



**European Commission**  
Enterprise & Industry Directorate General

## CALL FOR PROPOSALS

### Preparatory action

# 'ERASMUS for young entrepreneurs'

## 21/G/ENT/ERA/11/311A

## GRANT PROGRAMME 2011

The present call for proposals is composed of a set of Grant Submission Documents, which form an integral part of this call:

The call for proposals,  
The Guide for Submission  
The Submission Set

The terms set out in the call for proposals document shall take precedence over those in the other parts of the Grant Submission Documents.

## TABLE OF CONTENTS

1.	CONTEXT .....	3
2.	OBJECTIVE OF THE CALL.....	3
2.1.	OBJECTIVE .....	3
2.2.	DESCRIPTION OF ACTIVITIES ENVISAGED.....	4
2.3.	DELIVERABLES .....	6
3.	TIMETABLE .....	7
4.	EU FINANCING .....	8
4.1.	CO-FINANCING AND JOINT AND SEVERAL RESPONSIBILITY.....	8
4.2.	SUBCONTRACTING .....	9
4.3.	PAYMENT ARRANGEMENTS .....	9
4.4.	CORRECT ENCODING OF COST ITEMS IN THE BUDGET ESTIMATE.....	9
5.	ELIGIBILITY.....	9
5.1.	GEOGRAPHICAL ELIGIBILITY .....	9
5.2.	LEGAL STATUS ELIGIBILITY .....	10
5.3.	EXCLUSION CRITERIA.....	10
5.4.	ELIGIBLE PROPOSALS .....	11
6.	SELECTION.....	11
6.1.	APPLICANTS' FINANCIAL CAPACITY TO COMPLETE THE PROPOSED ACTION .....	11
6.2.	APPLICANTS' OPERATIONAL CAPACITY TO CARRY OUT THE PROPOSED ACTION .....	11
7.	AWARD.....	12
8.	SUBMISSION OF PROPOSALS .....	13
9.	CONTACTS .....	14
10.	ANNEX 1 SUBMISSION SET .....	15
11.	ANNEX 2 GUIDE FOR SUBMISSION.....	15
12.	ANNEX 3 EVALUATION CRITERIA.....	15
13.	ANNEX 4 ERASMUS FOR YOUNG ENTREPRENEURS IMPLEMENTATION MANUAL FOR INTERMEDIARY ORGANISATIONS (QUALITY MANUAL).....	15
14.	ANNEX 5 DRAFT GRANT AGREEMENT .....	15
15.	ANNEX 6 TEMPLATES/INSTRUCTIONS FOR THE STRUCTURE OF THE PROPOSAL..	15
16.	ANNEX 7 MONTHLY ASSISTANCE TO NEW ENTREPRENEURS .....	15

**INTERESTED PARTIES ARE INVITED TO READ CAREFULLY THE INSTRUCTIONS BELOW, AND TO USE THE QUESTIONNAIRE PROVIDED IN CHAPTER II OF THE GUIDE FOR SUBMISSION TO CHECK THAT APPLICATIONS ARE COMPLETE WHEN SUBMITTED.**

## 1. CONTEXT

In June 2008, the European Commission adopted the 'Small Business Act' for Europe (SBA),<sup>1</sup> recognising the central importance of small and medium-sized enterprises (SMEs) in the EU economy. Now for the first time there is a comprehensive SME policy framework for the EU and its Member States. The SBA aims to improve the overall approach to entrepreneurship, to irreversibly anchor irreversibly the 'Think small first' principle in policy-making from regulation to public service, and to promote the growth of SMEs by helping them tackle those problems which hamper their development.

The SBA also sets out to 'create an environment in which entrepreneurs can thrive and entrepreneurship is rewarded' (Principle I of the SBA). As a concrete follow-up to this aim, the Commission organised a call for proposals in 2008 under the pilot project 'ERASMUS for Young Entrepreneurs' (ENT/ERA/08/311). Of the 25 projects selected for award, 24 were European partnerships to encourage exchanges (mobility) of new entrepreneurs while the remaining project delivered support, coordination and networking for the European partnerships and their activities.<sup>2</sup> The projects started in December 2008 and ended in June 2010.

