



BESTMEDGRAPE

Guidelines

for sub-grant applicants

**Project Acronym and reference number
BESTMEDGRAPE – A_A.2.1_0035**

In the case of conflicting meanings between language versions, the English version prevails.

Deadline for submission of application: May 26, 2022

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. BACKGROUND

Grape as a traditional crop in the Mediterranean area has a strong innovation potential, which has not been effectively exploited yet. People working in the grape cultivation sector are generally focused on improving the quality of grape and wine, but usually don't consider how to make the most out of grape waste. Based on the R&D experience of the BESTMEDGRAPE project partners in the fields of grape valorization, waste exploitation and development of nanotechnological antioxidant/anti-inflammatory/anti-neurodegenerative formulations, BESTMEDGRAPE aims at supporting the creation of new startups/SMEs by transferring scientific/technological knowledge on local grape cultivars and the exploitation of wine by-products as a source of bioactive compounds that can be transformed into innovative commercial health products. Hence, the project will not only valorise a Mediterranean product - grape - but also the expansion of the grape value chain through the development of nanotechnological products, thus boosting the local economy, reducing environmental pollution and increasing employment opportunities.

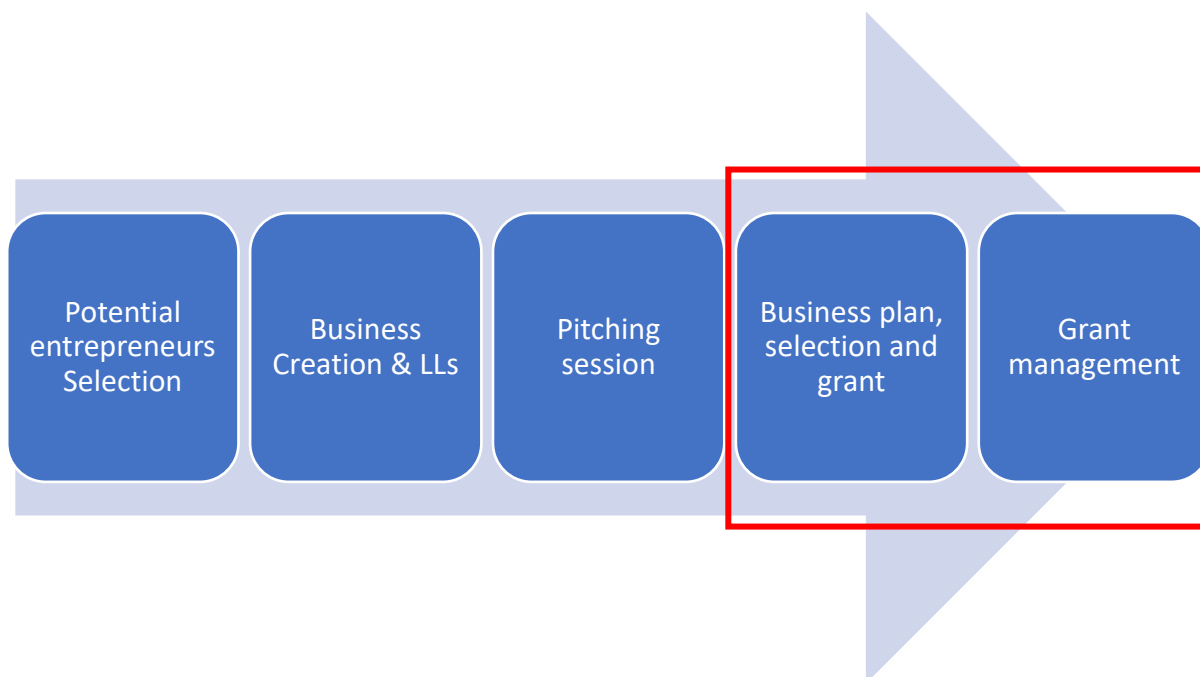
2. OBJECTIVES OF THE CALL FOR SUB-GRANTS

The objective of this call for sub-grants is to select and grant 50 beneficiaries: 10 natural persons per Country involved in the BESTMEDGRAPE project (France, Italy, Jordan, Lebanon and Tunisia), for developing new products using the grape and wine by-products.

