



# Guidelines

## for sub-grant applicants

**A\_A\_13\_0209 MED GAIMS**

**Reference: MEDGAIMS-2020-01**

**Last updated: 23 July, 2020**

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the ENI CBC MED Programme rules, which are applicable to the present call (available at <http://www.enicbcmmed.eu/home> )



## 1.1. BACKGROUND

The MED GAIMS project is a 3-year project financed by the European Union's ENI CBC Med Programme, implemented from September 2019 to August 2022, in Lebanon, Jordan, Spain and Italy by a consortium of 7 organizations.

The MED GAIMS project develops games. Not just for fun, but with precise aims to revolutionize the tourist site experience by gamifying it with both physical and virtual applications, thus increasing tourism flows to the destinations, and creating jobs and start-ups for game entrepreneurs. The project uses gamification: applying game design to create experiences for tourists. Offering such experiences can give a necessary competitive edge to the attractiveness of less known sites.

The most important challenge that Mediterranean tourism has to face is improving its competitiveness and adapting to new demand. An important part of the new demand is experiential tourism: today's tourists, across all segments and niches, don't wish to just observe places, they wish to experience and interact with them. This experiential tourism trend is common to all involved territories, spans all tourism niches and segments and is very relevant to off-season travelers (who often choose this time not only to lower costs but to avoid crowds and increase chances for authentic interactions with locals).

Thus, the main objective of MED GAIMS is to match the demand for experiential tourism and, by tapping into the business potential of gamification, developing game design and entrepreneurship skills of local game entrepreneurs to support endogenous growth.

The MED GAIMS project launches a **competition to offer 20 sub-grants (5 per partner country) for game development at selected tourism sites.**

## 1.2. OBJECTIVES OF THE CALL FOR SUB-GRANTS

The **overall objective** of this call for proposals is to increase the overall quality of the MED GAIMS project, by attracting and supporting the development of creative and original ideas for games and gamified experiences at tourism sites, supplementing the games being developed simultaneously by MED GAIMS project partners themselves (including the contracting bodies), in order to best demonstrate the potential of gamification for strategically influencing tourism flows to and within tourist destinations.

All proposed projects must therefore contribute to the following general objectives:

- Increase the attractiveness of the chosen tourism destination and site
- Increase the diversification of the tourism offer at the chosen tourism destination and site, through the promotion of local and territorial assets, especially in the off-season periods
- Encourage a longer duration of stay of the visitor in the destination

MED GAIMS aims to encourage the creative freedom of game designers to propose a variation of innovative, original and creative ideas, under a broad thematic umbrella. The broad theme for all games is Discovery, as all games shall contribute to helping visitors discover and experience the site beyond simple observation of the site. The Creative Space – the parameters and conditions that delimit this freedom and types of games that may be considered eligible for grant - is detailed in the country annexes (see Appendix H).



### 1.3. TARGET GROUPS

The primary target group for the games are broadly categorized as non-traditional tourists, in particular off-Summer season, and not primarily focused on Sun/Sea tourism. More specific target groups and demographics that fall within this category may be addressed by applicants.

### 1.4. FINANCIAL ALLOCATION

The overall amount made available under this call for proposals is EUR 240,000 (EUR 60,000 per participating country). The contracting body responsible for the Call for Proposals reserves the right not to award all available funds.

The MED GAIMS competition will award grants to a minimum of 20 games, at least 5 in each participating country (Italy, Jordan, Lebanon and Spain).

#### Size of grants:

Any grant for digital games requested under this call for proposals must not exceed a maximum amount of EUR 15,000. Any grant for analog games requested under this call for proposals must not exceed a maximum amount of EUR 10,000.

It is expected that for each country 2 digital games will be awarded, and 3 analog games.

The sub-grant shall be calculated on the basis of simplified costs. Simplified costs for the sub-grants financed by this call shall be output-based and shall cover human resources costs. They must be estimated on the basis of the required number of days needed for game development and daily rates as specified in the grant budget to be attached to the application form. Beyond the grant, applications can include requests for deployment equipment not exceeding EUR 5,000. If approved, the equipment will be purchased by the contracting body and given to the Applicant on a loan-basis.

