



# Single Market Programme (SMP COSME)

## Call for proposals

Erasmus for Young Entrepreneurs  
(SMP-COSME-2021-EYE)

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1.0	16.03.2022	<ul style="list-style-type: none"> <li>▪ Initial version (new MFF).</li> </ul>	
2.0	13.05.2022	<ul style="list-style-type: none"> <li>▪ The Annex to the Call, the “Manual for Intermediary Organisations” (Quality Manual), has been modified to align the <i>unit costs related to the United Kingdom</i> with the <a href="#">Commission Decision of 8/03/2022 authorising the use of unit costs for the Erasmus for Young Entrepreneurs action under the Single Market Programme (2021-2027)</a> in the list of countries listed in Annex 1 of the Quality Manual (version 9.12).</li> </ul>	
		<ul style="list-style-type: none"> <li>▪</li> </ul>	



## EUROPEAN INNOVATION COUNCIL AND SMEs EXECUTIVE AGENCY (EISMEA)

EISMEA.I – Innovation ecosystems, SMP/Entrepreneurship and Consumers  
**EISMEA.I.02 –SMP/COSME Pillar**

### CALL FOR PROPOSALS

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## 0. Introduction

This is a call for proposals for EU **action grants** under the Competitiveness of Enterprises and SMEs part of the **Single Market Programme (SMP COSME)**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (Single Market Programme (SMP) Regulation EU ([2021/690](#)<sup>1</sup>).

The call is launched in accordance with the 2021-2024 SMP Work Programme<sup>2</sup> and will be managed by the **European Innovation Council and SMEs Executive Agency (EISMEA)** ('Agency').

The call covers the following **topics**:

- **SMP-COSME-2021-EYE— Erasmus for Young Entrepreneurs**

Applicants cannot submit more than one proposal under this call. Multiple proposals will be rejected.

Applicants may not participate in several proposals. Nevertheless, if this happens, the respective organisation will be excluded from all the proposals it applied. The respective consortia affected by the exclusion of (a) partner(s) must still fulfil all eligibility criteria as stipulated in section 6 to be considered eligible.

*Applicant consortia have **to apply for one of two types of projects**: large or small projects with different minimum targets and different maximum grant amounts (see section 2.3.2 Expected results at project level). All projects will be required to implement the same type of activities as stipulated in this call.*

We invite you to read the **call documentation** on the Funding & Tenders Portal Topic page carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)
  - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)

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<sup>1</sup> Regulation (EU) [2021/690](#) of the European Parliament and of the Council of 28 April 2021 establishing a programme for the internal market, competitiveness of enterprises, including small and medium-sized enterprises, the area of plants, animals, food and feed, and European statistics (Single Market Programme) and repealing Regulations (EU) No 99/2013, (EU) No 1287/2013, (EU) No 254/2014 and (EU) No 652/2014 (OJ L 153, 3.5.2021, p.1).

<sup>2</sup> Annex II to Commission Implementing Decision C(2021) 3046 final of 06.05.2021 concerning the adoption of the work programme for 2021-2024 and the financing decision for the implementation of the Single Market Programme (SMP – COSME Pillar) as last amended by Commission Implementing Decision C(2021) 6940 final of 29.09.2021.

- criteria for financial and operational capacity and exclusion (section 7)
- evaluation and award procedure (section 8)
- award criteria (section 9)
- legal and financial set-up of the Grant Agreements (section 10)
- how to submit an application (section 11)
- the Online Manual outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
  - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
  - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the [EISMEA](#) website to consult the list of projects funded previously.

## **1. Background**

### Introduction

Small and medium-sized enterprises (SME) play a crucial role in reaching the objectives of the [2020 SME Strategy](#) and the [Industrial Strategy](#). Whereas they are considered as crucial engines for growth and job creation, their competitiveness is affected by a limited exploitation of international opportunities and innovation prospects in the Single Market and beyond.

In June 2008, the European Commission adopted the 'Small Business Act' for Europe (SBA), recognising the central importance of small and medium-sized enterprises (SMEs) in the EU economy. Principle I of the SBA sets out to 'create an environment in which entrepreneurs can thrive and entrepreneurship is rewarded'. As a concrete follow-up to this aim, the Commission launched the pilot project 'ERASMUS for Young Entrepreneurs' in 2008. It operated mainly on the basis of call for proposals whereby Intermediary Organisations (IOs) were selected to manage the programme locally. After the successful implementation of several calls for proposals, the programme showed promising results. Consequently, the action was turned into a more consolidated programme under the Entrepreneurship and Innovation Programme (CIP). In 2014, the Council and the European Parliament adopted the Programme for the Competitiveness of Enterprises and Small and Medium-sized Enterprises (COSME)<sup>3</sup>, and the mobility of entrepreneurs is among the actions to promote entrepreneurship. The COSME Programme aimed to promote growth and to strengthen the competitiveness and sustainability of enterprises in the European Union.

In November 2016, the European Commission adopted a communication on "Europe's next leaders: the Start-up and Scale-up Initiative"<sup>4</sup>. This communication confirms

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<sup>3</sup> Regulation (EU) No 1287/2013 of 11 December 2013 (OJ L 347/33 of 20.12.2013).

<sup>4</sup> COM(2016) 733 final of 22.11.2016 Communication from the Commission to the Council, the European Parliament, the European Economic and Social Committee and the Committee of the Regions "Europe's next leaders: the Start-up and Scale-up Initiative".

among others the importance of connecting start-ups with the right partners in order to simplify their life.

In March 2020, the European Commission adopted its new SME Strategy for a sustainable and digital Europe<sup>5</sup>, where it reiterates the importance of improving access to markets for European SMEs, start-ups and entrepreneurs on a European and global scale.

Since its launch in 2009, the Erasmus for Young Entrepreneurs programme has played an important role in facilitating the exchange of knowledge and experience between European SME owners providing them with first-hand experience on how to start, grow and innovate their business. It facilitated cross-border matching of new and aspiring entrepreneurs with experienced host entrepreneurs. By doing so, it supported new entrepreneurs to improve their ability to develop their entrepreneurial know-how, skills and attitudes and to improve their technological capacity and enterprise management.

Since 2009 more than 20.000 entrepreneurs participated in this programme and over 90% of them evaluated their experience as successful.

In 2017, the European Parliament proposed a pilot project to test the geographical extension of the EYE programme to countries outside Europe. EYE Global started in 2018 with Israel, Singapore, and the USA (New York State and Pennsylvania) as target destinations for new entrepreneurs with EU citizenship. Since March 2021 the pilot project continues with a 3-years Preparatory Action under which the following non-European destinations are available: USA (New York State, California), Canada (Ontario, Quebec, British Columbia), Israel, South Korea, Singapore and Taiwan.

