

Bioeconomy Guidelines for Applicants

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

Disclaimer

Any dissemination of results reflects only the author's view, and the European Commission is not responsible for any use that may be made of the information it contains.

This document may contain material that is copyright of certain DigiCirc Consortium Partners and may not be reproduced or copied without permission. All DigiCirc consortium partners have agreed to the full publication of this document. The commercial use of any information contained in this document may require a license from the proprietor of that information.

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

The information in this document is provided “as is” and no guarantee or warranty is given that the information is fit for any particular purpose. The user thereof uses the information at its sole risk and liability.

Moreover, it is clearly stated that the DigiCirc consortium reserves the right to update, amend or modify any part, section or detail of the document at any point in time without prior information.

The DigiCirc project, co-funded from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 873468, foresees as an eligible activity the provision of financial support to third parties, to achieve its own objectives.

Copyright message

© DigiCirc Consortium, 2020

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both. Reproduction is authorised provided the source is acknowledged.

Table of Contents

1	Introduction	4
2	General overview	4
3	Bioeconomy Accelerator Programme	4
4	Bioeconomy Challenges	8
5	Eligibility Criteria	11
5.1	Beneficiaries Eligibility.....	11
5.2	Proposal Eligibility	11
6	Preparation and submission of proposals	12
6.1	Open Call Publication	12
6.2	Applicants Registration	12
6.3	Proposal Preparation	12
6.4	Proposal Reception	13
7	Open Call Evaluation Process	13
7.1	Check of Proposal Eligibility	13
7.2	External Remote Evaluation	14
7.3	Interview with External Evaluators	15
7.4	Redress process	16
8	Negotiation process to access the Bioeconomy Programme.....	17
8.1	Administrative duties	17
8.2	Sub-Grant Agreement (Contract) Signature.....	18
9	Financial Support Provided	18
9.1	Origin of Funds.....	18
9.2	Funding Limitation	18
9.3	Funding conditions.....	19
9.3.1	Phase 1: €5000.....	19
9.3.2	Phase 2: €15 000.....	19
9.3.3	Final Grant: €100 000.....	20
10	Data Protection	21 20
11	Responsibilities of Beneficiaries	21
12	Promotion the Action and giving visibility to the EU funding.....	21
13	Financial Audits and Controls.....	21
14	Contacts	21
	References	23 22

List of Figures

Figure 1: Bioeconomy Open Call Timeline	7
---	---

List of Tables

Table 1: DigiCirc Consortium	1
Table 2: List of Acronyms	3
Table 3: List of the Bioeconomy accelerator programme events.....	7
Table 4: Evaluation Criteria	14
Table 5: Interview Evaluation Criteria	15
Table 6: DigiCirc funding scheme schedule.....	19

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 Bioeconomy** 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 8).

3 Bioeconomy Accelerator Programme

The Bioeconomy 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 Bioeconomy (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 tools and get support to use them throughout the acceleration programme.

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

PHASE 1: FEBRUARY - MARCH 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 Bioeconomy.

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 February 2022, 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. 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: APRIL - MAY 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.

Consortia will plan development and commercialisation outlining their innovation, their 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 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€ (see section 9.3). 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: MAY (1 DAY) & FINAL GRANT: JUNE - NOVEMBER 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, digital) 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).*
- **50%:** *Consortium tracked criteria (see article 4 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.

Bioeconomy Guidelines for Applicants

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 Bioeconomy accelerator programme are:

Table 3: List of the Bioeconomy 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	TBD	February 2022	3 days	Yes
Phase 2	Physical courses, physical parts of the hybrid courses. Mentoring and tutoring activities	TBD	April 2022	3 days	Yes
DemoDay	Evaluation of the projects	TBD	May 2022	1 day	Yes

Below are presented the dates for the different phases of Bioeconomy 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.