The final aim is fostering the creation of both individual and collective business initiatives focused on the processing and marketing of wine by-products.

This call is part of a structured process developed through the BESTMEDGRAPE project activities in each Country involved:

1. Selection of potential entrepreneurs
2. Business Creation and Living Labs training activities
3. Pitching session of the potential entrepreneurs
4. Selection and grant of the business plans (including the investment plan)
5. Grant management: implementation, reporting and accounts of expenditure



3. FINANCIAL ALLOCATION

The overall indicative amount made available under this call for sub-grant proposals is EUR 250.000,00.

The following table report the Countries, project partner and financial allocation:

Country	BESTMEDGRAPE Project Partner	Financial Allocation
France	PP2 INSERM - Institut National de la Santé e de la Recherche Médicale	50.000,00 Euro
Italy	PP1 ISPA-CNR – Istituto di Scienze delle Produzioni Alimentari/ Consiglio Nazionale delle Ricerche	50.000,00 Euro
Jordan	PP7 JSSR – Jordan Society for Scientific Research	50.000,00 Euro
Lebanon	PP6 Berytech Foundation	50.000,00 Euro
Tunisia	PP5 – Union Tunisienne de l'Industrie, du Commerce et de l'Artisanat	50.000,00 Euro

The project partners reserve the right not to award all available funds.

Size of sub-grants

Any grant requested under this call for proposals must fall between the following amounts:

- minimum amount: EUR 1.000,00
- maximum amount: EUR 25.000,00: 5.000,00 per natural person that apply for the same Investment plan. Applicant and co-applicant must meet the eligibility criteria.

The sub-grant shall take the forms of reimbursement of costs.

4. ELIGIBILITY CRITERIA

4.1. Eligibility of applicants (i.e., lead applicant and co-applicant(s))

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Lead Applicant and co-applicant(s)

To be eligible for a grant, the Lead Applicant and co-applicant(s) must:

- be natural person(s)¹
- have reached 18 years old at the time of submission of the application
- be directly responsible for the preparation and management of the action (i.e., not acting as an intermediary)
- be based in the Programme ENI CBC MED eligible territories:

Country	ELIGIBLE REGIONS
France	Corse, Languedoc-Roussillon, Provence-Alpes-Côte d'Azur
Italy	Basilicata, Calabria, Campania, Lazio, Liguria, Puglia, Sardegna, Sicilia, Toscana
Jordan	Amman, Al-Aqaba, Al-Balga, Al-Karak, Al-Tafilah, Irbid, Madaba
Lebanon	Whole country
Tunisia	Ariana, Béja, Ben Arous, Bizerte, Gabès, Jandouba, Mahdia, Médenine, Monastir, Nabeul, Sfax, Sousse, Tunis

Each applicant (Lead applicant and co-applicant(s)) may not submit more than one application under the BESTMEDGRAPE initiative.

Each applicant (Lead applicant and co-applicant(s)) may not be a co-applicant in another application at the same time.

Each applicant (Lead applicant and co-applicant(s)) may apply only once under this call for proposals.

¹ A natural person refers to an individual and not a legal entity such as a registered company
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Each applicant (Lead applicant and co-applicant(s)) may not be awarded more than one voucher under this call for subgrant proposals. The maximum number of co-applicants per each action is 5, for a total amount of 25.000 €

4.2. Eligible actions: actions for which an application may be made

The voucher will be granted for an investment plan that include:

- acquisition of equipments and means strictly linked to the treatment, processing and marketing of wine by-products
- consultancy services acquisition for the business start-up (e.g., communication and visibility, grape laboratory analysis, etc.)
- travel and subsistence costs related to the development of the business idea.

The investment plan implementation period may not exceed 6 months from the sub-grant contract signature. The investment plan actions must be placed in the regions reported in the table laid down in point 4.1

Visibility

- Subgrant 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](#)).

4.3. Eligibility of costs: costs that can be included

To be considered eligible, all the expenses must be foreseen in the investment plan, duly completed in accordance with the Annex 1b.