## **2. Objectives — Themes and priorities — Activities that can be funded — Expected impact**

### **SMP-COSME-2021-EYE — Erasmus for Young Entrepreneurs**

#### 2.1 Objectives

Erasmus for Young Entrepreneurs is a cross-border exchange programme which gives new or aspiring entrepreneurs the chance to learn from experienced entrepreneurs running small businesses in other SMP Participating Countries, while giving experienced entrepreneurs access to innovative ideas and new partners markets.

The *general objective* of the Erasmus for Young Entrepreneurs programme is to enhance entrepreneurship, develop the international outlook and competitiveness of European SMEs and foster potential start-up entrepreneurs and newly-established micro and small enterprises in the Participating Countries.

The *purpose* of this call for proposals is to select Intermediary Organisations (IOs) to implement the Erasmus for Young Entrepreneurs programme at local level. They will, in particular, recruit the entrepreneurs and assist them to benefit from the programme. This call for proposals will therefore support actions of organisations enhancing and facilitating the exchanges of new with host entrepreneurs. The call is not targeted directly at entrepreneurs willing to participate in an EYE exchange. Interested entrepreneurs must contact the [selected IOs](#) implementing the programme.

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<sup>5</sup> COM(2020) 103 final of 10.03.2020 Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - 'An SME Strategy for a sustainable and digital Europe'.

The *specific objectives* are:

1. To provide **on-the-job-training** for new entrepreneurs with established host entrepreneurs in small and medium-sized enterprises abroad in the SMP Participating Countries<sup>6</sup> in order to facilitate a successful start-up, and development of their business ideas;
2. To foster **sharing of experience** and information between entrepreneurs on the obstacles and challenges of starting up and developing their businesses;
3. To enhance **market access** and identification of **potential partners** for new and established entrepreneurs in other EU and SMP Participating Countries; also new entrepreneurs with EU citizenship have the possibility to go on an exchange with host entrepreneurs in the **EYE global** destinations;<sup>7</sup>
4. To support **networking** between entrepreneurs from different SMP Participating Countries by building on knowledge and experience.
5. To foster **matching of entrepreneurs from “underrepresented” countries**.  
Based on statistical data, “underrepresented”<sup>8</sup> countries are: *Ukraine, Kosovo<sup>9</sup>, Turkey, Republic of Moldova, Bosnia and Herzegovina, France, Armenia, Germany, Poland, Albania, Czech Republic*.
6. To **contribute to the EU’s** strategies in relation to the **triple transition**<sup>10</sup> (sustainable transition, digital transition and stronger resilience), such as suggested by the [EU’s new Industrial Strategy for a globally competitive, green and digital Europe](#).

The Intermediary Organisations will aspire high quality standards so as to deliver the following expected outputs for this call for proposals:

- Further **develop a network of new entrepreneurs** (NEs), host entrepreneurs (HEs) and Intermediary Organisations (IOs)
- Enabling **new entrepreneurs to work alongside and learn from a host entrepreneur** in another SMP Participating Country
- Support the creation of **new businesses**, joint ventures and spin-off companies and foster cross-border business cooperation
- Enhancing the **international activities and innovation potential of host entrepreneurs**

The Intermediary Organisations (IOs) will act as Local Contact Points for the implementation of the programme. They will be required to cooperate with all other

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<sup>6</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/smp/guidance/list-3rd-country-participation\\_smp\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/smp/guidance/list-3rd-country-participation_smp_en.pdf).

<sup>7</sup> Conditions for participation and the destinations in “[EYE global](#)” are not the same as in the Erasmus for Young Entrepreneurs action.

<sup>8</sup> The **underrepresented** countries mentioned stand for approximately 1/4 of countries participating in the programme. The choice was made based on the total number of entrepreneurs per capita participating in the programme since the beginning including the recent years.

<sup>9</sup> This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

<sup>10</sup> Communication from the Commission “[A New Industrial Strategy for Europe](#)” COM(2020) 102 of 10.3.2020

organisations and authorities involved in the exchange programme, enabling new and host entrepreneurs to take part in the planned exchange. They will receive support from the existing Support Office (SO), which helps with the coordination and management of the programme across Associated Countries.

The IOs will help new entrepreneurs from SMP Participating Countries enrich their experience, deepen their knowledge and expand their network by spending periods in enterprises run by experienced entrepreneurs in other SMP COSME Participating Countries. At the same time, the IOs will also help experienced entrepreneurs find a suitable new entrepreneur to match with in order to get fresh ideas, innovative skills and access to new markets and new networking opportunities.

This is to be done in line with the programme implementing methods as stipulated in the Erasmus for Young Entrepreneurs **Implementation Manual for Intermediary Organisations (Quality Manual)**<sup>11</sup> – Annex to this call - which includes information on the IT management tool database<sup>12</sup>.

## 2.2. Themes and Priorities

Proposals must focus on **matching new with host entrepreneurs**. Entrepreneurs from any economic sector are welcome to participate, a priori. The eligibility criteria as stipulated in the "Quality Manual" have to be respected.

For this call, **specific entrepreneur targets** are required for both recruitment and matching.

Proposals *must* foresee to match a minimum of **10%** of their overall relationship target to entrepreneurs **from underrepresented countries**. Applicants must also include an approximate number of entrepreneurs to be recruited for that purpose (NEs and HEs).

Proposals shall also include in their target groups entrepreneurs who propose "**sustainable/green**" and "**digital**" **business models**. Applicants must also define the intended number of relationships of those compared to the overall proposal target. The proposal should also indicate how this specific target should be achieved. Applicants must also include an approximate number of entrepreneurs to be recruited for that purpose (NEs and HEs) for each of the above groups.

Proposals shall also aim at ensuring a **gender balance** of recruited entrepreneurs, both new and hosts.

## 2.3 Activities that can be funded (scope)

In order to achieve the above-mentioned objectives, the IOs have to implement the below mentioned activities via grant agreements.

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<sup>11</sup> **Quality manual**, version 9.11 is an **essential guidance document** published on the occasion of this call for proposals and valid for all beneficiaries funded under this call – throughout the entire project duration, unless changed by the contracting authority. It contains the amounts of financial assistance to new entrepreneurs (per country of destination).

