than 25 % of the capital or voting rights (whichever is higher) in one or more other enterprises; and/or
- ✓ any external parties have a stake of no more than 25 % of the capital or voting rights (whichever is higher) in the enterprise;
- ✓ it is not linked to another enterprise through a natural person in the sense of Article 3.3.

☐**Partner**

Name of partner company/companies……..

An enterprise is a partner enterprise if:

- ✓ the enterprise has a holding equal to or greater than 25 % of the capital or voting rights in another enterprise and/or another enterprise
- ✓ has a holding equal to or greater than 25 % in the enterprise under SME assessment; and
- ✓ the enterprise is not linked to another enterprise This means, among other things, that the enterprise's voting rights in the other enterprise (or vice versa) do not exceed 50 %

☐ **Linked**

Name of company/companies with which there is a link……

Two or more enterprises are linked when they have any of the following relationships:

- ✓ one enterprise holds a majority of the shareholders' or members' voting rights in another;
- ✓ one enterprise is entitled to appoint or remove a majority of the administrative, management or supervisory body of another;
- ✓ a contract between the enterprises, or a provision in the memorandum or articles of association of one of the enterprises, enables one to exercise a dominant influence over the other;
- ✓ one enterprise is able, by agreement, to exercise sole control over a majority of shareholders' or members' voting rights in another linked enterprise: if holdings with other enterprises exceed the 50 % threshold, these are considered linked enterprises

In case a relationship of this kind occurs through the ownership of one or more individuals (acting jointly), the enterprises involved are considered as linked if they operate on the same or adjacent markets.

Name and surname of the legal representative

Qualified Electronic Signature

Open Call #1

ANNEX 2

Tables with

impact, activities, risks and team

This Annex is also available as an editable Word document *here*.

Sub-Section 2.1 LOGICAL RELATION BETWEEN THE PROJECT'S RESULTS (OUTPUTS) AND THE EXPECTED IMPACT (OUTCOMES)

Present the logical relation between the project's results (outputs) and the expected impact (outcomes) in a period of 12 months after the project.

Project Result	Expected impact (social, environmental, economic benefits) in a period of 12 months after the project	KPI description and value

Sub-Section 2.2 PROJECT ACTIVITIES

The MONTHS columns have to fit under maximum 6 months (M6) of implementation of the services.

Set a clear output for M3, as by the end of month 3 an Interim Report will be required and the first instalment of 50% of the budget of the Providers will be paid if approved.

Set at least one final result for M6.

Add more lines if necessary for the planned activities.

			indicate the involvement with "X"			
START MONTH	END MONTH [max. 6]	Brief description of the activity to be performed	S&T Provider 1	S&T Provider 2 (optional)	Manufacturing SME	Outputs
M1	**M2**					
M1	**M3**					

Sub-Section 2.3 PROJECT RISKS AND MITIGATION PLAN

Potential risks associated with the implementation of the project and risk mitigation measures planned by indicating the level of likelihood and severity

Risk foreseen	Likelihood for the risk to occur*	Severity for the risk to occur*	Mitigation measures

** High = 3; Medium = 2; Low = 1*

Sub-Section 2.4 PROJECT TEAM

Describe the staff of the Applicants to be involved in the project (job function and brief CV without names) in terms of technical expertise or other competences needed for the project implementation.

S&T Provider 1		
Staff 1	Job function	
	Experience	
	Role in the project	
Staff 2	Job function	
	Experience	
	Role in the project	
Staff 3	Job function	
	Experience	
	Role in the project	
S&T Provider 2 (optional)		
Staff 1	Job function	
	Experience	
	Role in the project	
Staff 2	Job function	
	Experience	
	Role in the project	

Staff 3	Job function	
	Experience	
	Role in the project	
Manufacturing SME		
Staff 1	Job function	
	Experience	
	Role in the project	
Staff 2	Job function	
	Experience	
	Role in the project	
Staff 3	Job function	
	Experience	
	Role in the project	

Open Call #1

ANNEX 3

Application form

(mirroring the electronic application form on the F6S Platform)

This pdf version of the Application form is provided only for your information as an overview of the detailed requirements.

For filling and submitting, use the F6S Platform.

Please note that Annexes of the application form must be downloaded, filled and uploaded on the F6S platform when submitting the application.

Please follow the structure of this template to prepare your proposal, to ensure the good comprehension of your work to evaluators and make them able to assess your proposal.

