



EUROPEAN COMMISSION

Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs

EU Satellite Navigation Programmes

Call for proposals

Copernicus, Galileo, GSA joint call for prizes 2019-2021

302/G/GROW/SAT/19/11283

1. INTRODUCTION – BACKGROUND

Introduction:

The relevant basic acts that give legal basis to the Call are:

Firstly, Regulation (EU) No 377/2014 of the European Parliament and of the Council of 3 April 2014 establishing the Copernicus Programme, OJ L 122, 24.4.2014

2018 Copernicus Annual Work Programme and Commission implementing Decision on the modification to the Annex of Commission Implementing Decision C (2018) 2 final concerning the Copernicus Work Programme 2018.

Secondly, to cover Galileo and the EGNOS programmes; Regulation (EU) No 1285/2013 of the European Parliament and of the Council of 11 December 2013 on the implementation and exploitation of European satellite navigation systems; repealing Council Regulation (EC) No 876/2002 and Regulation (EC) No 683/2008 of the European Parliament and of the Council; in accordance with the "2019 Work programme and the financing for the implementation and exploitation of the European satellite navigation programmes".

COMMISSION IMPLEMENTING DECISION C(2019)2527 of 08/04/2019 on the financing of the European satellite navigation programmes and the adoption of the work programme for 2019

Background:

The 2014 Copernicus Regulation states the objectives of the Copernicus programme:

- "Maximising socio-economic benefits, thereby supporting the Europe 2020 strategy and its objectives of smart, sustainable and inclusive growth by promoting the use of Earth observation in applications and services;
- Fostering the development of a competitive European space and services industry and maximising opportunities for European enterprises to develop and provide innovative Earth observation systems and services; (...)
- Supporting and contributing to European policies (...)."

The Space Strategy (COM (2016) 705 final) which was adopted in October 2016 confirmed the potential of Copernicus and EGNOS/Galileo for innovative services and thus stressed the need to foster the up-take of Copernicus data and EGNOS/Galileo services by the commercial sector, in particular by SMEs and start-ups.

The Commission is convinced that stronger implication of the commercial downstream sector to deliver tailor-made applications, reach out to new users, communities and sectors and sell products in international markets will contribute to the exploitation of Copernicus' and EGNOS/Galileo innovative potential. The downstream companies are a fundamental link between the EU space programme and their end users

The Commission developed a "Copernicus start-up Programme", to support start-ups and young companies that develop applications based on Copernicus data and services. The programme consists of four elements:

- The Copernicus Prizes, organised in 2017 and 2018 in the context of the Copernicus Masters: <https://www.copernicus-masters.com/>
- The Copernicus Hackathon Programme: <https://hackathons.copernicus.eu/>
- The Copernicus Accelerator: <https://accelerator.copernicus.eu/>
- The Copernicus Incubation Programme: <https://copernicus-incubation.eu/>

This comprehensive programme accompanies start-ups from the generation of a business idea to its full commercialisation. The Copernicus Prizes and Hackathons represent the entry gates to the Copernicus start-up Programme by supporting the generation of new business ideas. The best participants from the Copernicus Prizes and Hackathons will receive a customized business development programme through the Copernicus Accelerator, to help them reach their next business target (e.g. developing a prototype, finding investors, getting a first client...). In a final stage, the Commission will support the incubation of the most promising start-ups through its dedicated Incubation Programme.

The Copernicus Accelerator was launched in June 2016. The first Copernicus Prizes were awarded in 2017; the Copernicus Hackathons and the first call for applications for the Incubation programme was launched in January 2018.

The first competition for the Copernicus Prizes was organised in the context of the Copernicus Masters, on behalf of the Commission. After its big success in 2017, the Commission decided to launch a new call with an enlarged scope compared to the first call. The 2017 call was built around the organisation of six Commission prizes (also known as "Commission challenges"), comprising all related tasks such as communication, organisation of the evaluation and selection process, setting up of the expert panel (with two external and Commission experts) and the organisation of the award ceremony which took place back-to-back to the European Space week in Tallinn in December 2017 and the Galileo Masters competition.

The 1285/2013 GNSS (Galileo) Regulation recalls that:

"... a growing number of economic sectors, in particular transport, telecommunications, agriculture and energy, increasingly use satellite navigation systems. Public authorities can also benefit from these systems in various areas such as emergency services, police, crisis management or border management. Developing the use of satellite navigation

brings enormous benefits to the economy, society and the environment. Such socio-economic benefits are broken down into three main categories: direct benefits resulting from the growth of the space market, direct benefits resulting from the growth of the downstream market for GNSS-based applications and services, and indirect benefits resulting from the emergence of new applications in, or technology transfer to, other sectors, leading to new market opportunities in other sectors, productivity gains across industry and public benefits generated by a reduction in pollution or by improved levels of safety and security..."

Therefore the Commission together with European GNSS Agency (GSA) has also developed since 2007, a "Galileo start-up Programme", to support start-ups and young companies in the GNSS downstream sector. The programme consists of four elements:

- The Galileo Prizes: <https://www.galileo-masters.eu/>
- The Galileo Special Prizes (managed by GSA)
- The Galileo Hackathons (managed by GSA)
- The Galileo Acceleration/Incubation: <https://www.galileo-masters.eu/accelerator/>

This comprehensive programme aims to accompany start-ups from the generation of a business idea to its full commercialisation.

