



# Call for proposals

*Supporting the innovation and internationalization of European small and medium-sized enterprises in the defence sector*

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**Author: Goran Basarac**

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**Project name: Level 1 Accelerator for Defence Sector**

**Project Acronym: LEVIATAD**

**Deliverable full name: Call for vouchers for innovation and internationalisation**

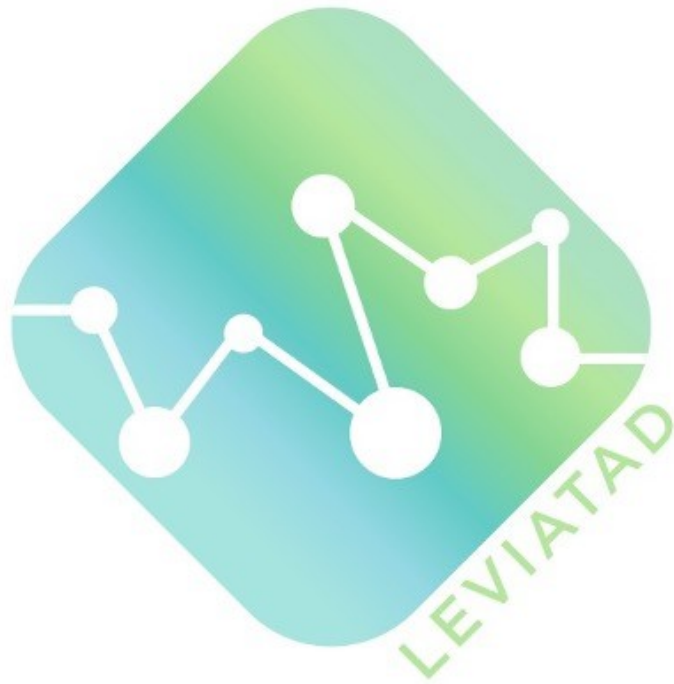
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<b>Summary:</b>	The following document contains the text of the call for proposals intended to financially support the realization of innovation and internationalization projects reserved to European SMEs and start-ups operating in the naval and aero-naval defence sectors.



Level 1 Accelerator for Defence Sector (LEVIATAD)

# Call for proposals

*Supporting the innovation and internationalisation of European small and medium-sized enterprises in the defence sector*



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Version 1.0



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## 1. Introduction

### 1.1. [About LEVIATAD project](#)

The project “Level 1 Accelerator for Defence Sector” (hereinafter LEVIATAD) aims at creating the 1<sup>st</sup> Eurocluster of excellence on naval defence. The plan to achieve such an ambitious result consists of three steps.

- 1) Obtain a mapping of the naval and aero-naval defence sector’s value chain post COVID-19 crisis to better understand the European ecosystem’s structure as well as potential transnational synergies and complementarities. This will allow the project’s consortium to draw the lesson concerning disruptions and dependencies and manage a more efficient industrial strategy (including green and digital transition) to increase the resilience and boost the competitiveness of a long-term European strategic approach.
- 2) Put in place actions to support SMEs in their up-skilling towards strategic technological innovation that will provide the basis for their path towards resilience and autonomy, ultimately boosting European sovereignty in the defence sector.
- 3) Go-to-international, the third and final step, consists of further supporting measures that will help SMEs to acquire skills in third countries’ markets as well as to achieve internationalisation to foster synergies and create new business lines in non-EU countries.

The activities carried out within LEVIATAD will enhance the European position in the value chain of naval and aero-naval defence sector. The same activities will support resilience by fostering innovation processes, and will help SMEs in joining forces and better cooperate with both major public and private groups in European and international markets. For these reasons all the activities will have a strong focus on resilience and synergy.

### 1.2. [LEVIATAD Consortium](#)

The LEVIATAD consortium is built to embed the skills and the value chains needed to successfully achieve the key objectives of the project, to maximise the impact on EU and global markets, and involve relevant stakeholders and experts in networking, consulting and disseminating project's results. The consortium includes 6 partners, mainly clusters, belonging to four European countries (Belgium, Croatia, France and Italy), representing small and medium enterprises (hereinafter SMEs) offering a large array of services and expertise on relevant topics to the naval & aero-naval defence sector. The members of project’s consortium are:

**DISTRETTO LIGURE DELLE TECNOLOGIE MARINE (DLTM)**, PIC: 971896351, established in VIALE NICOLÒ FIESCHI 18, 19123 LA SPEZIA, Italy