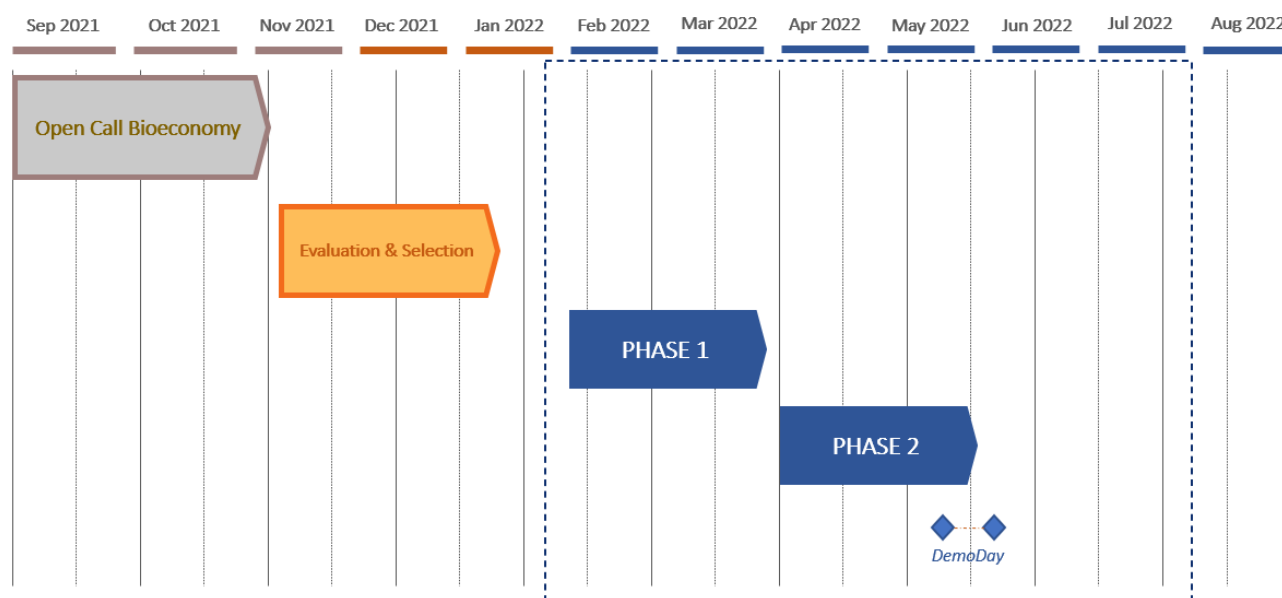


Figure 1: Bioeconomy Open Call Timeline

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

Please note that the Evaluation and Selection processes will only start in mid-November 2021, right after the closing of the Bioeconomy open call and once the eligibility check of the applications received is concluded.

4 Bioeconomy 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.

Generally the bioeconomy defines as the production of renewable biological resources and their conversion into food, feed, bio-based products and bioenergy. Shifting from non-renewable resources to biomaterials is an important innovation aspect of the circular economy agenda. The bioeconomy strategy is used by society to combat urgent problems, such as climate change, increasing competition for natural resources and to rural and regional development. The bioeconomy should be viewed as new economic and social order that will challenge most of our existing practices and structures.

Sustainable Bioeconomy scope may englobe all the relevant activities in the following sectors:

- Pharmaceuticals
- Textiles and wearing apparel
- Packaging
- Building materials and construction
- Other forest products
- Electronics and electrical products
- Biomass energy and biofuels
- Food and feed losses and waste for composting purposes
- Machinery and equipment
- Motor vehicles and components

To increase the circular transition through digitalization of those sectors within the Bioeconomy scope, DigiCirc Bioeconomy accelerator, is looking for solutions based on digital technologies to tackle a series of issues of challenges identified.

Challenges are classified by the Bioeconomy Key Sectors.

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

#1 Challenge: Pharmaceuticals

Develop products and services based on digital technologies and up-to-date information to increase sustainability, circularity, and effectiveness in the **pharmaceutical sector** by facing the significant needs and challenges of this sector.

For example:

Bioeconomy Guidelines for Applicants

- Analytics to support drug development, efficient clinical trials and research and development. Also enables traceability data analysis. Medicinal plants are used for phytopharmaceuticals, and the remainder are used for health food and cosmetics.

#2 Challenge: Textiles and wearing apparel & packaging

Create solutions, products and services to promote circularity and sustainability for **textiles and wearing apparel & packaging**, by utilizing digitalization or digital technologies by offering innovative options and by increasing consumer awareness about sustainability.

For example, textiles and wearing apparel:

- Replace traditional materials to innovative materials reducing chemicals and water consumption in the production process.
- Also, the recycling of textiles through an industrial process. The utilization of textile fibers for further use.

For example, packaging:

- Bioplastics for new products such as Bio-PET for drinking bottles and Bio-PE for quality control for food, cosmetics, and pharma packaging.
- Also, optimize material use through applications. Develop process to recycle packaging material systems by using an application for the finding of recycling points e.g., for bottles.

#3 Challenge: Building materials and construction & other forest products

Create solutions, products, tools, and services to increase efficiency, sustainability and circularity in **building materials and construction & other forest products** applying digitalization and digital technologies.