In 2009 the Commission launched a second call for proposals, under the preparatory action 'ERASMUS for Young Entrepreneurs' (ENT/ERA/09/311). The 32 projects selected for award included 31 European partnerships organising the mobility exchanges and one project for support, coordination and networking for the European partnerships and their activities.<sup>3</sup>

Following the call for proposals published in 2010, 25 projects were selected for award. The activities will be carried out until October 2012.

Building on these earlier actions, Commission Decision C(2011) 0499 of 27 March 2011 provides a budget of €4 300 000 for grants to bodies in the Member States active in supporting enterprises and in organising, on the basis of a grant agreement, exchanges between new and potential entrepreneurs in one EU country and existing entrepreneurs in another.

## 2. OBJECTIVE OF THE CALL

### 2.1. OBJECTIVE

The present call for proposals aims to help new EU entrepreneurs enrich their experience, deepen their knowledge and expand their network by spending periods in enterprises run by experienced entrepreneurs in other EU Member States. The overall objective of this preparatory action is to enhance entrepreneurship, develop the international outlook and competitiveness of European SMEs and foster potential start-up entrepreneurs and newly-established micro and small enterprises in the EU.

By awarding grants to promote the mobility of new entrepreneurs, the Commission's specific objectives are:

- To provide on-the-job-training for new entrepreneurs in small and medium-sized enterprises elsewhere in the EU in order to facilitate a successful start-up and development of their business ideas;
- To foster sharing of experience and information between entrepreneurs on the obstacles and challenges of starting up and developing their businesses;

---

1 COM(2008) 394 of 25/6/2008.

2 The list of projects has been published at [http://ec.europa.eu/enterprise/entrepreneurship/support\\_measures/erasmus/erasmus\\_2008\\_awarded\\_projects.pdf](http://ec.europa.eu/enterprise/entrepreneurship/support_measures/erasmus/erasmus_2008_awarded_projects.pdf).

3 The list of projects has been published at: [http://ec.europa.eu/enterprise/policies/sme/files/support\\_measures/erasmus/erasmus\\_2009\\_awarded\\_projects\\_en.pdf](http://ec.europa.eu/enterprise/policies/sme/files/support_measures/erasmus/erasmus_2009_awarded_projects_en.pdf).

- To enhance market access and identification of potential partners for new and established businesses in other EU countries;
- To support networking between entrepreneurs from different Member States by building on knowledge and experience from other European countries.

**The present call for proposals will support actions for organisations enhancing and facilitating the mobility of new entrepreneurs.**

The purpose of the call is to select a number of projects submitted by public or private entities, individually or in partnerships composed of at least two entities from one or several Member States (hereafter: Intermediary Organisations (IOs)). They will be required to cooperate with all other organisations and authorities involved in the mobility programme, enabling new entrepreneurs to take part in mobility activities as agreed. They will receive support from the existing Support Office (SO).

The expected outputs of the present call for preparatory action are:

- enabling around 900 new entrepreneurs to spend time with and learn from a host entrepreneur in another EU Member State
- creating new businesses, joint ventures and spin-off companies
- further developing a network of new entrepreneurs (NEs), host entrepreneurs (HEs) and Intermediary Organisations (IOs)
- enhancing the international activities and innovation potential of host entrepreneurs.

## **2.2. DESCRIPTION OF ACTIVITIES ENVISAGED**

The activities to be implemented under this call for proposals, including the rules to be respected and procedures to follow, are detailed in Annex 4 — Erasmus for Young Entrepreneurs Implementation Manual for Intermediary Organisations (Quality Manual). The document describes fully the tasks to be performed by Intermediary Organisations, the eligibility criteria, procedures for registration of entrepreneurs and building of relationships and the responsibilities of the different actors involved, including deadlines to be respected. It includes information about the roles of the Support Office and the European Commission.

