

Blue Economy Guidelines for Applicants

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Table 1: DigiCirc Consortium

Name	Acronym	Country
CAP DIGITAL	CAP	France
KEMIN DIGIPOLIS OY	DPO	Finland
CENTRO TECNOLOGICO NAVAL Y DEL MAR	CTN	Spain
OFFICINE INNOVAZIONE S.R.L.	OFI	Italy
F6S NETWORK LIMITED	F6S	Ireland
POLITECNICO DI TORINO	POLITO	Italy
DRAXIS ENVIRONMENTAL S.A.	DRAXIS	Greece
ZORGIOS IOANNIS	CLMS	Greece
ARTHUR'S LEGAL BV	ARL	Netherlands
FASTTRACK ACTION, LDA	FST	Portugal
INSPIRING CULTURE ASSOCIATION	ICA	Serbia

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List of Acronyms

Table 2: List of Acronyms

Acronym	Designation
DigiCirc	European cluster-led accelerator for digitisation of the circular economy across key emerging sectors
SME	Small and Medium Enterprise
KPIs	Key Performance Indicators
EU	European Union
CE	Circular Economy
OCs	Open Calls
EASME	The Executive Agency for Small and Medium-sized Enterprises
MOOCs	Massive Open Online Courses
GDPR	General Data Protection Regulation
FAQ	Frequently Asked Questions
H2020	Horizon 2020
TRL	Technology Readiness Levels
MVP	Minimum viable products
PoC	Proof of Concept

1 Introduction

This document provides a full set of information regarding the **Open Call for Blue Economy** of the DigiCirc project (<https://digicirc.eu/>).

2 General overview

DigiCirc's vision is to galvanise development of the Circular Economy (CE) through digitization by leveraging SME innovation potential under cluster leadership.

DigiCirc will organise three sets of Open Calls (OC) for identifying cutting-edge solutions from across Europe towards the digitization of CE in the following strategic domains:

1. Circular Cities
2. Blue Economy
3. Bioeconomy

These OCs will select **consortia of SMEs/start-ups** or entrepreneurs (as legal persons fulfilling H2020 SME definition) that propose a convincing **innovative product or service, benefiting from the use of digital tools, with a clear market that will disrupt current linear value chains towards circular ones.**

The selected consortia will integrate one the three DigiCirc accelerator programmes (one per domain).

Hence, DigiCirc will support at least 45 cutting-edge circular solutions, through the selection of a minimum of 45 cross-sector and/or cross-border consortia, which represents a minimum of 90 European SMEs/start-ups in total.

The total budget of each call is 800,000€.

Solutions selected are expected to have a TRL 4-5 or to be sufficiently advanced to be quickly adapted for going to market after the DigiCirc programme. (TRL of 6-7).

3 Blue Economy Accelerator Programme

The Blue Economy OC is the entry point for access to direct funding and for integrating the DigiCirc accelerator programme. A minimum of 15 consortia, addressing challenges in the domain of blue economy (see section 4), will be selected to integrate a highly intensive and innovative **12 weeks-long** innovation support programme to develop their solutions. This programme, designed by DigiCirc experts in business development and start-up growth, consists of **two phases**, tailored to SME needs as per their individual stage of development, ensuring gradual but constant growth.

At the beginning of the programme, each consortium will get assigned a **business coach and a thematic mentor**, with which they will have **1-on-1 consultations** (weekly and every 2 weeks, respectively) to provide expert input, feedback and support their development for the whole duration of the accelerator.

They will also have access to LSD-enabling tool and get support to use them throughout the acceleration programme.

The total budget for the Blue Economy OC is 800,000€.

PHASE 1: DECEMBER 2021 - JANUARY 2022 (5 WEEKS)

Activities

Phase 1 lasts 5 weeks, during which the SMEs beneficiaries will develop their business plan and adapt their solution that address the challenges of the Blue Economy.

To do so, they will follow 7 modules/courses, mostly focusing on:

- i. development of concrete business plans and actionable steps to realise it, and
- ii. analysis of the value chain in which they operate/ target, identification of complementary innovation actors (or additional personnel) that can contribute to the further development of their product/service.

These modules/courses will be physical, virtual or hybrid.

Virtual courses (and the virtual parts of the hybrid courses) will be made available on a dedicated platform. Physical courses (and the physical activities related to the hybrid courses) must be attended in person and will be held during physical training sessions (see table 3 below).

The first physical training session, to be held in December 2021, will last 3 days¹. During the event, the selected SME-led Consortia will have the opportunity to get acquainted with their business coaches and thematic mentors; and participate in interactive courses, workshops, and brainstorm activities.

Expected outputs

To move to phase 2, the selected SME-led consortia will have to achieve a certain number of KPIs (see article 4.3 of annex 2 *Sub-grant Agreement*), based on their attendance and performance during the phase 1 training courses and the delivery of the two following outputs:

- A business plan including the product/market fit and the revenue model;
- A solution validated with a first proof of concept.

Financial support

- Financial support for phase 1 is 5000€ per Consortia, which is a lump sum needed to team travel and participation at the DigiCirc phase 1 physical events² (see below for details).

PHASE 2: FEBRUARY – MARCH 2022 (7 WEEKS)

Activities

The selected SME-led Consortia, that fulfill the KPI set for phase 1, will access phase 2, in which they will demonstrate their solutions in relevant environment and shape their commercial strategy.

They will follow 11 market-oriented modules that will be delivered both at the physical event and remotely (same features as for phase 1), focusing on MVP development, commercial launch, IPR management and access to capital.

SMEs will plan development and commercialisation outlining their innovation, its business model, set-up for LSD, and the next steps after the accelerator. This will form the basis of DemoDay pitches (see next paragraph).

¹ This might change according to the pandemic situation caused by Covid-19. Of course, prompt communications will be sent to SMEs and, in general, to all the participants

² This might change according to the pandemic situation caused by Covid-19. Of course, prompt communications will be sent to SMEs and, in general, to all the participants

Expected Outputs

At the end of phase 2, the selected consortia will have to achieve a certain number of KPIs (see article 4.3 of annex 2: *Sub-grant Agreement*), based on their attendance and performance during the phase 2 events (training courses & DemoDay) and the delivery of the following outputs:

- A go-to-market strategy with an updated business plan including a commercial launch strategy
- A prototype/MVP validated in a simulated environment

Financial support

Each of the selected consortia will receive 15.000€ at the beginning of phase 2. This amount is expected to be used by the consortia as follows:

- 5,000€: to cover travel and accommodation costs for the physical events, i.e., 2nd physical training event, physical part of the hybrid courses and DemoDay;
- 10,000€: to cover costs to develop activities, such as acquisition of data, paying external experts, acquiring materials, etc.

DEMODOY: MARCH (1 DAY) & FINAL GRANT: APRIL - SEPTEMBER 2022 (6 MONTHS)

DemoDay (1 day)

At the end of phase 2, a DemoDay (high level meeting) will be organized, during which the Consortia will pitch and showcase their solutions in front of private investors and key industry representatives and a deck of three independent experts.

The consortia will be ranked according to the following criteria:

- **50%:** *a deck of 3 experts (thematic, business, circular) will score each of the 10 min consortia pitches at DemoDays based on the business potential and their LSD/commercialisation plan (to make use of the 100.000€ grant); The deck of three experts will be able to rely upon the opinion of external experts that will be invited to the event based on the selected themes.*
- **50%:** *Consortium tracked criteria (see article 4.3 of annex 2: Sub-grant Agreement).*

Final grant (6 months)

Activities

The best ranked 5 consortia will be granted with further funding to develop their prototype and make test in operational environment in view of a commercial launch (the cumulative grant across the entire accelerator must respect the limit of max. 60,000€ per SME, as stipulated in Annex K of the H2020 work programme).

Expected outputs

They will have up to 6 months to provide:

- A first business development success: a first partnership, a first customer or a strong community of users, depending on the solution and the target market, and
- A prototype/MVP developed and validated in a real environment.

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Financial support

The 5 selected consortia will be granted with 100K€ to cover costs for developing a prototype, demonstration activities, business and IPR services.

The accelerator programme is designed such that all phases are complementary parts of one whole, and that SMEs demonstrating quality and motivation are selected from the beginning.

The foreseen events under the Blue Economy accelerator programme are:

Table 3: List of the Blue Economy accelerator programme events

Events	Scope	Location ³	Provisional dates	Duration	Mandatory
Phase 1	Physical courses, physical parts of the hybrid courses. Mentoring and tutoring activities	Fuente Álamo (Spain)	December 2021	3 days	Yes
Phase 2	Physical courses, physical parts of the hybrid courses. Mentoring and tutoring activities	Fuente Álamo (Spain)	February 2022	3 days	Yes
DemoDays	Evaluation of the projects	Fuente Álamo (Spain)	March 2022	1 day	Yes

Below are presented the dates for the different phases of Blue Economy Accelerator Programme. The opening and closing dates of each phase can be subject to change in case of any modifications in the project's schedule.

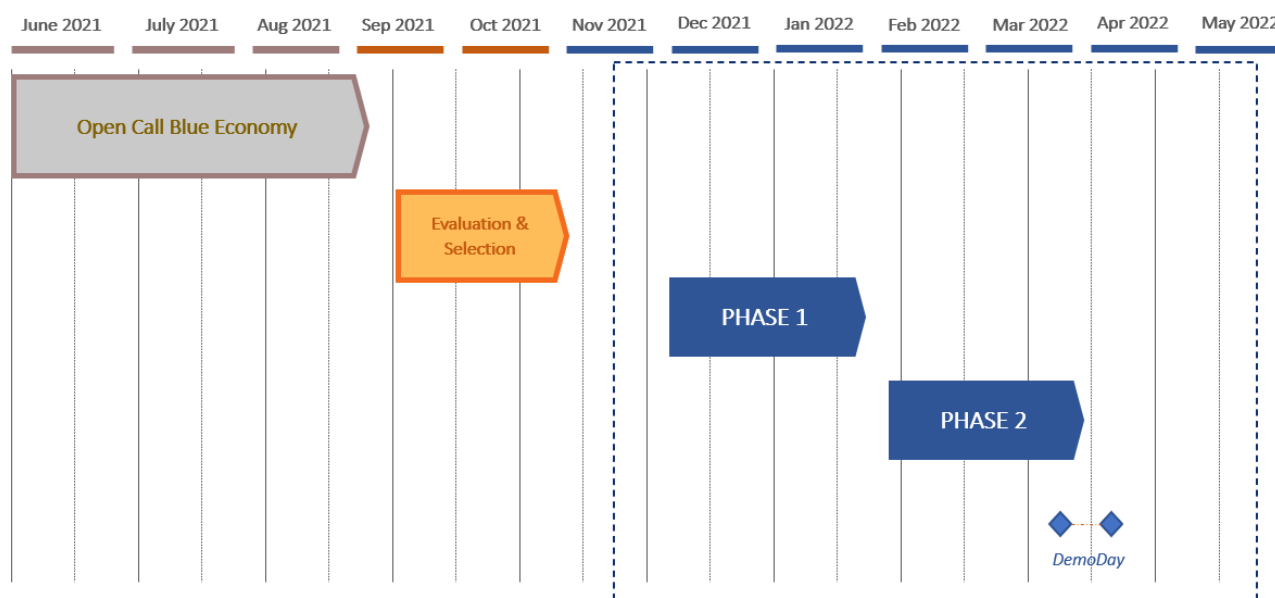


Figure 1: Blue Economy Accelerator Programme Timeline

³ Physical events might be subject to variation due to Covid 19

Please note that due to the extension of the Blue Economy open call by **8th September**, 5pm CEST (Brussels time), the evaluation and selection processes will only start mid-September.

4 Blue Economy Challenges

The circular economy aims to change the paradigm from the linear economy (produce, use, dispose) to a circular one that turn waste into resources. This implies limiting the resources usage, minimizing the environmental impacts, and increasing efficiency of product usage during its entire life cycle from its production, through its consumption, to the management of the waste produced.