For example, building materials and construction:

- Developing quality control of the building materials by utilizing the possibilities of digitalisation to reduce material losses and optimize processes at sawmills. E.g., smart cameras, digital modelling, etc.

For example, other forest products:

- Drones which monitor forest condition, perform inspections and improve safety.
- Digital solutions for the production of the wide variety of forest-related products, for example, for wood-based products such as furniture, paper and paperboard and raw materials such as pulp, woodchips and similar materials.

#4 Challenge: Electronics and electrical products

Develop solutions to improve the effectiveness of digital technologies in the sector of **electronics and electrical products**, increasing and optimizing circularity and sustainability.

For example,

- Applications of biomass-based materials in electronic and electrical products include casings, enclosures, sensors, actuators, optics, shielding, photovoltaics, and displays.

Bioeconomy Guidelines for Applicants

- Using digital technologies to enable the designing of products in a way that the use of raw materials is minimized, optimizing work processes, utilizing environmental data, improving forest management, etc.

#5 Challenge: Biomass energy and biofuels & food and feed losses and waste for composting purpose

Create solutions based on digital technologies to address sustainability challenges in **biomass energy and biofuels & food and feed losses and waste for composting purposes** in matters of fuel sustainability and circularity.

For example, for biomass energy and biofuels:

- Creating digital applications for consumers to provide information about the different types and availability of biofuels (biodiesel, bioethanol and biomethane). Biofuels are used in vehicles, heating systems for apartments, farming, industry, etc.

For example, for food and feed losses and waste for composting purposes:

- Separation of food and feed waste at the source is critical to ensure a clean feedstock for composting. Digital solutions for the monitoring of the composting process. For example, temperature measurements, etc.
- The creation of an analytical tool for the improvement of biomass energy efficiency in reference to the type and form of production, including an innovative energy traceability system linked to the traceability of the input and output material.
- Smart farming practices and utilizing waste with the help of GIS (Geographic Information System).

#6 Challenge: Machinery and equipment & motor vehicles and components

Solutions, products, and services based on digital technologies to make **machinery and equipment & motor vehicles and components** more effective, sustainable, and circular.

For example, for machinery and equipment:

- New developments in injection moulding and related processes have paved the way to produce hybrid bio-based materials.
- The production of bio lubricants to find sustainable alternatives for industries and consumers.

For example, for motor vehicles and components:

- Digital solutions to enable remote support, design reviews, training and education, marketing and research and development.
- The creation of natural fibres for motor vehicle body parts, the creation of compostable interior lining based on bioplastics, etc. Various natural fibres are used in innovative automobiles, such as hemp for specific boards and vehicle steel parts, or sisal fibre for floor mats.

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 country⁶ 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 10th November 2021, at 17:00CET (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 (<https://www.f6s.com/digicirc-bioeconomy/apply>) will be the entry point for all applications' submission to DigiCirc Open Call for Bioeconomy. 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 [h2020-hi-list-ac_en.pdf](http://ec.europa.eu/h2020-hi-list-ac_en.pdf) (europa.eu)

6 Preparation and submission of proposals

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

6.1 Open Call Publication

The open call on Bioeconomy will be opened from **9th September 2021** to the **10th November 2021 at 17:00 CET time (Brussels time)**⁷.

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:

- **Bioeconomy Guidelines for Applicants**, this document.
- **Annex 1: Bioeconomy 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 Bioeconomy are accepted by an applicant SME.
- **Frequently Asked Questions** & answers published at the community feed (<https://www.f6s.com/digicirc-bioeconomy/discuss>). There is also a FAQ page in the [DigiCirc website](#) 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 (<https://www.f6s.com/digicirc-bioeconomy/apply>) This will be the central interface for managing the applications.

6.3 Proposal Preparation

Please follow the steps:

⁷ 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

Bioeconomy Guidelines for Applicants

- For the application preparation, the at least 2 SMEs Consortia are requested to apply online and answer to all mandatory questions (with no exception) at: <https://www.f6s.com/digicirc-bioeconomy/apply>
- All applicants must complete and submit the **Annex 1: Bioeconomy 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 <https://www.f6s.com/digicirc-bioeconomy/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 **10th November 2021, at 17:00CET (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 **Bioeconomy 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 Bioeconomy 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 Bioeconomy 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 4: 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 will be Environmental. Economic and societal impacts will be considered positively <ul style="list-style-type: none"> • Environment • Economy • Society
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 at the end of Phase 2; TRL 8 at the end of the final Phase).
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:

Bioeconomy Guidelines for Applicants

- **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, the consortium will invite consortia having a score above 3, in the limit of twice the number of planned number of proposals, for 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 5: 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 will be Environmental. Economic and societal impacts will be considered positively <ul style="list-style-type: none"> • Environment • Economy • Society
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.

