



# GUIDELINES FOR SUB-GRANT APPLICANTS

**GREENinMED - A\_A.2.2.\_0148**

**Reference: Call for Sub-grants no. 1**

**Deadline for applications: September 16, 2022**

In Aix-en-Provence, on July 21, 2022.

This call is also available at <http://www.enicbcmcd.eu/home>.

## 1. CONTEXT

The GREENinMED project, with reference number A\_A.2.2\_0148, is co-funded by the European ENI CBC Med Programme and aims to help Mediterranean SMEs operating in the field of tourism to become more competitive by applying innovative solutions that increase efficiency in water and energy management. The aim is to reduce normal consumption levels by 10% through new products and innovative services.

The GREENinMED project is driven by a consortium of 5 entities from Spain, France and Israel: Capenergies (France); ISWA, Arava Institute and Kinnneret College (Israel) and the Spanish Chamber of Commerce (Spain). The support mechanisms offered by GREENinMED are as follows:

1. The creation of a cross-border network to identify and analyse the most relevant existing eco-innovation products/services for the hotel industry, in response to their real needs. Through innovation vouchers, GREENinMED has already offered the consultancy services necessary to support the adoption of new products/services by tourism SMEs in order for them to become more efficient and competitive.
2. Improving eco-innovation ecosystems in water and energy through financial support in the form of grants to generate new products/services by start-ups and innovative Mediterranean companies. Likewise, the GREENinMED project will foster collaboration with research and innovation entities, as well as the creation of spin-offs through SMEs collaborating with the consortium partners.

Accordingly, this public call for financial aid is published for innovative SMEs, start-ups<sup>1</sup> and spin-offs<sup>2</sup> located in the Mediterranean region, for the development of new innovative products or services, or those adapted to the needs of the tourism industry, which favour efficiency in this sector's water and energy management (hotels, campsites, sailing clubs, water parks, other establishments linked to tourism, etc.).

The coordination of the calls in the project's three countries (Spain, France and Israel) will be carried out through the 'Single Window Eco-innovation Support Centre'. The members of the GREENinMED consortium will make the final decision on the proposals selected in the call.

## 2. OBJECT

The objective of this call is to promote the generation of four (4) new innovative products or services for the tourism industry and sector, by granting four (4) grants to innovative SMEs, start-ups or spin-offs in order for

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<sup>1</sup> In France, there is no legal definition of a start-up. However, article 44 sexies-O A of the general tax code (CGI) defines the conditions of a "young innovative company". A start-up literally means "business that starts" and meets certain characteristics such as the prospective of a rapid growth, the creation of a major innovation, original financing methods or the search for a new business model, or even operating procedures specific to the startup. It is therefore a temporary phase with the aim of becoming a sustainable and profitable business.

<sup>2</sup> The term spin-off here refers to a university spin-off (Spanish model), i.e. a newly created company via a university (teachers, researchers, students) in order to exploit scientific knowledge for the development of commercial activities.



them to develop or adapt the new products or services to the needs of greater efficiency in water and energy consumption and/or management by companies in the tourism sector.

In this sense, one (1) grant will be awarded per proposal for the generation of at least one (1) new product or service, or the adaptation of a product or service with a significant improvement that responds to the specific needs of a type of business in the tourism sector, in order to achieve greater efficiency in water and energy consumption and/or management.

The beneficiary SMEs must have their corporate address and/or production centre in one of the eligible French regions of the ENI CBC Med Programme: Corse, Languedoc-Roussillon, Provence-Alpes-Côte d'Azur. Please note that similar calls are open or will be open in the other project partner countries: Israel and Spain.

### 3. ORGANISING ENTITY

Association Pôle de compétitivité Capenergies

Domaine du Petit Arbois - Bâtiment Henri Poincaré – Avenue Louis Philibert – CS 30658 - 13547 Aix-en-Provence Cedex 4

### 4. LEGAL REGIME

The granting of aid will be governed by the provisions of this call, in accordance with the principles of publicity, transparency, competition, objectivity, equality and non-discrimination, and will be awarded on a competitive basis.