2. OBJECTIVE(S) – THEME(S) – PRIORITIES

General objective:

To sign one Action grant agreements to partially reimburse a mono/multi-beneficiary following title IX "Prizes" of the Financial Regulation and, particularly article 206.4 that says:

"Where implementation of and action...requires prizes to be awarded to third parties by a beneficiary, that beneficiary may award such prizes provided that the eligibility and award criteria, the amount of the prizes and the payment arrangements are defined in the grant agreement between the beneficiary and the Commission, with no margin for discretion."

The beneficiary/ies will create and co-finance a prize awarding mechanism/scheme by public or private organizations that reward the development of innovative applications developed by entrepreneurs and based on Copernicus, on the EU Global Navigation Satellite Systems (GNSS) technologies (EGNOS/GALILEO) or a combination of both technologies as building components.

From experience on other innovative technologies, the prize-winning concept is an effective tool to prompt generation of new ideas ready to spin-off and/or to go into market introduction, as well as to provide visibility and crucial seed financing to prize winners, EU funding may also play a key 'signalling' role in attracting further private financing to the innovative ventures.

This prize-awarding mechanism aims to promote the industrial innovation and the uptake of Earth Observation and GNSS technologies downstream across Europe and beyond.

The underlying drivers of this general objective are to:

- Reward companies and/or entrepreneurs for their development of innovative Copernicus and EGNSS applications, emphasizing the benefit of the use of EGNOS/Galileo and their synergies with Copernicus earth observation technology.
- Encourage SMEs and innovative entrepreneurs/organizations to invest in Copernicus and EGNOS/Galileo based applications and foster pan-European space-based downstream entrepreneurship.
- Make new Copernicus/EGNSS-based ideas known to the market, thus creating opportunities for SMEs to raise support not only at a local level but also at a broader scale.
- Increase the quality of the competing ideas as well as the number of applications from EU Member States and other countries (e.g. EEA countries, ENP South/East).
- Increase the use of Copernicus data and services and EGNOS/Galileo services, notably by raising awareness of Copernicus/EGNOS/Galileo in new geographical areas and user communities. Special efforts should be dedicated to building strong links with the ICT community (i.e. Information and Communication Technologies, such as big data, augmented reality, artificial intelligence or the Internet of Things).
- Lower the "cost of entry" for regional organizations or private sponsors willing to fund Copernicus/EGNSS R&D and entrepreneurship, also creating an incentive to other sponsors to offer special prizes in application domains of particular interest.
- Provide support to start-ups in Copernicus/EGNSS downstream applications. The prize awards shall be embedded into an integrated innovation support scheme and should represent an initial/intermediate step to access finance and or other support schemes, aimed at creating commercially viable new ventures.

The specific objectives of the Copernicus and Galileo Prizes are:

I. To support Copernicus-based start-ups in 2020 and, possibly, 2021, through the award of a 10,000 euro prize for innovative ideas and the visibility offered by the prize and award ceremony. To further support the development of the successful applications, each winner will be offered a ticket to the Copernicus Accelerator (which is entirely covered by a different contract). The schedule for the number of prizes to award is the following:

2020: 15 prizes, including 2 prizes exclusively branded as European Commission prizes (henceforth the "European Commission challenges")

2021: 30 prizes, including 2 European Commission challenges

II. To support each year 30 EGNOS/Galileo-based start-ups in 2020 and 2021, through the award of 10,000 euro prizes for innovative ideas and the visibility offered by the prize and award ceremony. To further support the development of the successful applications, EGNOS/Galileo, additional 6 Galileo Incubation awards of 43.000 euro prize will be awarded each year in 2020 and 2021.

III. To implement a specific Galileo Masters prizes challenge dedicated to three GSA topic of choice and to perform the related marketing activities and to implement other prizes requested by GSA.

IV. To foster the emergence of a vibrant Copernicus ecosystem and Galileo start-ups in Europe, gathering all relevant stakeholders (research centres, universities, small and large companies...), notably through the organisation of a prestigious award ceremony.

3. TIMETABLE

	Steps	Date and time or indicative period
(a)	Publication of the call	<i>April 25th</i>
(b)	Deadline for submitting applications	<i>June 15th</i>
(c)	Evaluation period	<i>June-July</i>
(d)	Information to applicants	<i>August</i>
(e)	Signature of grant agreement(s)	<i>September</i>
(f)	Duration of the action	<i>Maximum 36 months</i>
(g)	Duration of the Grant agreement 24 months with possibility of 12 month extension by amendment	<i>Maximum 36months</i>

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this call for proposals is estimated at EUR 2.306.000. This amount is subject to the availability of the appropriations provided for in the draft budget for 2021 after the adoption of the budget for 2020 by the budgetary authority or provided for in the provisional twelfths.

Breakdown by individual tasks:

- i) Overall management, organization of the award ceremonies: 400.000€
- ii) Communication: 105.000€
- iii) 45 Copernicus Prizes: 450.000€ (13 prizes in 2020 and 28 prizes in 2021, max EU contribution per prize 10.000 euros; on top of this EU funding, the beneficiary will have to mobilise 40% co-funding from third parties as explained below and in the section 6.2, paragraph on ‘Mobilizing and co-financing of prizes’. The value of the prizes to the applicants will therefore be worth 16.667€. In addition, 2 Copernicus prizes - special EU challenges in 2020 and 2 in 2021 are foreseen with a funding rate up to 100%).
- iv) Galileo Masters Prizes: 600.000€ (30 prizes per year, for 2020 and 2021, max EU contribution per prize 10.000 euros ; on top of this EU funding, the beneficiary will have to mobilise 40% co-funding from third parties as explained below and in the section 6.2, paragraph on ‘Mobilizing and co-financing of prizes’. The value of the prizes to the applicants will therefore be worth 16.667€)
- v) Galileo Incubation support: 516.000€ (6 incubation supports per year, for 2020 and 2021, 43.000 euros per incubation support; on top of this EU funding, the beneficiary will have to mobilise 30% co-funding from third parties as explained below and in the section 6.2, paragraph on ‘Mobilizing and co-financing of prizes’. The value of each incubation support to the applicants will therefore be worth 61.429€)
- vi) GSA special prizes: 135.000€ (Galileo Masters, 3 editions in 2019, 2020 and 2021) and other GSA ad hoc prizes up to 100.000€ with a funding rate up to 100%.