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 Bioeconomy 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 Bioeconomy 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. 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 Bioeconomy.

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 VAT⁸. Failure to provide the VAT number will automatically result in proposal rejection.**

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

⁸ To be checked at European Commission services such as http://ec.europa.eu/taxation_customs/vies/

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 calls on circular cities or blue economy, can get, as a whole from the three acceleration programmes, circular cities, blue economy and bioeconomy, 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 6: DigiCirc funding scheme schedule.

Phase 1 ⁹	Phase 2 ¹⁰		Final Grant	
5,000€	15,000€		100,000€	
March 2022*	April 2022 *	May 2022*	May - June 2022*	November 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 (March 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.

9.3.2 Phase 2: €15 000

30% at the beginning of Phase II (April – May 2022).

⁹ If the physical events are organized remotely, no grant will be distributed in Phase 1.

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

70% after the DemoDay (May 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 (May-June 2022).

60% (up to November 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:

- Prototype/MVP developed and validated in a real environment (testing results, successful implementation of LSD/commercialization) [score between 1-5]
- TRL achieved (expected TRL 8) [score between 1-5]
- Business & revenue model (improvements & success of the business model in the market, future plan) [score between 1-5]
- Go-to-market and communication strategy (results, adjustments made & roadmap for the next 6 months) [score between 1-5]
- Business development success (commercial partnership, customer or a strong community of users, awards...) [score between 1-5]
- Financial projections [score between 1-5]
- Access further funding/investors plan [score between 1-5]
- Know-how or competences the consortium needs to acquire [score between 1-5]

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 Bioeconomy.

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).

Bioeconomy Guidelines for Applicants

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

Apply via: <https://www.f6s.com/digicirc-bioeconomy/apply>

F6S support team: support@f6s.com

Online Q&A: <https://www.f6s.com/digicirc-bioeconomy/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: Bioeconomy Proposal Template

To be submitted at the application stage

September/2021



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

Bioeconomy 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 *Bioeconomy 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 on 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 3rd Open Call – Bioeconomy

Acronym of your proposal

Full title of your proposal

Date of submission:

SMEs logo

(If any)

Table of Contents

Bioeconomy Proposal Template	1
Overview of the Proposal (Maximum 1 page).....	4
Proposal Description	7
Concept and Innovativeness (Maximum 2 pages)	7
Impact (Maximum 1 page)	8
Business potential (Maximum 1 page)	8
Project Planning and Budget for Phase 1 and 2 (Maximum 2 pages).....	8
Project Activities and Milestones (Maximum 1 page)	8
Main activities of the project	8
Milestones & Deliverables	8
Budget (Maximum 1 page).....	9
Overall Budget for Phase 1 (5.000€)	9
Overall Budget for Phase 2 (15.000€)	9
Expertise of the Team (Maximum 1 page)	10

List of Tables

Table 8: Proposal Milestones & Deliverables	8
Table 9: Budget for Phase 1	9
Table 10: Budget Phase 2.....	9
Table 11: Proposed Team	10

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 Bioeconomy 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: Pharmaceuticals

Develop products and services based on digital technologies and up-to-date information to increase sustainability, circularity, and effectiveness in the **pharmaceutical sector** by facing the significant needs and challenges of this sector.

For example:

- Analytics to support drug development, efficient clinical trials and research and development. Also enables traceability data analysis. Medicinal plants are used for phytopharmaceuticals, and the remainder are used for health food and cosmetics.

#2 Challenge: Textiles and wearing apparel & packaging

Create solutions, products, and services to promote circularity and sustainability for **textiles and wearing apparel & packaging**, by utilizing digitalization or digital technologies by offering innovative options and by increasing consumer awareness about sustainability.

For example, textiles and wearing apparel:

- Replace traditional materials to innovative materials reducing chemicals and water consumption in the production process.
- Also, the recycling of textiles through an industrial process. The utilization of textile fibers for further use.

For example, packaging:

- Bioplastics for new products such as Bio-PET for drinking bottles and Bio-PE for quality control for food, cosmetics, and pharma packaging.
- Also, optimize material use through applications. Develop process to recycle packaging material systems by using an application for the finding of recycling points e.g., for bottles.

#3 Challenge: Building materials and construction & other forest products

Create solutions, products, tools, and services to increase efficiency, sustainability and circularity in **building materials and construction & other forest products** applying digitalization and digital technologies.