**DE BLAUWE CLUSTER (BC)**, PIC: 904329255, established in WETENSCHAPSPARK 1, 8400 OOSTENDE, Belgium

**NA.VI.GO. SOCIETA CONSORTILE A RESPONSABILITA LIMITATA (NAVIGO)**, PIC: 974788406, established in VIA MICHELE COPPINO 116, 55049 VIAREGGIO, Italy

**TOULON VAR TECHNOLOGIES (T.V.T. PMP-TVt)**, PIC 996837573, established in MAISON DU NUMÉRIQUE ET DE L’INNOVATION, PLACE GEORGES POMPIDOU, 83000 TOULON, France

**HRVATSKI KLASTER KONKURENTNOSTI OBRAMBENE INDUSTRIJE (HKKOI)**, PIC: 894553539, established in TRNSKO 23, 10000 ZAGREB, Croatia

**AZIENDA SPECIALE RIVIERE DI LIGURIA (RIVLIG)**, PIC: 897150479, established in VIA QUARDA SUPERIORE 16, 17100 SAVONA, Italy

### 1.3. [Target Audience](#)

LEVIATAD's target are European small and medium-sized enterprises (SMEs) as well as start-ups operating in the field of naval and aero-naval and/or defence sector that will have the opportunity to benefit from different types of support described below in the document.

The objective of the project is to put in place actions to support SMEs in their up-skilling towards strategic technological innovation, a process that will serve as the basis for their path towards resilience and autonomy, with a view to strengthen European sovereignty in the naval, aero-naval, and defence sectors.

For the overall purpose of the programme into which LEVIATAD is developed, particular attention will be dedicated to projects coming from EU-13 countries as well as EU regions which Eurocluster's partners had no previous cooperation with. Furthermore, the scope of the present call extends on regions with different levels of economic development, and it is envisaged that at least 10% of the supported enterprises belong to European regions different from the countries of individual Euroclusters' partners

## 2. [Basic information about LEVIATAD's open call](#)

Following the activities carried out during the implementation phase of the project, such as the mapping of the ecosystems, reporting on SMEs needs and opportunities, LEVIATAD has identified specific investment priorities:

- (i) autonomous ships and drones
- (ii) communication, cybersecurity and electronic warfare
- (iii) on-board equipment: development, performance improvement
- (iv) predictive maintenance
- (v) weapon systems improvement
- (vi) decarbonization of ships

The general objective of this call for proposals is to financially support small projects involving SMEs and start-ups who can contribute to the abovementioned key areas.

Detailed information on the priorities of the call, objectives and activities to be supported are provided in chapter 4.

LEVIATAD's open call will select up to 50 projects (at least 40 project applications coming from LEVIATAD countries). The total available budget is €1.013.071,52, with a maximum grant amounting to €20.000 per SME participating in one project.

## 3. [Eligibility criteria for applicants and projects](#)

Eligibility criteria shall be entirely fulfilled in order to forward a project application. The eligibility and evaluation checklist is part of the Annex I. Below are listed applicants' conditions to be fulfilled in order to be eligible for grant under this call.

	Criterion	Description
1	Being a small or medium-sized enterprise (SME)	<p>Eligible recipients of the grant are SMEs, including start-up companies (operating as an enterprise for five years or less), which are registered before 01/05/2023 (May 1<sup>st</sup>, 2023). The proof of registration as an enterprise engaging in economic activity shall be provided only by those applicants evaluated as potential grant recipients, before the signature of the grant agreement.</p> <p><i>Applicants must respect the definition of small or medium-sized enterprise according to the European recommendation as described below in chapter 3.1. Here is provided the link to the European Commission's self-assessment tool where applicants can perform a self-check (<a href="#">SME Self-assessment tool</a>).</i></p>
2	Be registered in a LEVIATAD's partner country, or an EU-13 country	<p>Applicants must be registered in:</p> <ul style="list-style-type: none"> <li>• a LEVIATAD's partner country (Belgium, Croatia, France, Italy);</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• one of the EU-13 countries except Croatia (Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Slovenia).</li> </ul> <p><i>Note: According to the programme, under this call at least 10% of the supported SMEs shall belong to EU regions different from the countries of individual Euroclusters' partners. Specific attention will be dedicated to EU-13 countries' applications and EU regions with which the Euroclusters' partners had no previous cooperation, and shall focus on engaging actors from regions with different levels of economic development.</i></p>
3	Be a member of an organization that promotes defence value chain in Europe	<p>The SME is an existing member of an international or national organization (cluster, platform, chamber, guild or similar) that promotes naval, aero-naval and defence industry as well as its value chain.</p>
4	Being not considered an undertaking in difficulty nor falling in	<p>Applicants must not be considered an undertaking in difficulty and must not be under bankruptcy process or liquidation procedure; a SME must not have legal proceedings administered by a court, or entered into an</p>