Sustainable Blue Economy scope may englobe all the activities that are related to oceans. To increase the circular transition through digitalization of those sectors within the Blue Economy scope, DigiCirc Blue Economy accelerator, is looking for solutions based on digital technologies to tackle a series of issues of challenges identified.

Challenges are classified by Blue Economy Sector.

Proposals shall, at least, involve one of the challenges indicated above. The impact of the solution must be environmental but also economic and societal impacts will be considered positively. Some examples are proposed but solutions are not limited to them.

#1 Challenge: Develop solutions, products and services based on digital technologies to increase sustainability, circularity and competitiveness in the aquaculture and fisheries sectors by facing specific needs and challenges of these sectors (see examples below).

Table 4: Aquaculture & Fisheries solutions examples

Solutions examples	Digital Tech/Tools
Solutions based on AI and Big Data to optimize income and expenditures: advise fishermen to adjust their catch to market, provide the correct amount of feed...	AI + Big Data
Reliable solutions to inform customers that the fish claimed as sustainable is sustainable.	Blockchain + Big Data
Digital solutions to provides detailed information on habitat mapping, species distribution and abundance, the relationship between fish occurrence and oceanographic variables, fishers' activities...	GIS & Spatial Mapping + Big Data
Monitoring systems to detect the hunger level of the fish to feed them accordingly.	IoT/Drones + Big Data
Analytics to support climate-smart, equitable, sustainable small-scale fisheries by providing training to improve knowledge, stewardship of marine resources, and resilience-building in the face of climate change and services ranging from traceability data analysis to an online marketplace.	Big Data

#2 Challenge: Create solutions, products, services, and apps to empower circularity and sustainability for costal tourism using digitalization and digital technologies by facing specific needs or by making citizens and tourists conscious about their impact in the ecosystem to improve their habits (see examples below).

Table 5: Coastal and tourism solutions examples

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Solutions examples	Digital Tech/Tools
Solutions and applications to make citizens aware of the negative effects that may occur in their community if steps are not taken towards a more sustainable future.	Virtual reality and Augmented reality

#3 Challenge: Develop solutions, products, tools, and services to increase efficiency, sustainability and circularity in ports activities applying digitalization and digital technologies (see examples below).

Table 6: Port activities solutions examples

Solutions examples	Digital Tech/Tools
Solutions based on layers of data to ease users to gain location intelligence to improve understanding, insight, decision-making, and prediction.	GIS & spatial mapping
Digital solutions and tools to improve operations efficiency, reduce costs, improve safety and reduce environmental impacts.	IoT + Drones
Digital logistics platform for city's marinas to streamline docking processes and implement a floating boat wash, which will phase out the need for antifouling agents.	Big Data

#4 Challenge: Develop solutions based on digital technologies to optimize Ocean Renewable Energies operations, increasing their circularity and sustainability (see examples below).

Table 7: Ocean renewable energies solutions examples

Solutions examples	Digital Tech/Tools
Solutions based on IA and Big Data to improve offshore turbines performance and to accelerate the commercialization of the power source.	AI + Big data
Solutions based on GIS and Big Data to ease policymaker's determination of the optimal location for renewable energy projects.	GIS & spatial mapping + Big Data
Technology and devices to measure and evaluate wave potential for energy generation.	IoT/Drones + Big Data

#5 Challenge: Create solutions based on digital technologies to address sustainability challenges in the Maritime Transport in matter of fuel consumption and pollution, routes simulation, among others (see examples below).

Table 8: Maritime transport solutions examples

Solutions examples	Digital Tech/Tools
Solutions and applications based on AI and/or GIS & spatial mapping to predict the most economical route available in terms of fuel consumption.	AI + GIS & spatial mapping
Wind and/or solar powered ocean drones, providing in situ data collection services, global ocean data sets and enhanced weather forecast applications that may be rented by users to decrease initial investment and maintenance costs for transport.	IoT/Drones

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#6 Challenge: Solutions, products and services based on digital technologies to make shipbuilding and repair more sustainable and circular (see examples below).

Table 9: Shipbuilding and repair solutions examples

Solutions examples	Digital Tech/Tools
Solutions for Navy training to operate and maintain the ships' engines.	Virtual reality and Augmented reality
AVR platforms for students and trainees to simulate performing construction or repair.	

#7 Challenge: Solutions, products and services based on digital technologies and related to circular economy for climate change mitigation and marine ecosystems protection (see examples below).

Table 10: Climate Change Mitigation and Marine ecosystem protection solutions examples

Solutions examples	Digital Tech/Tools
Sensors measuring temperatures and salinities of oceans, pH, oxygen and nitrate levels and carbon and carbon flux across seasons in ice water to monitor climate change.	IoT + Cloud
Sensors and remotely operated vehicles to map and characterize the size and shape of physical habitats to help explain and predict fish distribution patterns and collect information necessary to conserve Caribbean coral reef ecosystems.	IoT + Cloud + IA

5 Eligibility Criteria

5.1 Beneficiaries Eligibility

Beneficiaries are considered eligible for DigiCirc open calls if they comply will ALL the following rules:

- 1) They are an SME complying with the European Commission Recommendation 2003/361/EC⁴ and the SME user guide⁵ are eligible;
- 2) They are a legal entity established and based in one of the EU Member States or an H2020 Associated country as defined in H2020 rules for participation;
- 3) They have not been declared bankrupt or have initiated bankruptcy procedures;
- 4) They have not convictions for fraudulent behaviour, other financial irregularities, unethical or illegal business practices;
- 5) They are not under liquidation or an enterprise under difficulty accordingly to the Commission Regulation No 651/2014 art. 2.18;

For British applicants: UK is an EU associated country, so UK applicants are eligible at the time of the deadline of the call.

5.2 Proposal Eligibility

Proposals are eligible only if they meet the following criteria:

- 1) the consortium is composed of at least 2 SMEs from different sectors (cross-border team is also highly encouraged and will be positively evaluated)

Before applying to the accelerator programme, SMEs will be given the opportunity to use the [project Matchmaking Platform](#) to look for other SMEs in case they need a partner to build a consortium. A minimum of 15 SME-led Consortia per accelerator will be selected

2) Each SME has submitted only one (1) proposal at each DigiCirc open call. **Multiple submissions per call is a disqualify factor.** In the case of a multiple submission, only the last one received (timestamp of the system) will enter the evaluation process, the rest being declared as non-eligible. If the last submitted proposal is declared then non-eligible or fails to reach the thresholds of the evaluation, the other proposals submitted earlier will not be considered for evaluation in any case. *NB:* please note that in case of multiple submission by one consortium member, the rejection of the non-eligible proposal(s) will impact the other project members of those proposals, even if in no other proposal.

3) Only proposals submitted before the deadline will be accepted. **The deadline for this call is 8th September 2021, at 17h00 CEST (Brussels Time).**

4) English is the official language for DigiCirc open calls. Submissions done in any other language will not be evaluated

5) The F6S platform (www.f6s.com/digicirc-blue-economy/apply) will be the entry point for all applications' submission to DigiCirc Open Call for Blue Economy. Submissions received by any other channel will be automatically discarded.

⁴ European Commission Recommendation 2003/361/EC, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>

⁵ SME definition http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

6 Preparation and submission of proposals

The following chapter shows all the relevant information for a successful application to DigiCirc open call for Blue Economy.

6.1 Open Call Publication

The open call on Blue economy will be opened from **2nd of June 2021** to the **8th September 2021 at 17h00 CEST time (Brussels time)**⁶.

Please note that opening and closing dates of the call can be subject to change in case of any modifications in the project's schedule.

Each applicant will have the following documentation to support their asset application:

- **Blue Economy Guidelines for Applicants**, this document.
- **Annex 1: Blue Economy Proposal Template**, mandatory word document for applicants to prepare and submit proposals. It will include different sections: (1) Overview of the proposal, (2) Concept and Innovativeness, (3) Environmental and Societal Impact, (4) Business Potential; (5) Project Planning and Budget; (6) Expertise of the Team.
- **Annex 2: Sub-grant Agreement Template**, which provides a template of the sub-grant agreement that the successful applicants will be requested to sign.
- **Annex 3: Declaration of Honour**, which declares that all conditions of the open call for Blue Economy are accepted by an applicant SME.
- **Frequently Asked Questions** & answers published at the community feed (www.f6s.com/digicirc-blue-economy/discuss). There is also a FAQ page in the [DigiCirc website](http://www.f6s.com/digicirc-blue-economy/faq) which applicants can consult. This page will be updated accordingly.

Applicants are expected to provide complete, accurate data and contact details.

6.2 Applicants Registration

Interested applicants should register at F6S (www.f6s.com), to be able to access the DigiCirc F6S page (www.f6s.com/digicirc-blue-economy/apply) This will be the central interface for managing the applications.

6.3 Proposal Preparation

Please follow the steps:

⁶ Please note that opening and closing dates of the call can be subject to change in case of any modifications in the project's schedule

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- For the application preparation, the 2 SMEs Consortia are requested to apply online and answer to all mandatory questions (with no exception) at: www.f6s.com/digicirc-blue-economy/apply
- All applicants must complete and submit the **Annex 1: Blue Economy Proposal Template** along with their proposal. Applicants who fail to do so will not be considered eligible.
- All applicants must accept the terms and conditions.
- **Each SME of the consortium** must sign and upload to the F6S platform the completed **Annex 3: Declaration of Honour**. Applicants who fail to do so will not be considered eligible.
- Be concrete and concise. Questions have character limitations. Please examine all the open call documents and for more information please go to DigiCirc project website (www.digicirc.eu)
- It is highly recommended to submit your asset application well before the deadline. If the applicant discovers an error in the asset application, and provided the call deadline has not passed, the applicant may request the F6S DigiCirc team to enable them to re-submit the asset application (for this purpose please contact us at support@f6s.com). However, DigiCirc is not committed that resubmission in time will be feasible in case the request for resubmission is not received by the F6S DigiCirc team at least 48 hours before the call deadline.

It is strongly recommended not to wait until the last minute to submit the asset application. Failure of the asset application to arrive in time for any reason, including network communications delays or working from multiple browsers or multiple browser windows, is not acceptable as an extenuating circumstance. The time of receipt of the application as recorded by the submission system will be definitive.

6.4 Proposal Reception

Submissions will be done ONLY via the F6S platform on www.f6s.com/digicirc-blue-economy/apply. A full list of applicants will be drafted containing their basic information for statistical purposes and clarity (which will be also shared with EC for transparency).

The application reception will close on **8th September 2021, at 17h CET (Brussels Time)**. There will not be any deadline extensions unless a major problem caused by the F6S platform and not by the proposers, makes the system unavailable.

7 Open Call Evaluation Process

7.1 Check of Proposal Eligibility

Before assigning external evaluators, each proposal eligibility is verified by the consortium. Important eligibility criteria to discard non-eligible proposals will be applied. The eligibility criteria check will verify:

- Consortium with of at least 2 SMEs based in Member States or H2020 associated countries.
- Consortium has a cross-sector dimension (mandatory).
- The Application is **finalized** in F6S platform.
- The **Blue Economy Proposal** Template has been submitted (as given in *Annex 1*).
- The signed **Declaration of Honour** has been submitted – **ONE PER CONSORTIA MEMBER** (as given in *Annex 3*).
- The application is written in the **English** Language.
- The absence of the same entity in other applications under Blue Economy call.

Proposals being marked as non-eligible will get a rejection letter that will include the reasons for being catalogued as non-eligible. No further feedback on the process will be given.

7.2 External Remote Evaluation

DigiCirc open call for Blue Economy will execute a trustworthy evaluation process.

Remotely and within F6S platform, **external evaluators** with experience in circular economy, digital technologies, and business development will evaluate each proposal, scoring it based on the following evaluation criteria:

Table 11: Evaluation Criteria

N°	Criterion	Weight	Score	Description
1	Challenge fit	10%	1 - 5	Degree to which proposed solution address domain challenges, including added value by integrating or developing upon digitalisation.
2	Concept and Innovativeness	40%	1 - 5	Quality of the proposed solution. How innovative it is (demonstrate the innovation potential compared to the existing technology and/or solutions available on the market).
3	Impacts	20%	1 - 5	Level of impact in matter of: <ul style="list-style-type: none"> • Environment • Economy • Society (In order of relevance: 1. Environment; 2 Economy; 3 Societal)
4	Business Potential	20%	1 - 5	Development outputs, business scalability/replicability, targeted market. The technology readiness level (TRL): solutions selected are expected to have a TRL 4-5 or to be sufficiently advanced to be quickly adapted for going to market after the programme. (TRL of 6-7).
5	Implementation and Team Capacity	10%	1 - 5	Quality of the workplan (including milestones). Complementarity and capacity of the team based on proven experience to deliver the proposed solution and to commercialise it. Cross-border dimension of the team.