For example, building materials and construction:

- Developing quality control of the building materials by utilizing the possibilities of digitalisation to reduce material losses and optimize processes at sawmills. E.g., smart cameras, digital modelling, etc.

For example, other forest products:

- Drones which monitor forest condition, perform inspections, and improve safety.

- Digital solutions for the production of the wide variety of forest-related products, for example, for wood-based products such as furniture, paper and paperboard and raw materials such as pulp, woodchips and similar materials.

#4 Challenge: Electronics and electrical products

Develop solutions to improve the effectiveness of digital technologies in the sector of **electronics and electrical products**, increasing and optimizing circularity and sustainability.

For example,

- Applications of biomass-based materials in electronic and electrical products include casings, enclosures, sensors, actuators, optics, shielding, photovoltaics, and displays.
- Using digital technologies to enable the designing of products in a way that the use of raw materials is minimized, optimizing work processes, utilizing environmental data, improving forest management, etc.

#5 Challenge: Biomass energy and biofuels & food and feed losses and waste for composting purpose

Create solutions based on digital technologies to address sustainability challenges in **biomass energy and biofuels & food and feed losses and waste for composting purposes** in matters of fuel sustainability and circularity.

For example, for biomass energy and biofuels:

- Creating digital applications for consumers to provide information about the different types and availability of biofuels (biodiesel, bioethanol and biomethane). Biofuels are used in vehicles, heating systems for apartments, farming, industry, etc.

For example, for food and feed losses and waste for composting purposes:

- Separation of food and feed waste at the source is critical to ensure a clean feedstock for composting. Digital solutions for the monitoring of the composting process. For example, temperature measurements, etc.
- The creation of an analytical tool for the improvement of biomass energy efficiency in reference to the type and form of production, including an innovative energy traceability system linked to the traceability of the input and output material.
- Smart farming practices and utilizing waste with the help of GIS (Geographic Information System).

#6 Challenge: Machinery and equipment & motor vehicles and components

Solutions, products, and services based on digital technologies to make **machinery and equipment & motor vehicles and components** more effective, sustainable, and circular.

For example, for machinery and equipment:

- New developments in injection moulding and related processes have paved the way to produce hybrid bio-based materials.
- The production of bio lubricants to find sustainable alternatives for industries and consumers.

For example, for motor vehicles and components:

- Digital solutions to enable remote support, design reviews, training and education, marketing and research and development.

- The creation of natural fibres for motor vehicle body parts, the creation of compostable interior lining based on bioplastics, etc. Various natural fibres are used in innovative automobiles, such as hemp for specific boards and vehicle steel parts, or sisal fibre for floor mats.

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 Bioeconomy 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 1: 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 **Bioeconomy 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 2: 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 3: 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 4: 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 3: Declaration of Honour

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

September/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)	



DIGICIRC

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 4 - SME Declaration

September/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).



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 5: Bank Account Information

September/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	

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



End of Document



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

Sub-grant Agreement

PROJECT ACRONYM: [ACRONYM]

SUB-GRANT AGREEMENT NUMBER:

DIGICIRC_OC3_2021/REF N°



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

Table of Contents

TERMS AND CONDITIONS	3
Article 1 – Scope	3
Article 2 - Entry into force & Termination of the contract	3
Article 2.1 - Entry of Force	3
Article 2.2 - Termination	3
Article 3 - Obligations of the Beneficiary.....	4
Article 4.1 - Reporting periods	4
Article 4.2 - Reporting duties	4
Article 4.3 - Assessment of progress reports	5
Article 5 - Financial contribution and financial provisions.....	6
Article 5.1 – Financial contributions for Phase 1	6
Article 5.2 – Maximum financial contribution for Phase 2	6
Article 5.2.1 Travel and accommodations costs related to physical events (Lump sum 1)	6
Article 5.2.2 - Costs due to expenses related to activities’ development (Lump Sum 2)	6
Article 5.3 - Distribution of the financial contribution	7
Article 5.4 – Funding limitations	7
Article 6 – Liability	8
Article 7 - Confidentiality	8
Article 7.1 - Obligation of Confidentiality	8
Article 7.2 - Exceptions to Obligation of Confidentiality	9
Article 8 - Force Majeure	9
Article 9 – Dissemination	10
Article 10 - Intellectual property rights	11
Article 11 – Data Protection obligations	11
Article 12 – Financial audits and controls	12
Article 13 – Communication between the Parties	12
Article 14 – Internal arrangements between Beneficiaries.....	13
Article 15 – Applicable Law and competent court	13
Article 16 – Miscellaneous	13
ANNEXES	16

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

Cap Digital acts lawfully 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: (Annex 1):

- [COMPANY_NAME], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER] Beneficiary 2
- [COMPANY_NAME], established in [LEGAL_ADDRESS], with VAT number [VAT_NUMBER] Beneficiary 3

By signing this Sub-grant Agreement, [COMPANY NAME] certifies it has (i) the capacity to sign for the aforementioned beneficiaries (ii) that they all have been aware of the content of the Accession form and (iii) have no objections about the content.

