



Call for proposals 2015
Erasmus for Young Entrepreneurs
COS-EYE-2015-4-01

Recurrent
Questions and Answers
for the submission of proposals
*(Updated 22 May, including revised numbering;
new questions marked in yellow)*

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IMPORTANT:

Section "6.2 Eligible consortia" of this call stipulates the following:

"It is not allowed that a partner participates in more than one proposal. Should this happen, all the proposals involving this partner will be considered as ineligible. In this respect, an explicit declaration will have to be submitted by the coordinator".

The Declaration template is available in Part B of SEP. It has to be filled and signed by the proposal coordinator.

Please make sure that all partners in this proposal apply only once under this call in order to avoid ineligibility of your proposal and others.

A. Information event

- An Information Day will be organised in Brussels on 4 May 2015. Please consult the EASME's web page for further information and registration to the event at: <https://ec.europa.eu/easme/en/cos-eye-2015-4-01-erasmus-young-entrepreneurs>
- No costs related to the participation in this event can be covered by the EASME or the European Commission.
- The event will be web streamed and the recordings will be made available on the EASME web page.
- Please be aware that there is no possibility to organise bilateral meetings with the EASME's prior to the signature of grant agreements. All necessary information will be provided on the web or can be addressed to the functional mailbox of the call.

B. Objective(s) – Theme(s) – Priorities - Activities

1. Objectives

1.1. Is the number of at least 100 successful exchanges of entrepreneurs to be achieved within the 24 months' timeframe?

A: Yes, exchanges should have finished within the project duration of 24 months (or a shorter period).

1.2. Is 650 new entrepreneurs the total expected from all the IOs?

A: The call objective is to allow 650 New Entrepreneurs to travel and collaborate with a Host Entrepreneur in another participating country. 650 is the total figure of New Entrepreneurs for all the Intermediary Organisation (IOs). The latter should involve a similar number of Host Entrepreneurs to allow for the exchanges to happen (in order to achieve a balance). Therefore the total number of entrepreneurs to be involved in a relationship for all the IOs is 1300.

1.3. Is each consortium requested to manage at least 100 exchanges?

A: Involving at least 100 entrepreneurs in a successful relationship, either as new or as host Entrepreneurs is compulsory. Any proposal containing a lower number of exchanges as objective will be considered ineligible. 100 entrepreneurs is intended as the total minimum number of entrepreneurs involved in a successful relationship for each consortium (European Partnership), meaning the sum of all entrepreneurs from each IO forming the consortium.

1.4. Should the 100 entrepreneurs be divided in a balanced percentage like 50 NEs and 50 HEs?

A: The call does not contain a specific requirement in this respect. However, the objective between NEs and HEs should be balanced, but not necessarily at 50%. If a HE hosts 2 entrepreneurs, it will count as 2 towards the target.

The applicants should bear in mind that:

- *1 NE and 1 HE matched from within one consortium would count as 2 entrepreneurs towards the target of a total of 100 entrepreneurs.*
- *1 NE registered within one consortium matched with an HE registered with another consortium would count as 1 entrepreneur towards the 100 target of each consortium.*
- *1 HE registered within one consortium matched with a NE registered with another consortium would count as 1 entrepreneur towards the 100 target of each consortium.*

1.5. Can experience abroad of a NE be split in two or more HEs?

A: No, a split of the stay of a New Entrepreneur can be envisaged but not with different Host Entrepreneurs. The stay of a NE with a HE should not be split in order to allow both to benefit to

a maximum from such stay. Please be aware that the minimum stay of a New Entrepreneur as defined by this programme is four weeks and the maximum is six months. For more details, please consult the Annex to the call (Quality Manual).

1.6. When submitting the application, how can we know how many host and new entrepreneurs will take part in the exchanges?

A: You should estimate the number of NEs and HEs that the Intermediary Organisations will be able to match within the time frame of the action. A reasonable estimation will require a very good understanding and access to the defined target group.

1.7. Should all partners of the consortium be Intermediary Organisations between the entrepreneurs and host companies at local level, and all have to work with both NEs and HEs?

A: Yes, they should all be IOs. All IOs can recruit both the NE and the HE but in any one given match they can only supply one or the other, i.e. you cannot have a match between a host and a new entrepreneur belonging to the same IO (or registered in another IO in the same country).

1.8. Do the Host Entrepreneurs necessarily have to be the owners of their business or members of the managing board?

A: Please consult the Annex: "Implementation Manual for Intermediary Organisations" published as one of the call related documents: <https://ec.europa.eu/easme/sites/easme-site/files/documents/Quality%20Manual.pdf>

1.9. Can a HE host more than one NE if the NE splits his/her stay?

A: No, the HE should only host one NE at a time, until the NE finishes his/her entire exchange.