Likewise, insofar as the actions are co-financed with European Union funds, within the framework of ENI CBC Med 'Mediterranean Sea Basin Joint Operational Programme approved by the European Commission', the decision of the European Commission, (Decision No. C (2015) 9133), of 17/12/2015 and Commission Implementing Regulation (EU) No. 897/2014 of 18 August 2014 laying down specific provisions for the implementation of cross-border cooperation programmes funded under Regulation (EU) No. 232/2014 of the European Parliament and of the Council establishing a European Neighbourhood Instrument, is also applicable to the GREENinMED Project.

### 5. BUDGET AND AMOUNT OF GRANTS

The maximum budget available for this call for sub-grants is 100,000 euros within the framework of the grant contract approved for the GREENinMED project (Reference number: A\_A.2.2.2\_0148), signed on 15 July 2019, as well as the regulations of the ENI CBC Med Programme 'Mediterranean Sea Basin Joint Operational Programme approved by the European Commission' (Decision No. C (2015) 9133). In accordance with the project leader, Capenergies reserves the right not to grant all available funds.

#### Amount of sub-grants

Each sub-grant application within the framework of this call has a minimum eligible budget of 25,000 euros, with 90% co-financing from the European Union, meaning the maximum grant per application is 22,500 euros.

Within the framework of the project, applicants may undertake larger projects, but the aid intensity will not exceed 90% of the investment made up to a maximum of 25,000 euros (i.e. 22,500 euros of aid).

Sub-grants will follow the system of reimbursement of eligible costs incurred. However, beneficiaries of the sub-grant may request an advance of 50% of the total grant, upon presentation of a bank guarantee.

## 6. BENEFICIARY REQUIREMENTS - ELIGIBILITY CRITERIA

The essential conditions of being a beneficiary of the call for sub-grants are as follows:

- Be an SME (including start-ups or spin-offs) as defined in Annex I of Commission Regulation (EU) No. 651/2014 of 17 June 2014<sup>3</sup>, with its own legal personality.

Consortiums and business groups with or without their own legal personality may be beneficiaries. When there is no legal personality, aid will be granted to the legal entity or person managing the group or consortium. In order to be considered an SME, the employee, volume and balance sheet data must be the sum of each of the project participants.

- Must be registered in the Registre du Commerce et des Sociétés (RCS). Companies operating in the sectors of fishing, agriculture, coal and primary production of agricultural products listed in Annex I to the TFEU are exempt.
- Must be related to innovative activities or technological research.
- Must have their corporate address and/or production centre in one of the eligible French regions of the ENI CBC Med Programme: Corse, Languedoc-Roussillon, Provence-Alpes-Côte d'Azur
- Must be up to date with tax and Social Security obligations.
- Must comply with the *de minimis* law (Commission Regulation No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* grants (not having received grants from any public administration totalling more than 200,000 euros over the last three years, or 100,000 euros in the case of companies operating in the road transport sector).
- Must meet all the requirements of this call.

The points listed above will be accredited by providing the declaration of compliance with the conditions of participation and grants (according to Annex 4 of this call) and the application form (according to Annex 1 of this call) together with the documentation indicated therein and must be included in your email to the address link included in clause 10 of this call.

Annex 1 must include the description of the proposed activity/action in accordance with the conditions indicated in clause 7 'Actions financed by the call for sub-grants'.

## 7. ACTIONS FINANCED BY THE CALL FOR SUB-GRANTS

This call may finance activities necessary for the generation of new eco-innovative products and services for entities in the tourism sector with the aim of improving their water or energy management, consumption or use at their tourism facilities. Adaptations of products/services that represent a significant innovative improvement because they respond to the precise needs of a specific type of tourist establishment or entity, may also be accepted.

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<sup>3</sup> <http://www.boe.es/doue/2014/187/L00001-00078.pdf>

Possible types of activities may include the following (this list is not exhaustive):

- The generation of new supplies or products/services that make a significant improvement in the management and consumption of water or energy for companies in the tourism sector.
- The generation of new applications or product and process engineering for efficient water and/or energy management and consumption for companies in the tourism sector.
- New applications, programmes or remote management systems for water and/or energy in the hotel and tourism industry.
- Active adaptation of emerging technologies or improvement of proprietary technologies<sup>4</sup> to new target markets.
- Carrying out technological development activities to generate new products or services in cooperation with research or innovation centres.
- Carrying out technological development activities to generate new products or services in cooperation with companies in the tourism sector.
- Testing activities for new services/products in tourist establishments located in the eligible regions of the programme. The structures that have benefited from innovation vouchers in the previous phase of the project, are ready to host these experimentations. A connection may be proposed at the request of the beneficiaries to Capenergies.