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 under the European Union’s Horizon 2020 research and innovation programme 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 September 9th, 2021 to accelerate digital innovations for the Bioeconomy. 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 the DigiCirc Open Call for Bioeconomy.

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.

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

Annex 4 – Evaluation Grids for Phase 1 and 2

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 Bioeconomy acceleration programme, namely Phase 1 and Phase 2.

In case Contracting Parties will be selected for a Final Grant in Phase 3, another sub-grant agreement shall be signed.

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. If the Beneficiary is selected for accessing phase 2, the Contract shall be terminated after the completion of Phase II.

In case the Beneficiary is not selected to enter the Phase II, this Contract shall be automatically terminated. The Beneficiary shall waive to any further payment from the Contractor.

2. Termination of the contract can be requested in writing at any moment by the Contractor, in the following cases (the « Letter »):

- (i) If the Beneficiary has lost one of the qualifying criteria of its eligibility as stipulated in the Guidelines for Applicants;
- (ii) In case of breach of its obligations signed in the Declaration of Honour (Annex 3);
- (iii) if the Beneficiary has breached or defaulted in the performance of its contractual obligations (Article 3);
- (iv) In case of failure to provide required information or submitting of false information. In case the transmission of false information would be intentional, the Contractor may decide to take any other appropriate action;
- (v) upon explicit written request of the EC or the Agency (European Innovation Council and SME Executive Agency, EISMEA).

The Letter shall include the description of the breach – no matter the breach was not deliberate - and invite the Beneficiary to submit any observations within 7 (seven) days of receiving notification. If the Contractor does not accept these observations, confirmation of the termination shall be sent through a formal notice letter that shall be considered as the effective date for termination.

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 (excluding the Phase 1 travel fund, provided the Beneficiaries have indeed participated in a physical Phase 1 training).

3. Upon written notice, at any moment, the Beneficiary may request a termination of the Contract stating the reasons why and the required effective date for termination. In case of acceptance, the Contractor will notify by formal notice the effective date for termination. In case of refusal, the mission shall continue according to the Contract.

4. No matter the reason of the termination, the Beneficiary must, within 15 days from the termination date, submit all progress reports and outputs due for the ongoing Phase in order to justify the work carried out and/or payment received in this period. In case of termination for breach, payment may be subject to reimbursement.

The Contractor will calculate the overall amount due to the Beneficiary for the implementation of the Project based on the reports and outputs submitted by the Beneficiary and accepted by the Contractor. If the payments already received by the Beneficiary exceed the overall amount due, the Beneficiary must repay the Contractor the amount unduly received no later than 10 (ten) days upon receiving the respective debit notification (i.e. invoice). If the payments received do not exceed the overall amount due, the difference will be paid by the Contractor 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 in a diligent manner, as described in Annex 2, within the timeframe and with the financial contribution stipulated in this Contract;
- (ii) take every necessary precaution to avoid from every representative – including employees - 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 risk of conflict of interest or in a 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 in writing the Contractor of any circumstances which may affect the realization of the Project or of any changes in contractual conditions;
- (i) participate in every DigiCirc training event (physical/digital) and in the DemoDay. In all events, the Beneficiary needs to behave in an appropriate manner. Also, in case the Beneficiary shall visit any virtual or physical location, the Contractor shall observe and comply with all policies, guidelines, rules, and regulations applicable to the sites. These elements shall be sent to the Supplier before any access to the sites.

Article 4 – Reporting & assessment

Article 4.1 - Reporting periods

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

- Reporting period 1 (related to Phase 1): [Start Date] – [End Date]
- Reporting period 2 (related to Phase 2): [Start Date] – [End Date]

Article 4.2 - Reporting duties

Respect of this calendar is considered as an obligation of result. Should the Beneficiary encounter delays or expect late delivery, it must immediately inform the Contractor of (i) the reasons for the delay / late delivery and confirm (ii) the expected date for delivery within a limit of [XX] days after the initial due date.