2. Sector/Specific target groups

2.1. Is it possible to focus a major part of the delivery of the programme on a specific sector or a specific target group, i.e. digital technology entrepreneurs?

A: Yes, it is possible to focus the promotion and recruitment activities on a specific sector or type of entrepreneur, e.g. web entrepreneurs or women entrepreneurs, social entrepreneurship, green economy etc.

However, it is not possible to reserve a part of the budget exclusively for a specific target group. Entrepreneurs interested in the programme cannot be refused, regardless of their belonging or not to those specific target groups. Please bear in mind that the Erasmus for Young Entrepreneurs initiative aims at increasing the mobility of young/new entrepreneurs from all sectors of the economy.

2.2. Does the programme focus exclusively on young entrepreneurs?

A: Please note that 'young' in this programme refers to the length of the persons/organisation's business experience and not to their age. There is no age limit for participation in the programme.

3. Geography

3.1. Is there a preference concerning the geographical coverage (old/new EU Member States)?

A: No, there are no specific requirements under this call. However, applicants are advised to put forward a balanced proposal in this respect. Please draft your proposal in full respect of the eligibility criterion specifying the minimum number of countries.

3.2. Is there any kind of indication concerning regions having already an IO?

A: The criteria applied during the evaluation are listed in the call section "Award Criteria". No other criteria will be applied. Please be aware that if there is an organisation currently

implementing an Erasmus for Young Entrepreneurs project in your region, it means that this project will finish before the end of the project duration under this call for proposals (as it was contracted before). Thus, selection under the 2015 Erasmus for Young Entrepreneurs call for proposals for an IO in your region does not contradict the intention of extending the "network" of IOs implementing the Erasmus for Young Entrepreneurs programme.

4. Activities

4.1. Should the NEs selected by our partners (IOs) realise the exchange in one of the countries of our partners, or is it open to all the countries of the programme?

A: Exchanges of New and Host Entrepreneurs can take place in all the countries, not only those which are covered by your consortium.

4.2. Is the EYE IT tool shared amongst all the IOs managing the programme?

A: The database is accessible to all partners in all consortia under the Erasmus call; cooperation with other IOs who are not part of your consortium is a very important part of the IO activities.

4.3. Where will a) the Network meetings and b) the meetings with partners take place?

A: a) The Network meetings, listed also in the table under point 3.2 "Indicative timetable" of the call text, will take place in Brussels.

b) The location for the meetings with partners will depend on the proposal and on the composition of the consortium.

4.4. Will there be specific trainings for Newcomers to the programme?

A: Yes, as specified under point 3.2 "Indicative timetable" of the call text, one-day trainings for newcomers will be organised in Brussels (in addition to the Networking Meetings). These mandatory meetings are unlikely to take place at the same time as the Networking Meetings. Thus, the costs for the participation in those meetings should be reflected in your estimated budget.

5. Consortium members

5.1. Is there any preference for the consortia members? Either number, profile – combination of public and private, or local municipality, etc. -, or previous cooperation?

A: The minimum requirements for a consortium are 5 partners from 4 different countries participating in COSME (EU Member States and those having signed an international agreement with the European Commission for participation in COSME). It would be beneficial if the composition of the consortia demonstrated a reasonable spread of competences among the partners. The focus during the evaluation will be solely on the quality of the proposal.

5.2. Do you offer any support for the identification of partners to establish suitable consortia?

A: Organisations searching for partners can submit their contact details via the call's web site (<https://ec.europa.eu/easme/en/cos-eye-2015-4-01-erasmus-young-entrepreneurs>) and will be able to check which other organisations which share the same objective.

Please note that the Enterprise Europe Network, business support providers located in almost all regions across the EU, might be also of support in this respect. Main website where you can find useful information in terms of the existing Intermediary Organisations:

- Programme site: www.erasmus-entrepreneurs.eu
- LinkedIn: www.linkedin.com/groups/Erasmus-Young-Entrepreneurs-Network-Group-2698649?gid=2698649&sharedKey

5.3. Is it necessary to appoint work packages leaders, since some WPs regard all partners?

A. Yes, please indicate for each Work Package a WP leader in the Description of Action Template (Technical Annex 1).

6. Deliverables

6.1. How many reports in total should be sent in the framework of the project?

A: In principle, selected projects should submit three six-monthly technical management reports, including promotion activities, and a final technical implementation report including financial statements. The reports will have to be sent to the EASME through the Participants Portal.

C. Indicative timetable

Is the timetable indicated in the Call for project proposal immovable or is it just a suggestion?