	any of the other defined situations	arrangement with its creditors. An enterprise must not be the subject of proceedings concerning the abovementioned cases or being involved in any comparable situation or procedure provided for in national legislation or regulations. Applicants must not have suspended their business activities.
5	Having a turnover from economic activity equal to the grant requested or higher	Applicants must declare and, prior to the signature of the grant agreement, prove that its total turnover in the last financial year is higher or equal to the requested grant.
6	Having at least one person employed	Each applicant must have at least one person employed before signing the grant agreement.
7	Application in English language	Applications and annexes must be in English. Any document, even partially written in another language, will be considered not eligible. No addendums to the project application or late documentation will be accepted. It is not possible to add images or schemes to the application form.
8	Application submitted to the official email address	Only project's applications submitted to the official email address indicated below (see chapter 5) are eligible.
9	Application form completed in its entirety and all requested annexes submitted	Application form is completed with all requested information and all requested annexes are submitted.
10	Only one project application per SME	Only one project application will be accepted per each SME.
11	Reference to the Digital and sustainable innovation and internationalization plan (DSIIP)	In the project's application, applicants shall provide key information about their own Digital and sustainable innovation and internationalization plan (see chapter 19). Any application without requested information will be rejected.
12	Project respecting the call's priorities	In the application form, applicants must mark and explain how project's planned activities are related to the priorities of the call (see chapter 4).
13	Requested grant amount respecting	Intensity of financial support granted by the call:



	the thresholds of the call	<ul style="list-style-type: none"> <li>• minimum: €10.000</li> <li>• maximum: €20.000</li> </ul>
14	Project that presupposes at least two activities	Each project application must foresees at least two activities as described in chapter 4.1.

### 3.1. [Who can apply](#)

Applicants must be enterprises as defined in art. 2 of Commission recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (2003/361)<sup>1</sup>. The criteria determining the categories of enterprise consist of staff headcount and financial ceiling laid down as follows:

Enterprise category	Staff headcount (person)	Annual turnover (million EUR)	and/or	Annual balance sheet total (million EUR)
Micro	< 10	≤ 10	and/or	≤ 2
Small	< 50	≤ 50		≤ 10
Medium	< 250	≤ 50		≤ 43

These ceilings apply to the figures of individual enterprise only. An enterprise that is part of a larger group shall consider the staff headcount, turnover and/or balance sheet data from the controlling group. To help in determining the calculation of an enterprise category, applicants can use the following tools and guidelines:

- [EU revised Guidelines to the SME definition](#)
- [SME Self-assessment tool](#)

In order to submit a proposal, applicants must comply with the following requirements:

- being not in bankruptcy or liquidation procedure;
- not having legal proceedings administered by the courts;
- not entered into an arrangement with its creditors;
- have not suspended their business activities;
- being not subject to proceedings concerning the abovementioned matters or involved in any comparable situation or procedure provided for in national legislation or regulations;
- being in compliance with its obligations relating to the payment of social security contributions (if applicable) and/or taxes, in accordance with the legal provisions of the country in which they are established;
- being not subject to a conflict of interest deriving from the participation to the call or the assignment of the financial support;
- in order to avoid the duplication of funding, applicants must declare that the same project idea or activity hasn't received funding from another call.

<sup>1</sup> [C\(2003\) 1422](#)

**A declaration of honour (Annex III) attesting the applicant’s status concerning the abovementioned requirements is needed from each applicant. It must be printed and signed by the authorized person or legal representative of the applicant.**

### 3.2. [What projects can apply](#)

All projects shall clearly state the connection with the priorities of the call and must deliver a budget which complies with the financial limits of the grant.

Applications must be submitted to the dedicated official email address and using the official Application form. They must be accompanied by all the requested documents (project application sheet and annexes) and written in English. Project applications not presenting the above-mentioned documentation will not be financed.

**Note: No addendums or amendments of the submitted project application are allowed.**

Mandatory documentation:

- Application form
- Annex II – Detailed costs breakdown
- Annex III – Declaration of honour (signed by the authorized person or legal representative of the applicant)

Additional information to be delivered (upon request) prior to the signature of the Grant agreement:

- proof of economic activity within the financial year;
- proof of people employed;
- proof that no outstanding taxes and other liabilities toward country of SME registration are in place.