As a minimum requirement, we expect the project proposals submitted under this call to describe the following activities in detail, in accordance with the provisions of the Quality Manual (Annex 4):

(a) Promotion of the programme

Applicants need to describe the proposed communication and promotion measures, particularly among relevant business organisations and other bodies active in the field of business support and start-ups, to effectively raise awareness, disseminate information on the mobility scheme and reach a maximum number of potential candidates. The EU sponsorship of the project should be clearly visible. The applicants will include the logo of the programme and a link to the programme's website on their respective websites.

(b) Recruitment of entrepreneurs

Sufficient interest is expected from potential NEs through the general promotional activities. However, the recruitment of HEs will demand specific channels and efforts. Applicants should explain how they will engage host entrepreneurs and convince them to participate in the programme. The proposal should contain enough information about access to entrepreneurs, and in particular to host entrepreneurs, that the applicants have, whether this access is direct or indirect (via other networks), and the kind of relationships they maintain, giving figures where possible.

(c) Assessing applications from NEs and HEs

The Commission has developed the Erasmus for Young Entrepreneurs online IT tool whereby NEs and HEs can apply for the scheme. It will be necessary to screen and advise applicants to ensure a high quality of applications and, in particular, to gauge how committed the applicant NEs are to setting up a business (entrepreneurial motivation, business plan). For the HEs, it will be necessary to assess their willingness to mentor an NE and to derive positive benefit for themselves from the collaboration. Applicants are invited to describe how they would check the quality and ensure the eligibility of applications. The proposals should include the necessary provisions for the maintenance of the portfolio of entrepreneurs, periodic validation of interest and updating of the profiles.

(d) Building relationships

The process of successfully matching NEs and HEs will be a key element of the mobility scheme and will be helped by using the Erasmus for Young Entrepreneurs online tool. Matching will be considered successful if it leads to a 'successful relationship' as defined above (see point 2.2). Intermediary Organisations are invited to describe how they plan proactively to identify the best matches, support contacts and monitor relationships before and during the stay abroad. Intermediary Organisations also need to describe how they intend to help NEs gain access to sources of financial assistance to cover costs related to a stay with an HE (indicating such sources where possible, and providing details of them) other than the Erasmus for Young Entrepreneurs grant, and how they intend to advise NEs on such sources.

(e) Management of contracts and commitments and financial assistance

Once the relationship has been agreed, the IOs concerned have to ensure that all parties involved (NE, HE, IOs) sign the Erasmus for Young Entrepreneurs Commitment. In addition, the IO and the NE it is sending must sign an agreement specifying the tasks, responsibilities, financial conditions and legal implications.<sup>4</sup> Applicants should describe how they would arrange this in an efficient and effective way, allowing for potential amendments, compliance with the no-profit rule and the handling of payments and reports.

The purpose of the financial assistance provided to NEs by the IOs that are sending them to an HE is to support the cost of their stay. The IO to which the NE applied is expected to give the NE financial assistance paid from Commission grants, provided that the relationship between NE and HE has been notified to the Commission. The IO will be responsible for correct management of this financial assistance, including advanced payment to NEs and compliance with the no-profit rule. Further details will need to be given in the agreement mentioned above (see item (f)).

The Commission has set the monthly amounts of financial assistance per country in Table 1 (see Annex 7). Applicants should describe how they intend to organise the management and control of this financial assistance in an efficient and effective way, including avoidance of any financial abuse.

(f) preparation of the exchange

Applicants are invited to describe the kind of information and induction they would organise and offer to NEs and how they intend to deliver this information and induction. Applicants are expected to deliver information on the mobility scheme and important EU-related business subjects, such as the Internal Market, European law issues (in particular regarding business and contract law) and support services including *inter alia* the European Enterprise Network and SOLVIT.

(g) follow up of the exchange

IOs are expected to offer local assistance to visiting NEs during stays with HEs. Applicants are invited to describe the services they plan to offer to address practical questions (housing, transport, insurance, etc.) to NEs visiting their HEs, the modalities they will implement for follow up the exchanges and the mechanisms to be put in place to avoid problems and potential conflicts..

---

4 An agreement template can be downloaded at [www.erasmus-entrepreneurs.eu](http://www.erasmus-entrepreneurs.eu), to be adapted to the national legal requirements.