A: You can expect that the main meetings with the beneficiaries will take place on the dates as specified in the indicative timetable. Thus, the organisation of meetings by your consortium at local/regional level should take these dates into consideration when planning their activities.

D. Budget available

1. Does the maximum grant per project (EUR 500 000) include VAT?

A: As mentioned in "section 11.2/eligible direct costs" of the call, when non-deductible by the beneficiary, VAT is considered as an eligible cost. The EU covers 100% of financing for the NE exchanges; 75% of the management costs but at the same time the sum of both these amounts cannot exceed 90% of total eligible costs.

2. Could the grant be revised during the project, i.e. if some additional actions are necessary?

A: There is some flexibility, however only within the scope given by the grant agreement.

3. Regarding the budget: the grant is maximum 500.000€ per Consortium, Minimum 150.000€ is financial assistance to NEs; Target is 100 NEs to be sent abroad (which means 1.500€ per NE). If the NE stays 6 months abroad, does that mean he can only have 1500€ to cover expenses of the entire 6 months?

*A: In your scenario you envisage the extreme that all your NEs will go for 6 months and to country with highest indemnity. In practice, this usually does not happen. You should estimate an average. Should your scenario however materialise you need to pay the complete grant (6*1100 EUR) and have limited number of exchanges.*

This may give rise to the question whether 6-months relationships are always the most appropriate or whether shorter stays might be preferable. The answer is that 6-months stays cannot be ruled out and, in specific cases, might indeed be needed. In general such long stay should be envisaged only when the particular match between NE and HE seems to bring a real added value and the activities planned for the duration of the stay appear to be necessary in order to achieve the set objectives.

4. The EU contribution to a project is up to 90%, so the remaining 10% has to be co-financed. Can the NEs themselves contribute financially to their stay as a form of co-financing?

A. This is not possible. It would not be in the spirit of the programme to make entrepreneurs pay for their mobility exchange. The necessary costs for the stay of the New Entrepreneurs are paid by the IOs. These costs are eligible to 100% for co-financing.

5. Is there a maximum hour rate for the staff, depending on their CV or country?

A: There is no maximum rate depending on CV or country. No recommendation for hour's rates can be done by us. Eligibility criteria need to be complied with. The grant agreement specifies under "6.2 Specific conditions for costs to be eligible", therein under A. Direct personnel costs/Calculation" how the hourly rate should be calculated.

6. How do we proceed with costs incurred in other currencies, when we do not know future exchange rates during the exchange period?

A. Art. "15.6 Currency for financial statements and conversion into euro" of the Grant Agreement stipulates the following:

"Financial statements must be drafted in euro.

The beneficiaries with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, they must be converted at the average of the monthly accounting rates published on the Commission's website, calculated over the corresponding reporting period.

Beneficiaries with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices."

7. Regarding the networking events, if we are an IO already participating under the previous call, should we use the travel costs budgeted from cycle 7 or budget it for this call (cycle 8)?

A: If you participate under cycle 7 as an IO, obviously for the February 2016 Networking Meeting the travel costs would need to be budgeted under that cycle (the same would apply for the Networking Meeting in autumn 2016). Thus, if you apply under cycle 8, you could mention it in the relevant form with a zero budget (presumed exactly the same staff would participate). We also suggest that you briefly explain this specific case in the administrative form of this call in the electronic submission system, section 1 – General information (Abstract field).

8. How many projects will be selected? What is the corresponding maximum amount of the grant for each awarded project?

A: As specified in the call text (section 4. Budget available and funding of projects"), it is expected that approximately 12 projects can be funded. The precise number will depend on the amount per proposal put forward by applicants. The upper ceiling per grant is set to 500.000 Euro (unchanged).

E. Admissibility Requirements

1. Can we submit our application in another EU language than English?

A: According to the section "Admissibility requirements", applications must be drafted in one of the official EU languages. However, the Guide for Applicants ("section III. Proposal submission") requires in such cases to submit a summary of the proposals in English. If you do so, please encode the summary in English in the Technical Annex 1 – Description of Action template in "Section A: Project Summary".

2. Is there a page limit for the Description of Action for either of the sections?

A: The 2015 "Description of Action" template (Technical Annex 1) does contain page limits for some sections. Please stick to these limits and use the default font of the template when drafting your proposal.

F. Eligibility Criteria

1. Eligible applicants

1.1. Is the whole consortium considered to be the applicant or just the coordinator? Can we submit an individual application?

A: For this call, you have to submit a proposal as a consortium. Each partner in a consortium is considered an applicant (= project partners in a so-called European Partnership). However, a lead partner (= coordinator of the consortium) has to submit the application on behalf of all partners. That means that in the logic of the electronic submission tool SEP the proposal coordinator is considered to be the applicant. In the terminology of the EYE programme, the coordinator will be the Lead Intermediary Organisation (LIO).