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

- (i) **Provide a Phase 1 progress report containing:**
 - o a description of the activities undertaken;
 - o a plan on the use of the grant for Phase 2;
- (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 Phase 2 progress report containing a description of:**
 - o the activities undertaken, milestones reached and deliverables achieved;
 - o Know-how or competences the consortium needs to acquire in a medium-/long-term and how they will plan to acquire them;
 - o Financial sustainability 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 of progress reports

1. In the seven (7) working days upon submission of each periodic report, the Contractor – or any external expert appointed as long as confidentiality is respected - will assess the performance of the Beneficiary based on:

- (i) the participation in the project activities:
 - o active participation in meetings (physical or hybrid)
 - o level of interaction with the tutor/mentor
 - o results of the MOOCs assessments
- (ii) the progress reports submitted (Article 4.2);
- (iii) the outputs delivered (Article 4.2).

2. Upon assessment by the Contractor (or officially assigned reviewers) of the Phase 1 progress report:

Access to Phase 2 will be granted if the Beneficiary fulfils the following cumulative conditions:

- i. Deliverables must be delivered on time;
- ii. Deliverables must obtain at least a minimum total score of 13;
- iii. Deliverables shall not obtain one or more criteria scored 1.

Failure to fulfil the above cumulative conditions will lead to a refusal to access Phase 2 with the following consequences:

- No financial contribution shall be due to the Beneficiary for phase 2
- Contract shall be consider as terminated as soon as the Beneficiary shall receive its score under 13

3. Upon assessment by the Contractor (or officially assigned reviewers) of the Phase 2 progress report

The following 3 (three) scenarios can apply:

- (a) **The Beneficiary shall receive 100% of the lump sum 2 calculated as per Article 5.2.2, if it fulfils the following cumulative conditions:**
 - i. Deliverables must be delivered on time;
 - ii. Deliverables must obtain at least a minimum total assessment score of 31;
Deliverables shall not obtain one or more
- (b) **The Beneficiary shall receive 50% of the lump sum 2 calculated as per Article 5.2.2, if it fulfils the following cumulative conditions:**
 - i. Deliverables must be delivered on time;
 - ii. Deliverables must obtain a total assessment score between 21 and 30.

- (c) The Contractor will withhold the whole payment of lump sum 2 and the Beneficiary must repay the Contractor the instalments already received no later than 10 (ten) days upon reception the respective debit notification from the Contractor, if the following conditions apply:
- Deliverables are delivered on time, but the total assessment score is below or equal to 20.
 - Deliverables are not delivered in due time.

Article 5 - Financial contribution and financial provisions

Article 5.1 – Financial contributions for Phase 1

Based on the successful assessment of the fulfillment of the Phase 1 performance conditions (as stipulated in Article 4.3), 100% of the Phase 1 funding, a travel grant of 5,000€, may be paid at the end of Phase 1 ([DATE]).

The grant shall cover the travel costs of all Beneficiaries of the same Project/Consortium.

If the physical events are organised virtually, the travel grant (5000€ for Phase 1) will not be distributed by the Contractor.

Article 5.2 – Maximum financial contribution for Phase 2

The maximum financial contribution shall be 15 000€, which is composed of 2 (two) lump sums as stipulated in articles 5.2.1 (Lump sum 1) and 5.2.2 (Lump sum 2).

Article 5.2.1 Travel and accommodations costs related to physical events (Lump sum 1)

For travel and accommodations costs due to physical events: **the maximum amount that the Beneficiary can obtain is to participate in the following DigiCirc physical events¹:**

- Phase 2 physical training event: 2,500€
- DemoDay: 2,500€

It is expressly stated that the Beneficiary shall not have any financial compensation in case of a virtual/digital event. This reimbursement is not considered as part of any remuneration.

All travel costs must be in compliance with the internal rules/internal, usual practice of the related Beneficiary (rules for business travel etc.).

Article 5.2.2 - Costs due to expenses related to activities' development (Lump Sum 2)

- **For costs due to expenses related to activities' development:** the maximum amount that the Beneficiary can obtain is **10,000€**. **For the avoidance of doubts, such expenses are for example** acquisition of data, paying external experts, acquiring materials, etc. It is expecting from each Beneficiary to keep all information related to the justification about all above mentioned expenses.

The lump sum 2 shall be calculated in accordance with the performance of the Beneficiary (Article 4.3).

¹ If some events are organised remotely due to the Covid-19 situation or for any other reason, the corresponding travel grant will not be awarded.

Article 5.3 - Distribution of the financial contribution

1. Phase 1: Based on the successful outcome of the Phase 1 progress assessment (Article 4.3), 100% of the Phase 1 funding, a travel grant (5,000€), may be paid at the end of Phase 1 ([DATE]) upon active participation in the physical training event and completion of all KPIs as set out in the evaluation grid. If the physical event is organised virtually, no travel grant will be distributed for Phase 1.