(h) management, quality control and evaluation

The aim is to achieve a mobility scheme of high quality. Applicants should describe the measures they will take to ensure that high quality standards are applied by all consortium partners, how they will monitor the achievement of objectives and take appropriate corrective measures such as redistribution of objectives and budget, while ensuring compliance with the Erasmus for Young Entrepreneurs rules and procedures. The main risks that might be encountered and the corresponding mitigating measures should also be described. The Intermediary Organisations should describe the anti-fraud measures to be implemented.

Applicants' attention is drawn to the means of reporting fraud of the European Anti-Fraud Office. Further information about fraud can be found on OLAF's website:

[http://ec.europa.eu/anti\\_fraud/contact\\_us/index\\_en.html](http://ec.europa.eu/anti_fraud/contact_us/index_en.html)

(i) Active networking

Applicants should describe how they will actively network with the other participants in the action, which will include taking part in five meetings in Brussels or other locations in the EU during the period of the grant agreement (travel and accommodation costs will have to be covered by each participant himself/herself. Sufficient budget should be foreseen to allow for the participation of all partners in a consortium in the meetings). Lead IOs will attend two additional specific meetings. Regional cooperation of Intermediary Organisations should also be envisaged, e.g. with regard to promotion activities.

(j) Reporting

The projects selected are expected to report regularly to the SO on their activities, matching relationships, problems encountered, solutions implemented and resources spent. The applicants should describe how they intend to organise this reporting in an efficient and effective way.

### 2.3. DELIVERABLES

This call for proposals is expected to result in around 900 successful relationships between NEs and HEs.

This implies the following deliverables for each proposal:

- Involving approximately 50 to 80 entrepreneurs in a successful relationship, either as new or as host entrepreneurs. When submitting their proposal, applicants should take into account that the number of new entrepreneurs financed by a given project is limited by the financial contribution which can be paid to third parties as per the Financial Regulation applicable to the general budget of the European Union<sup>5</sup> and its Implementing Rules;<sup>6</sup>
- Offering assistance and support to NEs who are visiting an HE covered by the Intermediary Organisation, including the financial assistance as referred to in 2.2. A (h) above;
- Participating in scheduled meetings in Brussels or other locations in the EU (each beneficiary must cover the travel and accommodation costs for its representative(s));
- Producing and submitting the contractual reports set out in Annexes 4 and 5 to this call for proposals;
- Producing and submitting a report on the promotion activities carried out and the impact, in particular on the number of registrations achieved;

---

5 A consolidated version can be found at <http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R1605-20070101-en.pdf>.

6 A consolidated version can be found at <http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R2342-20070501-en.pdf>.

- Producing and submitting a comprehensive final implementation report, describing the work undertaken and the obstacles encountered, and making recommendations on how to improve the mobility scheme for new entrepreneurs in the future.

In accordance with article I.5 (single beneficiary) or I.6 (multiple beneficiaries) of the grant agreement, the final implementation report should be submitted in English.

The assessment of the deliverables and the subsequent acceptance of efforts and costs claimed by the participants will be done on the basis of the achievement of the objectives stated in the proposal.

### 3. TIMETABLE

- (1) Scheduled start-up date for the action: 1 May 2012.
- (2) Maximum duration of action is 21 months.
- (3) No applications will be accepted for projects scheduled to run for a longer periods than the one specified in this call for proposals.

The intention is to inform applicants of the outcome of the award procedure no later than January 2012.

The period of eligibility of costs will begin on the starting date of the action, after the grant agreement is signed by the last of the parties. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the agreement is signed. Under no circumstances can the eligibility period start before the date of submission of the grant application.