Each criterion will have a mark between 1 and 5. Half point scores are not given. For each criterion under examination, score values will indicate the following assessments:

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- **1: Fail.** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
- **2: Poor.** There are serious inherent weaknesses.
- **3: Good.** While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.
- **4: Very Good.** The proposal addresses the criterion well, although certain improvements are possible.
- **5: Excellent.** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

A score of 1 on any of the criteria disqualifies the overall proposal.

Each proposal will be evaluated by two external evaluators. They will record their individual opinion of each proposal on an Individual Evaluation Report.

7.3 Interview with External Evaluators

After the remote evaluation, proposals will be ranked based on overall score. The top ranked proposals (twice the number of planned number of proposals to be selected) will be invited to interview with external evaluators.

The online interview aims to go into details in what it refers to as concept and innovativeness; team and engagement; and capacity and willingness to exploit experiment results. The interviews will be carried out by 2 evaluators, having 1 DigiCirc member as moderator.

The following criteria are to be evaluated along the interview:

Table 12: Interview Evaluation Criteria

N°	Criterion	% of score	Points	Description
1	Concept, Innovativeness	40%	1 - 5	Quality of the proposed solution. How innovative it is (demonstrate the innovation potential compared to the existing technology and/or solutions available on the market).
2	Impacts	30%	1 - 5	Level of impact in matter of: <ul style="list-style-type: none">• Environment• Economy• Society (In order of relevance: 1. Environment; 2 Economy; 3 Societal)
3	Implementation & Team Capacity	20%	1 - 5	Quality of the workplan (including milestones); Complementarity and capacity of the team, based on proven experience to deliver the proposed solution and to commercialise it.
4	Motivation & Future Plans	10%	1 - 5	Motivation to participate in the acceleration programme. Expectations from the acceleration programme. Alternative plan if not funded by DigiCirc.

A score of 1 on any of the criteria disqualifies the overall proposal.

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After the meeting, evaluators form a consensus regarding the evaluation and a report is prepared. After the 2-stage evaluation process (remote evaluation and interview) all proposals will be ranked based on their scores.

The list of accepted proposals will be published.

The criteria for the ranking of the proposals will be semi-automatic following the rules below:

Rule 1: The proposals will be ranked based on their overall score (summary of the remote evaluation and interview scores).

Rule 2: In case following Rule 1 there are proposals in the same position, priority will be given to proposals that have higher Concept and Innovativeness.

Rule 3: In case following Rule 2 there are proposals in the same position, priority will be given to proposals that have higher Environmental Impact.

Rule 4: In case following Rule 3 there are proposals in the same position, priority will be given to innovation of the Business Potential.

Rule 5: In case following Rule 4 there are proposals in the same position, priority will be given to the number of female researchers participating in the team.

At the end, a minimum of 15 proposals will be selected, and 10 others will remain in a reserve list, in case a selected proposal fails to enter the DigiCirc Phase 1.

All applicants will be informed about the evaluation results. All proposals will receive an acceptance or rejection letter together with an anonymized version of their proposal Consensus Evaluation Report (CER).

7.4 Redress process

Within 3 working days of the delivery of a rejection letter considering the proposal as non-eligible or the CER, a proposer may submit a request for redress if s/he believes the results of the eligibility checks have not been correctly applied, or if s/he feels that there has been a shortcoming in the way his/her proposal has been evaluated that may affect the final decision on whether to enter the Call for Blue Economy or not.

In that case, an internal review committee of the DigiCirc consortium will examine the request for redress. The committee's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants.

Requests must be:

- Related to the evaluation process or eligibility checks,
- Clearly describe the complaint,
- Received within the time limit (3 working days) from the reception of a rejection letter considering the proposal as non-eligible or the CER,
- Sent by the SME legal representative that has also submitted the proposal.

The committee will review the complaint and will recommend an appropriate course of action. If there is clear evidence of a shortcoming that could affect the eventual funding decision, it is possible that all or part of the asset application will be re-evaluated.

Please note:

- This procedure is concerned only with the evaluation and/or eligibility checking process. The committee will not call into question the scientific or technical judgement of appropriately qualified experts,
- A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund it or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if an asset application has failed anyway on other criteria,
- The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

Only one request for redress per asset application will be considered by the committee. All requests for redress will be treated in confidence and must be sent to Project Coordinator via the F6S platform.

8 Negotiation process to access the Blue Economy Programme

After the Open Call evaluation conclusion and projects selection, the DigiCirc coordinator will start the Sub-Grant Agreement (Contract) preparation in collaboration with the proposals' coordinator that have been evaluated. The Sub-Grant Agreement (Contract) preparation will go via an administrative and financial checking (and potentially into technical or ethical/security negotiations) based on evaluators' comments. On a case-by-case approach, a phone call or teleconference may be needed for clarification.

The objective of the Sub-Grant Agreement (Contract) preparation is fulfilling the legal requirements between the DigiCirc consortium and every SME beneficiary of the Call for Blue Economy.

8.1 Administrative duties

To validate the status information, the following documents will be required from each SMEs of the consortia:

- **SMEs declaration form (see annex 4):** signed and stamped. In the event the applicant declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations should also be provided.
- **Legal existence.** Copy of the original extract of SME registration (company Register, Official Gazette or other official document per country showing the name of the organisation, the legal address and registration number); a copy of a document proving VAT registration (in case the VAT number does not show on the registration extract or its equivalent); a copy of ID card or passport of legal representative(s) of the SME.
- In cases where the **number of employees and/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.
- **SME Bank account information (see annex 5):** The account where the funds will be transferred will be indicated via a form signed by the SME legal representative and the bank representative. The account should be a business bank account of the SME.

It should be emphasised that each **SME should provide at Sub-Grant Agreement (Contract) preparation time a valid VAT⁷. Failure to provide the VAT number will automatically result in proposal rejection.**

⁷ To be checked at European Commission services such as http://ec.europa.eu/taxation_customs/vies/

The request of the above documentation by the DigiCirc consortium will be done including deadlines. In general, the Sub-Grant Agreement (Contract) negotiation should be concluded within two weeks. An additional week may be provided by the DigiCirc coordinator in case of significant reasoning. In case the negotiations have not been concluded within the above period, the application is automatically rejected, and another SME applicant will be given the opportunity of acceptance.

8.2 Sub-Grant Agreement (Contract) Signature

At the end the negotiation phase, the Sub-Grant Agreement (Contract) will be signed between the DigiCirc Consortium and the leader of the selected Consortia.

In addition, each partner(s) of the consortia must sign the **Accession Form** to the Sub-grant Agreement (its annex 1).

Please note:

1. The sub-grant agreement (Contract) will cover the complete 2 phases: Phase 1, Phase 2. An additional sub-grant agreement (Contract) will be signed if the Beneficiary Consortium is one of the winners of DemoDay.
2. The sub-grant agreement (Contract) will automatically expire at the end of each phase, without any further notice from the DigiCirc consortium, in case the project does not enter or qualify for the next phase or if the Consortium is not considered eligible any more or if the Declaration of Honour has been violated.
3. For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. In conformity with the EU-UK Withdrawal Agreement, the UK and persons or entities established in the UK continue to be eligible to receive Union funds under actions carried out in direct, indirect or shared management, which implement Union programmes and activities committed under the MFF 2014-2020 until the closure of those Union programmes and activities. This includes Horizon 2020 actions.

9 Financial Support Provided

9.1 Origin of Funds

Any selected applicant will sign a dedicated Sub-Grant Agreement with the DigiCirc consortium.

The funds attached to the Sub-Grant Agreement come directly from the funds of the European Project DigiCirc funded itself by the European Commission and remain therefore, property of the EU until the payment of the balance, whose management rights have been transferred to the project partners in DigiCirc via European Commission Grant Agreement Number 873468.

As it can be seen in the Sub-Grant Agreement template (*Annex 2*), this relation between the sub-grantee and the European Commission through DigiCirc project carries a set of obligations to the sub-grantee with the European Commission. It is the task of the sub-grantee to accomplish them, and of the DigiCirc consortium partners to inform about them.

9.2 Funding Limitation

The maximum amount of direct funding that an SME may receive via **DigiCirc is 60,000€**, taking into consideration all phases of the 3 accelerator programmes. It means that an SME, already selected under the previous call on circular cities, can get, from both acceleration programmes, circular cities and blue economy, a maximum amount of 60,000€.

DigiCirc is **results-driven**, provided as vouchers in a lump sum way. As such, there is no need for a traditional administrative-justification system (e.g., counting hourly dedication or calculating workload), but getting the funding is associated with the full achievement of the KPIs (see section 9.3).

9.3 Funding conditions

Evaluation will be made by the consortium for each phase. This evaluation will trigger the distribution of funds as set in the table below.

Table 13: DigiCirc funding scheme schedule.

Phase 1 ⁸	Phase 2 ⁹		Final Grant	
5,000€	15,000€		100,000€	
January 2022*	February 2022 *	March 2022*	March - April 2022*	September 2022*
100% upon the participation in physical events	30% of the sum is given to the consortia, upon the successful completion of phase 1	70% of the sum upon the successful completion of KPI (see article 4.3 of the annex 2: <i>Sub-grant Agreement</i>)	40% of the grant after sub-grant signature (of 100.000€ grant see details in paragraph 9.3.3)	Remaining 60% upon the successful completion of KPI (see 9.3.3)

*These are provisional dates.

Please note that if the Accelerator Programme physical events are organised remotely, the travel grants (5000€ in phase 1 and 5000€ in phase 2) will not be distributed.

Detailed payment schedule and payment conditions for Phases 1 and 2 are settled in the **Annex 2: Sub-grant Agreement** (articles 4 and 5).

An additional sub-grant agreement (Contract) will be signed with the winners of the DemoDay setting the conditions for receiving the final grant

9.3.1 Phase 1: €5000

100% at the end of Phase 1 (January 2022) upon the participation in the physical training event, i.e., 1st training event and physical parts of the hybrid courses.

If the physical events are organised remotely, the travel grant (5000€ in phase 1) will not be distributed.

⁸ If the physical events are organized remotely, no grant will be distributed in Phase 1.

⁹ If the physical events are organized remotely only 10K€ will be distributed in Phase 2.

9.3.2 Phase 2: €15 000

30% at the beginning of Phase II (February – March 2022).

70% after the DemoDay (March 2022) upon the achievements of the KPIs for this phase (see article 4.2 of the annex 2: *Sub-grant Agreement*) and attendance to physical events, i.e., 2nd training event and physical parts of the hybrid courses.

The payments will be made only if the criteria set above are properly fulfilled.

Please note that if the physical events are organised remotely, the travel grant (5000€ in phase 2) will not be distributed.

9.3.3 Final Grant: €100 000

DemoDay's winning consortia will receive:

40% upon the signature of subgrant agreement (March-April 2022).

60% (up to September 2022) upon the successful evaluation by DigiCirc consortium and providing that the following have been achieved.

- They submitted a deliverable, detailing the progress made during the last 6 months on their prototype development, the first testing results, the go-to-market strategy, the sustainability model and a roadmap for the continuation of the development and commercialization activities, proving that conditions have been met to indicate successful implementation of LSD/commercialization.
- They delivered a first business development success (a first partnership, a first customer or a strong community of users, depending on the solution and the target market) and a prototype/MVP developed and validated in a real environment.
- They demonstrate that the grant has been spent in this period to:
 - improve and test their prototype through LSD,
 - prepare launch to market campaign,
 - and/or actuate marketing strategy.