Only eligible costs can be covered by the sub-grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

Eligible direct costs:

- a) **Equipment and means** for the treatment, processing, and marketing of wine by-products
- b) **External Services:** consultancy costs for business start-up (e.g marketing, product development, corporate internationalization, etc.)
- c) **Travel and substances costs (for applicant and co-applicant only)** for the participation of thematic national and international fairs.

The sub-grant will take the forms of reimbursement of costs.

To be considered eligible, the costs must be incurred after the contract signature

Indirect costs.

A maximum amount of 7% of direct costs incurred in carrying out the investment plan will be included in the Annex 1b. For this amount no supporting documents need to be provided. The lead applicant may be asked to justify the percentage requested before the sub-grant contract is signed. To be considered eligible, the indirect costs must not include costs assigned to another Investment plan budget heading in the sub-grant contract.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest)
- provisions for losses or potential future liabilities
- costs declared by the applicants and financed by another action or work programme receiving a European Union grant
- purchases of land or buildings
- currency exchange losses
- duties, taxes and charges, including VAT², except when non-recoverable under the relevant national tax legislation unless otherwise provided in appropriate provisions negotiated with partner countries, as per the provisions of the related Financing Agreement³
- loans to third parties
- fines, penalties and expenses of litigation
- contributions in kind.

4.4. Ethic clauses and Code of Conduct

a) Absence of conflict of interest

The applicants 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 BESTMEDGRAPE project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

b) Respect for human rights as well as environmental legislation and core labour 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 labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the

² VAT it is considered a cost for natural person(s)

³ For details on VAT and tax provisions set in Financing Agreements (FA), the potential applicants may refer to the specific national provisions Guidelines for subgrant applicants – BESTMEDGRAPE initiative

conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

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 BESTMEDGRAPE project Lead Beneficiary / partner 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, 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 BESTMEDGRAPE project Lead Beneficiary / partner 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.

5. HOW TO APPLY AND PROCEDURES TO FOLLOW

5.1. Applications

Subgrant applicants must apply using the model of application form annexed to these guidelines (Annex 1a and Annex 1b). According to the Country, application must be written in the following languages:

Country	Application form language
France	French or English
Italy	Italian or English
Jordan	Arabic or English

Lebanon	Arabic, English or French
Tunisia	Arabic, English or French

All the applicants are asked to complete the annexes carefully so that it can be assessed properly. Any error in the 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 BESTMEDGRAPE project partner from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form annexes which have to be filled in will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

5.2. Where and how to send applications

Applicants and co-applicant(s), are requested to fill in the followings:

- Annex 1a – Application form
- Annex 1b – Sub-grant budget
- Copy of participants' identity document (applicant and co-applicant(s))

Annexes must be signed and submitted by certified mail or submitted (by registered mail) in a sealed envelope through registered mail, private courier service or by hand-delivery to the address below (according to the applicant country of residence):

Country	BESTMEDGRAPE Project Partner	Certified e-mail	Address
France	PP2 INSERM – Institut National de la Santé e de la Recherche Médicale		
Italy	PP1 ISPA-CNR – Istituto di Scienze delle Produzioni Alimentari/ Consiglio Nazionale delle Ricerche	protocollo.ispa@pec.cnr.it	Area della Ricerca CNR - ISPA, Traversa la Crucca, n° 3 - Località Baldinca - 07040 Sassari (Li Punti)
Jordan	PP7 JSSREC – Jordan Society for Scientific Research Entrepreneurs and Creativity	info@jssr.jo	1 st floor, Building no. 14, Khairo Deraneyyeh str., Al- Rasheed District, Amman, Jordan P.O. Box: 13900 Amman 11942 Telefax: +96265166683

			Mobile: +962797007869
Lebanon	PP6 Berytech Foundation	support@beryttech.org	Berytech Mathaf, Facing French Embassy, Damascus Road, 2nd floor. 961 1 612 500
Tunisia	PP5 UTICA – Union Tunisienne de l'Industrie, du Commerce et de l'Artisanat	bestmedgrape.tunisia.grant@gmail.com	https://www.mail-certificate.com/

Applications sent by any other means⁴ (e.g. by fax) or delivered to other addresses will be rejected.