## 4. Objectives, investment priorities, and eligible activities

The present call is intended to support innovation and internationalization activities as well as twin transition (green and digital transition) of SMEs. Each project must contribute to at least one of the investment priorities indicated in chapter 2 “Basic information about LEVIATAD’s open call.”

The total amount of financial support per project is €20.000, and the call expects to finance up to 50 SMEs. This call will finance projects that contribute to the following objectives:

- 1. fostering innovation as well as green and digital transition of SMEs;**
- 2. increasing presence of European SMEs in the international value chains (internationalization).**

Project applications and their outputs must fall into one (or more) of the following priorities of the naval, aero-naval and defense sector. Nevertheless, the sub-priorities listed in the table below are not exhaustive, and applicants are free to propose additional project ideas as long as they fall within the overall investment priorities.

Investment priorities	Description/Sub-priorities
AUTONOMOUS SHIPS AND DRONES	Naval drones and UAVs development; submarines, surface and airborne systems

	development; autonomous navigation; drones, submarines and surface vessel detection.
COMMUNICATION, CYBER SECURITY	Threat detection; development of critical digital services; use of big data; data and systems fusion/integration; electronic protection measures; quick response to threats; use of AI; edge computing.
ON-BOARD EQUIPMENT DEVELOPMENT, PERFORMANCE IMPROVEMENT	Performance optimization; use of smart technologies and systems for efficient management of aero naval and defense industry; virtual environment and system connectivity; crisis management.
PREDICTIVE MAINTENANCE	Development of new technologies; tools for vulnerability assessments and compliance; threat detection and mitigation technologies; technical architecture design and implementation.
WEAPONS SYSTEMS IMPROVEMENT	Weapon and defense systems compatibility and connectivity.
DECARBONIZATION OF SHIPS	Reducing CO <sup>2</sup> by use of new engines; hybrids, and new carburants; smart and efficient decarbonized shipping; sensor development, and effective monitoring of Co2 reduction; improvement of frictional resistance of the vessels through: (i) antifouling, low friction hull coating, (ii) hull design measures, (iii) hull air lubrication; ship propulsion systems, and emission control systems; use of alternative energy carriers and power generators.

#### 4.1. Eligible activities and financial support

Project applications must be in line with the objectives of LEVIATAD's call as well as its investment priorities.

The project must clearly describe the objectives and the defined investment priority of the call to which it contributes, and fill the Application form with relevant information. Each project can address one or both objectives. In the latter case, applicants must undertake activities that will enable the submitted project to remain within the indicated funding limits.

The Application form shall indicate the project activities and must deliver a clear budget as described in the Annex II. The applicant can design its project with as many activities it needs up to the

maximum amount of €20.000, taking into consideration the financial thresholds and project activity timespan listed in the table below.

**Note: Each project application must have at least two project activities.**

<b>Objective 1: Fostering innovation, green and digital transition</b>		
<i>Project activity</i>	<i>Lump sum (EUR)</i>	<i>Duration (Months)</i>
<p><b>Innovation activities leading to new products and/or services.</b></p> <p>This activities involve all technological, organisational, and financial steps that lead to the implementation of innovation, whether as a part of product or service development tailored toward the LEVIATAD investment priorities, or as a part of new or upgraded business processes of the applicant. The outcome of the activity must be a new or improved product and/or service closer to the market (higher TRL levels: TRL 7 – TRL9).</p> <p><i>For clarifications on TRL levels please visit: <a href="https://horizoneuropencportal.eu/sites/default/files/2022-11/trl-assessment-tool.pdf">https://horizoneuropencportal.eu/sites/default/files/2022-11/trl-assessment-tool.pdf</a></i></p>	9.000	8
<p><b>Green and digital activities.</b></p> <p>The expected activities would involve transformational pathways of the applicant in order to make products/services related to the project, more sustainable and/or digital. Activity can be related to preparing new sustainable process of the company within its production or distribution, changing existing ones, or including digital transformation into business processes that were analog before the project application.</p> <p>The foreseen outcome consists of new processes, products, and/or services created as a result of the application of sustainable or digital elements.</p>	6.000	8
<p><b>Promoting innovation by integrating mature technologies.</b></p> <p>This activity requires applicants to use existing technologies on the market and integrate/apply/present them in new, innovative ways in their products/services/processes. This activity shall result in a significant change of the product or service provided to the market and must explain intellectual property</p>	5.000	8