1.2. Could you confirm whether universities can submit a proposal under this call? Can they submit the proposal without a legal entity?

A: In principle, universities and other institutes of higher education are eligible. However, the consortium as a whole must demonstrate sufficient capacity and knowledge in providing business support and reaching out to entrepreneurs.

All the partners need to have a legal entity; without legal entity a partner cannot be regarded as eligible for funding. No grant agreement can be signed with a consortium that contains a partner without valid PIC (as specified in the Participant Portal).

Please see the call section "6 Eligibility Criteria" for details.

1.3. We have no prior experience with this call for proposals. Are we eligible?

A: In principle, any private or public body can apply under this call if it fulfils the eligibility conditions set out in section "6. Eligibility Criteria". Having no experience in the Erasmus for Young Entrepreneurs programme is not a rule-out criterion, of course. Just bear in mind that each partner in the consortium needs to prove sufficient capacity to implement the Erasmus for Young Entrepreneurs programme, as stipulated in the call.

1.4. We are an IO that won the last call for proposal with our office in city X. Would it be possible for us to participate in this year's call for proposals with our main office in city Y (other office, other staff available and other area of competence)?

A: Yes, in principle you would be eligible to apply if you fulfil all eligibility conditions. Please note however, that an organisation cannot apply twice to the same call, which would mean in this case that you can only apply either as city X or city Y office.

1.5. We are an organization in 3 different countries with 3 different legal entities, but the same owner. Can we all be in the same consortium, qualifying for 3 out of 5 necessary participants?

A: According to section 6 of the call, consortia should be composed of at least 5 independent legal entities. Thus if each organisation is a different legal entity, the requirements of section 6 are in principle fulfilled.

1.6. We just learned that another company, which is going to merge with our company in the coming months, is involved in another consortium which is also applying for this call, as a partner. Does this prevent our participation in our proposal?

A: If, at the time of submitting the proposal, your organisations are two independent legal entities, each may participate as a partner in their respective proposals.

However, if these organisations later merge, this one beneficiary may receive only one grant from the budget. This is the principle of non-cumulative award, whereby each action may give rise to the award of only one grant from the budget to any one beneficiary (Article 129 of Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 and Article 11.1 (a) of the call).

1.7. Can a company 100% owned by another one participate as a partner in a project proposal if the owner company is participating within another project proposal in the same call?

A: One legal entity can apply only once under this call. In your scenario, it seems the entities would be both different (i.e. two different legal entities owned by the same person). Thus, in principle both would be eligible to apply.

1.8. We are currently participating in the Erasmus for Young Entrepreneurs programme as Host Entrepreneur. Can we apply for this call?

A: This call is intended to select intermediary organisations implementing the programme. If your organisation has the knowledge and capacity to become an IO you are free to apply as a partner in a consortium. However, once you have been selected as an IO you are not allowed anymore to act as an HE in the programme as this would constitute a conflict of interest.

1.9. Can some of the partners be in the same region than other consortium partners?

A: Yes it is possible as far as this complies with the eligibility conditions set out in section "6. Eligibility Criteria". This call aims at establishing transnational consortia.

1.10. Can one of the applicants be established for only one year?

A: As an applicant or partner as far as this complies with the eligibility conditions set out in section "6. Eligibility Criteria". Private bodies must be properly constituted and registered under national law and the core activity must be in the field of business support. For newly created organisation (less than a year) the assessment is based on the business plan. The project duration is 24 months. Thus, it is expected that all consortium partners operate during this period.

1.11. We were part of a proposal for the last call and were on the reserve list. Could we improve our proposal and reapply for this call?

A: You can reapply, of course. All proposals that underwent the evaluation of a call for proposal received an evaluation report highlighting the strengths and weaknesses of the proposal.

1.12. Could a public body be considered as HEs if the experience there will be useful to acquire managerial skills?

A: In accordance with the Implementation Manual for IOs (section 1.2.3.5 Assessing Host Entrepreneur applications), only an owner-manager of a company or a person directly involved in the decision-making process at SME management board level is eligible to the programme as a HE. Moreover, the HE's application is done on a personal basis, meaning that is not the company applying to participate in the programme but the host entrepreneur.

1.13. Who qualifies as a host entrepreneur?

A: Host entrepreneurs are defined as successful and experienced entrepreneurs, owners of an SME or people directly involved in the decision-making process at SME management board level. They must fulfil the following criteria to participate in the programme: Be successful and experienced: although the number of years of activity is not specifically prescribed, at least 3 years of activity should be considered as a minimum for an HE and; Run a micro, small or medium-sized enterprise in one of the participating countries according to the EU definition of an SME as owners or members of the Board (not employees). The business can be in any sector.