All required information enclosed in the Application Form is compulsory.

All proposal documents, data and information received from each applicant are confidential, except the first section (public information of the proposal).

Confidentiality rules are respected throughout the whole span of the project.

Public information of the project proposal

Project Title (max 200 characters)

Project Acronym (max 20 characters)

Abstract (max 500 characters)

Administrative, legal and financial data of consortium: Coordinator – Sustainability & Technology Provider #1

Legal name

Country

Website

National Registration Number

SME Status. Please upload the SME Self-Declaration from Annex 1, confirming your SME status [max. file size 30MB.]

*Please note that you must upload a PDF file with a digital or qualified electronic signature. Scanned Wet Signatures are not considered eligible

Administrative, legal and financial data of consortium: Sustainability/Technology Provider #2 (if applicable)

Legal name

Country

Website

National Registration Number

SME Status. Please upload the SME Self-Declaration from Annex 1, confirming your SME status [max. file size 30MB.]

*Please note that you must upload a PDF file with a digital or qualified electronic signature. Scanned Wet Signatures are not considered eligible

Administrative, legal and financial data of consortium: Manufacturing SME

Legal name

Country

Website

National Registration Number

Sector of activity. Please indicate your NACE Code (main or secondary):

SME Status. Please upload the SME Self-Declaration from Annex 1, confirming your SME status [max. file size 30MB.]

*Please note that you must upload a PDF file with a digital or qualified electronic signature. Scanned Wet Signatures are not considered eligible

Excellence

This section provides information about the challenge(s) related to the Manufacturing SME's sustainability transition, the proposed solution (service(s)) to be implemented in the project, the

coherence with the ASAP suggestions and the extent to which the proposed solution is ambitious in relation to the grant value ("value for money").

The Sustainability & Technology Provider(s) and the Manufacturing SME should go through the ASAP together while preparing the project. The maximum score is 15 points: the minimum threshold is 10.

1. **Describe the main challenge**(s) (max 2) to be tackled related to the Manufacturing SME's *sustainability transition* that will be covered by the project. Specify addressed sustainability pillars (social, environmental, economic).
    - Provide information about the context (if applicable: economic, social, legal, technological, cultural) the Manufacturing SME is operating in.
    - Describe the Manufacturing SME's goals/objectives.

    [max 2 000 characters]

2. Describe the proposed solution(s) to the above selected challenges
    - Describe the ASAP fit. Justify eventual deviations

    [max 2 000 characters]

The proposed solution (service(s)) belongs to the following area(s):

- ☐ Advanced Technologies
- ☐ Social Innovation
- ☐ Environment expertise

The proposed solution (service(s)) concerns:

- ☐ Feasibility Study
- ☐ Prototyping
- ☐ Pilot testing
- ☐ Demonstrating
- ☐ Use testing facilities
- ☐ New IT solutions
- ☐ Consultancy
- ☐ Coaching

3. Describe the project's expected results.
    - Identify and quantify at least **2 technical KPIs** (Key Performance Indicators) related to the challenge in terms of current value (baseline) and expected value. The following scheme has to be used:
        - Technical KPI Description
        - Technical KPI current value
        - Technical KPI expected value during the project timeframe
        - Project result(s) allowing to verify or reach KPI within the project time frame

- Describe the role of the solution implemented in the project ("value for money") in verifying (feasibility study, consulting, testing, …) or reaching (training, coaching, consulting, prototyping, testing, …) the expected KPIs' values within the project time frame (6 months).
- If you identify/select different KPIs than those stated in the ASAP, please justify the reasons for this deviation.

[max 2 000 characters]

Impact

This section provides information about the impact of the project on the manufacturing SME's sustainability and competitiveness. It demonstrates how the results of the project (outputs) will contribute to the SME's sustainability transition in terms of technology implementation, and expected indicators in the field of social and/or environmental and/or economic sustainability. The maximum score is 15 points: the minimum threshold is 10.

4. Describe the competitive advantage the Manufacturing SME will get out of the project's results in terms of know-how, knowledge (up-skilling, market insights, technology verification), market positioning, added value to overall business processes and its sustainability.

- Describe how the project's results will contribute to the Manufacturing SME's sustainability transition
- Indicate the steps/actions the SME plans to take in terms of change management, investments, training, follow-up projects in a period of 12 months after the project.