The consortium will be evaluated on the following criteria:

- **Concept & Innovativeness**
 - How innovative is the solution [score between 1-5],
 - Focus on circularity in the value proposition of the business [score between 1-5],
- **Business potential**
 - Quality of the market and competition analysis [score between 1-5],
 - Identification of a specific market to address [score between 1-5],
 - Customer analysis and customer segmentation: identification of potential customers [score between 1-5],
 - Scalability to other markets [score between 1-5],
 - Scalability to other customer segments [score between 1-5],
- **Economical, and financial sustainability**
 - Quality of the value proposition [score between 1-5];
 - Details provided about the activities needed, key resources and partners [score between 1-5],
 - Financial sustainability of the business plan [score between 1-5],
 - Quality of the financial forecasts [score between 1-5],

Blue Economy Guidelines for Applicants

- **Impacts**
 - Environmental impact [score between 1-5],
 - Economic impact [score between 1-5],
 - Societal impact [score between 1-5],
- **Implementation**
 - TRL achieved [score between 1-5],
 - Existence of the PoC/MVP [score between 1-5],
 - Easiness of producing/programming the solution [score between 1-5],

The maximum score will therefore be 85 with a minimum threshold of 34.

Each criterion will have a mark between 1 and 5. Half point scores are not given. For each criterion under examination, score values will indicate the following assessments:

- **1: Fail.** The activities fail to address the KPI under examination or cannot be judged due to missing or incomplete information.
- **2: Poor.** There are serious inherent weaknesses.
- **3: Good.** While the activities broadly address the KPI, there are significant weaknesses that would need correcting.
- **4: Very Good.** The activity addresses the KPI well, although certain improvements are possible.
- **5: Excellent.** The proposal successfully addresses all relevant aspects of the KPI in question. Any shortcomings are minor.

10 Data Protection

Beneficiary's personal data processing

To process and evaluate applications, DigiCirc will need to collect Personal and Industrial Data. F6S Network Ireland Limited, as the Project Open Calls Manager will act as Data Controller and will be responsible for ensuring that collection, processing and sharing of personal data and/or special categories of personal data are in compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (the General Data Protection Regulation ("GDPR")). F6S will therefore ensure the legal grounds for personal data processing, ensuring the contractual basis and taking required security measures in accordance with GDPR before processing and sharing any personal data and/or special categories of personal data.

Personal data embedded in the Beneficiaries technology

If the consortium beneficiaries act as data processor in respect of any personal data included and/or processed through the technology to be submitted to DigiCirc open call, the data controlling consortium beneficiaries undertakes to bind any and all of their data processors, including if necessary F6S and/or any other DigiCirc consortium partner, to a data processing agreement in compliance with the applicable statutory data protection laws.

The F6S platform's system design and operational procedures ensure that data is managed in compliance with The General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant will accept the F6S terms to ensure coverage.

Please note that DigiCirc requests the minimum information needed to deliver the evaluation procedures. **Annex 2: Sub-grant Agreement Template**, are provided for reference and will only be requested if the SME-led consortium is accepted in the Open Call for Blue Economy.

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

11 Responsibilities of Beneficiaries

The obligations of the beneficiaries are set forth in article 3 of the *Annex 2: Sub-Grant Agreement template*.

12 Promotion the Action and giving visibility to the EU funding

The obligations of the beneficiaries are set forth in article 9 of the *Annex 2: Sub-Grant Agreement template*.

13 Financial Audits and Controls

The obligations of the beneficiaries are set forth in article 12 of the *Annex 2: Sub-Grant Agreement template*.

14 Contacts

The DigiCirc consortium will provide information to the applicants only via the F6S blog, so that the information (question and answer), will be visible to all participants.

No binding information will be provided via any other means (e.g., telephone or email).

More info at: <https://digicirc.eu/>

Apply via: www.f6s.com/digicirc-blue-economy/apply

F6S support team: support@f6s.com

Online Q&A: www.f6s.com/digicirc-blue-economy/discuss

DigiCirc support team: info@digicirc.eu

References

-  REGULATION (EU) No 1290/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006
-  EUROPEAN COMMISSION, Directorate-General for Communications Networks, Content and Technology, "Guidance note on financial support to third parties under H2020", Annex K. "Actions involving financial support to third parties", http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016_2017/annexes/h2020-wp1617-annex-k-fs3p_en.pdf
-  EUROPEAN COMMISSION, COMMISSION RECOMMENDATION of 6 May 2003, concerning the definition of micro, small and medium-sized enterprises notified under document number C(2003) 1422, Text with EEA relevance, 2003/361/EC: <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>
-  EUROPEAN COMMISSION, EASME, INNOSUP, Cluster facilitated projects for new industrial value chains, available at <https://ec.europa.eu/easme/en/section/innosup/cluster-facilitated-projects-new-industrial-value-chains>
-  EUROPEAN COMMISSION, VIES VAT number validation, available at https://ec.europa.eu/taxation_customs/vies/



DIGICIRC

Annex 1: Blue Economy Proposal Template

To be submitted at the application stage

June/2021



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 873468.

Blue Economy Proposal Template

Please use this template to prepare your proposal. It has been organised to ensure that the important aspects of your planned work are clearly measurable with respect to the evaluation criteria. Sections 1 to 6 each correspond to an evaluation criterion (see the *Blue Economy Guidelines for Applicants* document for details).

The structure of this template must be followed when preparing your proposal. Applicants using other kind of template/document structure will be **automatically ineligible**.

Only proposals that successfully address all the required aspects will have a chance of being funded. Please take advantage of the different communication instruments offered by the DigiCirc Consortium (i.e., info webinars, helpdesk, online Q&A, and FAQ section in the website) to receive feedback on any questions you may have before submitting your proposal.

The page limit for full proposal is 8 pages (Not including cover page, table of content page). Please also respect the limits indicated in each section.

All tables and eventual figures must be included within this limit. The allowed font type is “Calibri” and the minimum font size is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm.

If you attempt to upload a proposal longer than the specified limit, excess pages will be made invisible, and will not be taken into consideration by the experts evaluating the merit of the proposal.

Please delete this page when submitting the proposal.

Delete the guidance text provided in each section.



DigiCirc 2nd Open Call – Blue Economy

Acronym of your proposal

Full title of your proposal

Date of submission:

SMEs logo

(If any)

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Overview of the Proposal (Maximum 1 page)

Applicants must submit their proposals for one or more of the topics/challenges presented below.

Proposals shall, at least, involve one of the challenges indicated above. Challenges are classified by Blue Economy Sector. The impact of the solution must be environmental but also economic and societal impacts will be considered positively. Some examples are proposed but solutions are not limited to them.

#1 Challenge: *Develop solutions, products and services based on digital technologies to increase sustainability, circularity and competitiveness in the aquaculture and fisheries sectors by facing specific needs and challenges of these sectors (see examples below).*

Table 1: Aquaculture & Fisheries solutions examples

Solutions examples	Digital Tech/Tools
Solutions based on AI and Big Data to optimize income and expenditures: advise fishermen to adjust their catch to market, provide the correct amount of feed...	AI + Big Data
Reliable solutions to inform customers that the fish claimed as sustainable is sustainable.	Blockchain + Big Data
Digital solutions to provide detailed information on habitat mapping, species distribution and abundance, the relationship between fish occurrence and oceanographic variables, fishers' activities...	GIS & Spatial Mapping + Big Data
Monitoring systems to detect the hunger level of the fish to feed them accordingly.	IoT/Drones + Big Data
Analytics to support climate-smart, equitable, sustainable small-scale fisheries by providing training to improve knowledge, stewardship of marine resources, and resilience-building in the face of climate change and services ranging from traceability data analysis to an online marketplace.	Big Data

#2 Challenge: Create solutions, products, services, and apps to empower circularity and sustainability for coastal tourism using digitalization and digital technologies by facing specific needs or by making citizens and tourists conscious about their impact in the ecosystem to improve their habits (see examples below).

Table 2: Coastal and tourism solutions examples

Solutions examples	Digital Tech/Tools
Solutions and applications to make citizens aware of the negative effects that may occur in their community if steps are not taken towards a more sustainable future.	Virtual reality and Augmented reality

#3 Challenge: Develop solutions, products, tools, and services to increase efficiency, sustainability and circularity in ports activities applying digitalization and digital technologies (see examples below).

Table 3: Port activities solutions examples

Solutions examples	Digital Tech/Tools
--------------------	--------------------

Solutions based on layers of data to ease users to gain location intelligence to improve understanding, insight, decision-making, and prediction.	GIS & spatial mapping
Digital solutions and tools to improve operations efficiency, reduce costs, improve safety, and reduce environmental impacts.	IoT + Drones
Digital logistics platform for city's marinas to streamline docking processes and implement a floating boat wash, which will phase out the need for antifouling agents.	Big Data

#4 Challenge: Develop solutions based on digital technologies to optimize Ocean Renewable Energies operations, increasing their circularity and sustainability (see examples below).

Table 4: Ocean renewable energies solutions examples

Solutions examples	Digital Tech/Tools
Solutions based on IA and Big Data to improve offshore turbines performance and to accelerate the commercialization of the power source.	AI + Big data
Solutions based on GIS and Big Data to ease policymaker's determination of the optimal location for renewable energy projects.	GIS & spatial mapping + Big Data
Technology and devices to measure and evaluate wave potential for energy generation.	IoT/Drones + Big Data

#5 Challenge: Create solutions based on digital technologies to address sustainability challenges in the Maritime Transport in matter of fuel consumption and pollution, routes simulation, among others (see examples below).

Table 5: Maritime transport solutions examples

Solutions examples	Digital Tech/Tools
Solutions and applications based on AI and/or GIS & spatial mapping to predict the most economical route available in terms of fuel consumption.	AI + GIS & spatial mapping
Wind and/or solar powered ocean drones, providing in situ data collection services, global ocean data sets and enhanced weather forecast applications that may be rented by users to decrease initial investment and maintenance costs for transport.	IoT/Drones

#6 Challenge: Solutions, products and services based on digital technologies to make shipbuilding and repair more sustainable and circular (see examples below).

Table 6: Shipbuilding and repair solutions examples

Solutions examples	Digital Tech/Tools
Solutions for Navy training to operate and maintain the ships' engines.	Virtual reality and Augmented reality
AVR platforms for students and trainees to simulate performing construction or repair.	

#7 Challenge: Solutions, products and services based on digital technologies and related to circular economy for climate change mitigation and marine ecosystems protection (see examples below).

Table 7: Climate Change Mitigation and Marine ecosystem solutions examples

Solutions examples	Digital Tech/Tools
Sensors measuring temperatures and salinities of oceans, pH, oxygen and nitrate levels and carbon and carbon flux across seasons in ice water to monitor climate change.	IoT + Cloud
Sensors and remotely operated vehicles to map and characterize the size and shape of physical habitats to help explain and predict fish distribution patterns and collect information necessary to conserve Caribbean coral reef ecosystems.	IoT + Cloud + IA

Proposal Description

Please provide an overview of your proposal and the reason why it is valuable. Also, describe the exact challenge you are tackling and precise if it covers additional sectors than the ones listed above, including added value by integrating or developing upon digitalization. Describe your understanding of dynamics across the sector, how you will address the challenges selected.

The information contained in this summary will be made public on DigiCirc website, only if your proposal is awarded.

Concept and Innovativeness (Maximum 2 pages)

Solution scope

In this section you should clearly describe the details of the technology or product you will develop under your proposal. The description should also include, if possible, a preliminary overview of the technological/digital tools or techniques you will use to develop the product/service.

Explain how the proposed solution address the challenges.

Outcomes

Justify your project outcomes (which should be clear, measurable, and realistic) and how they will generate added value with respect to DigiCirc vision and objectives.

Innovation potential

How innovative it is (demonstrate the innovation potential compared to the existing technology and/or solutions available on the market).

Circularity potential

Describe the degree of circularity: creation of a circular value chain; how the solution led to a more sustainable approach.

Risk management

Identify the technical challenges and barriers expected to be solved.