Maximum EU financing rate of eligible costs:

-70% for management costs with an overall total ceiling of €400.000

-60% for Copernicus and Galileo prize costs with a ceiling of €10 000 per prize (with the exception of the 2 European Commission challenges every year, which can be financed up to 100% by the EU, with a ceiling of €10 000 per prize).

-70% for Galileo incubation support costs with a ceiling of €43 000 per incubation;

- 100% for the GSA special and ad hoc prizes and communication.

For costs related to prizes and incubation support the financing rate shall apply only at the level of the entity awarding such prize or providing such support.

The applicant shall demonstrate its ability to finance at least the remaining of eligible costs.

The indicative schedule for the Copernicus prizes is the following:

- 2020: 15 prizes, including 2 European Commission challenges.

- 2021: 30 prizes, including 2 European Commission challenges.

Slightly different allocation per single year may be accepted.

Indicatively, 30 Galileo prizes and 6 Galileo ideas incubated should be co-funded per year; slightly different allocation per single year may be accepted for the sake of flexibility, if requested and under agreement with the Commission with no margin for the discretion of the beneficiary. Three GSA special prizes on topics of choice per year will be awarded and additional ad hoc prizes; the topics of such special and ad hoc prizes will be announced every year by GSA, according to its assessment of market and technology trends, in order to maximise impact on emerging of innovation based on EGNSS.

The budget may also be transferred between the above activities (iii), (iv) and (v), if required and under agreement with the Commission, to ensure maximum use of the available budget (e.g. if not enough Galileo ideas are found to be incubated/accelerated).

For the years for which the budget has not been adopted, this amount is subject to the availability of the appropriations provided for in the draft budget for 2021 after the adoption of the budget for 2020 by the budgetary authority or provided for in the provisional twelfths.

The Commission reserves the right not to distribute all the funds available.

The grant agreement will be signed for two budgetary years, for the third and last year (2021) the grant agreement will be subject to an extension by amendment, as soon as 2021's budget will be approved.

Summary of the EU contribution:

Activity	Years			Total amounts(€)
	2019	2020	2021(in case grant agreement is extended)	
Galileo Masters prizes (60% funded) *	-	300.000	300.000	600.000
Copernicus prizes (60% funded) *	-	130.000	280.000	410.000
Copernicus prizes - special EU challenges (up to100% funded)	-	20.000	20.000	40.000
Galileo Incubation prizes (70% funded) *	-	258.000	258.000	516.000
GSA special prizes (up to 100% funded)	45.000	45.000	45.000	135.000
GSA ad hoc prizes (up to 100% funded)	30.000	30.000	40.000	100.000
Communication (100% funded)	105.000			
Management (70% funded)*	400.000			
Total EU contribution	2.306.000 €			
Overall maximum EU contribution	67.85%			

(*) The required co-funding can be financial resources (e.g. cash) or in-kind contribution (e.g. material, hours of laboratory testing, technical assistance). See further section 6.2, paragraph on ‘Mobilizing and co-financing of prizes’.

Proposals requesting an EU contribution higher than € 2.306 000 or an EU co-financing rate higher than what indicated in this document will not be eligible.

The Commission reserves the right to award a grant of less than the amount requested by the applicant. In such a case, applicants will be asked 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.

Publication of the call (on the Commission Internet site and/or in the Official Journal) does not guarantee the availability of funds for the above action.

5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing (see section 14), using the application form and electronic submission system (address available on the call publication page); and
- drafted in one of the EU official languages. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. An English translation of an abstract may be included in the proposal.

Failure to comply with those requirements will lead to rejection of the application.

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

Proposals may be submitted by any of the following applicants:

- non-profit organisation (private or public);
- public authorities (national, regional, local);
- international organisations;
- universities;
- educational institutions;
- research centres;
- profit making entities;

Natural persons are not eligible except self-employed persons or equivalent (i.e. sole traders) where the company does not possess legal personality separate from that of the natural person.

Country of establishment

Only applications from legal entities established in the following countries are eligible:

- EU Member States;
- EFTA and EEA countries: Iceland, Liechtenstein, Norway;

Proposals from applicants in candidate or associated countries may be selected provided that, on the date of award, agreements have entered into force setting out the arrangements for the participation of those countries in the programme.

For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17.3.1 of the grant agreement

Mono/Multi-beneficiary. Consortium]requirements

- In order to be eligible, a proposal must be submitted by one applicant/a consortium composed of legal entities;

For the purpose of declaring eligible costs as specified under section 11.3, the entities composing the applicant shall be treated as affiliated entities in accordance with Article 187 of the Financial Regulation.