<sup>12</sup> The **Erasmus for Young Entrepreneurs IT tool** is to be used by all selected Intermediary Organisations in order to manage registration and matching of entrepreneurs as well as execution of the relationship process between new and host entrepreneurs. Every Intermediary Organisation implementing EYE projects will have access to this tool. Further details are available in the above mentioned "Quality Manual".

The activities to be implemented under this call for proposals, including the rules to be respected and procedures to follow, are further detailed in the *Quality Manual (see Annex)*. The document thoroughly describes the activities to be performed by Intermediary Organisations: it includes the eligibility criteria of entrepreneurs, the procedures for registration of entrepreneurs to the programme and building of relationships, as well as the responsibilities of the different actors involved, including deadlines to be respected. It also outlines the roles of the Support Office<sup>13</sup>, the European Commission and the EISMEA.

As a minimum requirement, the IOs' proposals are expected to describe the following activities in detail, in accordance with the provisions of the Quality Manual (Annex):

**Work Packages (WPs)<sup>14</sup>:**

WP 1	Management of the programme, networking and reporting	(h) management, quality control and evaluation  (i) active networking 1) cooperation with EYE network 2) specific networking activities <sup>15</sup> (including alumni activities)  (j) reporting (including on impact)
WP 2	Promotion of the programme and recruitment of entrepreneurs	(a) promotion of the programme  (b) enrolment of entrepreneurs
WP 3	Relationships building	(c) assessing applications from NEs and HEs and assuring only eligible professionals are accepted  (d) building quality relationships
WP 4	Relationships management	(e) management of grant agreements with new entrepreneurs, commitments and financial assistance

<sup>13</sup> The role of the Support Office is to ensure coordination and coherence of activities handled by the IOs. It helps them to develop high quality exchanges of entrepreneurs. Its main tasks are to promote the programme at EU and European level, to provide guidance and support to IOs, especially in daily operations, monitor activities of the Intermediary Organisations, manage the central website, develop training material and foster networking/cooperation among the IOs.

<sup>14</sup> Efforts: This reference is about the average efforts (in person-days) applicants should consider when submitting a proposal. Figures provided are based on (average) programme statistics gathered from the implementation of previous EYE projects and are provided for both experienced and unexperienced Intermediary Organisations in the EYE implementation. Those statistics are meant to provide applicants with some guidance on how to plan for a realistic proposal. Unexperienced EYE applicants: 12 person-days in total (all WPs) in order to match one entrepreneur. Experienced EYE beneficiaries: 8-9 person-days in total (all WPs) in order match one entrepreneur.

<sup>15</sup> The programme has made available channels for networking to both IOs and Alumni entrepreneurs. Project activities should contribute to the EU level alumni "strategy" and tools available at the programme website. The key alumni activities are contributing to a contact hub for new and host entrepreneurs, promoting and contributing to the growing network of Alumni ambassadors, and supporting Alumni participation in the Alumni matchmaking events, approximately 1-2 per year, organised at EU level. Beyond that, the above action alumni action pillars might be further developed at EU level. Applicants should define their own alumni activities which must be compatible with the EU level strategy. <https://www.erasmus-entrepreneurs.eu/alumni>.

		<p>(f) preparation of the exchange and contributing to its successful completion</p> <p>(g) follow up of the exchanges, including induction training and after care</p>
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### **a) Promotion of the programme (WP2)<sup>16</sup>**

Applicants must describe the proposed communication and promotion measures to effectively raise awareness, disseminate information on the exchange scheme and reach out to as many potential candidates as possible, including entrepreneurs in underrepresented regions/countries. Communication activities must in particular target relevant business organisations and other bodies supporting businesses and start-ups, as well as other target audiences as appropriate and include relations with media. Applicants must demonstrate that they have appropriate access to entrepreneurs. These activities have to be focused so as to ensure that the entrepreneurs who will subsequently apply to the programme will qualify for it and will show good motivation and commitment. For instance, new entrepreneurs must have at least the firm intention to set up a business to enrol for the programme. Also, potential participants need to understand that the exchanges organised under the scheme are not internships.

The EU co-financing of the project must also be clearly visible. The applicants will at least include a link to the programme’s website on their respective websites, and the European Union emblem in their communication tools for the programme. Other means of awareness-raising are also encouraged. For more details how to use the EU emblem please refer to: [https://ec.europa.eu/info/sites/default/files/eu-emblem-rules\\_en.pdf](https://ec.europa.eu/info/sites/default/files/eu-emblem-rules_en.pdf).

### **b) Enrolment of entrepreneurs (WP2)**

Applicants need to explain how they will engage entrepreneurs to participate in the programme, and list the specific channels and efforts they will use for this purpose. Applicants must be well aware of the challenge of this task, as reluctance can be expected from entrepreneurs who could potentially benefit from the programme: it can be a challenge for a new entrepreneur to venture abroad, all the more so if (s)he has just started a new business. Host entrepreneurs may have the perception not to have enough time to invest in an exchange, or underestimate the benefits they could derive from the exchange with the new entrepreneur.

The proposal has to contain enough information about access to and contacts with entrepreneurs that the applicants have, whether this access is direct or indirect (via their own or other networks), and the kind of relationships they maintain, giving figures where possible.

### **c) Assessing applications from NEs and HEs (WP3)**

The Commission has developed the Erasmus for Young Entrepreneurs online IT tool whereby NEs and HEs apply for the scheme. It will be necessary to screen applications and advise candidates to ensure a high quality of registrations and, in particular, to gauge how committed the applicant NEs are to setting up a business (entrepreneurial motivation, business plan). For the HEs, IOs will assess their willingness to mentor an NE, engage in the exchange (this is not a mere internship for

<sup>16</sup> The programme activities are listed in order of usual workflow starting with the promotion of the programme and enrolment of entrepreneurs and ending with reporting.

the new entrepreneur), and to derive positive benefit for themselves from the collaboration. Applicants must describe how they will check the quality and ensure the eligibility of applications. The proposals need to include the necessary provisions for the maintenance of the portfolio of entrepreneurs, periodic validation of interest and updating of the profiles. IOs shall assess, manage and follow-up on applications both from entrepreneurs from within and outside their target groups (e.g. from spontaneous applications), even if their activity is targeted to specific groups (e.g. women entrepreneurs, social entrepreneurship, region). Equally, IOs must not allow any discrimination for reasons of sex, sexual orientation, religion, race, colour, ethnic or social origin, genetic features or membership of a national minority. Furthermore, applicants also need to demonstrate full respect of [personal data protection rules](#) including the EYE programme [privacy statement](#).