rights or other risks involved in mature technology involvement. The foreseen outcome consists of a study showing conceptual application of mature technologies in new product/process/service development.		
<b>Objective 2: Internationalization</b>		
<i>Project activity</i>	<i>Lump sum (EUR)</i>	<i>Duration (Months)</i>
<b>Market analysis.</b>	5.000	8
<b>Access to finance and partnerships, consultancy, building consortium agreements; IPR protection, etc.</b> These activities include analyses exploring opportunities for financing and partnerships, as well as consultancy services for investment opportunities, Consortium agreements building, mergers, IPR protection, etc.	5.000	8
<b>Visit to targeted market outside EU (MENA region and North America).</b>	10.000	8

Project's activities not included in those listed in the table above will not be considered eligible for financing.

Lump sums for each activity are fixed amounts and applicants can choose which activity to implement in the project. Applicants can combine activities from both objectives up to the maximum grant amount of 20.000 EUR.

The duration of a project shall be maximum 8 months and not exceeding August 1<sup>st</sup>, 2024.

#### 4.2. [Accumulation of funding](#)

The sums granted by this call for proposals cannot be combined, for the same investment expenses and costs, with measures deriving from other Euroclusters projects. More generally, expenses and costs foreseen in the project cannot be subject to double financing.

### 5. Where, how and when to apply

To apply for the present call, visit the project's official webpage at <https://www.navigotoscana.it/leviatad/>.

The call is furtherly published in the [Funding and Tenders Portal](#) (SEDIA), and it is also available through the [European Cluster Collaboration Platform](#) (ECCP), the [Enterprise Europe Network](#) (EEN), and LEVIATAD project's members own websites.

Only proposals submitted to the official mail address [leviatad@dltm.it](mailto:leviatad@dltm.it), containing all the mandatory documents (see below) and filed within the deadline will be accepted.

Mandatory documents, are: (1) Application form, (2) Annex II, (3) Annex III.

Upon receipt of each proposal, the applicant will receive a confirmation of submission to the email address communicated in the application form, indicating the date and time of the submission.

The LEVIATAD open call dedicated to SMEs' innovating actions will be **open from July 3rd, 2023, until September 4th, 2023, @ 17.00 CET.**

The results of the LEVIATAD call, including a description of SMEs actions, the date of the award, project's duration, and final recipient's legal names and countries will be published on LEVIATAD's official web page <https://www.navigotoscana.it/leviatad/> as well as on Euroclusters websites.

The Application form has a structure that cannot be changed and clearly indicates characters' limits. Nonetheless, the very form has been designed to ensure that the most relevant aspects of a planned activity are presented in a way that will enable evaluators to perform an effective assessment against the evaluation criteria. It is therefore in the applicants' interest to keep texts as concise as possible.

## 6. Proposals evaluation

Only proposals presenting all the requested documents are eligible for financing and will be evaluated for grant approval.

Project applications will be assessed by the Evaluation Review Panel (ERP), composed of two independent reviewers/evaluators per application. Depending on the number of applications received, it is foreseen to appoint external reviewers/evaluators. External reviewers/evaluators will be engaged on the basis of direct contracting with relevant and experienced professionals provided by the pool of experts of each LEVIATAD consortium partner.

The selection procedure of reviewers will be completed during the open period of the call for SMEs. To avoid conflict of interest, experts will evaluate project proposals coming from countries different from their citizenship or, in alternative, they will have to declare the non-existence conflict of interest concerning each individual project proposal.

A three-step evaluation procedure will be followed, safeguarding the principles of transparency, conflict of interest and equal treatment as described below:

1. eligibility check of the Application form and annexes;
2. individual evaluation: each member of the ERP will evaluate the application form on the basis of the evaluation criteria;
3. evaluator consensus: each project application will be evaluated by two members of ERP. In case of major deviation (more than 20% in total between assigned points), the members of the ERP will communicate (email, online meeting, etc.) to evaluate collectively the application form, based on their individual evaluation, ensuring a coherent, fair and transparent process. If no agreement is reached, a third evaluator will be involved.