Supporting documents

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution, decision or other official document establishing the public-law entity ;
- **natural persons:** photocopy of identity card and/or passport; certificate of liability to VAT, if applicable (e.g. some self-employed persons)
- **entities without legal personality:** documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

6.2. Eligible activities

The following types of activities are eligible under this call for proposals:

- **Overall management, organization of the award ceremonies:**
 - The beneficiary shall organise one public award ceremony for GSA prizes in 2019 and two public award ceremonies for Copernicus, Galileo and GSA prizes, in 2020 and 2021, during which the prizes should be handed to the winners of the challenges. The Commission and relevant stakeholders (e.g. business angels, public organisations...) should be invited to these two events. Winners should be given the opportunity to present their projects (via pitching sessions and booths).
 - The beneficiary shall be in charge of:
 - The location(s) (find/renting) and the logistics for the award ceremony
 - The catering and the registration of participants
 - The wide promotion of the award ceremony
 - The animation of the award ceremony
 - The interaction with all stakeholders prior to the award ceremony
 - The full coordination of this award ceremony with converging, relevant events managed by Commission/GSA (The 2019 prizes should be organised in the context of the EU Space Week, similarly to the 2018 prizes: <https://www.euspaceweek.eu/>)
- **Communication:**
 - The beneficiary should undertake several communication activities to promote the prize competition. It should also give maximum visibility to the Copernicus and Galileo winners of the competition.
 - These communication activities should be executed in close contact with - and on the approval of- the Commission, and in line with the Copernicus Start-up Programme Communication Strategy and its Graphic Charter,

which will be communicated to the beneficiary at the kick-off meeting, as well as in close cooperation with Commission/GSA communication departments. Concerning the GSA special and ad hoc prizes, specific marketing and communication activities will be correspondingly branded to ensure adequate visibility to the specific technical challenges the topics of choice aim to tackle.

- Among these communication activities, the beneficiary should at least:
 - Manage and animate the existing webpage offering regular updated information on the Copernicus and Galileo Prizes in coordination with the Commission. The contractor will need to manage the subdomain of the Copernicus.eu website related to the Copernicus Prizes, as the main entry point for information on the Copernicus Prizes.
 - Manage and animate the Copernicus/Galileo Prizes social media accounts (Twitter, LinkedIn...), and the press coverage through regular press releases.
 - Provide not less than 1 article per year to the Copernicus Support Office for the Copernicus Observer or the Copernicus.eu website and 1 article per year to Commission/GSA for Galileo.
 - Create and develop a professional and attractive video of 30 to 40 seconds, as trailer to introduce the Copernicus and Galileo Prizes to the general public and potential candidates for the years to come. The video should be in English, subtitled in (at least) English, French and German. Create a media file with profile of current and past winner, to be used for awareness campaigns.
 - Develop an attractive and easily understandable factsheet with infographics about the Copernicus and Galileo Prizes as well as about the GSA special prizes (e.g. the programme's set-up, objectives, achievements, advantages and quotes or feedback by mentors and mentees). These to communicate about the Prizes on Copernicus and Galileo social media.
- In all its internal and external communication activities, the beneficiary shall preserve the positive image and the integrity of the European Commission, the GSA and the Copernicus and EGNOS/Galileo programmes. Furthermore, the beneficiary shall include the logos of both Copernicus, EGNOS/Galileo and the European Commission in all communication activities, mentioning the support provided to implement Copernicus Prizes & Galileo Masters. Concerning the GSA special and ad hoc prizes, specific visibility will be given to the agency (e.g. use of logo, adequate presence at award ceremony, etc.).
- In its communication activities with participants and external partners, the beneficiary should ensure a feedback loop to the Commission, based on impressions, comments and suggestions for improvement. This should be communicated throughout the contract to ensure a smooth implementation of the programme; and a summary of the gathered feedback should be included in the reports.
- The beneficiary shall also periodically share with Commission the list with full details of applicants and winners of Copernicus, Galileo and GSA prizes, to enable communication and dissemination actions.

- **Organisation of Prizes competition:**
- Copernicus Prizes
- Galileo Masters Prizes
- Galileo Incubation support
- GSA special prizes and other GSA ad hoc prizes
- European Commission's challenges
 - Organization and management of a yearly Copernicus and EGNOS/Galileo prize-awarding competition covering all necessary tasks such as elaboration of a well-defined, fair and transparent prize awarding scheme, publication of calls for ideas, evaluation by experts of submitted ideas, dissemination 'inbound' (i.e. to increase the number and the quality of innovative ideas submitted to the prize-awarding competition), dissemination 'outbound' (i.e. obtain adequate visibility among the European and worldwide relevant players (e.g. ESA BICs, regional space clusters, venture capitalists) and industry sectors (e.g. potential customers or partners) - including academic and research - to promote the competition, its sponsors, participants and prize winners).
 - The organisation of a prize competition, including the promotion, evaluation, selection and the award of the prize (15 Copernicus prizes in 2020 and 30 in 2021 of 10,000 euros every year, 30 Galileo of 10,000 euros and 6 Galileo Incubation awards of 43.000 euros every year in 2020 and 2021, the implementation of three GSA 'special prizes' of 15.000 euros value each and other ad hoc prizes, every year from 2019 to 2021).
 - The topics of the GSA special and ad hoc prizes will be discussed with the beneficiary, approved and announced every year by GSA, according to its assessment of market and technology trends, in order to maximise impact on emerging of innovation based on EGNSS.
 - The topics of the two "European Commission" challenges will be discussed with the beneficiary and approved by the Commission; No specific topic is foreseen for Galileo Masters prizes and Incubation awards. It will be decided later with the agreement of the Commission.
 - Each evaluation panel should gather ideally five but at least three persons, including:
 - A business expert with experience in the support to start-ups (venture capital/private equity fund managers, business angels...).
 - A Geo-Information Services (GIS) expert (who will notably help evaluating the technical feasibility of the projects) for the Copernicus Prizes or a GNSS expert (who will notably help evaluating the technical feasibility of the projects) for the Galileo prizes.
 - For the evaluation and selection of the best proposals, the following criteria should be met:
 - Eligibility criteria of the applicant:

- Any applicant must be a natural or legal person of an EU Member State or EEA, ENP South/East countries or other countries with which the EU has space dialogues and cooperation: USA, Canada, Latin America, Africa, Gulf Cooperation Countries, Kazakhstan, Japan, Korea, Australia, New Zealand.
- Prizes selection criteria:
- Copernicus data and services information products (for the Copernicus Prizes) or EGNOS/Galileo services (for the Galileo Prizes) or the two technologies together, must form a central part in the project-idea presented by any applicant.
- Project-idea potential (Is the project innovative? Does it create value for the users? Is it feasible technically? Why is the project better than competing endeavours?) (1/3 of score).
- Sustainability of the project-idea (Have potential users/clients been involved in the design of the project? Are they willing to pay? How does the applicant intend to finance the project?) (1/3 of score).
- Quality of the team (technical and business expertise, understanding of the thematic area at hand, commitment to the project) (1/3 of score).
- The beneficiary should ensure equal treatment of all applicants, with demonstrated actions to avoid potential conflicts of interests. If any member of the panel of expert has any stake in one applicant, s/he should be replaced by another person for this session of the selection board. The beneficiary should ensure full confidentiality of the applications, notably through the signature of ‘declarations of confidentiality and absence of conflicts of interest’ by all members of the jury.
- The beneficiary shall ensure payment of the cash prize and of the partners' contribution to the winners of the Copernicus and Galileo prizes as well as of the GSA special prizes. This payment should be made within one month of the award ceremony. The payment/support to the 6 Galileo Incubation winners will be delivered maximum within 6 months of the award ceremony.

– **Mobilizing and co-financing of prizes:**

- The beneficiary shall ensure co-funding of the Copernicus and Galileo Prizes as well as of the Galileo Incubation from partners, either public or private entities, national/regional organizations or any other private sponsors willing to fund Copernicus/GNSS R&D and entrepreneurship. The amount of such co-funding appears further in this document.
- Such co-funding may be in the form of:
 - financial resources (cash or other financial means, e.g. bank/loan)
 - In-kind support, through -for instance but not exclusively-: the provision, at no cost for the prize-winner, of services (e.g. engineering services, computer-aided-design activities, computer simulations) or material (hardware, software or simple raw materials) to further refine and develop their innovation.
 - For example, through technical assistance, hours of independent researchers and technical staff, use of laboratories, testing of

materials, design and prototypes, development of model/prototypes all with the aim to fine-tune the innovative idea;

- As well as support to the commercial launch of the venture, (e.g. crowdfunding campaigns, professional/managerial services aiming at establishing a start-up, assistance in defining Intellectual Property Rights – e.g. filing a patent or pre-filing activities like researching patent databases, etc.)
- The beneficiary shall ensure full transparency in the evaluation of this in-kind contribution, which has to be fully compliant with art. 190 of the EU Financial Regulation.
- Given the variety and wide scoping of the Copernicus/Galileo innovative ideas that can be proposed, as well as the different stage at which those innovation are (e.g. some can be a project on paper, others to a much more advanced stage) it is impossible to define all type of contribution that can be made available from third parties. **The assessment of the value of any type of such contribution will anyway always have to be consistent with rules on eligibility of costs and comply with the principle that the reporting has to be backed-up by full auditable accounts on the evaluation of such in-kind contribution, by means of adequate accounting documentation.**

Examples on evaluation of contribution from third parties:

Each of the 10.000€ Galileo or Copernicus prize awarded to innovative ideas has to be matched by a 40% contribution (worth 6.667€) that has to be provided by a local partner of the beneficiary, either in cash or providing another type of contribution useful to the prize winner. Such contribution can be, for example, a mix of services needed to assert the commercial feasibility of the idea: i.e. legal advice on the patentability of the innovation, computer simulation on a specialised software to test the resistance of materials or the reliability of the overall prototype design, computer simulations on specialised software to test technical or market hypothesis. The third party providing such contribution, shall meet the costs eligibility criteria for the contribution provided to prize winners with adequate accounting documentation, that shall enable adequate reporting by the beneficiary (e.g. showing the cost per hour of staff providing support to prize winner etc.).

In case the contribution from third parties is not in cash, then the financial contribution of the EU can only be up to 60% of the cash prize. So, in the cases above the prize awarded to the innovator will be: 6667€-worth of services/etc. from the third party, 10.000€ in cash, of which only 6000€ from the EU and 4000€ either from the beneficiary or another third party (overall prize 16.667, 40% non-cash support from third party, 60% in cash, of which only 60% in cash from EU and the other 40% in cash from another third party or the beneficiary).