1.14. Can one organisation be included in more than one consortium?

A: **No**, section "6.2 Eligible consortia" of this call stipulates the following:

"It is not allowed that a partner participates in more than one proposal. Should this happen, all the proposals involving this partner will be considered as ineligible. In this respect, an explicit declaration will have to be submitted by the coordinator".

The Declaration template is available in Part B of SEP. It has to be filled and signed by the proposal coordinator.

Please make sure that all partners in this proposal apply only once under this call in order to avoid ineligibility of your proposal and others.

1.15. Can the affiliated participant receive the contribution and where should they be included in the proposal?

A: Any legal entity applying under this call is entitled to receive funding as long as it complies with the eligibility criteria set out in this call.

Affiliated entities have to be encoded as partner like any other in Part A and Part B documents. In addition, they have to be listed under "A.1.2 List of Affiliated Entities" in Part B document Description of Action template (Techn. Annex 1).

1.16. Does the ineligibility of a partner affect the whole consortium and make it ineligible?

A: Consortia should be composed of at least 5 independent legal entities from at least 4 different participating countries. If one of the partners constituting your consortium is ineligible, your consortium can still be eligible if it meets the criteria of this call.

1.17. Are we eligible if we submitted last month a proposal for Erasmus + in the field of capacity building for Youth?

A: The eligibility criteria for applicants are listed in the section 6.1 of the call text. Please note that the programme Erasmus + and the programme Erasmus for Young Entrepreneurs are two different EU programmes and therefore the participation rules applicable for Erasmus+ programme are not valid under the COSME Erasmus for Young Entrepreneurs action.

2. Geographical eligibility

2.1. How can applicants know whether their country participates in the COSME programme?

A: As mentioned in [footnote 9](#) of the call, the European Commission, DG GROWTH provides up to date information regarding the countries that participate in COSME. The link in that footnote leads you to the COSME page on the site of the European Commission. If you are not certain whether your country has signed an agreement with the Commission, please check the following new web page where you will find a document regarding 3rd country participation:

<http://ec.europa.eu/DocsRoom/documents?locale=en&tags=cosme%20document>

2.2. (Modified) What happens to a proposal that contains partners from countries not participating in the COSME programme at the time of submission of the proposal?

A: In principle, at the time of submission all partners of a proposal for a consortium should come from countries participating in the COSME programme. However, some 3rd countries are in the process of finalising a formal agreement with the European Commission on participation in COSME. In this regard, some flexibility will be ensured by the EASME for this call. That means: If such agreement has not been formally signed on the day the EASME issues the award decision for the projects to be co-financed under this call, the partner from a non-participating country might indeed be regarded as ineligible for funding. He might participate without receiving funding though. Please note that new entrepreneurs from non-COSME countries cannot receive financial assistance from the EU contribution to the project.

Consequently, if a proposal contains not more than the minimum number of partners (i.e. 5 entities from 4 different countries) the whole proposal would be regarded as ineligible.

Therefore, applicants are advised to minimise the risk for such a case to happen, i.e. consortia should be composed of more than the minimum required partners if these include partners from countries for which participation in COSME is currently uncertain.

2.3. Are the EU's Outermost Regions eligible for a) funding and b) to receive the maximum monthly allowance per New Entrepreneur?

A: Outermost Regions are eligible and are entitled to receive the maximum monthly allowance for the financial support to New Entrepreneurs. This is specified in the Quality Manual, e.g. Annex 1 to the Quality Manual lists the monthly allowance for New Entrepreneurs travelling to and from Outermost regions.

G. Exclusion Criteria

1. Supporting documents

1.1. Will you provide us with template forms of declarations of honour in order for us to meet the requirements as mentioned in 7.3 at a later stage?

A: No, as specified in this section of the call, it is not necessary to submit a declaration of honour in the electronic submission tool (SEP) in the Participants Portal. All partners of projects recommended for funding will be required to submit such declarations at a later stage (during the Grant Preparation Process).

However, at the time of submission the coordinator will be requested to confirm, in the electronic submission tool, that none of the partners is in a situation as described in section 7 of the call.

Consequently, we strongly encourage the proposal coordinator to receive appropriate reassurance, prior to submission, that none of the partners is in such situation.

1.2. Do the rules in Exclusion Criteria «they are bankrupt...» concerns what occurred in the past?

A: The situations of exclusion enumerated in call section 7 "Exclusion criteria" do not refer to the past but only to the present and to the grant award procedure course.