Impact (Maximum 1 page)

Describe the potential to create new circular value chains or to strengthen current and how the product/service that will be generated thanks to the project will benefit to:

- *Environmental impacts.*
- *Economic impacts.*
- *Societal impacts*

Business potential (Maximum 1 page)

Explain the exploitation potential of your project. Describe the business scalability/replicability.

Identify the potential main target audiences and their needs.

What would be your go-to-market strategy for the proposal outcomes?

Identify the technology readiness level (TRL) of the proposed solution and its benefits for end-users. Please remember that the TRL will be taken into consideration for the proposal evaluation in terms of its potential to go-to-market after the programme's closure.

Project Planning and Budget for Phase 1 and 2 (Maximum 2 pages)

Please note that the maximum amount that each partner can received is €60k in total (Phase 1: max. 5.000€; Phase 2: max. 15.000€; Final Phase: max. 100.000€) .

Project Activities and Milestones (Maximum 1 page)

Please notice that the Blue Economy Accelerator Programme activities have two phases and one final event named DemoDay. You have 12 -week to progress in the development and integration of the proposed solution. Take this into account to align this with your planning.

Main activities of the project

Describe the activities that will take place in your proposal by breaking down your work-to-work packages and tasks and provide timing of the different activities and components. This section should answer the question “how are we going to implement the proposal to reach the defined challenge objectives?”.

Milestones & Deliverables

Please list the main milestones of the proposal.

Table 8: Proposal Milestones & Deliverables

Milestone or Deliverable Number	Milestone/Deliverable description	Means of verification	Deadline (per phase 1 and phase 2)

Milestone or Deliverable Number	Milestone/Deliverable description	Means of verification	Deadline (per phase 1 and phase 2)

*Add lines as required

Please consult the **Blue Economy Guidelines for Applicants** and verify the evaluation process per each phase and which milestones and/or deliverables you need to deliver.

Budget (Maximum 1 page)

NOTE: Phase 1: (max. 5.000€); Phase 2: (max. 15.000€).

Overall Budget for Phase 1 (5.000€)

Please present the budget for Phase 1 considering the Travel and Accommodations expenses, indicate how the budget will be divided per each consortium partner.

Table 9: Budget for Phase 1

Item	Amount (EUR)	
	Partner #1	Partner #2
Travel & accommodation Expenses		

Overall Budget for Phase 2 (15.000€)

Please present how the 5000€ budget for Phase 2 allocated to the Travel and Accommodations expenses will be distributed per each partner. Also describe how you will use the 10.000€ budget allocated to the implementation of the proposal activities during Phase 2 and how you will distribute it per partner (table).

Table 10: Budget Phase 2

Item	Amount (EUR)	
	Partner #1	Partner #2
Travel & accommodation Expenses		
Proposal Activities Implementation		
Total		

Expertise of the Team (Maximum 1 page)

Summarize the SME team involved in the proposal in the table below. Notice that the people included in the proposal must be later involved in the execution.

Table 11: Proposed Team

Name of the person	Role in the proposal	Link to LinkedIn or similar (if available)	Entity	Country

**Add lines as required*

Consortia Expertise

*Please provide a brief description of each organization and highlight the **cross-sectoral¹ dimension of the Consortium.***

Please provide a short summary of the relevant experience of each team member.

Explain the capacity of the consortia team based on proven experience to deliver the proposed solution and to commercialize it.

Please identify synergies, trans-disciplinary competences, cross-border dimension.

Please indicate if any of the organizations has received H2020 funding previously. Include previous project references relevant to the proposal, products, publications, participation in conferences, collaborations, community projects, etc. Link to evidence of these records will be appreciated as they will help evaluators to assess the team experience and skills (e.g., LinkedIn, other).

¹ Consortia should be composed of SMEs from different sectors, activities, fields of expertise etc.



End of Document



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 873468.



DIGICIRC

Annex 2: Sub- grant Agreement template

June/2021



Sub-grant Agreement

PROJECT ACRONYM: [ACRONYM]

AGREEMENT NUMBER: DIGICIRC_OC2_2021/[POSITION]
IN THE RANK LIST



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 873468.



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Cap Digital (CAP), established in 14 rue Alexandre Parodi, Paris 75010, France, VAT number: FR 40489749291, represented for the purposes of signing the Agreement by CEO, Carlos Cunha, legal representative of Cap Digital.

Cap Digital acts on behalf of the DigiCirc consortium.

Hereinafter referred as the **“Contractor”**.

and

[COMPANY_NAME], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER], duly represented by [LEGAL_REPRESENTATIVE], [LEGAL_REPRESENTATIVE_POSITION].

acts on behalf the [Project name] consortium, also composed of the following entity, if it signs the “Accession Form” (Annex 1):

- [COMPANY_NAME], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER], duly represented by [LEGAL_REPRESENTATIVE], [LEGAL_REPRESENTATIVE_POSITION],
- [COMPANY_NAME], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER], duly represented by [LEGAL_REPRESENTATIVE], [LEGAL_REPRESENTATIVE_POSITION],

Hereinafter referred as the **“Beneficiary”** or **“Project beneficiaries”**.

Hereinafter collectively referred as the **“Contracting Parties”**.

WHEREAS

The European Commission (hereinafter referred as the **“EC”**) and the Contractor, on behalf of the DigiCirc consortium, have signed the Grant Agreement No 873468 for the implementation of the project “European cluster-led accelerator for digitisation of the circular economy across key emerging sectors” (Acronym: DigiCirc) within the framework of the Programme H2020-INNOSUP-2018-2020 / H2020-INNOSUP-2019-01-two-stage.

In the framework of DigiCirc, an open call has been published on June 1st, 2021 to accelerate digital innovations for the Blue Economy. The Beneficiary’s proposal has been evaluated by a panel of external experts and selected for integrating the acceleration programme and receiving Financial Support as a Third Party, under DigiCirc open call for Blue Economy.

HAVE AGREED to the following terms and conditions including those in the following annexes, which form an integral part of this Sub-grant Agreement (hereinafter referred as the **“Contract”**).

Annex 1 – Accession Form

Annex 2 – Proposal description

Annex 3 - Declaration of Honour

TERMS AND CONDITIONS

Article 1 – Scope

This Contract aims at defining the financial support conditions for the implementation of the project called [acronym + full name of the project] (hereinafter the “**Project**”) during the two phases of DigiCirc Blue Economy’ acceleration programme, namely Phase 1 and Phase 2.

Article 2 - Entry into force & Termination of the contract

Article 2.1 - Entry of Force

This Contract shall enter into force on the day of its signature by the last Contracting Party.

Article 2.2 - Termination

1. The Contract shall continue in full force and effect until the end of Phase II.

In case the Beneficiary is not selected to enter the Phase II, this Contract is automatically terminated, and the Beneficiary fully accepts that no payment will be made by the Contractor.

2. The Contractor may request, at any moment, a termination of the Contract upon written notice in the following cases:

- i. If the Beneficiary is not considered eligible any more or if the Declaration of Honour (Annex 4) has been violated;
- ii. if the Beneficiary has breached or defaulted in the performance of its contractual obligations (Article 3); including failure to provide required information or submission of false information;
- iii. upon explicit written request of the Commission or the Agency

The Contractor must formally notify the Beneficiary of its intention to terminate the Contract, include the reasons why, specify the termination date and invite the Beneficiary to submit any observations within 7 (seven) days of receiving notification.

If the Contractor does not accept these observations, it will formally notify confirmation of the termination.

The termination will take effect on the date the notification is sent by the Contractor.

In case of termination, it entitles the Contractor the right to cease any support services provided under this Contract and claim the full refund of all payments made up to date to the Beneficiary on behalf of the project.

3. The Beneficiary may, at any moment, request a termination of the Contract upon written notice stating the reasons why and the termination date. The termination will take effect on the date the Contractor will formally notify confirmation of the termination.

The Beneficiary must, within 15 days from the termination date, submit all progress reports and outputs due for the opening Phase in order to justify the work carried out and/or payment received in this period.

The Contractor will calculate the overall amount due to the Beneficiary for the implementation of the Project on the basis of the reports and outputs actually delivered, submitted and accepted. If the payments already received exceed the overall amount due, the Beneficiary must repay the Contractor the amount unduly received no later than ten days upon receiving the respective debit notification. If the payments received do not exceed the overall amount due, the difference will be paid to the Beneficiary as per the payment provisions of this Contract.

Article 3 - Obligations of the Beneficiary

The Beneficiary must:

- i. carry out the work to be performed, as described in Annex 2, within the timeframe and with the financial contribution stipulated in this Contract;
- ii. take every necessary precaution to avoid any risk of conflict of interest relating to economic interests, political or national affinities, personal or any other interests liable to influence the impartial and objective performance of the Project;
- iii. in case the Beneficiary is involved in a conflict of interest or in a risk of conflict of interest, the Beneficiary must formally notify this situation to the Contractor without delay and immediately take all the necessary steps to rectify this situation;
- iv. immediately inform the Contractor in written form of any circumstances which may affect the realization of the Project or of any changes in contractual conditions;
- v. participate in the physical/digital DigiCirc training events and the DemoDay. In all events, the Beneficiary needs to behave in an appropriate manner, this means that the beneficiary will comply with the house rules in case of an onsite meeting and in general to the meeting rules.

Article 4 – Reporting & assessment

Article 4.1 - Reporting periods

The accelerator programme is divided into the 2 (two) following reporting periods:

- Reporting period 1: December 2021 – January 2022
- Reporting period 2: February 2022 – March 2022

Article 4.2 - Reporting duties

Maximum 15 days after the end of the reporting period 1, the Beneficiary shall:

- i. **provide a progress report containing:**
 - o a description of the activities undertaken, milestones reached and deliverables achieved;
 - o a plan on the use of the grant for Phase II;
- ii. **deliver the following outputs:**
 - a. a business plan (including the product/market fit and the revenue model);
 - b. a solution validated with a first proof of concept.

Maximum 15 days after the end of reporting period 2, the Beneficiary shall:

- i. **provide a progress report containing:**
 - a description of the activities undertaken, milestones reached and deliverables achieved;
 - improvement of the business idea (in comparison to the initial level): business model and financials analysis;
 - acquisition of new competences and skills in the team (or plan to do so);
 - improvement of the sustainability aspects of the project;
- ii. **deliver the following outputs:**
 - a. **a go-to-market strategy with an updated business plan including a commercial launch strategy;**
 - b. **a prototype/MVP validated in a simulated environment.**

Article 4.3 - Assessment

1. At the end of each periodic report, the Contractor will assess the performance of the Beneficiary based on:

- i. the participation to the project activities:
 - o active participation to the meetings (physical or hybrid)
 - o level of interaction with the tutor/mentor
 - o results of the MOOCs assessments
- ii. the progress reports submitted (Article 3.2);
- iii. the outputs delivered (Article 3.2).

2. At the end of the reporting period 1

If the required outputs are delivered on time and the total assessment score reaches a minimum of 13, the Beneficiary will access Phase II, unless one (or more) criterion is scored 1. In this case, the Beneficiary will not access the Phase II and this Contract will be terminated.

If the required outputs are delivered on time and the total assessment score is below or equal to 12, the Beneficiary will not access the Phase II and this Contract will be terminated.

If the required outputs are not delivered, the Beneficiary will not access the Phase II and this Contract will be terminated.

In addition, the Beneficiary shall receive the lump sum 1, calculated according to their participation to physical events (see Article 4.1).

3. At the end of reporting period 2

If the required outputs are delivered on time and the total assessment score reaches a minimum of 31, the Beneficiary shall receive 100% of the lump sum 3, calculated as per Article 4.1.

If the required outputs are delivered on time and the total assessment score is between 21 and 30, the Beneficiary shall receive 50% of the lump sum 3, calculated as per Article 4.1.

If the required outputs are delivered on time and the total assessment score is below or equal to 20, the Contractor will withhold the whole payment of lump sum 3. The Beneficiary must repay the Contractor the payment already received no later than ten days upon receiving the respective debit notification.

If the required outputs are not delivered, the Contractor will withhold the whole payment of the lump sum 3. The Beneficiary must repay the Contractor the payment already received no later than ten days upon receiving the respective debit notification.