If the contribution from the third party is in cash, the prize awarded to the innovator will be: 6667€ cash from third party and 10.000€ cash from the EU (overall prize 16.667, 60% cash from EU, 40% cash from third party)

– Reporting:

- The beneficiary of the grant will ensure full reporting of this action to the Commission. In particular, the beneficiary should submit reports to summarize the state of play of the organisation of the prizes:
- - A first interim report: after 6 months
- - A second interim report: After 12 months
- - A third interim report: After 20 months and the organisation of the first award ceremony
- - A fourth interim report: After 26 months
- - A final report: After 32 months and the organisation of the second award ceremony
- All reports following an award ceremony should present:

- The number of start-ups and entrepreneurs that have applied to each prize.
 - Reconciliation of the co-funding required from partners and matching EU funding, as indicated in the ‘grant agreement’ highlighting the pricing of the in-kind contribution from partners.
 - A short description of the winners of each prize.
 - A short analysis of the quality of applications.
 - The result of a short user survey, to fill in by the applicants to the prize competition.
 - An analysis of the call for topics (selection procedure, quality of the topics etc.)
 - Recommendations on how to improve the prizes.
- **Financial support to third parties** (see point 11.8.d).

Implementation period

- activities may not start before publication of the call/entry into of the grant agreement;
- the maximum duration of projects is 24+12 months;

Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

7. EXCLUSION CRITERIA

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;

- (iv) attempting to influence the decision-making process of the Commission during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of

Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

- (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
- (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
- (iv) information transmitted by Member States implementing Union funds;
- (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
- (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.4), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Administrative sanctions (exclusion) may be imposed on applicants, or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4. Supporting documents

Applicants and affiliated entities must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form to find through the '*Guide for applicants*' (form B4)

This obligation may be fulfilled in one of the following ways please see '*Guide for applicants*' for specific instructions):

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities; OR
- (ii) each applicant in the consortium signs a declaration in its name and on behalf of its affiliated entities; OR
- (iii) each applicant in the consortium and the affiliated entities each sign a separate declaration in their own name.

8. SELECTION CRITERIA

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

*Form B5 of the '*Guide for applicants*'.

*Grants for an action of more than EUR 60.000

- (i) a declaration on their honour, and

EITHER

- (ii) the profit and loss account as well as the balance sheet for the last 3 financial year[s] for which the accounts were closed;

- (iii) for newly created entities: the business plan might replace the above documents;

*Grants for an action of more of EUR 750 000:

- (i) a declaration on their honour, and

EITHER

- (ii) the profit and loss account as well as the balance sheet for the last 3 financial year[s] for which the accounts were closed;

- (iii) for newly created entities: the business plan might replace the above documents;

- (iv) **an audit report** produced by an approved external auditor certifying the accounts for the last 3 financial years available, where such an audit report is available or whenever a statutory report is required by law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorised representative certifying the validity of its accounts for the last 3 financial years available must be provided.

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant.

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant.

In the case of legal entities forming **one** applicant (the "sole applicant"), as specified in section 6.1, the above requirements apply to each one of those entities.

On the basis of the documents submitted, if the Commission considers that financial capacity is weak, s/he may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

If the RAO considered that the financial capacity is insufficient s/he will reject the application.

8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- Curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- An inventory of natural or economic resources involved in the project.

In the case of legal entities forming **one** applicant (the "sole" applicant), as specified in section 6.1, the above requirements apply to each one of those entities.

9. AWARD CRITERIA

	MAX. SCORE
1. Relevance	10
<i>To what extent does the project have the capacity to carry out the prize competition (communication, organisation of the panel, selection of the winners, award ceremony etc...)?</i>	
<i>To what extent does the proposal reply to the overall objectives of the Copernicus and Galileo start-up programme?</i>	
2. Visibility of the organisation of the mechanism and EU added-value	15
<i>How does the proposal maximize visibility 'outbound' of the Copernicus and Galileo start-up programmes, of the European space programme, of the European Commission and of the European Union in the general public and in relevant sectors/domains (space, EO, GNSS, ICT & start-up)</i>	
<i>How does the proposal demonstrate an ability to ensure a wide and balanced coverage of the Copernicus participating countries, EU Member States and other countries participating to Copernicus and Galileo?</i>	
3. Impact	45
<i>To what extent is the project likely to increase the number of Copernicus users, the emergence and growth of Copernicus and EGNOS/Galileo based innovative ideas, new businesses and the development of Galileo start-ups and a vibrant Copernicus ecosystem, encouraging also exchanges between relevant stakeholders (research centres, universities, small and large companies, space incubators...)? A particular attention will be paid to the ability of the approach to increase the use of Copernicus and EGNOS/Galileo in new user communities and application areas (in particular in the ICT, IoT, AI sectors).</i>	
<i>To what extent is the project likely to engage the required co-funding from public and private partners across EU and beyond?</i>	
4. Quality	15
<i>To what extent does the proposal contain objectively verifiable indicators for project outcome, notably through the organisation of regular user satisfaction surveys and programme evaluations? To what extent is the project proposal clear and detailed?</i>	
<i>To what extent does the proposal offer a well-tuned, lean and user-friendly submission mechanism to maximise the 'inbound' flow of innovative applications ideas based on Copernicus and EGNOS/Galileo technologies?</i>	
<i>To what extent does the proposal offer a transparent, high quality (e.g. acknowledged and well-reputed experts), effective selection mechanism of the submitted ideas?</i>	
5. Budget and Cost-effectiveness	15
<i>To what extent is the budget clear and detailed? Does the breakdown of the</i>	

<i>budget, category by task and activity, offer a way of ensuring that the amount of the grant awarded is the minimum necessary for the operation to be completed?</i>	
<i>To what extent is the proposed expenditure necessary for the implementation of the project?</i>	
Maximum total score	100

If a total score lower than 60 points or a score lower than 50% for any of the above criteria is obtained, the proposal will not be evaluated further.