H. Selection criteria

1. Will you provide us with template forms of declarations of honour in order for us to meet the requirements as mentioned in 8.1 and 8.2 at a later stage?

A: Yes, a form will be made available to those projects that will be recommended for funding. Such declaration will be made available during the electronic grant agreement preparation process.

2. What do you expect as evidence of "financial capacity"?

A: Financial capacity of applicants is assessed on the basis of the balance sheet of the last financial year for which the accounts were closed; for newly created entities the assessment is based on the business plan; for non-profit organisations it is based on the annual budget of the last two years.

3. To prove the financial capacity for grants over 60.000€, is it necessary to provide the declaration on honour and supporting documents for all partners, or just the main applicant?

A: In the point 8.1 Selection criteria of the call text it is specified that in case of an application grouping several applicants (consortium), the thresholds apply per applicant. However, the financial viability check will be done only for projects recommended for funding. Documents necessary to demonstrate fulfilment of the exclusion and selection criteria must be provided for each individual member of the consortium.

For the conclusions of a grant agreement with the Agency, please be aware that if the financial capacity for one partner will not be sufficient, a financial guarantee will have to be provided and that no pre-financing can be made before.

4. Is there any other document we should provide at this stage with the application?

A: At the submission stage on the Participants Portal the proposal coordinator will be asked to fill in an administrative form with proposal-related information and some declarations (called PART A). In PART B you should submit other documents such as the detailed budget, the description of action including CVs (in one document), a list of previous projects and a declaration as to the submission of one proposal per organisation only.

Only applications recommended for funding will be requested to send a formal declaration.

Please note that in the electronic submission tool SEP per each of these document categories mentioned above (PART B), only ONE document can be uploaded.

CVs: please make sure that the CVs of all staff considered for the implementation of the project are included in one (1) single document. Please copy-paste the CVs at the end of the template "Technical Annex 1 – Description of the Action" according to the list of partners as presented in

your proposals, i.e. start with the CVs of the proposal coordinator, then the 2nd partner, 3rd partner etc. It is recommended to use the Europass CV template. Signatures of CVs are not necessary.

Please make sure that the PART B documents are CONVERTED into PDF before upload (do not print and scan documents).

I. Award criteria

The award criteria are specified in section 9 "Award criteria" of the call text document.

J. Legal commitments

N.A.

K. Financial provisions

1. Funding forms:

1.1. How can we calculate the exact amount of money we will pay to the NE if we do not know how long they will stay abroad? Who will pay the exchange costs of the NE, the New Entrepreneur's IO (NIO) or the Host Entrepreneur's IO (HIO)?

A: You should calculate on the basis of averages. As indicated in section 11.2 of the Call: min. 150.000 euro per grant must be foreseen to cover the assistance to the NEs, keeping in mind that the max contribution per one NE comes to 6.600 euro (the figure comes from multiplying the maximum duration of 6 months by a lump sum available for the most expensive country i.e. 1100 EUR). Averaging out the foreseen contributions is one of the ways to calculate the financial assistance - with average expected lump sum and average duration based on average country. The budget in the proposal is indicative; the final EC contribution will be calculated on the basis of the actual costs incurred, within the maximum budget proposed. The changes in the planned budget are possible as far as foreseen by the general conditions of the grant agreement. Only the New Entrepreneurs receive a monthly allowance and it should be made by the NIOs ("sending" IO).

The template "Technical Annex 2 – Detailed budget" allows you to specify the amounts that are lump sums fixed in Annex 1 of the Quality Manual.

1.2. Do consortium members also receive some funding to develop some activities in the framework of the project?

A: The funding conditions are set out in section 11.2 of the call. They apply equally to all partners of a consortium.

1.3. Are personal costs for training, language, individual mentoring of NE eligible direct costs?

A: These costs could be considered eligible provided that they are necessary for the implementation of the project of your consortium and should be charged under programme management costs. Further details would need to be provided. Language training costs are not covered because the participating entrepreneurs are expected to have sufficient command of the language to be used during the exchange.

1.4. Are phone charges and office renting direct costs?

A: No, phone costs which can be regarded as chargeable to the project are considered eligible indirect costs (overheads). For these a flat-rate amount of 7% of the total eligible direct costs of the action is applied. Office rent is an indirect eligible (overhead) cost. Please see reference number 9 in technical annex 2 (template for detailed budget).

1.5. Can we work with an in-house consultant?

A: There are 2 possible ways of classifying the costs of in-house consultants (in any case costs will only be eligible if they fulfil the conditions listed in article 6.2 of the Grant Agreement).