[max 3 000 characters]

Quality of implementation

This section provides information about the concrete actions (approach, methodology) necessary to implement the proposed solution (service(s)), including resources to be engaged by the SME and the Sustainability/Technology Provider, within the project time frame (6 months; specific outputs can be delivered earlier). The maximum score is 15 points: the minimum threshold is 10.

5. **Activity Plan**. Describe the general activity plan that the consortium will implement during the project in terms of activities to be performed, your interactions, the methodology to be deployed to achieve the envisaged project results ("value for money").

[max 2 000 characters]

6. **Funding requested by Sustainability & Technology Provider 1**

€ ……

7. **Funding requested by Sustainability & Technology Provider 2 (optional)**

€ ……

Declarations

8. As representative of the (main) applicant, I confirm that all the consortium partners:

- ☐ Are not under liquidation or are under difficulty according to the Commission Regulation No 651/2014, art. 2.18.
- ☐ Are not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law.
- ☐ Are not ineligible to apply for funding by a decision of both national or EU authorities.
- ☐ Have not been funded by national or European public funds with the same activities related to the proposal idea before.
- ☐ Are committed to participating in the abovementioned project.
- ☐ Have or will have the necessary resources to carry out its involvement in the project.
- ☐ Have stable and sufficient funding sources to maintain its activity throughout its participation in the project.
- ☐ Have not submitted any other proposal for this first open call of greenSME
- ☐ Have no conflict of interest in submitting this proposal.
- ☐ Declare that no ethical issue is associated with this proposal or solution.
- ☐ Declare that there is no limitation of equal opportunities or gender balance during the project implementation.
- ☐ Confirm that the information filled in the proposal is real and authentic.

9. As representative of the (main) applicant, I confirm that all the consortium partners
   - ☐ Have reviewed and accepted the terms and conditions of the greenSME Open Call, as presented in the Guide for Applicants.

10. By submitting this proposal, I, the representative of the Coordinator, confirm:
    - ☐ To have the explicit consent of all applicants and partners on their participation in the content of this proposal.

Communication

11. To maximise traction for the applications selected, we intend to launch a communication campaign immediately after the results are announced.
    - ☐ I consent to greenSME using the names of companies and information included in the public section of this application in project communication materials.
    - ☐ I do not consent for any information to be made public before the signature of the Sub-Grant Agreement.

Open Call #1

ANNEX 4

Check list Table

(for applicants, to be checked before project submission)

greenSME Open Call #1 Checklist

This checklist summarises all necessary items to be verified before submission and guides the applicants in the final step of the application, to make sure all conditions related to admissibility and eligibility have been met.

Verification items	Checked
PRE-CONDITIONS	
For all SMES • Registration in the HUB **For the Manufacturing SMEs** • Having performed the sustainability assessment (SAT) or the Advanced Sustainability Action Plan (ASAP) **For the Sustainability and Technology Provider(s)** • Having been accredited	
APPLICATION FORM	
Fill in all the fields of the electronic application form in English language on the F6S platform.	
Compulsory Annex 1 – for each SME (Sustainability and Technology Provider(s) and Manufacturing SME) • Fill in the SME Self-declaration and create a PDF file • Complete the SME Self-declaration with a qualified electronic signature • Upload the document on the F6S platform electronic application	
Compulsory Annex 2 • Complete the four Sub-Sections of the Annex 2 (Sub-Section 2.1, Sub-Section 2.2., Sub-Section 2.3, Sub-Section 2.4) • Create a PDF file • Upload the document on the F6S platform electronic application	
Compulsory: the greenSME **Advanced Sustainability Action Plan (ASAP)**	
Submit the filled application with all related annexes on the F6S platform until 06/09/2023, 17:00 CEST.	
PROJECT PARTNERSHIP	
The project has at least one Sustainability and Technology provider and one manufacturing SME.	
All the project applicants are SMEs.	
All project partners are registered in one of the EU27 Member States or in Horizon 2020 Associated Countries.	
The manufacturing SME carries out authorised activities corresponding to a NACE Code from Category C.	
All the project partners are not under liquidation or 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 authorities.	
There is no conflict of interest from any project partner in relation to the greenSME selection process or during the project implementation.	

There is no double funding for the project partners of the same activities related to the proposal idea before, funded by national or European public funds.	
The manufacturing SMEs are participating in only one application for this 1st Open Call.	
FINANCIAL ASPECTS – BUDGET	
The overall **budget** of the proposal does not exceed EUR 35 000	
In case of two Sustainability/Technology Providers inform how the total amount of the funding is shared	