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed first by the individual beneficiary or by the coordinator on behalf of the consortium and returned to the Commission immediately. The Commission will sign it last.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant decision.

11. FINANCIAL PROVISIONS

11.1. Form of the grant

11.1.1 Reimbursement of costs actually incurred

The grant will be defined by applying a maximum co-financing rate of 60/70/100 % to the eligible costs actually incurred and declared by the beneficiary and its affiliated entities.

The grant shall take the form of reimbursement of a specified proportion of eligible costs actually incurred and declared by the beneficiary and its affiliated entities.

The maximum co-financing rates applicable under this call for proposals are as follows:

- (a) For 70% for management costs with an overall total ceiling of € 400.000 of the eligible costs;
- (b) 60% for Copernicus and Galileo prize costs with a ceiling of € 10 000 per prize (with the exception of the 2 European Commission challenges every year, which can be financed up to 100% by the EU). of the eligible costs;
- (c) 70% for Galileo incubation support costs with a ceiling of € 43 000 per incubation;
- (d) 100% for the GSA special and ad hoc prizes

For details on eligibility of costs, please refer to section 11.2.

Where the estimated costs of the action includes costs for volunteers' work and without prejudice to the maximum co-financing rate, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work.

11.2. Eligible costs

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - The period of eligibility of costs will start as specified in the grant agreement.
 - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to costs incurred by the affiliated entities.

Eligible costs may be direct or indirect.

11.2.1. Eligible direct costs

The eligible direct costs for the action are those costs which:

with due regard to the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as:

- (a) *the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) *the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);*
- (ii) *the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and*
- (iii) *the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;*

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

- (b) *costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (c) *the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:*
 - (i) *is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*
 - (ii) *has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;*

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

- (d) *costs of consumables and supplies, provided that they:*
 - (i) *are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and*
 - (ii) *are directly assigned to the action;*
- (e) *costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;*
- (f) *costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;*

- (g) *costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met;*
- (h) *duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.*

11.2.2. Eligible indirect costs (overheads)

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of 7 % of the costs related to overall management, organization of the award ceremonies and communication of the action is eligible as indirect costs, representing the beneficiary's general administrative costs, which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

11.3. Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

11.4. Balanced budget

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance. You will find it through the '*Guide for applicants*'.

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published in the Official Journal of the European Union or on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

The applicant must ensure that the resources necessary to carry out the action are not entirely provided by the EU grant, unless explicitly agreed in the ‘*Grant agreement*’.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

Overall co-financing may also include in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs of third parties are not eligible under the grant, e.g. providing a meeting room or equipment for free, etc.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their approximate value shall be indicated in the estimated budget and shall not be subject to subsequent changes.

Please note that in actions where the grant is calculated in proportion to the total eligible costs it is expected that all costs serving as a basis for calculating this proportion are eligible, this is to say incurred by the beneficiary and not by third parties. As a result the part of the costs not financed by the EU must be eligible too and could not be covered by the contributions in kind.

Please note when the prize is calculated in proportion to the total eligible costs (e.g. 60 % of the eligible costs), all the costs serving as a basis for calculating this proportion, should be eligible costs. That means that these costs should be incurred by the beneficiary and not by third parties.

That implies that the part of the costs not financed by the EU (e.g. the remaining 40 %) must be eligible too and could be covered by the in kind contributions from third parties.

11.5. Calculation of the final grant amount

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Commission.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3— Reduction due to improper implementation or breach of other obligations

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.6. Reporting and payment arrangements

Reporting and payment arrangements indicated in the call text correspond to the clauses referring to the reporting periods and payment arrangement of the model grant agreement attached to the call.

11.7.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

Payment request	Accompanying documents
<p>A pre-financing payment corresponding to 30 % of the maximum EU contribution</p>	
<p>•After 6 months and the organisation of the first award ceremony: a first interim payment, based on the acceptance of a report of activities and actual costs incurred.</p> <p>For the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs approved by the Commission shall be determined in the Grant agreement.</p> <p>The first interim payment shall clear 50% of the amount of the pre-financing previously paid.</p>	<p>(a) interim technical report (b) interim financial statement</p>
<p>After 12 months: a second interim payment, based on the acceptance of a report of activities and actual costs incurred.</p> <p>For the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs approved by the Commission shall be determined in the Grant agreement.</p> <p>The second interim payment shall clear 100% of the amount of the pre-financing previously paid.</p>	<p>(a)interim technical report (b) interim financial statement</p>
<p>After 20 months and the organisation of the second award ceremony: a third interim payment, based on the acceptance of a report</p>	<p>(a) interim technical report (b) interim financial statement</p>

<p>of activities and actual costs incurred.</p> <p>For the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs approved by the Commission shall be determined in the Grant agreement.</p>	
<p>Pending budget availability, the grant agreement can be extended amendment to cover the activities of 2021, in which case additional payments will be provided:</p>	
<p>•After 26 months: a forth interim payment, on the basis of a report of activities and actual costs incurred</p> <p>For the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs approved by the Commission shall be determined in the Grant agreement.</p>	<p>(a) interim technical report</p> <p>(b) interim financial statement</p>
<p>•After 32 months and the organisation of the third award ceremony: a payment of the balance, on the basis of a report of activities and actual costs incurred.</p>	
<p>Payment of the balance</p> <p>The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.</p>	<p>(a) final technical report</p> <p>(b) final financial statement</p> <p>(c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts</p> <p>(d) a certificate on the financial statements and underlying accounts</p>

In case of a weak financial capacity, section 8.1 above applies.