#### **d) Building relationships (WP3)**

The process of successfully matching NEs and HEs is a key element of this exchange scheme and it is implemented by using the Erasmus for Young Entrepreneurs online IT tool. The so-called "matching" process will be considered successful if it leads to a 'successful relationship' as defined in the Quality Manual (Annex).

Intermediary Organisations are invited to describe how they plan to identify the best matches, support contacts and monitor relationships before and during the stay abroad.

#### **e) Management of grant agreements with new entrepreneurs, commitments and financial assistance (WP4)**

This section is about how the projects manage the relations with the "sub-grantee", i.e. the new entrepreneurs.

There are two written commitments NEs have to engage:

1) Once the agreed relationship between NE and HE has been approved by all parties involved, the IOs concerned have to ensure that the relevant actors (NE, HE, IOs) sign the Erasmus for Young Entrepreneurs Commitment in accordance with the provisions of the Quality Manual.

2) The NE and his/her IO must sign an agreement specifying the tasks that will be carried out during the exchange, responsibilities, financial conditions and legal implications.

Applicants need to describe how they will arrange this in an efficient and effective way, allowing for potential amendments and the handling of payments and reports. Modifications of the exchanges, for instance adapted duration and financial assistance, must be reflected in an updated Commitment between NIO and new entrepreneur.

The purpose of the financial assistance to NEs is to support the cost of their travel and stay abroad. IOs are strongly encouraged to invite all new entrepreneurs to envisage environmentally sustainable ways of travelling. The IO that has accepted the NE must give the NE financial assistance from the EU contribution, provided that the relationship between NE and HE has been approved in the programme's IT tool. The IO will be responsible for sound management of this financial assistance, including payment arrangements to NEs. Further details will need to be given in the agreement mentioned above.<sup>17</sup> As a deviation from this rule, it is also possible that other

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<sup>17</sup> The financial support to third parties (NEs) does not necessarily cover all the costs that might occur for a new entrepreneur. It is considered to be a contribution. Please note that it should not be topped up by the host entrepreneur.

consortium partners pay the financial allowance to new entrepreneurs on behalf of another consortium partner who organises the exchange between entrepreneurs. For such case, modalities as laid down in section *Payment arrangements* of the Quality Manual must be respected (transfer of liability).<sup>18</sup>

The European Commission has set the monthly amounts of financial support per country in the table provided as Annex 1 to the Quality Manual.

The application must describe how applicants intend to organise the management and control of this financial support in an effective and efficient way, including avoidance of any abuse.

#### **f) Preparation of the exchange (WP4)**

In relation to the information and induction trainings to be provided by IOs, the application must present how many and when those activities will be undertaken. During the project, applicants must deliver detailed information on how the EYE programme works and provide first information on further business support initiatives (e.g. EU funded) as specified under point g).

#### **g) Follow up of the exchange (WP4)**

IOs must offer local and remote assistance to both visiting NEs during stays with HEs as well as to HEs themselves. The proposal must specify the services the consortium intends to offer to NEs visiting their HEs with a particular focus on addressing practical questions (housing, transport, insurance, etc.), the modalities they will implement to follow up the exchanges and the mechanisms to be put in place to avoid or solve problems and potential conflicts.

IOs must also ensure a basic level of after care services, which must at least include:

- Promotion of the EYE alumni network
- Awareness raising on important EU-related business subjects, such as the Internal Market and European law issues (in particular regarding business and contract law), and on other European initiatives in support of entrepreneurs and SMEs, such as the [Enterprise Europe Network](#), the [European clusters](#), [SOLVIT](#), [Your Europe portal](#), [Access2Markets portal](#), etc.
- Awareness raising on relevant national, regional and local business support schemes and initiatives (if any)
- Signposting to the closest local [Enterprise Europe Network](#) contact point in case the NE or the HE needs further assistance regarding access to finance, access to markets, registration of IP rights, advice on sustainable or digital solutions, technology uptake, etc.

This list of after care services is not exhaustive. IOs are free to propose additional services depending on their expertise.

#### **h) Management, quality control and evaluation (WP1)**

The proposals must describe in detail:

- How the consortium leader (Lead Organisation) will undertake the management of the project.
- The measures the consortium leader will take to ensure that high quality standards are applied by all consortium partners, how they will monitor the achievement of objectives and take appropriate corrective measures such as redistribution of objectives and budget, while ensuring compliance with the Erasmus for Entrepreneurs

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<sup>18</sup> Quality Manual, section 2.5.1.1 Payment arrangements.

rules and procedures. The main risks that might be encountered and the corresponding mitigating measures should also be described.

### **i) Active networking (WP1)**

#### 1) Cooperation with EYE network

The application needs to demonstrate the consortium's commitment to actively network – in person and/or remotely - with the other IOs from other EYE consortia, which will include taking part in eight (8) Networking meetings in Brussels (or possibly other locations in the SMP Participating Countries) during the period of the grant agreement. Regional cooperation of IOs has to be envisaged as well, e.g. with regard to promotion activities.

Active cooperation prior to, during and after those meetings is expected from all Intermediary Organisations. This will include, among others, cooperation regarding the design of Network Meetings' agenda as well as having an active role in moderating thematic sessions/workshops, presenting good practices, and supporting the exchange of know-how between IOs, where applicable and based on experience gained.

A specific *mentoring action* could be proposed by the European Commission/EISMEA in view of allowing consortia to perform well. Such activity could be proposed in particular to allow the Lead organisations that will be new in the programme to benefit from tailored support. Activities planned in this respect could be organised on the occasion of the Network Meetings, but could also take place beyond. Therefore, the applicant Lead organisations must reflect this in their work plan and the budget of the proposal. Applicants are requested to plan for approximately 2 full days for such activity for each year of the project duration, which could include both physical as well as virtual meetings.

Travel and accommodation costs will have to be covered by each participant. Sufficient budget must be foreseen to allow for the participation of all partners in the above activities, and in particular for the meetings mentioned in Section *Milestones and Deliverables*. IOs are strongly encouraged to use environmentally sustainable ways of travelling when participating in Network Meetings or others.

#### 2) Specific thematic networking activities

As part of the evolution of the Erasmus for Young Entrepreneurs programme, the European Commission has launched different Working Groups:

1. Alumni: to develop a horizontal strategy towards promoting and growing the network of Alumni (entrepreneurs who participated in EYE)
2. Impact: to improve the impact analysis of the matches between entrepreneurs (relationship follow-up activities) and, in the future, to exchange on after-care services offered to entrepreneurs
3. IT tool: to continue to help setting up priorities for the development of the programme's matching tool<sup>19</sup>.