2. Phase 2: If the Beneficiary successfully achieved the Phase 1 and accesses phase 2, the financial contribution for phase 2 (max. 15,000€) shall be distributed to the consortium, according to the budget breakdown provided by each Beneficiary in Annex 2 and within the limit of maximum funding stipulated in Article 5.5, in 2 (two) installments:

- **30%** at the beginning of Phase 2, after the validation of the assessment results corresponding to the Phase 1;
- **The balance (70%** after the DemoDay (planned in [DATE]), upon the achievements of the KPIs and successful evaluation of the cumulative conditions set out in article 4.3 for phase 2.

3. The share of the financial contribution shall be distributed directly to each Project beneficiary by the Contractor.

4. The payment shall be made by bank transfer within 30 days from receipt of the Beneficiary invoices by the Contractor. The invoices shall include all legal requested mention but also:

- Project member:
 - o *Name of the Company*
 - o *Address*
 - o *VAT number*
- Description: [DigiCirc acceleration programme - Phase 1] / [DigiCirc acceleration programme - Phase 2: First payment] / [DigiCirc acceleration programme - Phase 2: Second payment]
- Recipient:
 - o *CAP DIGITAL (CAP)*
 - o *VAT: FR 40489749291*
 - o *14 rue Alexandre Parodi, Paris 75010, France*
 - o *The Amount requested: EUR (Amount) (excluding VAT)*
- Full name of the account holder to which the transfer is to be made
- IBAN code

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

5. 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.

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

7. The bank accounts to which all payments shall be made are in Annex 2.

8. Payments shall always be made in Euros.

Article 5.4 – Funding limitations

The maximum amount of direct funding that a Beneficiary may receive via DigiCirc is 60,000€, taking into consideration all phases of the 3 accelerator programmes / Open Calls. A Beneficiary already selected under the first call on Circular Cities, can get a maximum amount of 60,000€ from the three acceleration programmes, Circular Cities, Blue Economy and Bioeconomy.

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 by the Beneficiary, 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. Therefore, it is expected from the Beneficiary to make the necessary adjustment (such as provision) in order to be able to respect this provision if needed.

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, 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 (five) 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.

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. In case third parties are needed for the purpose of the mission, written prior acceptance of the Contractor is needed.

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

4. The Contracting Parties shall immediately 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.
5. No Contracting Party shall be considered in breach of its obligations and tasks if such breach is caused by Force Majeure.
6. 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.
7. It is expressly stated that any consequences related to the COVID 19 pandemic including but not limited to delay in the performance of the Subcontracting Agreement shall be excluded as Parties must anticipate and organize themselves in order to avoid any consequences on the performance of the mission.

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 through the DigiCirc Accelerator Programme.

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 Bioeconomy 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 page².

Additional details are provided in: *The use of the EU emblem in the context of EU programmes: Guidelines for Applicants and other third parties*³.

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:

² https://europa.eu/european-union/about-eu/symbols/flag_en

³ https://ec.europa.eu/info/sites/info/files/use-emblem_en.pdf

- the name of the Project beneficiaries;
- contact address of the Project Beneficiaries;
- the Project description provided by the Beneficiary in Annex 2 (section X)
- 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.

It is the sole responsibility of the Beneficiary to 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. As much as possible, Beneficiary who would like to forego the communication shall anticipate this point.

Article 10 - Intellectual property rights

Foreground (including but not limited to all tangible and non-tangible results generated within the project) 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 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. These 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 that are considered as legitimate under the law- of all documents relating to the Contract up to 5 (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 English language signed by one of the representatives identified above by e-mail. The document enclosed in the email shall grant the same legal status as handwritten signature under applicable law.

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. In the case of incoherencies, the present Contract will prevail over all additional, internal agreements / 'consortium agreement'.

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. Beneficiaries 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.

6. This Contract is drawn up in English, language which shall govern all documents, notices, meetings, and processes relative thereto.

7. This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

For the Beneficiary

[Entity name]

Mr/Ms [NAME SURNAME]

[POSITION_IN_COMPANY] if applicable

Signature

Done at _____ on DD/MM/YEAR

For the Contractor

CAP DIGITAL

Mr Carlos CUNHA

CEO

Signature

Done at Paris on

ANNEXES

Annex 1 – Accession Form

Annex 2 – Proposal description

Annex 3 - Declaration of Honour

Annex 4 – Evaluation grids for Phase 1 and 2

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 Bioeconomy.

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 Bioeconomy.

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