11.7. Other financial conditions

a) Non-cumulative award

An action may only receive one grant from the EU budget.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU or contracting entities within the meaning of Directive 2014/25/EU must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties

The applications may envisage provision of financial support to third parties. In such case the applications must include:

- **Organisation of Prizes competition:**
- Copernicus Prizes
- Galileo Masters Prizes
- Galileo Incubation support
- GSA special prizes and other GSA ad hoc prizes

- European Commission's challenges
 - o The organisation of a prize competition, including the promotion, evaluation, selection and the award of the prize: 15 Copernicus prizes in 2020 and 30 in 2021 of 10,000 euros every year, 30 Galileo of 10,000 euros and 6 Galileo Incubation awards of 43.000 euros every year in 2020 and 2021, the implementation of three GSA 'special prizes' of 15.000 euros value each and other ad hoc prizes, every year from 2019 to (possibly) 2021
 - Definition of the persons or categories of persons which may receive financial support:
 - o Any applicant must be a natural or legal person of an EU Member State, EEA, ENP South/East countries or other countries with which the EU has space dialogues and cooperation: USA, Canada, Latin America, Africa, Gulf Cooperation Countries, Kazakhstan, Japan, Korea, Australia/New Zealand
 - o The beneficiary should ensure equal treatment of all applicants, with demonstrated actions to avoid potential conflicts of interests. If any member of the panel of expert has any stake in one applicant, s/he should be replaced by another person for this session of the selection board. The beneficiary should ensure full confidentiality of the applications (notably through the signature of non-disclosure agreements by all members of the jury).
 - Criteria for awarding financial supports:
 - o Copernicus data and services information products (for the Copernicus Prizes) or EGNOS/Galileo services (for the Galileo Prizes) or the two technologies together, must form a central part in the project presented by any applicant.
 - o Project potential (Is the project innovative? Does it create value for the users? Is it feasible technically? Why is the project better than competing endeavours?) (1/3 of score).
 - o Sustainability of the project (Have potential users/clients been involved in the design of the project? Are they willing to pay? How does the applicant intend to finance the project?) (1/3 of score).
 - o Quality of the team (technical and business expertise, understanding of the thematic area at hand, commitment to the project) (1/3 of score).
 - the maximum amount to be granted to each third party and the criteria for determining it as follows:

45 Copernicus Prizes: 450.000€ (15 prizes in 2020 and 30 prizes in 2021, 10.000 euros per prize)

Galileo Masters Prizes: 600.000€ (30 prizes per year, for two years, 10.000 euros per prize)

Galileo Incubation support: 516.000€ (6 prizes per year, for two years, 43.000 euros per prize)

GSA special prizes: 135.000€ (Galileo Masters, 3 editions) and other GSA ad hoc prizes up to 100.000€

Maximum EU financing rate of eligible costs:

-60% for Copernicus and Galileo prize costs with a ceiling of €10 000 per prize (with the exception of the 2 European Commission challenges every year, which can be financed up to 100% by the EU for maximum €10,000 euros per prizes).

-70% for Galileo incubation support costs with a ceiling of €43 000 per incubation;

- 100% for the GSA special and ad hoc prizes.

The amount of financial support per third party must not exceed 60.000

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

In addition to the text and logo relevant to the EU programme or sub-programme, the beneficiary will use a disclaimer stating that the EU is not responsible for the views displayed in the publications and/or in conjunction with the activities for which the grant is used.

Example of disclaimers are available at

http://ec.europa.eu/ipg/basics/legal/notice_copyright/notices_disclaimers/index_en.htm

12.2. By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. PROCESSING OF PERSONAL DATA

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by DG GROW data controller.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046. For more information see the Privacy Statement on:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

Applicants are requested to log in at the address provided on the call publication webpage and follow the procedure for submitting an application.

Applications sent by fax or e-mail will not be accepted.

➤ **Contacts**

< EUROPEAN COMMISSION

Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs

Unit J3 - Galileo and EGNOS - Applications, security, international cooperation

E-mail address: GROW-COP-GAL-GSA-MASTERS-INFO@ec.europa.eu

➤ **Annexes:**

- 1. Submission Set: Please download it from the web application portal.
- 2. Guide for applicants: It can be downloaded from the following page:
http://ec.europa.eu/growth/contracts-grants/calls-for-proposals/about-our-grants/index_en.htm
- 3. Model grant agreement multi-beneficiaries (this model will serve also as orientation for mono-beneficiary)

Appendix

Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Commission may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

{ monthly rate for the person

multiplied by

number of actual months worked on the action }

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

{ annual personnel costs for the person

divided by 12 }

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) If the person is assigned to the action at a fixed pro-rata of their working time:

{ monthly rate for the person multiplied by pro-rata assigned to the action

multiplied by

number of actual months worked on the action }

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) In other cases:

{hourly rate for the person multiplied by number of actual hours worked on the action}

or

{daily rate for the person multiplied by number of actual days worked on the action}

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

{number of annual productive hours/days for the year (see below)}

minus

total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The ‘**hourly/daily rate**’ is calculated as follows:

{annual personnel costs for the person

divided by

number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The ‘number of individual annual productive hours/days’ is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Documentation to support personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, there is no need to keep time records, if the beneficiary

signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.