The indicative calendar for projects co-financed under this call for proposals is as follows:

Information, promotion, and website update	May/June 2012
1 <sup>st</sup> network meeting	May 2012
Assembling applications, matching relationships and signing agreements and quality commitments	June 2012 – November 2013
Lead IOs' 1 <sup>st</sup> meeting	June 2012
2 <sup>nd</sup> network meeting	September/October 2012
Induction, start of NE's stays abroad and of logistical support to NE/HE	June 2012 – November 2013
Mid-term review meetings	November 2012
3 <sup>rd</sup> network meeting	February 2013
Lead IO's 2 <sup>nd</sup> meeting	April/May 2013
4 <sup>th</sup> Network meeting	September/October 2013
End of placements	January 2014
Submission of final implementation reports of Lot 1	April 2014

## 4. EU FINANCING

The **maximum budget** allocated from the Commission Decision C(2011) 0499 of 27 January 2011 (financing decision) for this call for proposals is: €4 300 000.

### Indicative number of projects:

It is estimated that funding will be awarded for 25 to 40 projects.

- EU co-financing rate of eligible costs: 90%. The co-financing rate will be 100% of the financial support paid to new entrepreneurs participating in a mobility action but a maximum of 75% of the programme management costs.

- European Union co-financing ceiling per project:

The **maximum funding by the Commission will be €180 000** per partnership and **€150 000** per individual applicant (also refer to 'legal status eligibility' laid down in section 5.2).

The maximum amount of financial support that may be paid to third parties (i.e. per NE) under a grant agreement is €100 000, with a maximum of €6 600 per third party. The use of the amounts in Table 1 (Annex 7) to calculate the monthly assistance to be paid to NEs is compulsory..

**Proposals with an EU co-financing beyond any of the above two maxima will be considered ineligible.** Please refer to section 5 below.

- Please note that one action may give rise to the award of only one grant from the European Union budget to any one beneficiary.
- EU financing can never cover 100% of the total costs of an action.
- The Commission reserves the right to award a grant of less than the amount requested by the applicant. In such a case, beneficiaries proposed for award will be given the options either to increase their co-financing, propose other co-financing means or to decrease the total costs without altering the substance of the proposal. Grants will not be awarded for more than the amount requested.
- Its publication (on the Internet site and/or in the Official Journal) does not guarantee the availability of funds for the present action.
- The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

### 4.1. CO-FINANCING AND JOINT AND SEVERAL RESPONSIBILITY

The beneficiaries shall supply evidence of the co-financing provided. It can be provided either from their own resources, or in the form of financial transfers from third parties, or by contribution in kind. For this call for proposals, the Commission accepts co-financing in kind, if considered necessary or appropriate. In such cases, the value of such contributions cannot cover all the necessary co-financing. Please refer to the Guide for Submission, chapter IV for further details.

At least 5% of the total cost of the action must be covered by co-financing other than contribution in kind.

In cases where a multi-beneficiary agreement is possible or required, all partners shall agree upon appropriate arrangements between themselves for the proper performance of the action..

In particular, they shall accept the joint and several responsibility for any amount due to the Commission by any one of them as stipulated in article II.18 of the grant agreement.

The final grant agreement shall be signed by each participating co-beneficiary unless a power of attorney is conferred to the appointed coordinator (form A/4 of the Submission Set).

## 4.2. SUBCONTRACTING

Only a limited part of the project may be subcontracted, i.e. up to 20% of the eligible costs..

**Subcontracting does not limit the responsibilities of beneficiaries.**

**Please note that the beneficiary(ies) has(have) to have the necessary capacity to perform the project. Only tasks that are not core business can be sub-contracted to consultants.**

Please refer to the Guide for Submission (page 29) for further details on subcontracting.

## 4.3. PAYMENT ARRANGEMENTS

The draft grant agreement annexed to this call for proposals (see Annex 4) specifies the payment arrangements in article I.4 (for single beneficiary agreements) and article I.5 (for multiple beneficiary agreements). **The agreements are attached for information only, and should not be submitted with the proposal.**

Your attention is in particular drawn to part B of the General Conditions, article II.14, where the eligibility of costs is described. These costs are also further explained in chapter VI of the Guide for Submission.