In addition, the Beneficiary shall receive the lump sum 2, calculated according to their participation to physical events (see Article 4.1).

Article 5 - Financial contribution and financial provisions

Article 5.1 - Maximum financial contribution

The maximum financial contribution shall be **20 000€**, which is composed of 3 (three) lump sums:

PHASE 1 / Lump sum 1: the maximum amount is **5,000€ for travel & accommodation** costs to participate in the following DigiCirc physical events¹:

If the physical parts of the courses/workshops are organized separately

- 1st physical training event: 3,500€
- Physical part of the hybrid courses: 500€ each

If the physical parts of the courses/workshops are organised together

- 1st physical training event: 5,000€

PHASE 2 / Lump sum 2: the maximum amount is **5,000€ for travel & accommodation** costs to participate in the following DigiCirc physical events²:

If the physical parts of the courses/workshops are organized separately

- 2nd physical training event: 2,000€
- Physical part of the hybrid course: 500€ each
- DemoDay: 1,500€

If the physical parts of the courses/workshops are organised together

- 2nd physical training event: 3,500€
- DemoDay: 1,500€

The lump sums 1 and 2 shall be calculated according to the number of events organized physically. Should the Beneficiary not attend one or more physical events organised, the Contractor can decide to revoke the corresponding amount from the calculation of the Beneficiary's total financial contribution.

PHASE 2 / Lump sum 3: the maximum amount is **10,000€ for expenses to develop activities**, such as acquisition of data, paying external experts, acquiring materials, etc.

The lump sum 3 shall be calculated in accordance with the performance of the Beneficiary (Article 3.3).

¹ If some events are organised remotely due to the Covid-19 situation, the corresponding travel grant won't be awarded.

² If some events are organised remotely due to the Covid-19 situation, the corresponding travel grant won't be awarded.

Article 5.2 - Distribution of the financial contribution

1. The financial contribution shall be distributed, according to the budget breakdown provided by the Beneficiary, in 3 (three) installments:

- A first payment of 100% of the Phase 1/Lump sum 1 (5,000€) after the provision of the assessment results following the Phase I;

If the Beneficiary successfully achieved the Phase I

- A second payment of 30% of the total lump sum for Phase II (4,500€) at the beginning of Phase II;
- A final payment (the balance) following the DemoDay (March 2022).

2. The financial contribution shall be distributed to each Project beneficiary by the Contractor.

3. The payment shall be made by bank transfer within 30 days from receipt of the Project beneficiaries' invoices by the Contractor. The invoices shall include:

- Project member:
 - o *Name of the Company*
 - o *Address*
 - o *VAT number*
- Description: [DigiCirc acceleration programme - Phase II: First payment] / [DigiCirc acceleration programme - Phase II: Second payment]
- Recipient:
 - o *CAP DIGITAL (CAP)*
 - o *VAT: FR 40489749291*
 - o *14 rue Alexandre Parodi, Paris 75010, France*
 - o *The Amount requested: EUR xxxx*
- Full name of the account holder to which the transfer is to be made
- IBAN code

The Contractor can ask additional documentation if needed for the payment realization.

4. Banking and transaction costs charged by any of the banks related to the handling of any financial resources made available to the Project beneficiaries by the Contractor shall be covered by the holder of the bank account which originated the cost. This means that the Contractor bears the cost of transfers charged by its bank and the Project beneficiaries bears the cost of transfers charged by its bank.

5. The Parties act under the assumption that these amounts are grant money and as such not subject to VAT.

6. Payments shall be transferred to the bank account provided by the project beneficiaries.

7. Payments will be made in Euros.

Article 6 – Liability

1. Neither the Contractor nor the EC can be held liable for any acts or omissions of the Beneficiary in relation to this Contract, including :

- loss of profits, revenue, income, interest, savings, shelf-space, production, and business opportunities;
- lost contracts, goodwill, and anticipated savings;
- loss of or damage to reputation or to data;
- costs of recall of products; or

- any type of indirect, incidental, punitive, special, or consequential loss or damage.

2. The Beneficiary shall bear sole responsibility for ensuring that its acts within the framework of this Contract do not infringe third parties' rights. There is no joint liability between the Contracting Parties.

3. The Beneficiary shall indemnify the Contractor, DigiCirc partners and the EC, in case of any action, complaint or proceeding brought by a third party against the Contractor and/or the EC Union as a result of damage caused, either by any of its acts or omissions in relation to this Contract.

In addition, should the EC have a right of recovery against the Contractor regarding any or all of the financial support granted under this Contract, the Beneficiary shall repay the sums in question in the terms and on the date specified by the Contractor.

Moreover, the Beneficiary shall indemnify and hold the Contractor and DigiCirc partners harmless from and against all repayments, loss, liability, costs, charges, claims or damages that result from or arising out of any such recovery action by the EC.

Article 7 - Confidentiality

Article 7.1 - Obligation of Confidentiality

1. All information in whatever form or mode of communication, which is disclosed by a Contracting Party (the "Disclosing Party") to the other Contracting Party (the "Recipient") in connection with the DigiCirc Project and which has been explicitly marked as "confidential" at the time of disclosure, or when disclosed orally has been identified as confidential at the time of disclosure and has been confirmed and designated in writing within 15 calendar days from oral disclosure at the latest as confidential information by the Disclosing Party, is "Confidential Information".

2. The Recipient hereby undertake in addition and without prejudice to any commitment on non-disclosure towards the EC, for a period of 5 years after the end of the DigiCirc Project (foreseen on December 31st, 2022):

- not to use Confidential Information otherwise than for the purpose for which it was disclosed.
- not to disclose Confidential Information without the prior written consent by the Disclosing Party.
- to ensure that internal distribution of Confidential Information shall take place on a strict need-to-know basis; and
- to return to the Disclosing Party, or destroy, on demand all Confidential Information that has been disclosed, including all copies thereof and to delete all information stored in a machine-readable form to the extent practically possible. The Recipient may keep a copy to the extent it is required to keep, archive, or store such Confidential Information because of compliance with applicable laws and regulations or for the proof of on-going obligations provided that the Recipient comply with the confidentiality obligations herein contained with respect to such copy for as long as the copy is retained.

3. The Recipient shall be responsible for fulfilling the above obligations on the part of their employees or third parties involved in the implementation of DigiCirc Project and shall ensure that they remain so obliged, as far as legally possible, during and after the end hereof and/or after the termination of the contractual relationship with the employee or third party.

4. The Recipient shall apply the same degree of care with regard to the Confidential Information disclosed within the scope of the Project as with its own confidential and/or proprietary information, but in no case less than reasonable care.

5. Each Party shall promptly advise the other Party in writing of any unauthorized disclosure, misappropriation, or misuse of Confidential Information after it becomes aware of such unauthorized disclosure, misappropriation, or misuse.

Article 7.2 - Exceptions to Obligation of Confidentiality

1. The above shall not apply for disclosure or use of Confidential Information, if and in so far as the Recipient can show that:

- the Confidential Information has become or becomes publicly available by means other than a breach of the Recipient's confidentiality obligations.
- the Disclosing Party subsequently informs the Recipient that the Confidential Information is no longer confidential.
- the Confidential Information is communicated to the Recipient without any obligation of confidentiality by a third party who is to the best knowledge of the Recipient in lawful possession thereof and under no obligation of confidentiality to the Disclosing Party.
- the disclosure or communication of the Confidential Information is foreseen by provisions of the Grant Agreement.
- the Confidential Information, at any time, was developed by the Recipient completely independently of any such disclosure by the Disclosing Party.
- the disclosure of the Confidential Information is in compliance with mandatory applicable laws or regulations or with a court or administrative order. It shall, to the extent it is lawfully able to do so under the laws and legislation applicable to said Party, prior to any such disclosure:
 - o Notify the Disclosing Party, and
 - o Comply with the Disclosing Party's reasonable instructions to protect the confidentiality of the information.

2. The Contracting Parties agrees and acknowledges that the EC shall be entitled to disclose Confidential Information to its staff, other EU institutions and bodies or third parties, if:

- a. this is necessary to implement the Grant Agreement or safeguard the EU's financial interests and
- b. the recipients of the information are bound by an obligation of confidentiality.

Article 8 - Force Majeure

1. "Force Majeure" shall mean, any unforeseeable exceptional situation or event beyond the Contracting Parties control, which prevents either of them from fulfilling any of their obligations under the Agreement, which was not attributable to error or negligence on their part, and which proves to be inevitable in spite of the exercising all due diligence.

2. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of Force Majeure, as well as labour disputes, strikes or financial difficulties cannot be invoked as Force Majeure.

3. The Contracting Parties shall take the necessary measures to limit any damage due to Force Majeure. They shall do their best to resume the implementation of the action as soon as possible.

4. No Contracting Party shall be considered in breach of its obligations and tasks if such breach is caused by Force Majeure.

5. A Contracting Party will notify the other Contracting Party of any Force Majeure without delay, stating the nature, likely duration, and foreseeable effects.

In case the Beneficiary is not able to overcome the consequences of Force Majeure within 10 (ten) days after such notification, the lump sum may be made only for outputs actually reached up to the date of the event identified as force majeure. All necessary measures shall be taken to limit damage to the minimum.

Article 9 – Dissemination

1. The Beneficiary shall, throughout the duration of the Project, take appropriate measures to engage with the public and the media about the project and to highlight the financial support of the EC.

Unless the EC requests otherwise, any publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), must:

- display the European emblem,
- display the DigiCirc logo,
- include the following statement:

“This Project has indirectly received funding from the European Union’s Horizon 2020 research and innovation action programme, via an Open Call for Blue Economy issued and executed under project DigiCirc (grant agreement No 873468)”.

When displayed in association with a logo, the EU emblem should be given appropriate prominence. This obligation to use the European emblem in respect of projects to which the EC contributes implies no right of exclusive use. It is subject to general third-party use restrictions which do not permit the appropriation of the emblem, or of any similar trademark or logo, whether by registration or by any other means. Under these conditions, the Beneficiary is exempted from the obligation to obtain prior permission from the EC to use the emblem. Further detailed information on the EU emblem can be found on the Europa web page³.

Additional details are provided in: *The use of the EU emblem in the context of EU programs: Guidelines for Applicants and other third parties*⁴.

2. Any publicity made by the Beneficiary in respect of the DigiCirc project, in whatever form and on or by whatever medium, must specify that it reflects only the author’s views and that the Contractor, DigiCirc consortium or EC are not liable for any use that may be made of the information contained therein.

The Contractor, DigiCirc consortium and EC shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name of the Project beneficiaries,
- contact address of the Project Beneficiaries,
- the project description provided by the Beneficiary in Annex 3,
- the amount of the financial contribution foreseen,
- the geographic location of the activities carried out,
- the list of dissemination activities and/or of patent (applications) relating to foreground,
- the details/references and the abstracts of scientific publications relating to foreground and, if funded within the sub-project, the published version or the final manuscript accepted for publication,
- the publishable reports submitted to DigiCirc; any picture or any audio-visual or web material provided to the EC and DigiCirc in the framework of the project.

³ https://europa.eu/european-union/about-eu/symbols/flag_en

⁴ https://ec.europa.eu/info/sites/info/files/use-emblem_en.pdf

The Beneficiary shall ensure that all necessary authorizations for such publicity have been obtained and that the publication of the information by the Contractor, DigiCirc Consortium or EC does not infringe any rights of third parties.

Upon a duly substantiated request by the Contractor on behalf of the Beneficiary, the EC may agree to forego such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security, academic or commercial interests.

Article 10 - Intellectual property rights

Foreground shall be the property of the Beneficiary carrying out the work generating that foreground.

Article 11 – Data Protection obligations

1. The Contracting Parties have the obligation to abide by the Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, regardless of the location of their organisation or activities undertaken with regards to this contract in the EU or outside of it, including in H2020 associated countries.

The processing of personal data shall be carried out lawfully, fairly and in a transparent manner, collected for specific purposes and adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed. Any personal data under the Agreement will be processed by the Agency or the Commission under Regulation No 45/200128 and according to the 'notifications of the processing operations' to the Data Protection Officer (DPO) of the Agency or the Commission (publicly accessible in the DPO register).