1) They can be considered as personnel costs regardless of whether the intra-muros consultants are self-employed or employed by a third party if the following cumulative criteria are fulfilled:

- the beneficiary has a contract to engage a physical person to work for it and some of that work involves tasks to be carried out under the EC project.
- the physical person must work under the instructions of the beneficiary, i.e. the work is decided, designed and supervised by the beneficiary.
- the physical person must work in the premises of the beneficiary (except in the case of teleworking agreed between both parties).
- the result of the work belongs to the beneficiary.
- the costs of employing the consultant are not significantly different from the personnel costs of employees of the same category working under a labour law contract for the beneficiary.
- travel and subsistence costs related to such consultants' participation in project meetings or other travel relating to the project would have to be paid directly by the beneficiary in order to be eligible.

2) Costs relating to consultants can be considered as subcontracting costs if the beneficiary has to enter into a subcontract to hire these consultants to perform part of the work to be carried out under the project and conditions of subcontracting are fulfilled. In these cases, the beneficiary's control over the work to be performed by the subcontractor is determined by the nature of the subcontractor - the subcontractor does not usually work on the premises of the beneficiary and the terms of the work are not so closely carried out under the direct instruction of the beneficiary.

1.6. Can we insert commissions for international bank transfer in the budget?

A: Costs of transfers from the EASME charged by the bank of a beneficiary are ineligible costs. Other commissions for international bank transfers are included in the indirect costs (flat rate).

1.7. Could the contribution of applicants come from an in-kind contribution and co-financing of project (10%) comes from third parties (external sources)?

A: According to section "11. Financial Provisions" of the call, co-financing may also take the form of 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 are not eligible.

1.8. What are 'management costs', and how do we calculate the reimbursement rate?

A: Eligible direct costs, other than costs of financial support to 3rd parties, are considered to be programme management costs. EU contribution shall not exceed 75 % of those costs. The EU contribution for financial assistance to third parties is 100% within the limit of 500.000 EUR (max. grant amount). The rate of Union co-financing shall be up to 90% of the total of all eligible costs. For reference please see the table under section "11.2 Funding Forms" of the call for proposals.

1.9. Are costs from staff of higher education establishments eligible?

A: National higher education establishments are covered by the expression of 'national administration' as long as they have a public statute. Section 11.2 of the Call means that they cannot receive a grant for activities they usually implement. Private entities are not concerned.

1.11. Can a secondment contract can be included in the staff costs?

A: Please refer to point A.2 of Article 6.2 of the model grant agreement, which states that the costs of personnel seconded by a third party against payment are eligible personnel costs.

1.12. Are indirect costs included in the programme management costs?

A: According to section "11.2 Funding forms/Eligible Costs/Eligible indirect costs" of this call, a flat-rate amount of 7% of the total eligible direct costs of the action is eligible under indirect costs. Thus, they are part of the programme management costs.

1.13. How should I calculate the costs of a partner from a non-Euro country? Where could I find the exchange rate to be applied?

A: The model grant agreement stipulates under article "15.6 Currency for financial statements and conversion into euro" the following:

Financial statements must be drafted in euro.

The beneficiaries with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, they must be converted at the average of the monthly accounting rates published on the Commission's website, calculated over the corresponding reporting period.

Beneficiaries with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices. "

2. Subcontracting

2.1. What is the difference between subcontracts and implementation contracts?

A: In order to perform the action/project, beneficiaries can use implementation contracts or subcontracting, respecting the conditions as set up in the Grant Agreement. In case of implementation contracts, tasks are assigned to a unique contractor; in case of subcontracting only part of the tasks are assigned to another party known as a subcontractor (section 11. Financial Provisions / 11.1 e) Implementation contracts/subcontracting).

2.2. In the Budget template, how can we fill in the name of the sub-contractor if the public procedure of selection has to take place beforehand?

A: It is suggested that you compose your consortium in a way that you can add at a later stage the precise name of the subcontractor (section 11. Financial Provisions / 11.1 e).

2.3. What type of tasks could be subcontracted as IO (coordinator or consortium partner)?

A: An IO could theoretically resort to subcontractor, but only for Work Package 2 (Promotion of the programme and recruitment of entrepreneurs) or no core tasks. Subcontracting is not possible for the quality and the evaluation of the matching process between New and Host Entrepreneurs. Work Packages 1, 3 and 4 are core business of the call and cannot be subcontracted.

L. Submission of proposals

1. Call documents:

1.1. In previous calls other call documents such as Annex IV Form B5 had to be filled. Are these no longer valid?

A: Please be aware that since 2014 the Erasmus for Young Entrepreneurs calls for proposals are launched by the EASME and the procedures for submission, evaluation etc. are aligned to the tools provided for the programme Horizon 2020. Thus, not only the documents have changed,

some forms are not needed anymore, and some parts of data you encoded in documents in previous calls will have to be encoded directly in the electronic submission tool SEP.