## 4.4. CORRECT ENCODING OF COST ITEMS IN THE ESTIMATED BUDGET

**Important note for the preparation of the estimated budget!** The following cost items shall be included in form B/1.2D (miscellaneous):

- financial assistance paid to third parties (cost heading 1.2d): this heading can cover financial assistance paid to new entrepreneurs in support of the costs linked to their expenditure for travel, accommodation and subsistence during a stay with the host entrepreneur in another Member State; the monthly amounts indicated in Annex 7 to this call for proposals should be used for the calculation of the costs.

# 5. ELIGIBILITY

**APPLICATIONS MUST COMPLY WITH ALL THE ELIGIBILITY CRITERIA SET OUT IN THIS SECTION.**

## 5.1. GEOGRAPHICAL ELIGIBILITY

Only applications from legal entities established in an EU Member State are eligible.

## 5.2. LEGAL STATUS ELIGIBILITY

In what follows 'partners' are to be understood as any potential co-signatory of the future grant agreement subject to this call, and as proposed by the applicant coordinator.

1. Applicants may act individually or in a consortium with partner organisations. In the Submission Set, you will find two different types of grant agreement for reference. Consortia should be composed of at least two independent legal entities from one or several EU Member States.<sup>7</sup>
2. Participation in more than one proposal is excluded.
3. Partners of the lead organisation must satisfy the same eligibility criteria as those for applicants; the applicant will be the coordinator.
4. Applicants must correspond to the definition of the following target organisations: any public or private entity whose core activity is in the field of business support can participate in this call for proposals. This may in particular include:
  - public entities responsible for or active in the fields of economic affairs, enterprise, business support or related issues
  - chambers of commerce and industry, chambers of handicrafts or similar bodies
  - business support organisations, start-up centres and incubators
  - business associations and business support networks
  - public and private entities offering business support services.
5. Corporate bodies must be properly constituted and registered under the law. If a body or organisation is not constituted under the law, a physical person must be designated to provide the legal responsibility.

The EU financing may be used to extend and/or strengthen already-existing activities for the mobility of new entrepreneurs, provided that these activities and their implementation respect the above-mentioned eligibility criteria. The EU funding may be combined with non-EU funding, provided that the total operation complies with the rules stipulated by the Financial Regulation applicable to the general budget of the European Union<sup>8</sup> and its Implementing Rules.<sup>9</sup>

## 5.3. EXCLUSION CRITERIA

**By using the 'Exclusion Criteria Form' (form D attached to the Submission Set)** applicants shall declare on their honour that they are not in one of the situations referred to in articles 93 and 94 of the Financial Regulation.

Please note that, according to articles 96 and 114 of the Financial Regulation applicable to the general budget of the European Communities and according to article 134b of the Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002<sup>10</sup> laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities,<sup>11</sup> administrative and financial penalties may be imposed by the Commission on applicants who are excluded in relation to points a) to h) of the form in question.

<sup>7</sup> However see also award criterion '1. Relevance' which includes geographical coverage (Annex 3).

<sup>8</sup> A consolidated version can be found at <http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R1605-20070101-en.pdf>.

<sup>9</sup> A consolidated version can be found at <http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R2342-20070501-en.pdf>.

<sup>10</sup> As amended by Commission Regulation 1261/2005 of 20 July 2005, Commission Regulation 1248/2006 of 7 August 2006 and Commission Regulation 478/2007 of 23 April 2007.

<sup>11</sup> As amended by Council Regulation 1995/2006 of 13 December 2006.

## 5.4. ELIGIBLE PROPOSALS

**Applications must comply with the following conditions in order to be eligible for a grant:**

1. Applications must be signed, dated and complete, using the standard Submission Set. All forms must be submitted in their original form with original signatures;
2. Applications must be submitted on time, in conformity with the specifications for the submission of proposals (see point 8 below);
3. Only projects that are strictly non-profit-making and/or whose immediate objective is non-commercial shall be eligible;
4. Applications must respect the maximum EC contribution as laid out in section 4;
5. Applications must respect the maximum duration of projects (see section 3).

In this context, any project directly or indirectly contrary to EU policy or against public health, human rights, citizen's security or freedom of expression will be rejected.