The outcome of those discussions is to be used, once available, by all EYE projects.

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<sup>19</sup> The core IT tool to be used by EYE projects is the European Commission's IT tool for the enrolment of entrepreneurs and management of relationships.

In addition to that, the Commission and the Agency strongly support bottom up networking initiatives that are demand driven from within the Network of Intermediary Organisations. In that respect, in 2021 some consortia leaders (LIOs) launched an initiative dedicated to specific economic sectors, with the objective of helping further all beneficiaries to identify and match the best and most promising entrepreneurs in the future. Applicants are invited to contribute to those initiatives during the project implementation.

## **j) Reporting (WP1)**

The selected projects are expected to report regularly to the EISMEA (and the Support Office) on their activities, matching relationships, problems encountered, solutions implemented, after care services offered and resources spent. The applicants must describe how they intend to organise this reporting in an efficient and effective way, according to the provisions of the Quality Manual (see Annex) and in line with the provisions of the model grant agreement (for modalities also see this call's Section 10 *Milestones and Deliverables and Reporting and payment arrangements*).

### 2.4 "Quality Manual"

Further details and guidance regarding the above mentioned project activities are provided in the Quality Manual (see Annex to this call).

The updated Quality Manual is *the* practical reference document with regard to how Erasmus for Young Entrepreneurs projects should be implemented.

Appropriate outcomes of the activities listed *in section 2.3 Activities that can be funded (scope)* could have an impact on future revisions of the Quality Manual.

### 2.5 Expected results

#### 2.5.1 Expected results at programme level

The initiative expects to have achieved the following results by January 2027, i.e. by the end of projects co-financed under this call for proposals:

- Circa 12 000 entrepreneurs matched;
- Circa 14 000 entrepreneurs newly registered;
- Circa 70-100 Intermediary Organisations involved in the implementation of the programme;
- At least 30 countries covered;
- Rate of successful exchanges above 90%.

#### 2.5.2 Expected results at project level

The application must specify an indicative number of relationships/matches that the consortium intends to organise between new and host entrepreneurs during the implementation period of the grant agreement. The Quality Manual (see Annex) explains how matches must be counted.<sup>20</sup>

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<sup>20</sup> Applicants should pay attention in their calculation not to confuse the terms "match" and "relationship". Both terms are used as synonyms in order to apply the logic of counting matches in the EYE IT tool (at IO and EP level). In case of a successful relationship/match, each of these entrepreneurs would count as one matched entrepreneur of any Intermediary Organisation involved in organising the business-relation, regardless whether it is an inter- or intra-consortium match. Further explanations are

Under this call for proposals, **each** proposal must provide for the following **key outcome**:

1. **Match successfully at least the number of entrepreneurs** requested by this call (see Key Performance Indicators below), either as new or as host entrepreneurs (usually a mix of both). See detailed requirements in section 2.2 *Themes and Priorities*.
2. Offering **assistance and support to NEs** who are visiting a HE covered by the Intermediary Organisation, including the financial assistance as referred to in section 2.3 *Activities that can be funded (scope)* (e) above, and after care services offered after the exchange;
3. Participating in **meetings** in Brussels or other locations in the SMP Participating Countries as specified in Section "Milestones and deliverables".

The application must set intermediate targets per consortium and provide deliverables. The targets should be realistic and achievable.

#### Two types of projects

This call for proposals intends to select, above all, a sufficient number of IOs that can manage large projects and, if possible, can demonstrate experience in EYE. Experience of EYE implementation under the COSME programme 2014-2020 has demonstrated that economies of scale can be achieved when IOs are part of larger reliable partnerships managing a large budget for new entrepreneurs. Therefore, in particular applications for large projects are encouraged.

However, projects that apply for the "small" type of project will not be disfavoured during the evaluation.

Under this call, proposals with **different scope of targets** can be submitted:

Type of project		Key Performance Indicator (minimum requested)
1) Large	max. grant EUR 4 000 000	800 relationships (average 200 per year)
2) Small	max. grant EUR 2 000 000	400 relationships (average 100 per year)

**The maximum grant and the minimum number of relationships, per type of project, must be respected.**

Scenario type "Large":

Projects requesting a grant between EUR 2 000 000 and EUR 4 000 000 and proposing

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available in Quality Manual (see Annex). Thus, for achieving project targets this means that 1 entrepreneur successfully matched counts as 1 relationship (RLT).

- 800 or more relationships will be considered complying with the call requirements.
- 799 or less relationships will be considered *not* complying with the call requirements.

Scenario type "Small":

Projects requesting a grant up to EUR 2 000 000 and proposing

- 400 or more relationships will be considered complying with the call requirements.
- 399 or less relationships will be considered not complying with the call requirements.

The projects will be ranked according to the scores obtained (see *section 8 Evaluation and Award Procedure*).

Proposals must indicate their choice of type of project (large or small) in Annex 5 <sup>21</sup> of the submission set (see details in section 14).<sup>22</sup>

### 3. Available budget

The available call budget is **EUR 40 000 000**. This budget might be increased by maximum 20%.

The availability of the call budget still depends on the adoption of the budget 2023 and 2024 by the EU budgetary authority.

Under this call for proposals around 10-15 projects are expected to be funded: around 7 to 8 large (type 1) and 5 to 6 small (type 2) projects.

The Agency reserves the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

**At least 50%** of the estimated total *budget* must be reserved for **financial support to third parties (FSTP)**, i.e. new entrepreneurs, for both types of projects.

### 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	16 March 2022
<u>Deadline for submission:</u>	<u>8 June 2022 - 17:00:00 CET</u> <u>(Brussels)</u>
Evaluation:	June–September 2022

<sup>21</sup> As explained in section 5 *Admissibility* and section 14 *Specific instructions for submission of Part B*, applicants must fill and submit this specific Annex 5, complementary to the Application Form – Part B.

<sup>22</sup> It is not possible to make this choice in in the submission system itself.

Information on evaluation results:	September 2022
GA signature:	December/January 2022

## 5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section. Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- **Application Form Part A** — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- **Application Form Part B** — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*); see also b important explanations below.
- **mandatory annexes and supporting documents** (*to be uploaded*):
  - detailed **budget table** (*mandatory excel template available in the Submission System*)
  - CVs (short outlines) of core project team: not applicable<sup>23</sup>
  - **activity reports** of last year
  - **list of previous projects** (key projects for the last 4 years) (*template available in Part B*)
  - **Annex 5 - Additional information to Part B** (*available from EISMEA's webpage [here](#)*). This annex requests key information complementary to the Application Form Part B (technical description of the project) including specific targets for EYE projects.<sup>24</sup>

### The Application Form Part B is composed of two forms:

- The **Application Form Part B** is a standardised template for all calls for proposals under the Single Market Programme and beyond.
- Therefore, in **Annex 5** applicants have to provide specific information that is essential to respond appropriately to the requirements of this call for proposals Erasmus for Young Entrepreneurs.