#### Justification for simplified costs:

The 'simplified costs' format has been adopted for sub-granting for the following reasons:

- 1) Funds allocated to each sub-grant will be spent **exclusively** on human resources, the totality of which we have estimated to not exceed EUR 10,000 for analog games and EUR 15,000 for digital games.
- 2) To support the applicants, we have allocated separate funds for the purchase of equipment that applicants would need to implement their projects. Equipment will be purchased by the contracting body in each country and handed over to the sub-grantees on a loan basis (free of charge). Equipment costs cannot exceed EUR 5,000 for each project.
- 3) Sub-grantees will be paid according to a pre-set schedule of deliverables (**output-based**)— See **Table 1 in Section 1.6.1**— in which payments will be disbursed according to project outputs, evaluated by a committee of experts.
- 4) Using simplified costs, the contracting bodies can be more focused on desired outputs rather than collecting and verifying financial documents.
- 5) Given the nature of the work, a simplified format can reduce the administrative burden on the contracting bodies as well as on the JTS.

### 1.5. ELIGIBILITY CRITERIA



These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the programme rules of the ENI CBC Med, which is applicable to the present call (available on the internet at this address <http://www.enicbcmed.eu/new-handbook-management-sub-grants?fbclid=IwAR1iidNjZuwj91TwseVBpa0N8aMI-QNM7C3lMsPbVmHjMxuzkW84QCg6b5c>).

There are three sets of eligibility criteria, relating to:

- (1) the actors:
  - The **'lead applicant'**, i.e. the entity submitting the application form (1.5.1),
  - if any, its **co-applicant(s)** (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred to as **'applicant(s)'**) (1.5.1),
- (2) the activities:
  - Type of activities for which the sub-grant may be awarded (1.5.2);
- (3) the costs:
  - Forms of financing and types of cost that may be considered in setting the amount of the sub-grant (1.5.3).

#### 1.5.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

##### Lead Applicant

- (1) In order to be eligible for a grant, the Lead Applicant must:
  - be a legal person or a natural person **and**
  - be established in a country that adheres to the ENI programme (<http://www.enicbcmed.eu/about-us/cooperation-area>) **and**
  - be directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary
- (2) Applicants may not be recipients of State Aid through other grants or financing from national governments or the European Union in excess of 200.000 euro over a period of three years.
- (3) Lead applicants, co-applicants, and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to article 52.2.vi of the ENI CBC Implementing Rules<sup>1</sup>, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In the declaration included in the sub-grant application form, the lead applicant must declare that s/he and the co-applicant(s) are not in any of these situations.

<sup>1</sup> EC Regulation 897/2014.



The lead applicant may act individually or with co-applicant(s).

If awarded the sub-grant contract, the lead applicant will become the sub-grantee, who is the main interlocutor of the project beneficiary/partner awarding the sub-grant. It may represent and act on behalf of any other co- sub-grantee (if any) and coordinates the design and implementation of the action.

### Co-applicant(s)

- (1) Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.
- (2) Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.
- (3) Co-applicants must sign the mandate in the grant application form.
- (4) If awarded the sub-grant contract, the co-applicant(s) (if any) will become co-subgrantee(s) in the action (together with the sub-grantee).

## 1.5.2. Eligible actions: actions for which an application may be made

### Definition

An action is composed of a set of activities.

### Duration

The proposed actions are expected to be completed within a maximum period of 8 months.

### Sectors or themes

Gamification, gamified experiences at tourism sites. Each country may have specific themes.

### Location

Actions must take place in one of the following countries: Italy, Jordan, Lebanon, Spain.

### Types of action

**Analog games.** We define an analog game in the framework of MED GAIMS activities as those games played by and/or between people physically, on a board or not, with very little (if any) digital component, competitive or not, for individuals, groups or by teams. Examples of analog games are: vacate the room, a target shooting, football, tic tac toe, card games, board games, escape rooms, LARP, etc...

**Digital games.** We define a digital game in the framework of MED GAIMS activities as a game that is played by and/or between people digitally, by means of a personal computer, a mobile phone, or a headset. Other types of digital devices will also be considered (*e.g.*, smartwatch, projectors, etc.). All games that use a digital display and a screen to interact with the end user are considered digital games.