The list of eligible costs for the implementation of the aforementioned activities is listed in clause 8 of this call, and exhaustively in Handbook for Sub-grants management <https://enicbcmed.eu/sites/default/files/Project%20implementation%20manual/subgrants/Update%20December%202021/Handbook%20for%20subgrants%20management.pdf>.

Proposals involving minor changes or improvements, or which involve the use of systems, products or services very similar to those already on the market will not be considered eligible.

All activities must be completed by 31 May 2023, and the eligible costs and final project reports must be submitted right away. Some modifications to the reports may be made until 15 June 2023.

Each organisation may submit only one grant application under this call.

## **8. ELIGIBLE COSTS/EXPENDITURE**

The following will be considered eligible investments and costs:

### **A. Human Resources**

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<sup>4</sup> Proprietary technology is understood as the practical application of the company's knowledge to the generation of new products, services or processes, or to the development of new business models. This technology may have been developed internally, or may be the result of an acquisition process via technology transfer, by which the company has the rights to exploit the intellectual and industrial property.

Costs related to the actual amount of time spent working on the implementation of the project by permanent or temporary employees (employment contract) of the beneficiary organisation(s). They include:

Employee costs under an existing employment contract. The costs for new staff members formally hired to work on the project may also be eligible. Contracts can be:

- full time;
- part time;
- part-time with a fixed percentage of time dedicated to the project per month;

To calculate human resource costs, the actual gross salary and social security costs that the company is responsible for should be used when calculating its costs in the project budget.

### **B. Travel and per diem expenses**

Travel and per diem expenses are those incurred by staff of the company involved in the project, and which are clearly linked to project activities.

Travel expenses usually include:

- Fuel (for the vehicle belonging to the beneficiary of the grant);
- Mileage reimbursements in case of use of private vehicles;
- Taxis or car hire, only when public transport is not available or for other exceptional reasons;
- Public transport (planes, trains, coaches, etc.) in economy class.
- In the event of an overnight stay during a trip, the total costs for hotel, food and local transport will should be in line with the usual practices and rates applied by the sub-grantee at the organization level. In any case, the cost could not exceed a maximum of 245 euros (per diem for France, according to the European Union<sup>5</sup>) for each night of travel.

Finally, when external experts who have been contracted by the beneficiary of the grant to provide services directly to the project need to travel, this travel must be included in the framework of the service contract to be signed between the beneficiary of the grant and the external expert(s).

### **C. Equipment and supplies**

Equipment costs are defined as the purchase and long-term rental of equipment and durable goods specifically identified for and dedicated exclusively to the purposes of the project, as well as the costs of services necessary for their transport and installation, provided that they correspond to market rates.

The following are considered eligible investments and costs:

- The acquisition of new fixed assets that involve technological innovation and improvement of productive capacities at the company, and that are necessary/directly linked to the generation of the new product or service planned in the call.
- The investment may take the form of new tangible and intangible fixed assets:
  - ‘Tangible Assets’ means assets consisting of machinery, equipment and supplies dedicated exclusively to the purposes of the project;
  - ‘Intangible Assets’: assets that do not have a physical or financial form, such as patents, licences, technical knowledge or other intellectual or industrial property rights dedicated exclusively to the purposes of the project.

New intangible fixed assets can be used to calculate investment costs if they also fulfil the following conditions:

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<sup>5</sup> This amount varies depending on the country of destination. The maximum daily amounts can be viewed at the following link: [https://ec.europa.eu/competition/calls/2009\\_judges/subsistence\\_allowance\\_IJ.pdf](https://ec.europa.eu/competition/calls/2009_judges/subsistence_allowance_IJ.pdf)

- a) Be exclusively used in the beneficiary establishment and be included in the beneficiary company's assets and remain associated with the project receiving the grant for at least five years, or three years in the case of SMEs.
- b) Be amortisable.
- c) Be purchased under market conditions from third parties unrelated to the buyer.

Costs of the initial acquisition of temporary licences for software solutions may be included as eligible, provided that the timing is in line with the project implementation period, and the direct link with the generation of the new product or service can be demonstrated.