## 6. SELECTION

The following sets out the basis for the evaluation of applicants' capacities in relation to the action. Please refer also to chapter IV of the Guide for Submission for further details.

### 6.1. APPLICANTS' FINANCIAL CAPACITY TO COMPLETE THE PROPOSED ACTION

Applicants must show they have stable and sufficient sources of funding to ensure the continuity of their organisation throughout the project and, if necessary, to play a part in financing it. In particular, applicants should provide proof that their turnover in the last financial year is at least equivalent to 100% of the grant requested. This criterion applies to all applicants in a consortium for their share in the budget.

Public bodies are not required to prove their financial capacity.

### 6.2. APPLICANTS' OPERATIONAL CAPACITY TO CARRY OUT THE PROPOSED ACTION

Applicants must show they have the **operational (technical and management) capacity** to complete the operation to be supported and must **demonstrate their capacity to manage activities on a scale** corresponding to the size of the project for which the grant is requested. In particular, the **team responsible** for the project/operation must have **adequate professional qualifications and experience**.

## 7. AWARD

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in Annex 3 to this call for proposals.

In the case of Lot 1, the Commission will award grants to the highest-ranked proposals included in a merit list, up to the maximum budget available for this action. **The Commission will ensure, to the maximum possible extent, a balanced number of IOs per country, taking into account the population, the current gap between demand and offer of entrepreneurs and the existing number of IOs in each.**<sup>12</sup> **Priority will be given to applicants or consortia that include Intermediary Organisations from the table of countries below (Priority Countries), so as to reach the envisaged number of IOs specified for each country:**

Priority Countries	N° of IOs
Austria	3
Belgium	1
Bulgaria	1
Czech Republic	4
Denmark	4
Estonia	1
Finland	1
France	6
Germany	7
Greece	1
Ireland	5
Lithuania	1
Luxembourg	3
Malta	2
Netherlands	6
Poland	7
Romania	3
Slovakia	1
Sweden	6
United Kingdom	10

For this purpose, the Commission will follow the procedure outlined below to draw up the merit list.

1. The proposals having passed the corresponding thresholds will be included in a list of ranked proposals in descending order of scores.
2. The highest-scoring proposal will be ranked first in the merit list, as long as it contains at least one partner from a priority country.
3. The next highest-scoring proposals will come next on the merit list, in descending order of scoring, provided that:
  - i. They cover at least one country of the priority list not covered by the proposal ranked above them in the merit list, or
  - ii. They complete the number of IOs targeted for the priority-list countries.

Should a proposal not comply with these criteria, it will be moved to the following position in the merit list.

<sup>12</sup> The list of Intermediary Organisations active in each country is available at <http://www.erasmus-entrepreneurs.eu/page.php?cid=05>.

4. Once the awards for all countries have reached the targeted number of Intermediary Organisations, the proposals remaining in the list of ranked proposals will be included in descending order in the merit list according to their scores.

The Commission reserves the right to constitute a reserve list of non-awarded proposals that obtained a final score superior to the thresholds mentioned in Annex 3. Applicants entered on the reserve list shall be presumed to have been rejected until the Commission notifies that a grant will finally be awarded or that the proposal is definitively rejected. Proposals on the reserve list will be considered definitively rejected if they receive no notification by 30 June 2012. Proposals on the reserve list may receive an award if a project proposed for award fails to accept the award, or if the Commission decides to allocate extra funding to an action from a reserve list.

The complete selection and evaluation procedure is described in the Guidelines for Evaluation.

Please note that, in case of an award, the beneficiary authorises the Commission to publish the following information in any form and medium, including via the Internet:

- beneficiary's name and address,
- subject and purpose of the grant,
- amount granted and the percentage of the action's total cost covered by the funding.

The complete selection and evaluation procedure is described in chapter IV of the Guide for Submission in Annex 2.

## 8. SUBMISSION OF PROPOSALS

**Please note that electronic submissions are not allowed for this call.**

**Please consult chapter I of the Guide for Submission for the modalities of preparing the proposal.**

The instructions and templates on how to prepare the description of the project are attached in Annex 5 to the present call for proposals. The information given in Annex 5 supersedes the information given in chapter 5 of the Guide for Submission.