<sup>23</sup> A description of the profiles (qualifications and experience) of the staff responsible for managing and implementing the project and a description of the members of the consortium is required in the Application Form Part B / Annex 5. It must be duly filled.

<sup>24</sup> This essential Annex 5 will be uploaded under "Other Annexes".

Applicants are requested to fill and submit both forms (together with the other above mentioned documents).

When filling the available forms of Part B, it is paramount that applicants respect the specifications as provided in section 14 ***Specific instructions for submission of Part B.***

Please note that the amounts entered into the **summarised budget table** (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In case of discrepancies, the amounts in the online summarised budget table will prevail.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable.**

Proposals are limited to maximum **50 pages** (Part B) not taking into consideration the Annex 5.<sup>25</sup> **Evaluators will not consider any additional pages.**

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc.*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

Applicants are requested to fill and submit both forms (together with the other above mentioned documents).

When filling the available forms of Part B, it is paramount that applicants **respect the specifications as provided in section 14.**

## **6. Eligibility**

### ***Eligible participants (eligible countries)***

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs))
  - non-EU countries:
    - listed EEA countries and countries associated to the SME part of the Single Market Programme or countries which are in ongoing

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<sup>25</sup> Nevertheless, please be concise.

negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))

- other eligibility conditions: not applicable.

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (*see section 13*).

Applicants may be, for instance<sup>26</sup>:

- Public entities responsible for or active in the fields of economic affairs, enterprise, business support or related issues,
- Chambers of commerce and industry, chambers of (handi)crafts or similar bodies,
- Business support organisations, start-up centres, incubators, technology parks etc,
- Business associations and business support networks,
- Public and private entities offering business support services,
- Institutes of (higher) education such as universities or institutes for vocational education and training.

### *Specific cases*

Exceptional funding — Entities from other countries (not listed above) are exceptionally eligible, if the granting authority considers their participation essential for the implementation of the action.

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons<sup>27</sup>.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>28</sup>.  Please note

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<sup>26</sup> The list is non-exhaustive.

<sup>27</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>28</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*<sup>29</sup> and entities covered by Commission Guidelines No [2013/C 205/05](#)<sup>30</sup>). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Consortium composition

Proposals must be submitted by a consortium composed of applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- minimum 6 entities from 4 different eligible countries
- not include more than 10 applicants in total
- maximum 2 applicants can be from the same country in one consortium
- at least half of the consortium must have at least 5 years of experience in implementing the EYE programme, including the consortium leader.<sup>31</sup>

### Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc.*).

**Financial support to third parties** (New Entrepreneurs) must be part of the project costs and shall be included under the corresponding cost heading. It can only cover the financial assistance paid to new entrepreneurs in support of the costs linked to their expenditure for travel, accommodation, subsistence and other miscellaneous expenses occurred during a stay with the host entrepreneur in another participating country. The amounts per entrepreneur are defined in the overview of monthly financial assistance paid by Intermediary Organisations to third parties (New Entrepreneurs), in Annex 1 of the Quality Manual.

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<sup>29</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>30</sup> Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

<sup>31</sup> The experience in years as per organisation will be requested in the application form/annex 5.

Applicants must elaborate how the financial support to third parties will be managed and how the activities of the NEs abroad will comply with the programme rules.

The proposal must also clearly describe the results to be obtained.

#### Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries of the SMP (see above) but entrepreneurs can also be matched to destinations of the preparatory action [EYE global](#).

#### Duration

Projects are expected to last 48 months between *01/02/2023* and *31/01/2027* (extensions are possible, if duly justified and through an amendment).

#### Project budget

Project budgets (maximum grant amount) are expected to be EUR 4 000 000 per project of type 1 (large projects) and EUR 2 000 000 per project of type 2 (small projects). This does not preclude the submission/selection of proposals requesting other amounts. For more details regarding the types of projects, see section 2.5.2 *Expected results at project level*.

## **7. Financial and operational capacity and exclusion**

#### Financial capacity

Applicants must have stable and sufficient resources to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that you are replaced or, if needed, reject the entire proposal.



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their operational capacity via the following information:

- profiles (qualifications and experience) of the staff responsible for managing and implementing the project including their experience in implementing EYE in years
- description of the consortium participants
- applicants' activity reports of last year
- list of previous projects (key projects for the last 4 years).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Applicants have to demonstrate that one of their **core activities** is the support of small businesses and entrepreneurs and that they deliver **business support services** to start-ups or young entrepreneurs.

### Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate<sup>32</sup>:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>33</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)]

<sup>32</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>33</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to

- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that<sup>34</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

## 8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

No distinction will be made between large and small proposals. There will be one single ranking only for the whole call.

For proposals with the same score (within a topic or budget envelope) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) If two proposals are of the same score and one is a large and one a small project, the large proposal will be considered to have the priority over the other if the available budget allows.

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influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>34</sup> See Article 141 EU Financial Regulation [2018/1046](#).

- 2) The ex aequo proposals within the same call will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'.
- 3) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio geographical and thematic coverage and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.



No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

**Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

## 9. Award criteria

The **award criteria** for this call are as follows:

– **Relevance (30 points):**

How strategically chosen are the project partners (relevance of the partners to the project)?

How wide and direct is the access to entrepreneurs (potential new and host entrepreneurs) of the applicants?

How does the project build on previous experiences, in particular those regarding mobility, cross-border cooperation, entrepreneurship support, enhancement of business collaboration (including business matchmaking and partnership), and/or “when relevant”, previous collaboration between the partners?

How relevant are the proposed target groups, based on a thorough analysis of the applicant regions' strengths and weaknesses and taking into account the regions' challenges ahead?

– **Quality:**

– **Project design and implementation (30 points):**

How clear, coherent and ambitious is the concept and to what extent does the methodology support it?

To what extent is the proposal clearly defined in terms of timetable, milestones and deliverables?

How coherent, appropriate and practical are the overall project design and the activities proposed in view of the effective recruitment, assessment and selection of entrepreneurs, proactive matchmaking, follow-up on exchanges, networking with other Intermediary Organisations and appropriate reporting? Do the activities proposed comply with the provisions of the Implementation Manual for Intermediary Organisation (Quality Manual) and, possibly, include innovative elements?