Such data will be processed by the 'data controller' of the Agency or the Commission for the purposes of implementing, managing and monitoring the Agreement or protecting the financial interests of the EU or Euratom (including checks, reviews, audits and investigations).

2. If the Beneficiary acts as data processor in respect of any personal data included and/or processed through the applied Technology, the data controlling Beneficiary undertakes to bind any and all of their data processors, including if necessary the Contractor and/or any other DigiCirc consortium partner, to a data processing agreement in compliance with the applicable statutory data protection laws.

3. The Beneficiary acknowledges that the Contractor and any other DigiCirc consortium partners, if appointed as data processors, are not responsible for compliance with any data protection or privacy law applicable to the Beneficiary and not directly, explicitly and specifically applicable to data processors.

Article 12 – Financial audits and controls

1. The Beneficiary shall ensure that the EC may, at any time during the implementation of the DigiCirc project and up to 5 (five) years after the end of the DigiCirc project, arrange for financial audits to be carried out, by external auditors, or by the EC services themselves including the European Anti-Fraud Office (OLAF) on the consortium beneficiaries.

The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic, and other aspects (such as accounting and management principles) relating to the proper execution of the Grant Agreement. They shall be carried out on a confidential basis.

2. The Beneficiary shall make available directly to the EC all detailed information and data that may be requested by the EC or any representative authorised by it, with a view to verifying that the Contract is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete, and effective.

3. The Beneficiary shall keep the originals or, in exceptional cases, duly authenticated copies – including electronic copies - of all documents relating to the Contract up to five years after the payment of the balance of DigiCirc project. These shall be made available to the EC where requested during any audit under the Grant Agreement no. 873468.

4. In order to carry out these audits, the Beneficiary shall ensure that the EC's services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the consortium beneficiaries' offices, to its computer data, to its accounting data and to all the information needed to carry out those audits, including information on individual salaries of persons involved in the project. They shall ensure that the information is readily available on the spot during the time of the audit and, if so requested, that data be handed over in an appropriate form.

5. Based on the findings made during the financial audit, a provisional report shall be drawn up. It shall be sent by the EC or its authorised representative to the Beneficiary concerned, which may make observations thereon within one month of receiving it. The EC may decide not to take into account observations conveyed, or documents sent after that deadline. The final report shall be sent to the consortium member concerned within two months of expiry of the aforesaid deadline.

6. On the basis of the conclusions of the audit, the EC shall take all appropriate measures which it considers necessary, including the issuing of recovery orders regarding all or part of the payments made by it and the application of any applicable sanction.

7. The European Court of Auditors (ECA) shall have the same rights as the EC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

8. In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the EC in order to protect the European Communities' financial interests against fraud and other irregularities.

Article 13 – Communication between the Parties

1. Any communication or request concerning the Contract shall identify the contract number, the nature and details of the request or communication and be submitted to the following email addresses:

- **For the Contractor:** Mélanie Pellen - melanie.pellen@capdigital.com
- **For the Beneficiary:** [First name - name] - [Email address]

2. Any notice to be given pursuant to this Contract shall be in writing in the English language signed by one of the representatives identified above and in a legible by e-mail.

3. Any report and deliverable, when appropriate, required by this Contract, shall be in English.

Article 14 – Internal arrangements between beneficiaries

It is recommended that the Project beneficiaries envisage internal arrangements regarding their operation and co-ordination to ensure that the Project is implemented properly. These internal arrangements might be set out in a

written 'consortium agreement' between the beneficiaries before the signature of the Contract. The consortium agreement, if signed, must not contain any provision contrary to the Contract.

Article 15 – Applicable Law and competent court

1. This Contract shall be construed in accordance with and governed by the laws of Belgium.
2. Any disputes in connection or arising out of this Contract which cannot be settled amicably must be brought before the courts of Brussels.

Article 16 – Miscellaneous

1. Should any provision of this Contract be or become invalid, illegal, or unenforceable, it shall not affect the validity of the remaining provisions of this Contract. In such a case, the Contracting Parties shall be entitled to request that a valid, legal, enforceable, and practicable replacement provision be negotiated which fulfils the purpose of the original provision.
2. The Beneficiary SME shall not be entitled to act or to make legally binding declarations on behalf of the Contractor or any other DigiCirc consortium partner, and nothing in this Contract shall be deemed to constitute a joint venture, agency, partnership, interest grouping or any other kind of formal business grouping or entity between the Contracting Parties or between the Beneficiary and any DigiCirc consortium partner.
3. No rights or obligations of the Beneficiary arising from this Contract may be assigned or transferred, in whole or in part, and no obligations of the Beneficiary may be sub-contracted, without the Contractor's prior formal written approval; and such approval shall not exempt the Beneficiary from any of its obligations hereunder. The Consortium member shall ensure that any permitted sub-contractor is bound by the same obligations as provided hereunder.
4. Although (with the exception of the Contractor) the DigiCirc consortium partners and their affiliated entities are not Contracting Parties to this Contract, they are intended by the Contracting Parties to be third party beneficiaries under this Contract and accordingly shall be entitled to enforce the terms of this Contract against the Beneficiary and in particular (without limitation) shall be entitled to the benefit of, and to enforce any exclusion of limitation of liability of the DigiCirc consortium partners contained in this Contract and any indemnity in favour of the DigiCirc consortium partners contained in this Contract.
5. Amendments and modifications to the text of this Agreement require a separate written agreement to be signed between all Parties.
7. This Contract is drawn up in English, language which shall govern all documents, notices, meetings, and processes relative thereto.

Done in two originals

For the Beneficiary

[Entity name]

Mr/Ms [NAME SURNAME]

[POSITION_IN_COMPANY] if applicable

Signature

For the Contractor

CAP DIGITAL

Mr Carlos CUNHA

CEO

Signature

Done at _____ on DD/MM/YEAR

Done at Paris on

ANNEXES

Annex 1 – Accession Form

Annex 2 – Proposal description

Annex 3 - Declaration of Honour

Accession form

[COMPANY_NAME N°2], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER], duly represented by [LEGAL_REPRESENTATIVE], [LEGAL_REPRESENTATIVE_POSITION].

Hereby agrees

to become a beneficiary in this Contract between Cap Digital and [COMPANY_NAME n°1] for the project [Project name] selected for integrating the acceleration programme and receiving Financial Support as a Third Party, under DigiCirc open call for blue economy.

And mandates

the [COMPANY_NAME n°1] to sign in its name and on its behalf any amendments to the Contract.

By signing this Accession Form, [COMPANY_NAME N°2] accepts the grant and agrees to implement it in accordance with this Contract, with all the obligations and conditions it sets out.

SIGNATURE

For the Beneficiary

[Entity name]

Mr/Ms [NAME SURNAME]

[POSITION_IN_COMPANY] if applicable

Signature

Done at _____ on DD/MM/YEAR

Annex 1: Accession form



Accession form

[COMPANY_NAME N°2], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER], duly represented by [LEGAL_REPRESENTATIVE], [LEGAL_REPRESENTATIVE_POSITION].

Hereby agrees

to become a beneficiary in this Contract between Cap Digital and [COMPANY_NAME n°1] for the project [Project name] selected for integrating the acceleration programme and receiving Financial Support as a Third Party, under DigiCirc open call for blue economy.

And mandates

the [COMPANY_NAME n°1] to sign in its name and on its behalf any amendments to the Contract.

By signing this Accession Form, [COMPANY_NAME N°2] accepts the grant and agrees to implement it in accordance with this Contract, with all the obligations and conditions it sets out.

SIGNATURE

For the Beneficiary

[Entity name]

Mr/Ms [NAME SURNAME]

[POSITION_IN_COMPANY] if applicable

Signature

Done at _____ on DD/MM/YEAR



DIGICIRC

Annex 3: Declaration of Honour

**To be submitted at the application stage (one per
consortium member)**

June/2021



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 873468.

Declaration of Honour

Title of the proposal: _____

On behalf of _____ (Company name) established in _____, (Official SME address), SME VAT number¹ _____, represented for the purposes of signing and submitting the proposal and the Declaration of Honour by _____ (Name of legal representative), (position in the company)

By signing this document, I declare that

- 1) I have the legally binding authorisation of the above-mentioned SME for submitting this proposal;
- 2) the legal status of the above-mentioned company is SME as defined in Commission Recommendation 2003/361/EC. Definition here: http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en
- 3) The above-mentioned SME is **not** in one of the following situations:

a) it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) it or persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

c) it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organizations;

d) it is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed, to be proved by the deliverance of official documents issued by the local authorities, according to the local applicable rules;

e) it or persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;

f) it is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

4) the natural persons with power of representation, decision-making or control over the above-mentioned SME are not in the situations referred to in a) to f) above;

5) I certify that the above-mentioned SME:

- has not made false declarations in supplying the information required by the Open Calls as a condition of participation or does not fail to supply this information;
- is committed to participate in the abovementioned project;

¹ VAT is mandatory during the contract preparation. Failure providing of a valid VAT of the specific SME will result in automatic rejection of the proposal.



- has the necessary resources as and when needed to carry out its involvement in the above-mentioned project.

Full name: _____ On behalf of SME: _____	Signature and stamp (if applicable)
Done at (place) _____ the (day) _____ (month) _____ (year)	



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Annex 4 - SME Declaration

June/2021



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 873468.

Declaration on information on the SME qualification

Precise identification of the applicant enterprise

Name or Business name: _____

Address (of registered office): _____

Registration / VAT number: _____

Names and titles of the principal director(s): _____

Type of enterprise (see explanatory note)

Tick to indicate which case(s) applies to the applicant enterprise:

- ☐ Autonomous enterprise In this case the data filled in the box below result from the accounts of the applicant enterprise only. Fill in the declaration only, without annex.
- ☐ Partner enterprise Fill in and attach the annex (and any additional sheets), then complete the declaration by copying the results of the calculations into the box below.
- ☐ Linked enterprise

Data used to determine the category of enterprise

Calculated according to Article 6 of the Annex to the Commission Recommendation 2003/361/EC¹ on the SME definition.

Reference period (*)		
Headcount (AWU)	Annual turnover (**)	Balance sheet total (**)

(*) All data must be relating to the last approved accounting period and calculated on an annual basis. In the case of newly established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made in the course of the financial year

(**) EUR 1 000.

Important:

Compared to the previous accounting period there is a change regarding the data, which could result in a change of category of the applicant enterprise (micro, small, medium-sized or big enterprise).

☐ No

☐ Yes (in this case fill in and attach a declaration regarding the previous accounting period).

Signature

Name and position of the signatory, being authorised to represent the enterprise: _____

¹ <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>



I declare on my honour the accuracy of this declaration and of any annexes thereto and I am aware that supporting documentation may be asked at any point during the application process or implementation of the project.

Done at: _____

Signature



EXPLANATORY NOTE ON THE TYPES OF ENTERPRISES TAKEN INTO ACCOUNT FOR CALCULATING THE HEADCOUNT AND THE FINANCIAL AMOUNTS

I. TYPES OF ENTERPRISES

The definition of an SME² distinguishes three types of enterprise, according to their relationship with other enterprises in terms of holdings of capital or voting rights or the right to exercise a dominant influence³.

Type 1: Autonomous Enterprise

This is by far the most common type of enterprise.

It applies to all enterprises which are not one of the two other types of enterprise (partner or linked).

An applicant enterprise is autonomous if it:

- does not have a holding of 25%⁴ or more in any other enterprise,
- and is not 25%³ or more owned by any enterprise or public body or jointly by several linked enterprises or public bodies, apart from some exceptions⁵,
- and does not draw up consolidated accounts and is not included in the accounts of an enterprise which draws up consolidated accounts and is thus not a linked enterprise⁶.

Type 2: Partner Enterprise

This type represents the situation of enterprises which establish major financial partnerships with other enterprises, without the one exercising effective direct or indirect control over the other. Partners are enterprises which are not autonomous, but which are not linked to one another.

² Henceforth in the text, the term "Definition" refers to the Annex to Commission Recommendation 2003/361/EC on the definition of SMEs.