Purchases of equipment must be made in the first 4 months of project implementation; given that it must be necessary for the execution of the project.

The programme auditors and auditors from Capenergies will be able to carry out on-site verifications of the equipment co-financed by GREENinMED and purchased within the framework of the project.

In all contracts with third parties (whether for equipment or supplies; services or subcontracting), the EU principles and regulations on free competition must be respected (art. 52.2)<sup>6</sup> and the conditions of Annex 7.3 "Procurement for private organisations of the Project Implementation Manual (PIM) available on <https://www.enicbcmmed.eu/projects/support-to-implementation> should be respected.

Prices must be appropriate, reasonable, in accordance with pre-established criteria, and in line with current market rates, and several offers will be requested (if possible, at least three [3] offers) - if the total services or products to be purchased amounts to more than 2,500 euros and less than 20,000 euros.

The choice between the bids submitted, which must be included in the justification of the grant awarded, will be made in accordance with efficiency and economic criteria, and the choice must be expressly justified in a memorandum when the most economically advantageous proposal is not selected.

A summary of the procedures and thresholds is included below, and sub-grantees should look into the mentioned 7.3 Annex before any procurement.

## TYPE OF PROCEDURES AND THRESHOLDS

### 1. SERVICES

**Service contracts** means contracts having as their object the provision of services including study (e.g.) expenditure verification, feasibility studies, economic and market studies or technical studies) and

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<sup>6</sup>Article 52.2 stipulates that:

- a) The contract is awarded to the tender offering the best value for money, or as appropriate, to the tender offering the lowest price, while avoiding any conflict of interest;
- b) For contract with a value of more than 60.000€, the following rules shall apply:
  - i. An evaluation committee shall be set up to evaluate applications and/or tenders on the basis of the exclusion, selection and award criteria published by the beneficiary in advance in the tender documents. The committee must have an odd number of members with all the technical and administrative capacities necessary to give an informed opinion on the tenders/applications;
  - ii. Sufficient transparency, fair competition and adequate ex-ante publicity must be ensured;
  - iii. Equal treatment, proportionality and non-discrimination shall be ensured;
  - iv. Tender documents must be drafted according to the best international practice;
  - v. Deadlines for submitting applications or tenders must be long enough to give interested parties a reasonable period to prepare their tenders;
  - vi. Candidates or tenderers shall be excluded if they fall within one of the situations described in article 106(1) of Regulation 966/2012 [...] (bankruptcy, etc.).
  - vii. Procurement procedures set out in Articles 53 to 56 shall be followed.

<https://www.enicbcmmed.eu/projects/support-to-implementation>



technical assistance contracts (e.g. advisor services, straightforward services, such as printing, venue rental for an event, catering or transport services).

Range of amounts	Type of procedure	Main features
<b>Up to 2.500€</b>	Direct award or order	Payment against invoice without prior acceptance of a tender
<b>More than 2.500€ to 20.000€</b>	Award on the basis of single tender	Invitation to tenderers with clear pre-set requirements. At least two offers must be evaluated

## 2. SUPPLIES

Supply contracts means contracts having as their object the purchase, lease, rental or hire-purchase, with or without an option to buy, of products. A public supply contract may include, as an incidental matter, siting and installation operations.

Range of amounts	Type of procedure	Main features
<b>Up to 2.500€</b>	Direct award or order	Payment against invoice without prior acceptance of a tender
<b>More than 2.500€ to 20.000€</b>	Award on the basis of single tender	Invitation to tenderers with clear pre-set requirements. At least two offers must be evaluated

The principles of transparency, publicity, fair competition, avoid conflict of interest, equal treatment, proportionality, non-discrimination, and appropriate deadlines to be respected are described on page 7,8,9 and 10 of the mentioned Annex 7.3 of the PIM.

### D. External services and Subcontracting

These are costs paid on the basis of contracts or offers received, against invoices or claims for reimbursement to external service providers contracted to carry out certain tasks/activities related to the implementation of the project, such as renting facilities (clean rooms or test beds, laboratories or similar) at research or technological centres, or the collaboration of external experts with specific technical profiles for certain project activities (including costs of travel to be carried out by such experts within the framework of the project).