To what extent can the methodology ensure effectiveness of the actions proposed? Are the potential risks well anticipated and have relevant mitigating measures been proposed?

To what extent does the proposal envisage comprehensive induction trainings for entrepreneurs for a successful exchange?

To what extent does the proposal include suitable after-care activities such as information on services for businesses, access to finance, etc., especially the EU ones such as the Enterprise Europe Network, Clusters, SOLVIT, etc.?

Cost effectiveness:

- To what extent is the budget clear, detailed and coherent with the work plan of the proposal?
- Do the expected results stand in a reasonable relationship to the amount of the grant?
- Does the budget seem justified when compared to the expected impact?

– **Project team and cooperation arrangements (30 points):**

Is the quality of project teams appropriate?

To what extent can the management set up be effective and ensure the high quality of the action proposed, including monitoring and evaluation?

Are the tasks and responsibilities of each partner involved clearly defined?

Are procedures and problem-solving mechanisms for cooperating within the project teams and consortium appropriate?

Is the level of effort (hours) appropriate, per work package, per task and per partner considering their skills and responsibilities with a view to achieving the objectives of the proposal?

– **Impact (10 points):**

Is the proposal suggesting clear, realistic and practical impact indicators?

To what extent is the project likely to have a tangible and measureable impact on the target groups after the exchanges (at individual entrepreneur level as well as in the regions)?

How effective, innovative and convincing are the promotional and communication activities to attract new and host entrepreneurs and to demonstrate successful outcomes? Does the proposal contain a comprehensive communication strategy including appropriate EU visibility? Are the expected multiplying effects reasonable and ensure sustainability?

To what extent can the applicants offer services allowing for replication and extension of project outcomes, including a range of aftercare activities?

Award criteria	Minimum pass score	Maximum score
Relevance	16	30
Quality — Project design and implementation	16	30
Quality — Project team and cooperation arrangements	16	30
Impact	6	10
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Maximum points: 100 points.

Individual thresholds per criterion: 16/30, 16/30, 16/30 and 6/10 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

## **10. Legal and financial set-up of the Grant Agreements**

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

### Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: 48 months, from 1 February 2023 (extensions will be possible only exceptionally, for duly justified reasons and through an amendment).

Activities should start on 1 February 2023.

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The following (mandatory) milestone activities are to be respected by all consortia:

- Initial training: February 2023, if appropriate<sup>35</sup>
- Networking meetings: each year in February/March and September/October (8 per project duration)<sup>36</sup>
- Mid-term review meetings (upon request of the Agency): the participation of all consortium partners will be required if the consortia are called for such meeting(s).
- Delivery of reports as specified in section *Reporting and payment arrangements*.

Further details are included in the section *2.3 Activities that can be funded (scope)*, therein especially i) Active networking.

Beneficiaries will be required to submit the following **deliverables** (continuous reporting).

Deliverable title	Purpose	Date
Link of the EYE programme web site to the applicant’s website <sup>37</sup>	Connecting your organisation to the programme and helping entrepreneurs to be directed to the one reference webpage only where all relevant information is available	Month 1
8 Network Meeting “minutes”	Encoding the participation of consortium members; listing main outcomes and lessons learned.  Concise document (2-3 pages will be sufficient)	Month 1 after the Network Meetings took place <sup>38</sup>
2 Progress Reports	These reports give an overview and, if appropriate, and in-depth view on the	M13

<sup>35</sup> This training is intended to make IOs familiar with the basic programme features and the functionalities of the EYE IT tool. It will be mandatory for all Intermediary Organisations new to the EYE programme and could be useful for those that have not participated in previous EYE projects.

<sup>36</sup> Participation by 1 person per consortium partner (usually), according to the standard rule in the Erasmus for Young Entrepreneurs programme.

<sup>37</sup> Please also note that certain conditions apply for the eligibility of costs of project website creation. See section “Budget categories and cost eligibility rules” of this call. It is therefore important to ensure appropriate visibility of the EYE programme website and not to plan project specific websites.

<sup>38</sup> Please foresee 8 of those deliverables as 8 Network Meetings will be organised. The due dates are indicative as the precise dates of the Network Meetings are not known at the moment of call publication

	implementation of the project at fixed moments in the project duration (see above)	M37
4x Success Stories (min 10 per year of implementation)	The success stories should demonstrate the added value of the programme, give visibility to the entrepreneurs, help the projects, the Agency, the EC and the Support Office to promote the EYE programme further.  Consortia define how many success stories to deliver; the minimum is set to 10 per 12 months of implementation, thus a total of 40 at the end of the project is requested). The deliverables should be cumulative, i.e. the deliverable Success Stories in month 24 should list those from the first 12 months and those from months 13 to 24.	M12 M24 M36 M48

Applicants must list those deliverables in the Application Form Part B / Annex 5 in the relevant section. They must also add some other meaningful deliverables that help demonstrate the work of the consortium and that contribute to the project's success.<sup>39</sup>

Progress Reports not linked to payments:

Report	Type of Report	Implementation period	Due date
1	Progress	months 1 to 12	Month 13
2	Progress	months 25 to 36	Month 37

### Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount): *see section 6 above*. The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rates fixed in the Grant Agreement (**100%** for the costs for providing financial support to third parties, i.e. new entrepreneurs, and **75%** for all other costs categories).

<sup>39</sup> Applicants are requested to well distinguish between deliverables and milestones. Experience shows that there remains some confusion.

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc.*).

### Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

#### *Budget categories for this call:*

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs  
of core tasks is not allowed. Subcontracting is allowed only for Work Package 2, and here only for the promotion of the programme.
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- E. Indirect costs

#### *Specific cost eligibility conditions for this call:*

- personnel costs:
  - SME owner/natural person unit cost<sup>40</sup>: Yes
- travel and subsistence unit cost<sup>41</sup>: Yes
- equipment costs: depreciation
- other cost categories:
  - costs for financial support to third parties: allowed; maximum amount per third party (new entrepreneur) defined per host country and for a maximum duration of 6 months per entrepreneur;<sup>42</sup>
  - indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs, if any)

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<sup>40</sup> Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

<sup>41</sup> Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

<sup>42</sup> As set out in the Commission [Decision of 8/03/2022 authorising the use of unit costs for the Erasmus for Young Entrepreneurs action under the Single Market Programme \(2021-2027\)](#). The same unit rates can be found in the Quality Manual (Annex).

- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
  - kick off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
  - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
  - other ineligible costs: No

### Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

Beneficiaries will be requested to submit the following reports linked to a payment:

- 1 periodical technical and financial report after 24 months, linked to a request for interim payment;
- 1 final technical and financial report after 48 months, linked to the request for the payment of the balance.

Periodic Report	Type of Report	Implementation period	Due date
1	Interim	months 1 to 24	60 days after month 24
2	Final	months 1 to 48	60 days after end of project

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **50%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/**10 days before starting date/financial guarantee** (if required) – whichever is the *latest*.

**There will be one interim payment (with detailed cost reporting).**

**Payment of the balance:** At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please note that you are responsible for keeping records on all the work done and the costs declared.

### Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

### Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the grant agreement (*Data Sheet, point 4 and art 24*).

### Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

### Provisions concerning the project implementation

IPR rules: see *Model Grant Agreement (art 16 and Annex 5)*:

- list of background: No

- rights of use on results: Yes
- access rights to ensure continuity and interoperability obligations: No
- Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:
- communication and dissemination plan: Yes
- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*: No

### Other specificities

n/a

### Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA — Annotated Grant Agreement](#).

## **11. How to submit an application**

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a 2-step process:

### **a) create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to [create an EULogin user account](#).

Once you have an EULogin account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

### **b) submit the proposal**

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- **Part A** includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online.
- **Part B** (description of the action) covers the technical content of the proposal.

Application Form Part B: Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file.

Specific Annex 5: download it from the EISMEA website (see *section 5*), fill it in and upload it as PDF file under "Other annexes". This Annex 5 contains specific instructions to fill certain sections of the Application Form Part B.

- **Annexes** (see *section 5*). Upload them as PDF file (single or multiple depending on the slots; the budget table can be uploaded as Excel file).

The proposal must keep to the **page limits** (see *section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

Proposals for large or small projects must be submitted using the same submission session.

The proposal must be submitted **before the call deadline** (see *section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

## 12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

### Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent no later than 5 working days prior to the submission deadline to the following email address: [EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu](mailto:EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu).

Please indicate clearly the reference of the call and topic to which your question relates (see *cover page*).

## 13. Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application. Under this call, subcontracting of core tasks is not allowed. Subcontracting is allowed only for **Work Package 2**, and here **only** for the **promotion** of the programme.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is **recommended** to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc.*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may not participate in several proposals. Nevertheless, if this happens, the respective organisation will be excluded from all the proposals it applied. The respective consortia affected by the exclusion of (a) partner(s) must still fulfil all eligibility criteria as stipulated in section 6 to be considered eligible.
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).

#### 14. Specific instructions for submission of Part B

**The Application Form Part B is composed of two forms:**

- The **Application Form Part B** is a standardised template for all calls for proposals under the Single Market Programme and beyond.
- Therefore, in **Annex 5** applicants have to provide specific information that is essential to respond appropriately to the requirements of this call for proposals Erasmus for Young Entrepreneurs.

<b>Table of contents in Application Forms</b>	<b>Application Form Part B Guidance comments (if any)</b>	<b>Annex 5 (Additional information to Part B) Guidance comments (if any)</b>
PROJECT SUMMARY	Fill (be concise)	N.A. Instead please fill table indicating which type of project you apply for.
1. RELEVANCE		
1.1 Background and general objectives	Fill	N.A.
1.2 Needs analysis and specific objectives	Fill; including the overall relationship target	Fill; provide, above all: - detailed planned outcomes, i.e. breakdown between number of NEs and HEs matched (of all types of entrepreneurs requested under this call) and the number of

		recruited entrepreneurs (NEs and HEs) <sup>43</sup> - Periodic objectives
1.3 Complementarity with other actions and innovation — European added value	Fill	N.A.
<b>2. QUALITY</b>		
2.1 Concept and methodology	Fill	N.A.
2.2 Consortium set-up	Fill	See guiding questions to use when filling the Application Form Part B.
2.3 Project teams, staff and experts	Fill only part "Outside resources"	Fill table in Annex 5 including: - Partner No and Acronym - Position of staff member in the organisation - Summary of relevant skills and experience - List of tasks and role in the project - Allocation to the project (% of FTE) <sup>44</sup>
2.4 Consortium management and decision-making	Fill	N.A.
2.5 Project management, quality assurance and monitoring and evaluation strategy	Fill; ensure coherence with WP1 description (Section 4 in Annex 5)	N.A.
2.6 Cost effectiveness and financial management	Fill; ensure coherence with WP1 and WP4 description (Section 4 in Annex 5)	N.A.
2.7 Risk management	Fill. Per Work Package, applicants must provide at least 3 critical risks and appropriate mitigating measures.	See list of critical risks suggested in section 2.7 of Annex 5, to be used when filling the section in the Application Form Part B. Other than the proposed critical risks can be used.
<b>3. IMPACT</b>		
3.1 Impact and ambition	-	Fill table in Annex 5 including estimated impact on the specific entrepreneurs' requested in the call text in section 2.3.2

<sup>43</sup> Recruited is to be understood as registered in the EYE IT tool, i.e. applications of interested entrepreneurs were assessed favourably by the IOs, so that these entrepreneurs are accepted.

<sup>44</sup> FTE means Full Time Equivalent. All consortium members are requested to foresee a reasonable and stable engagement in terms of FTE % for the project implementation (including back-up personal). Ideally, project coordinators should not dedicate less than 0.5 FTE to the project (it means half of the time of a full time employee). It is considered inefficient if an applicant proposes several staff all working for rather few % of FTEs on the project.

		<i>Expected results at project level</i>
3.2 Communication, dissemination and visibility	Fill	N.A.
3.3 Sustainability and continuation	Fill	See guiding questions in Annex 5.
<b>4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING</b>		
4.1 Work plan		
4.2 Work packages and activities		Encode the Performance indicators for each Work Package as specified in Annex 5.
Work Package 1	Fill	See remarks.
Work Package 2	Fill	See remarks.
Work Package 3	Fill	See remarks.
Work Package 4	Fill	See remarks.
4.3 Timetable	Fill the timetable for "projects of more than 2 years"	N.A.
4.4 Subcontracting	Fill	N.A.
<b>5. OTHER</b>		Please provide in Annex 5 -Planned efforts -Effectiveness ratio
5.1 Ethics	N.A.	-
5.2 Security	N.A.	-
<b>6. DECLARATIONS</b>	N.A.	-
ANNEXES (other than Annex 5)	-	-

**15. Annex to the call** - [Erasmus for Young Entrepreneurs Implementation Manual for Intermediary Organisations \(Quality Manual\)](#)