Documents and tools to be used for this year's call are available at

<https://ec.europa.eu/easme/en/cos-eye-2015-4-01-erasmus-young-entrepreneurs>

or

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/cosme/calls/cos-eye-2015-4-01.html>

No other documents or tools must be used for the submission of a proposal.

1.2. The template for financial support to 3rd parties requests to indicate the host country. How can we fill it in without knowing where the NE will go on exchange?

A: As specified in the guidelines on 'how to work with the budget tables' it is stated that each participant has to fill it in with the number of "estimated" participants, the country to which they plan to travel and the "estimated" number of months they will be travelling. Averaging out the foreseen contributions is one of the ways to calculate the financial assistance - with average expected lump sum and average duration based on average country. The changes in the planned budget are possible as far as foreseen by the general conditions of the grant agreement. Please note that New Entrepreneurs are entitled to receive monthly allowances specified in the Quality Manual, Annex 1.

2. Electronic submission of proposals:

2.1. How shall proposals be submitted?

Submission of the proposal will have to be done through an online submission system by the coordinator of the consortium. The access to the tool is provided by the Participants Portal:

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/cosme/topics/17051-cosme-04-2015.html#tab3>

The tool will request you to fill 2 parts: Part A (Administrative form) and Part B (upload documents).

Part A: The coordinator has to encode

(1) General information - including a short abstract of the proposal and declarations on behalf of the consortium partners;

(2) Administrative data of participating organisations;

(3) Budget for the proposal (per partner: total estimated eligible costs/€ and Requested Grant/€).

Part B: The coordinator has to download, fill and upload (as PDF) the following documents:

1. Description of Action (Technical Annex 1), including CVs (Europass format recommended)

2. Budget template (Technical Annex 2)

3. List of previous projects

4. Declaration regarding the submission of ONE proposal only.

2.2. Can an organisation with a username and PIC number access the call's e-form and other documents directly?

A: Yes, when you click the link that leads you to the electronic submission set you will be requested to log on. After that, you can start drafting your proposal in the electronic system and upload the relevant documents. If you have not yet registered, you will be required to create an account.

Further information on the registration: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/registration-of-organisation_en.htm

2.3. Is there an IT Helpdesk for the submission of proposals?

A: For all questions concerning the registration of your organisation you should get in touch with the Helpdesk of the Participants portal: <http://ec.europa.eu/research/participants/api/contact/index.html>

2.4. Is there a list of the awarded proposals under the previous calls and the amount of the EC contribution for each proposal?

A: Please consult the section "calls for proposals" at the bottom of this webpage : http://ec.europa.eu/growth/smes/promoting-entrepreneurship/support/erasmus-young-entrepreneurs/index_en.htm .

2.5. Shall we already provide supporting documents or submit a consortium agreement?

A: No, according to section "10. Legal Commitments" of the call, applicants do not have to sign documents at the stage of electronic submission nor to provide supporting documents. If recommended for funding, you might be asked to submit other supporting documents if needed. However, in order to ensure a proper functioning of the consortium, the grant agreement stipulates that all partner organisations conclude a consortium agreement establishing their rights and obligations between all partners involved, but it does not have to be provided at submission stage.

2.6. Does a public body (partner) have to submit a declaration of honour like all the partners?

A: In respect of section 8.1 of the call, which relates to the applicant's financial capacity to carry out the work; the verification of the financial capacity does not apply to natural persons in receipt of scholarships, to natural persons most in need and in receipt of direct support, to public bodies or international organisations, irrespective of the value of the grant.

In respect of section 8.2 of the call, which relates to the applicant's operational capacity to carry out the work; the EASME may, depending on a risk assessment, waive the obligation to verify the operational capacity of public bodies or international organisations (Article 131 (3) of the Financial Regulation).

All partners in a consortium recommended for funding will have to submit a declaration of honour during the Grant Preparation Phase.

2.7. Our consortium organisations do not have online activity reports as requested in the Technical Annex 1 template (Description of Action). What could we provide instead?

A: You could present some basic information (copy/paste) in the above mentioned template, if available, regarding your organisation. The template also suggests to provide the link to your webpage (assuming that your organisation has one). If not submitted at the time of submission, the EASME might ask for separate submission of those files from applicants after the submission deadline.

2.8. Do you plan to accept late submission for some documents?

A: As a general rule, only proposals that have been submitted via the SEP tool are accepted by the EASME. The EASME might request completing the file of those applicants where the

submission set is not complete. However, please make sure that upon submission the proposal is complete.