In any case, the Application form (Annex 1a) and the Sub-grant budget (Annex 1b) must be also supplied in electronic format (word or rtf and excel) to the e-mail addresses above reported. The electronic file must contain exactly the same information as the paper version.

In the case of multiple submissions, only the last sending will be taken into consideration

The subject of the email, certified email or the envelope must be referred to BESTMEDGRAPE call for subgrants, together (in case of envelope), the full name and address of the lead applicant, and the words 'Not to be opened' in local language equivalent.

Incomplete applications will be rejected.

5.3. Deadline for submission of applications

Application must be reached within **May 26th, 2022**. Application received after the date indicated will not be taken into account.

5.4. Further information about applications

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the following e-mail address bmg.voucher@gmail.com, indicating clearly the reference of the call for subgrants.

The BESTEMEDGRAPE partners have no obligation to provide clarifications to questions received after this date. Replies will be given no later than 11 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the project Lead Beneficiary / partner cannot give a prior opinion on the eligibility of applicants, co-applicants, or an action.

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 <https://www.enicbcmmed.eu/projects/bestmedgrape> (Library section) 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.

⁴ Applications might also be submitted through a secure e-submission system, provided that it ensures no access to any member of the staff of the project beneficiary before the opening session of the proposals.

6. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an evaluation committee composed by experts appointed by each BESTMEDGRAPE project partner. All applications will be assessed according to the following steps and criteria.

Step 1 – Verification of the eligibility of the application received

- Compliance with eligibility criteria laid down in point 4.1
- Compliance with the rules laid down in point 5.1
- Compliance with the rules for the submission of applications laid down in point 5.2
- Compliance with the deadline for submitting applications laid down in point 5.3.

If any of the requested information is missing or is incorrect, it will be asked to be submitted in 10 days.

Only the eligible applications will be taken into consideration for the step 2.

Step 2 – Evaluation of the application.

The applications that pass the Step 1 will be further technically evaluated on their quality.

The evaluation committee will assess the applicant and co-applicant(s) compliance with the requirements set out below:

Criteria		Score	
		Min	Max
1	A. Team composition B. Business idea (Mission and Vision, Strategy, Goals and Objectives) C. Product description: The Problem/opportunity, Features and Benefits and Competitive Advantages D. Market and Competitive Analysis E. Operating and Sales Strategies. F. Budget and Revenue forecast.	0	50
2	Technology Readiness Level (TRL)	0	10
3	Applicant and co-applicant attendance (with profit) to the Business Creation and Living Labs training organized as part of the BESTMEDGRAPE project	0	20
4	Elevator Pitch activity carrying out by Applicant and co-applicant(s)	0	20

After the evaluation, a table will be drawn up listing the applications ranked according to their score. 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.

7. NOTIFICATION OF THE RESULTS OF THE EVALUATION

7.1. Content of the decision

Applicants will be informed through the website of the BESTMEDGRAPE project partners about the 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. Any complaint must be received by the email of the partner within 10 days after the publication of the results of the evaluation. Applicant must clarify which are the reasons for the appeal.

7.2. Indicative timetable

	DATE	TIME
1. Deadline for requesting any clarifications	May 5 th ,2022	12:00 AM CET
2. Last date on which clarifications are issued by the project Lead Beneficiary / partner	May 15 th ,2022	12:00 AM CET
3. Deadline for submission of applications	May 26 th ,2022	12:00 AM CET
4. Information to applicants on the evaluation	June 3 rd , 2022	
5. Notification of award	June 10 th , 2022	

This indicative timetable refers to provisional dates and may be updated by the project Lead Beneficiary / partner during the procedure. In such cases, the updated timetable will be published on the project web site <https://www.enicbcmmed.eu/projects/bestmedgrape> (Library section).

8. VOUCHERS PAYMENT SCHEDULE

The vouchers will be paid as follow

- 30% as pre-financing
- 70% as balance payment at completion after the expense's verification

9. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex 1a: Sub-grant application form (descriptive part, PDF and word or rtf format)

Annex 1b: Budget (xls and pfd format)

TO BE PROVIDED BY THE APPLICANT SELECTED:

- Standard sub-grant contract model
- Activity report
- Financial report
- *De minimis* declaration
- List of aid recipients