Although **hybrid games** can be proposed, and consist of games that have both a digital and analog component, the applicants must decide on the category of game to submit to based on the predominant nature of their game.



The following types of action are ineligible: games involving violence, games that do not have cultural heritage as the underlying theme, games that don't have any components played at the site. Furthermore, games that involve gambling, or games of an indecent and offensive nature (sexual, religiously offensive,..) will also be rejected.

#### Types of activity

Activities that are similar in spirit to the internal games that are listed in the Annex on Country Specific Information (Annex H). Proposed games should NOT be identical to these games and more weight will be given to games that are original and different. All proposed games should have cultural heritage as their underlying theme. Games should be designed to have a number of components **that can only** be played at the proposed sites.

#### Visibility

Sub-grant applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the [Communication and Visibility Requirements for EU External Actions](#)). Specifically, awarded applications and their resulting projects must support and cooperate with the development of a video presenting the details of the action and its results. These videos will be used for promotional purposes and will remain under MED GAIMS copyright.

#### Number of applications and subgrants per applicant(s)

- The lead applicant may submit more than one application(s) under this call for sub-grant proposals.
- The lead applicant may not be awarded more than one sub-grant(s) under this call for sub-grant proposals.
- The lead applicant may be a co-applicant in another application at the same time.
- A co-applicant may be the co-applicant in more than one application(s) under this call for proposals.
- A co-applicant may not be awarded more than two sub-grant(s) under this call for proposals.

#### 1.5.3. Eligibility of costs: costs that can be included

The sub-grant shall take the forms of simplified costs and shall cover **Human Resources (HR) only**.

Applicants may indicate **equipment** needed for deployment of the proposed game. Equipment and material cost purchased by the contracting bodies (and lent out to the applicants) should not exceed Euro 5,000 per sub-grant.

The evaluation committee and the project beneficiary shall decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analyzing factual data of grants carried out by the applicants or of similar actions.

#### 1.5.4. Intellectual Property and Treatment of Data

The intellectual property and treatment of data conditions are spelled out in Annex D for each partner country.



### 1.5.5. Contracting bodies

The following entities are the contracting bodies in charge of guiding the project selection process and providing the grants (5 each) related to the sites in their respective territories:

- American University of Beirut<sup>2</sup> - Lebanon
- i2Cat<sup>3</sup> – Catalonia, Spain
- Fondazione Alghero<sup>4</sup> - Sardinia, Italy
- Jordan University of Science and Technology<sup>5</sup> – Irbid, Jordan

### 1.5.6. Ethic clauses and Code of Conduct

#### a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting body during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

#### Respect for human rights as well as environmental legislation and core labor standards

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labor standards as applicable and as defined in the relevant International Labor Organization conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labor; abolition of child labor).

#### b) Zero tolerance for sexual exploitation and sexual abuse:

- The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.
- Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

#### c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The contracting body and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift,

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<sup>2</sup> <https://www.aub.edu.lb/>

<sup>3</sup> <https://www.i2cat.net>

<sup>4</sup> <https://www.fondazionemeta.eu/>

<sup>5</sup> <http://www.just.edu.jo>



gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

d) Breach of obligations, irregularities or fraud

The contracting body and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

## 1.6. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

### 1.6.1. Methodology

The Med GAIMS competition includes 2 phases: (1) call for proposal applications, and (2) hackathons & creative labs. The first phase is a call for proposals in which applicants submit their complete applications (Annex A). The received applications will be graded through a two-step process: one part before the hackathons and creative labs, and a second at the outcome of the hackathons after the teams pitch their ideas according to the evaluation criteria listed in Section 1.7.

Two rounds of two-day hackathons (for digital games) and two-day creative labs (for analog games) will be held after the submission deadline of the proposals, which is **September 15th 2020**, and **October 30th 2020**. We will attempt to include all submitted proposals in these events; however, if in any of the countries the number of applicants is too large to accommodate, we will shortlist applications based on the grading rubric of Section 1.7, and only the shortlisted projects will participate in the hackathons and creative labs. Participants can take part in both rounds if not granted an award in the first round.