### Timeline of evaluation activities:

<i>Description</i>	<i>Date</i>
Publication of the call	July 3 <sup>rd</sup> , 2023
Duration of the call	2 months

Deadline for submission	September 4 <sup>th</sup> , 2023
Evaluation process	September 5 <sup>th</sup> 2023 – October 5 <sup>th</sup> 2023
Contracting	Starting October 16 <sup>th</sup> , 2023

The evaluators/reviewers will sign a declaration of confidentiality concerning the contents of the applications subjected to their evaluation. They will be requested to complete the evaluations in one month, firstly recording their individual opinion of each application, and then communicating together to prepare a single “consensus” form for each application. Then, evaluators will provide a different ranked list for each LEVIATAD partner country (4 lists for 4 countries involved in the project<sup>2</sup>) and an additional 5<sup>th</sup> list for EU-13 countries, except Croatia. Using the score given, the consortium will select the highest scored applications per each list. In case a number of applications do not overcome the minimum threshold scores of the call, they will not be selected.

The assessment period shall take a maximum of 30 days starting from the closing date of the call. The applicant will receive an email attesting the outcome of the assessment once the evaluation procedure is finalized, together with the instructions for the next steps in case the applicant is awarded. Top ranked proposals will be granted until the budget for the respective support is exhausted.

In case of project proposals with an equal score per ranking list but not enough resources to finance all project applications, the impact on LEVIATAD’s objectives and value chain formation in Europe (see chapter 7.1) will be used as a secondary criteria for selection. The successful applicants will be requested to sign a sub-grant agreement with the LEVIATAD’s consortium members within 30 days after the announcement of the result.

## 7. Evaluation process and Awarding criteria

### 7.1. [Main evaluation criteria](#)

The evaluation process is based on a set of criteria as indicated in the table below (and in Annex I), and it is subsequent to the verification of applicants’ eligibility criteria and projects.

The following table presents the features of the strategy which the ERP will use to evaluate eligible projects.

Evaluation criteria	Weight	Min.-Max. points	Max. score
<b>1. Innovativeness of the project</b> a.) Project will result in new to market innovation (product, process, service, technology); b.) Project will result in new to firm innovation (product, process, service, technology);	1	a) 1-5 b) 1-5 c) 1-5	15

<sup>2</sup>Belgium, Croatia, France, Italy

c.) Project will have an impact on internal organization of the SME (process innovation);			
<b>2. Green transition</b> a.) Project will result in significant reductions of GHG emissions or energy savings of SME; b.) Project will result in technologies/products/services/processes with significant positive impact on the environment;	1	a) 1-5 b) 1-5	10
<b>3. Digital transition and digitalization</b> a.) Project will result in implementation of latest digital technologies in the business of an SME; b.) Project will result in new digital technologies/products/services;	1	a) 1-5 b) 1-5	10
<b>4. Internationalization</b> a.) Project has significant probability to be globally competitive; b.) SME increased sales and market recognition thanks to project implementation; c.) Project has clear strategy for financing and attracting partners for further development of the project;	1	a) 1-5 b) 1-5 c) 1-5	15
<b>5. Impact on LEVIATAD objectives and value chain formation in Europe</b> a.) Project represents new possibilities for EU development of capacities in naval, aero-naval and defense sectors; b.) Project will create positive spillover and effect on other enterprises in the sector;	2	a) 0-5 b) 0-5	20
<b>6. Relevance to naval, aero-naval and Defense sector</b>	2	0-5	10



a.) Project results have significant positive impact on LEVIATAD project and promotion of industry			
<b>Maximum points to be awarded</b>			<b>80</b>

## 7.2. Scoring and award thresholds

Evaluation scores will be awarded based on the criteria mentioned in the section above. The maximum scores for each evaluation criterium is presented in the last column of the table. The overall threshold, applying to the sum of the individual scores will be 60% or 48 points. Proposals with a score below 48 points will not be funded. Proposals that receive 0 points score on criteria 5 or 6 will not be funded regardless of the points awarded on other criteria.

Each question to be evaluated is rated between 1 and 5 points; no half-points are allowed (decimal points may arise while processing to the average scoring, but not as an individual evaluation grade). Each sub-criterion has a dedicated weight for the final score. Score per criterion is the sum of the individual sub-criteria weighted scores.

The same evaluation criteria and scorings apply to all project applications.

The meaning of the scores with respect to the sub-criteria are as follows:

- 0 (*not admissible*) – the project proposal does not comply with the objectives of the call nor is relevant to the criteria ( only on evaluation criteria 5 and 6).
- 1 (*poor*) - the sub-criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
- 2 (*fair*) - while the proposal broadly addresses the sub-criterion, there are significant weaknesses.
- 3 (*good*) - the proposal addresses the sub-criterion well, but with at least one moderate weakness.
- 4 (*very good*) - the proposal addresses the sub-criterion very well, although with minor weaknesses.
- 5 (*excellent*) - the proposal successfully addresses all relevant aspects of the sub-criterion in question. Any shortcomings are minor.