Furthermore, and superseding the information given in chapter I.2(iv) of the Guide for Submission, one original and **three** copies of the proposal must be placed inside an envelope, which is then placed inside a second envelope. The shipment shall also contain one CD-rom or DVD with the electronic version of the proposal and all supporting documents.

**The deadline for submission of proposals is:**

**17/10/2011**

**Applicants shall observe precisely the indications below in order that proposals can reach their precise destination in due time.**

Proposals may be:

**a) either sent by registered mail**, (date of postmark serving as evidence of timely delivery); to the following address:

European Commission  
Enterprise and Industry Directorate-General  
**Call for proposals No: 21/G/ENT/ERA/11/311A — Erasmus for Young Entrepreneurs**  
Directorate E — Promotion of SMEs' competitiveness  
Unit E.1 — Entrepreneurship  
Office address: BREY 06/284  
B-1049 Brussels, Belgium

**b) or sent by courier services** (date of deposit slip serving as evidence of timely delivery), to the address below,

**c) or delivered by hand**, in person or by an authorised representative (date of acknowledgement of receipt by the Commission serving as evidence of timely delivery) to the following address:

European Commission  
Enterprise and Industry Directorate-General  
**Call for proposals No:: 21/G/ENT/ERA/11/311A — Erasmus for Young Entrepreneurs**  
Directorate E — Promotion of SMEs' competitiveness  
Unit E.1 — Entrepreneurship  
Office address: BREY 06/284  
  
**Service central de réception du courrier**  
**Avenue du Bourget, 1-3**  
**B-1140 Bruxelles, Belgique**

How to reach avenue du Bourget 1-3: [http://ec.europa.eu/enterprise/calls/hand\\_delivery.html](http://ec.europa.eu/enterprise/calls/hand_delivery.html)

In case of hand-delivery, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Friday; it is closed on Saturdays, Sundays and Commission holidays.

Please note that for security reasons hand-deliveries (including courier services) are not accepted in other Commission buildings.

## **9. CONTACTS**

Contacts between the contracting authority and potential applicants can only take place in certain circumstances and under the following conditions:

- Before the final date for submission of proposals: at the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

Any requests for additional information must be made in writing only to the contact address given below.

The Commission may, at its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for proposals.

Any additional information including that referred to above will be published on the Internet in accordance with the various call for proposals documents.

- After the deadline for submission of proposals:

- If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant provided the terms of the proposal are not modified as a result.
- If the authorising officer finds that those proposals, which have been listed for award need limited adaptations. In such cases, the applicants concerned will receive a formal letter setting out the requested modifications. Any such modifications must stay within the limits of the request. This phase will not lead to a re-evaluation of the proposals, but a proposal may be rejected if the applicant does not provide a positive follow-up to the request.

**Contact address for the call:**

European Commission Enterprise and Industry Directorate-General Directorate E — Promotion of SMEs' competitiveness Unit E.1 — Entrepreneurship E-mail address: <a href="mailto:entr-erasmus-call@ec.europa.eu">entr-erasmus-call@ec.europa.eu</a> Office address: BREY 06/284 B-1049 Brussels, Belgium
--

## 10. ANNEX 1 SUBMISSION SET

The Submission Set can be downloaded from the following page: <http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/>

## 11. ANNEX 2 GUIDE FOR SUBMISSION

The Guide for Submission can be downloaded from the following page:  
<http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/>

## 12. ANNEX 3 EVALUATION CRITERIA

## 13. ANNEX 4 ERASMUS FOR YOUNG ENTREPRENEURS IMPLEMENTATION MANUAL FOR INTERMEDIARY ORGANISATIONS (QUALITY MANUAL)

## 14. ANNEX 5 DRAFT GRANT AGREEMENT

## 15. ANNEX 6 TEMPLATES AND INSTRUCTIONS FOR THE STRUCTURE OF THE PROPOSAL

## 16. ANNEX 7 MONTHLY ASSISTANCE TO NEW ENTREPRENEURS