A tentative schedule of events is provided here (dates may change on short notice):

First round:

26<sup>th</sup>- 27<sup>th</sup> Sep. Lebanon  
3<sup>rd</sup> - 4<sup>th</sup> Oct. Spain  
17<sup>th</sup> -18<sup>th</sup> Oct. Italy  
3<sup>rd</sup> - 4<sup>th</sup> Oct. Jordan

Second round:

14<sup>th</sup> -15<sup>th</sup> Nov. Spain  
14<sup>th</sup> - 15<sup>th</sup> Nov. Lebanon  
21<sup>st</sup> - 22<sup>nd</sup> Nov. Jordan  
21<sup>st</sup> - 22<sup>nd</sup> Nov. Italy

The awarded sub-grants will be declared at the end of the hackathons and creative labs. At this point, and after signing their contracts, a pre-financing (40% of the grant) will be released.

During the 8 months following the award of the sub-grants, projects will be further developed and they will be evaluated via two tests: the first one after 3 months of the launch, and the second after 6 months into the sub-grant launch (*i.e.*, 2 months after the first test). Projects will be evaluated by the public as well as by a





committee of experts. The objective of these evaluation events is two-tiered: on one hand, they are used to receive feedback in order to modify the necessary game features. On the other hand, jury evaluation will be necessary to ascertain if a game output was achieved, and as a result to approve payment. If the outputs are met, applicants will be paid 20% of their grant contract amount after the first evaluation step, and another 30% after the second evaluation step. The expected outputs at each stage are listed in Table 1.

**Table 1 Schedule of outputs**

Phase	Output	Evaluation Criteria
<b>I</b>	<b>Game proof of concept</b>	<b>Technology validated in lab</b>
	Analog game	- Individual components of the game working and validated outside the game setting - Product integrated as a whole but not necessarily working together - All props are purchased and ready for inspection
	Digital game	- Individual components of a game working and validated outside the game setting - If the game involves AR or VR, demos ready for testing each component
<b>II</b>	<b>Game first version (alpha)</b>	<b>A working first version (alpha)</b>
	Analog game	- A working game with all components and props integrated and demos ready on site - Glitches and bugs in the game acceptable - A final snag list for the completion of the game
	Digital	- A working game as whole - Allowed glitches and bugs in the game - A final snag list for the completion of the game
<b>III</b>	<b>Game final version (beta)</b>	<b>Delivered product (beta)</b>
	Analog game	- Product ready for delivery - No glitches and no bugs
	Digital	- Product ready for delivery - No glitches and no bugs

At the public test, and in the event the committee finds serious deviations from the original approved concept, or in the case of no progress, it may request corrective measures to any project and reserves the right to withhold part of the funds that are due.

Final completion of the projects is expected 8 months after start and at that point, the final 10% of the grant will be released to the project coordinators after a successful handover.

### 1.6.2. Applications

Lead applicants are invited to submit an application using the **sub-grant application form** annexed to these guidelines (Annex A). Lead applicants should keep strictly to the format of the sub-grant application form and fill in the paragraphs and pages in order. Applicants must apply in English.



Please complete the application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the points listed in the checklist of the sub-grant application form or any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents the contracting bodies from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (*budget, description of activities and/or any other relevant annex*) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

### 1.6.3. Where and how to send applications

Applications (i.e. the application form, the budget and the declaration by the lead applicant) must be submitted via email before the deadlines indicated in Section 1.6.4 to: [info@medgaims.com](mailto:info@medgaims.com)

**Applicants must verify that their application is complete using the checklist included in the sub-grant application form. Incomplete applications may be rejected.**

### 1.6.4. Deadline for submission of applications

Applications must be submitted by the **15<sup>th</sup> of September 2020 for round 1, and 30<sup>th</sup> of October 2020 for round 2.**

### 1.6.5. Documents to submit

Each application should include the following documents:

- (1) Sub-grant application form (Annex A)
- (2) Budget (Annex B)

### 1.6.6. Further information about applications

Questions may be sent by e-mail no later than 15 days before the deadline for the submission of applications to the following e-mail address [info@medgaims.org](mailto:info@medgaims.org), indicating clearly the reference of the call for sub-grants.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website <http://www.enicbcmed.eu/projects/med-gaims> as the need arises. It is therefore advisable to consult the above-mentioned website regularly in order to be informed of the questions and answers published.