³ Definition, Article 3

⁴ In terms of the share of the capital or voting rights, whichever is higher is applied. To this percentage should be added the holding in that same enterprise of each enterprise, which is linked to the holding company (Definition, Article 3 paragraph 2)

⁵ An enterprise may continue being considered as autonomous when this 25% threshold is reached or exceeded, if that percentage is held by the following categories of investors (provided that those are not linked with the applicant enterprise):

- a) public investment corporations, venture capital companies, individuals or groups of individuals with a regular venture capital investment activity who invest equity capital in unquoted businesses ("business angels"), provided the total investment of those business angels in the same enterprise is less than EUR 1 250 000,
- b) universities or non-profit research centres,
- c) institutional investors, including regional development funds,
- d) autonomous local authorities with an annual budget of less than EUR 10 million and less than 5000 inhabitants.

(Definition, Article 3 paragraph 2, second sub-paragraph)

⁶ If the registered office of the enterprise is situated in a Member State which has provided for an exception to the requirement to draw up such accounts pursuant to the Seventh Council Directive 83/349/EEC of 13 June 1983, the enterprise should nevertheless check specifically whether it does not meet one or other of the conditions laid down in Article 3 paragraph 3 of the Definition.

- There are also some very rare cases in which an enterprise may be considered linked to another enterprise through a person or a group of natural persons acting jointly (Definition, Article 3 paragraph 3).
- Conversely, there are very few cases of enterprises drawing up consolidated accounts voluntarily, without being required to do so under the Seventh Directive. In that case, the enterprise is not necessarily linked and can consider itself only a partner.

To determine whether the enterprise is linked or not, in each of the three situations it should be checked whether or not the enterprise meets one or other of the conditions laid down in Article 3 paragraph 3 of the Definition, where applicable through a natural person or group of natural persons acting jointly.

The applicant enterprise is a partner of another enterprise if:

- it has a holding or voting rights equal to or greater than 25% in the other enterprise, or the other enterprise has a holding or voting rights equal to or greater than 25% in the applicant enterprise,
- the enterprises are not linked enterprises within the meaning defined below, which means, among other things, that the voting rights of one in the other do not exceed 50%,
- and the applicant enterprise does not draw up consolidated accounts which include the other enterprise by consolidation and is not included by consolidation in the accounts of the other enterprise or of an enterprise linked to it⁵.

Type 3: Linked Enterprise

This type corresponds to the economic situation of enterprises which form a group through the direct or indirect control of the majority of the voting rights (including through agreements or, in certain cases, through natural persons as shareholders), or through the ability to exercise a dominant influence on an enterprise. Such cases are thus less frequent than the two preceding types.

In order to avoid difficulties of interpretation for enterprises, the Commission has defined this type of enterprise by taking over – wherever they are suitable for the purposes of the Definition – the conditions set out in Article 1 of Council Directive 83/349/EEC on consolidated accounts⁷, which has been applied for many years.

An enterprise thus generally knows immediately that it is linked, since it is already required under that Directive to draw up consolidated accounts or is included by consolidation in the accounts of an enterprise which is required to draw up such consolidated accounts.

The only two cases, which are however not very frequent, in which an enterprise can be considered linked although it is not already required to draw up consolidated accounts, are described in the first two indents of endnote 5 of this explanatory note. In those cases, the enterprise should check whether it meets one or other of the conditions set out in Article 3 paragraph 3 of the Definition.

II. THE HEADCOUNT AND THE ANNUAL WORK UNITS⁸

The headcount of an enterprise corresponds to the number of annual work units (AWU).

Who is included in the headcount?

- the employees of the applicant enterprise,
- persons working for the enterprise being subordinate to it and considered to be employees under national law,
- owner-managers,
- partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract are not taken into account in the headcount.

How is the headcount calculated?

One AWU corresponds to one person who worked full-time in the enterprise in question or on its behalf during the entire reference year. The headcount is expressed in AWUs.

⁷ Seventh Council Directive 83/349/EEC of 13 June 1983, based on Article 54(3)(g) of the Treaty and concerning consolidated accounts (OJ L 193, 18/7/1983, p. 1), as last amended by Directive 2001/65/EC of the European Parliament and of the Council (OJ L 283, 27/10/01, p. 28).

⁸ Definition, Article 5.

The work of persons, who did not work the entire year, or who worked part-time - regardless of its duration - and seasonal work is counted as fractions of AWU.

The duration of maternity or parental leaves is not counted.

ANNEX TO THE DECLARATION CALCULATION FOR THE PARTNER OR LINKED TYPE OF ENTERPRISE

Annexes to be enclosed if necessary

- Annex A if the applicant enterprise has at least one partner enterprise (and any additional sheets)
- Annex B if the applicant enterprise has at least one linked enterprise (and any additional sheets)

Calculation for the partner or linked type of enterprise (see explanatory note)

Reference period ⁹ :			
	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
1. Data ¹⁰ of the applicant enterprise or consolidated accounts (copy data from box B(1) in annex B ¹¹ .			
2. Proportionally aggregated data of all partner enterprises (if any) (copy data from box A in annex A)			
3. Added up data of all linked enterprises (if any) – if not included by consolidation in line 1 (copy data from box B(2) in annex B)			
Total			

(*) EUR 1 000.

The data entered in the "Total" row of the above table should be entered in the box "Data used to determine the category of enterprise" in the declaration.

⁹ Definition, Article 6 paragraphs 2 and 3

¹⁰ All data must be relating to the last approved accounting period and calculated on an annual basis. In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made in the course of the financial year (Definition, Article 4).

¹¹ The data of the enterprise, including the headcount, are determined on the basis of the accounts and other data of the enterprise or, where they exist, the consolidated accounts of the enterprise, or the consolidated accounts in which the enterprise is included through consolidation.

ANNEX A

Partner enterprises

For each enterprise for which a 'partnership sheet' has been completed (one sheet for each partner enterprise of the applicant enterprise and for any partner enterprises of any linked enterprise, of which the data is not yet included in the consolidated accounts of that linked enterprise), the data in the 'partnership box' in question should be entered in the summary table below:

BOX A

Partner enterprise (name / identification)	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Total			

(*) EUR 1 000.

(attach sheets or expand the present table, if necessary)

Reminder:

This data is the result of a proportional calculation done on the 'partnership sheet' for each direct or indirect partner enterprise.

The data entered in the "Total" row of the above table should be entered in line 2 (regarding partner enterprises) of the table in the Annex to the declaration.

PARTNERSHIP SHEET

1. Precise identification of the applicant enterprise

Name or Business name: _____

Address (of registered office): _____

Registration/VAT number¹²: _____

Names and titles of the principal director(s)¹³: _____

2. Raw data regarding that partner enterprise

Reference period			
	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
Raw data			

(*) EUR 1 000.

Reminder: These raw data are derived from the accounts and other data of the partner enterprise, consolidated if they exist. To them are added 100% of the data of enterprises which are linked to this partner enterprise unless the accounts data of those linked enterprises are already included through consolidation in the accounts of the partner enterprise¹⁴. If necessary, add "linkage sheets" for the enterprises which are not yet included through consolidation.

3. Proportional calculation

a) Precisely indicate the holding¹⁵ of the enterprise drawing up the declaration (or of the linked enterprise via which the relation to the partner enterprise is established) in the partner enterprise to which this sheet relates:

Also indicate the holding of the partner enterprise to which this sheet relates in the enterprise drawing up the declaration (or in the linked enterprise):

b) The higher of these two holding percentages should be applied to the raw data entered in the previous box. The results of this proportional calculation should be given in the following table:

¹² To be determined by the Member State according to its needs

¹³ Chairman (CEO), Director-General or equivalent.

¹⁴ Definition, Article 6 paragraph 3, first sub-paragraph

¹⁵ In terms of the share of the capital or voting rights, whichever is higher. To this holding should be added the holding of each linked enterprise in the same enterprise (Definition, Article 3 paragraph 2 first sub-paragraph).

'Partnership box'

Percentage:	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
Proportional results			

(*) EUR 1 000.

These data should be entered in Box A in Annex A.

ANNEX B

Linked enterprises

DETERMINE THE CASE APPLICABLE TO THE APPLICANT ENTERPRISE:

☐ **Case 1:** The applicant enterprise draws up consolidated accounts or is included by consolidation in the consolidated accounts of another enterprise. (Box B(1))

☐ **Case 2:** The applicant enterprise or one or more of the linked enterprises do not establish consolidated accounts or are not included in the consolidated accounts. (Box B(2)).

Please note: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and their other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation¹⁶.

CALCULATION METHODS FOR EACH CASE:

In case 1: The consolidated accounts serve as the basis for the calculation. Fill in Box B(1) below.

Box B(1)			
	Headcount (*)	Annual turnover (**)	Balance sheet total (**)
Total			

(*) Where in the consolidated accounts no headcount data appears, the calculation of it is done by adding the data from the enterprises to which the enterprise in question is linked.

(**) EUR 1 000.

The data entered in the "Total" row of the above table should be entered in line 1 of the table in the Annex to the declaration.

Identification of the enterprises included through consolidation			
Linked enterprise (name / identification)	Address (of registered office)	Registration / VAT number (*)	Names and titles of the principal director(s) (**)
1.			
2.			
3.			
4.			
5.			
6.			

¹⁶ Definition, Article 6 paragraph 3, second sub-paragraph

7.			
Total			

(*) To be determined by the Member State according to its needs

(**) Chairman (CEO), Director-General or equivalent.

Important: Partner enterprises of such a linked enterprise, which are not yet included through consolidation, are treated like direct partners of the applicant enterprise. Their data and a 'partnership sheet' should therefore be added in Annex A.

In case 2: For each linked enterprise (including links via other linked enterprises), complete a "linkage sheet" and simply add together the accounts of all the linked enterprises by filling in Box B(2) below.

Box B(2)

Enterprise No.:	Headcount (AWU)	Annual turnover (**)	Balance sheet total (**)
1. (*)			
2. (*)			
3. (*)			
Total			

(*) attach one "linkage sheet" per enterprise

(**) EUR 1 000.

The data entered in the "Total" row of the above table should be entered in line 3 (regarding linked enterprises) of the table in the Annex to the declaration.

LINKAGE SHEET

(only for linked enterprises not included by consolidation in Box B)

1. Precise identification of the applicant enterprise

Name or Business name: _____

Address (of registered office): _____

Registration/VAT number¹⁷: _____

Names and titles of the principal director(s)¹⁸: _____

2. Data on enterprise

Reference period			
	Headcount (AWU)	Annual turnover (*)	Balance sheet total (*)
Total			

(*) EUR 1 000.

These data should be entered in Box B(2) in Annex B.

Important: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and their other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation¹⁹.

Such partner enterprises are treated like direct partner enterprises of the applicant enterprise. Their data and a 'partnership sheet' have therefore to be added in Annex A.

¹⁷ To be determined by the Member State according to its needs

¹⁸ Chairman (CEO), Director-General or equivalent.

¹⁹ If the data of an enterprise are included in the consolidated accounts to a lesser proportion than the one determined under Article 6 paragraph 2, the percentage rate according to that article should be applied (Definition, Article 6 paragraph 3, second sub-paragraph).



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Annex 5: Bank Account Information

June/2021



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 873468.

Bank Account Information Form

ACCOUNT HOLDER INFORMATION

Account Name Holder The name or title under which the account has been opened and NOT the name of the authorized agent	
Holder's Address <i>Street & Number</i>	
Postcode	
Town/City	
Country	

Contact Person	
It does not need to be an authorised agent.	
Phone	

BANK ACCOUNT INFORMATION

Bank Name	
Bank branch Address <i>Street & number</i>	
Postcode	
Town/City	
Country	
IBAN number / Account number Format example: ES76 2077 0024 0031 0257 5766	
BIC/SWIFT code 8 to 11 characters	

<p>BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE</p> <p>The bank stamp + signature of bank representative can be substituted by the attachment of a recent bank statement (less than 2 months).</p>	<p>DATE + SIGNATURE OF ACCOUNT HOLDER (OBLIGATORY)</p>
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