## 8. Funding scheme and beneficiary obligations

Under the support scheme of the present call, payment will be done in two different phases. The first 40% of the grant will be given within 30 days after the signature of the Grant agreement. The other 60% of the grant will be given to SMEs after the approval of the final report. The final report template will be timely provided to all grant recipients.

- All amounts will be paid in euros.
- Payments will be carried out separately to each beneficiary.
- Only costs that occur during the project period are eligible for funding.
- Expenditures incurred before the signature of the Grant agreement, or after the project duration period are ineligible for remuneration.

- Costs incurred for the implementation of the project must be used for the sole purpose of achieving the objectives of the project and its expected results, in a transparent manner consistent with the principles of economy, efficiency and effectiveness.

LEVIATAD support schemes rely on the lump sum mechanism for its grants. This simplified method of setting expenses in projects means that no accounting documents are required to prove the costs during the project. However, the applicant still have obligation to demonstrate through the final report that the implementation of the activities described in a project are in line with the listed activities and specified outcomes as indicated in chapter 4.1.

- The SME has to, for a period of five years after the payment of the balance, keep record and any documents proving that the action has been properly implemented.
- The beneficiaries of the project must ensure that the European Commission, the Anti-Fraud Office and the Court of Auditors will be able to exercise their power of control by accessing documents.
- Any documents proving the correct implementation of the project will have to be made available in case of audits or investigations.

## 9. Enquiries and complaints

All applicants will be individually informed on the results of the evaluation after the completion of the evaluation procedure.

For any enquiry and/or complaint regarding the present call, please contact [leviatad@dlm.it](mailto:leviatad@dlm.it). A request for redress can only be based on objective, clear, and well-documented evidence. It must clearly identify the application and be submitted by someone legally authorised to represent the applicant within 10 calendar days from receiving notice of your evaluation results. A review committee, which consists of all consortium members of the LEVIATAD project, will review the case and recommend an appropriate course of action. The role of the committee is to ensure a coherent legal interpretation of requests and equal treatment of applicants.

The redress procedure is licit only concerning the evaluation process, while the scientific or technical judgement of the qualified experts cannot be questioned. Only one request for redress per application will be considered. All requests for redress will be treated in confidence.

## 10. Conflict of interest

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests'). They must formally notify the granting authority without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The granting authority may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

## 11. Classified and sensitive information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/44417 and its implementing rules). Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority. Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority. Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority. The parties must keep confidential any data, documents or other material (in any form) that is identified as sensitive in writing ('sensitive information') – during the implementation of the action and for at least the time-limit of 5 years after the final payment. If a beneficiary requests, the LEVIATAD Consortium may agree to keep such information confidential for a longer period.

Unless otherwise agreed between the parties, they may use sensitive information only to implement the sub-Grant agreement.

The LEVIATAD Consortium may disclose sensitive information to its staff and to other EU institutions and bodies. It may moreover disclose sensitive information on the SMEs, if:

- a) this is necessary to implement the Sub-Grant Agreement or safeguard the EU financial interests and
- b) the recipients of the information are bound by an obligation of confidentiality. The confidentiality obligations no longer apply if:
- c) the disclosing party agrees to release the other party
- d) the information becomes publicly available, without breaching any confidentiality obligation
- e) the disclosure of the sensitive information is required by EU, international or national law.

## 12. Ethics

The granted action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

## 13. Data Protection

The General Data Protection Regulation (2016/679/EU) guarantees that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with particular reference to confidentiality, personal identity and the right to data protection.

The LEVIATAD consortium will process personal data in line with the regulation mentioned above. By applying, the applicant agrees on the storage and use of its personal data for the execution of the LEVIATAD objectives and work plan.

The beneficiaries must ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes

- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and

processed in a manner that ensures appropriate security of the data

The LEVIATAD consortium commits to handling personal data confidentially except for the call results, which will contain the following information: - Information about successful LEVIATAD subgrant. Applications that will be made publicly available before the service implementation: applicant(s) name, awarded funding and short description of the service (as provided by the applicant in the application template).

Information about successful LEVIATAD subgrant that will be made publicly available after the grant implementation: applicant(s) name, awarded funding and updated short description of the subgrant (as provided by the beneficiary in the Final Report).