## 1.7. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an evaluation committee composed of representatives of the project Lead Beneficiary or local partner (contracting body), depending on the location of the game site, as well as a jury of experts for each country selected from the MED GAIMS list of stakeholders for the corresponding country. Jury members will be selected from various domains, but must include at the very least:

- One expert in cultural heritage site management
- One expert in tourism management
- Two domain experts, one in analog gamification, and a second in digital gamification

All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 1.5, the application will be rejected on this sole basis.

### (1) STEP 1: OPENING & ADMINISTRATIVE CHECKS

During the opening and administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist in the sub-grant application form.

This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

### (2) STEP 2: EVALUATION OF THE APPLICATION

The applications that pass the opening and administrative checks will be further evaluated on their quality, including the proposed budget and capacity of the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to all applicants.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives set forth in the guidelines, and to award sub-grants to sub-projects which maximize the overall effectiveness of the call for proposals. They help to select applications which the project Lead Beneficiary/partner can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.



*Scoring:*

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Section	Maximum Score
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicants have sufficient in-house experience of project management?	5
1.2 Do the applicants have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
<b>2. Relevance</b>	<b>20</b>
2.1 How relevant is the proposal to the objectives of the call for proposals and the project? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants?	5
2.2 How relevant is the proposal to the particular common needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately?	5
2.4 Does the proposal apply international added value? Does it contain particular added-value elements (e.g. innovation, best practices)?	5
<b>3. Design of the action</b>	<b>15</b>
3.1 Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Are the outputs consistent with the needs of the target groups?	5
3.3 Are the outputs likely to contribute to the expected results?	5
<b>4. Sustainability of the action</b>	<b>15</b>
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalization on experience and knowledge sharing?	5
4.3 Are the expected results of the proposed action sustainable? - Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)	5



<ul style="list-style-type: none"> <li>- Institutionally (<i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i>)</li> <li>- At policy level (where applicable) (<i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i>)</li> <li>- Environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)</li> </ul>	
The rubric components below will be evaluated on the day of the hackathon or creative lab and applicants will get the chance to edit their proposals on that day	
<b>5. Hackathons and Creative Labs (final pitch)</b>	<b>65</b>
5.1 Involvement of stakeholders in the development of the pitched solution	20
5.2 Clear capitalization on Hackathon or Creative Lab to develop idea	20
5.3 Preliminary solution demonstration	10
5.4 Is the action plan for implementing the action clear and feasible?	5
5.5 Is the timeline realistic?	5
5.6 Is the co-applicant(s)'s level of involvement and participation in the action satisfactory?	5
<b>6. Budget and cost-effectiveness of the action</b>	<b>15</b>
6.1 Are the activities appropriately reflected in the budget?	5
6.2 Is the ratio between the estimated costs and the results satisfactory?	10
<b>Maximum total score</b>	<b>150</b>

After the evaluation, a table will be drawn up listing the applications ranked and scored. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

### (3) VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification will be performed on the basis of the supporting documents requested by the project beneficiary. It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants will be verified according to the criteria set out in Section 1.5



Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

## 1.8. NOTIFICATION OF THE RESULTS OF THE EVALUATION

### 1.8.1. Content of the decision

Applicants will be informed in writing of the project Lead Beneficiary/partner's decision concerning their application. An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint.

### 1.8.2. Indicative timetable

	DATE	TIME (GMT)
<b>1. Deadline for requesting any clarifications from the project Lead Beneficiary / partner</b>	15 days before the submission deadline	11:00 AM
<b>2. Last date on which clarifications are issued by the project Lead Beneficiary / partner</b>	7 days before the submission deadline	11:00 AM
<b>3. Deadline for submission of applications</b>	15th of September 2020 (round 1)	11:00 AM
	30th of October 2020 (round 2)	11:00 AM
<b>4. Information to applicants on invitation to events (hackathons &amp; creative labs)</b>	One week after submission	
<b>5. Notification of grant</b>	At outcome of each country events	

## List of annexes (Must submit Annexes A and B)

Annex A: Sub-grant application form (Word format)

Annex B: Budget (Excel format)

Annex C: Country specific information (Word format)

Annex D: Intellectual property and treatment of data (Word format)