The processing of data that LEVIATAD intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR and its art.24. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation. The applicants can exercise their rights towards the data controller, pursuant to article 12 of the GDPR. For any inquiries regarding the processing your personal data, please contact [leviatad@dltm.it](mailto:leviatad@dltm.it). Action and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

The process and all data collected will be managed by the LEVIATAD partners in compliance with The General Data Protection Regulation (EU) 2016/679 (GDPR).

The beneficiaries must process personal data under the Project Agreement in compliance with the applicable EU (GDPR), international and national law on data protection.

## 14. Intellectual Property Rights (IPR)

The applicants are advised to arrange for internal contracts regarding intellectual property rights, the use and dissemination of the results generated by the project teams through the funding obtained via LEVIATAD financial support. For dissemination and use of results generated through the financial support from the Consortium, the recipients must credit the LEVIATAD project through proper citation and appearance of the LEVIATAD logo and EU Logo, including the proper citation **"This project has received funding from the European Union's EISMEA, – Innovation Ecosystems, SMP/Entrepreneurship and Consumers – SMP/COSME, under grant agreement number 101074868 "**.

## 15. Communication, dissemination, and Visibility

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such

as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text. Apart from the emblem, no other visual identity or logo may be used to highlight the EU support. When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this point, the beneficiaries will use LOGO of LEVIATAD project on their promo material and web sites. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

## 16. General Information Obligations

### Information requests

Beneficiaries shall provide during the action or afterwards any information requested in order to verify the eligibility of the costs or contributions declared, the proper implementation of the action and compliance with the other obligations under the sub-Grant agreement.

The information provided must be accurate, precise and complete and in the format requested, including electronic format. Beneficiaries must keep — at all times, during the action or afterwards — their information stored in up to date, in particular, their name, address, legal representatives, legal form and organization type.

### Information about events and circumstances which impact the action

Beneficiaries must immediately inform the granting authority of any of the following:

1. events which are likely to affect or delay the implementation of the action or affect the EU's financial interests, in particular:
  - a) changes in their legal, financial, technical, organizational or ownership situation (including changes linked to one of the exclusion grounds listed in the declaration of honour signed before grant signature);
2. circumstances affecting:
  - a) the decision to award the grant or
  - b) compliance with requirements under the Agreement.

### Record-keeping and supporting documents

The beneficiaries must — at least for 3 years after final payment — keep records and other supporting documents to prove the proper implementation of the action in line with the accepted standards in the respective field (if any).

In addition, the beneficiaries must — for the same period — keep any adequate records and supporting documents to prove that their cost accounting practices have been applied in a

consistent manner, based on objective criteria, regardless of the source of funding, and that they comply with the eligibility conditions.

## 17. Disclaimer

### Purpose

This guide serves solely for informational purposes, providing an extensive explanation of the LEVIATAD's call for proposals. For more information get in contact with [leviatd@dlm.it](mailto:leviatd@dlm.it). No rights can be derived from this document. This document does not reflect the views of the European Commission.

### Mistakes or inconsistencies

The LEVIATAD Consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the Consortium will determine the steps to be taken, in cooperation with the applicant concerned.

### Modification of the terms and conditions:

The LEVIATAD partners, represented by the coordinator are entitled to modify these terms and conditions (including re-opening/closing dates of the calls, in case of non-granting of funds and/or early depletion of the available funds, or as they see fit) and will inform applicants/beneficiaries in advance of any relevant change.

The current and extended text of LEVIATAD's Call for proposals is provided on the official LEVIATAD's webpage at <https://www.navigotoscana.it/leviatad/> as well as on the project's partners websites, and European web portals, always mentioning the version number. The most recent version of the terms and conditions of the LEVIATAD financial support scheme applies and prevails.

### Consequential damages

In no event shall either party be liable to the other or any of its affiliates for any consequential, incidental, indirect, special, punitive or exemplary damages (including, without limitation, lost profits, business or goodwill) suffered or incurred by such other party or its affiliates in connection with this financial support scheme, even if advised of the possibility of such damages.

## 18. Annexes

Annex I – Eligibility and evaluation checklists

Annex II – Costs breakdown

Annex III – Declaration of honour

## 19. Digital and sustainable innovation and internationalisation plan (DSIIP)

Applicants are required to present some key information concerning their enterprise' strategy, achievements and activities. To explain to LEVIATAD's Consortium the main features of their DSIIP, applicants will only need to answer the inherent questions in the Application form.