Likewise, the costs of the financial guarantees provided are considered eligible if an advance payment of 50% of the planned sub-grant is requested.

EU regulations applicable to the programme, as well as the rules mentioned above under 'Equipment and Supplies' will be respected in all contracts with third parties for services.

Particularly, with regard to subcontracting, beneficiaries may subcontract part of the action (max. 40% of the budget). Beneficiaries may not also be subcontractors in the action.

If beneficiaries want to contract a subcontractor, they must ensure that the following conditions are met:

- The subcontracting does not cover the main tasks of the action,
- Resorting to subcontracting is justified by the nature of the action and is necessary for its implementation,



- Any recourse to subcontracting, if not provided for in Annex 2 (budget), will be reported to Capenergies or approval without delay.

When there is subcontracting, the beneficiary must take all necessary measures to avoid or put an end to any situation that might jeopardise the partial and objective implementation of the action.

The beneficiary must ensure that the subcontractor takes all necessary measures to make it known that the EU has co-financed the action, and accordingly the contract signed between the beneficiary and the subcontractor will make reference to the fact that the activity has been co-financed by the European ENI CBC Med programme and the GREENinMED project (up to 90% co-financing).

The principles and rules indicated above for equipment, supply and service contracts must be respected for all subcontracting.

### **E. Non-eligible costs.**

The following types of expenditure are considered **ineligible** under the GREENinMED project:

- Acquisitions of land, buildings and constructions.
- Purchase or rental of office furniture and equipment (computers, communications or storage infrastructure, servers, printers, mobile devices, etc.).
- Costs of purchasing vehicles and similar.
- Amortisation of equipment.
- Second-hand assets.
- Software upgrades, adaptation of equipment, or similar. This will include those costs arising from own or custom software development, or the implementation of existing software solutions not directly linked to the new product or service planned in the proposal.
- Double funding of assets.
- Costs declared by applicants and financed by another programme receiving public funding.
- Provisions for potential losses or liabilities.
- Debts and loans.
- Interest charges on loans and/or debts.
- Exchange rate losses.
- Fines or litigation costs.
- Contributions in kind and payments in cash or by any means not permitted in the call for proposals.
- Costs not related to the activities of the call.
- Costs and investments made prior to the date the sub- grant contract is signed.
- Purchase of equipment not linked to the technological development or innovation planned for in the activities of the call.
- The execution of ordinary or routine activities in the company not linked to the innovative activity of the project proposal.
- Adaptations to new versions of the Rules, as well as costs arising from maintaining or renewing certificates.
- The execution of activities necessary for the entity to adapt to the regulations, understood as the set of laws, rules, etc., that the organisation must comply with.
- Basic research: that undertaken without any predetermined application or use in mind, where the pursuit of a specific practical objective and its possible business application is a prerequisite for access to the incentive.
- Financial expenses incurred as a result of investments made.
- VAT, as well as all other taxes and duties.

## 9. OBLIGATIONS OF THE BENEFICIARIES

The beneficiaries' obligations are those derived from the objectives of the project, and from compliance with the operational, economic, information and monitoring conditions established in this call and in the participation agreement/sub-grant contract referred to in Clause 12.

- Beneficiaries must actively participate in achieving the GREENinMED Project's objectives.
- They must comply with all obligations arising from the regulations that apply to co-financing the activity covered by this call within the framework of ENI CBC Med.
- They must respond to any request made by Capenergies or the Programme's monitoring and control bodies regarding their participation in the ENI CBC Med.
- Beneficiaries must communicate the modification of any circumstance that affects any of the requirements for awarding the sub-grant to Capenergies.
- They must keep any original documents relating to activity carried out within the framework of the sub-grant for at least **5 years after the payment of the balance of GREENinMED Project.**
- They must implement effective and proportionate anti-fraud measures in management, e.g. quality control and transparency in recruitment, controlling possible conflicts of interest, controlling possible counterfeiting. Likewise, they must inform Capenergies of any cases or suspicions of fraud detected as soon as possible, and of the measures applied to correct and prosecute them.
- They must have the adequate administrative, financial and operational capacity to execute the operation.
- To consent to their data being included in the list published in accordance with the ENI CBC Med Joint Operational Programme of 'Commission of 17/12/2015 (Decision No. C (2015) 9133)', being aware that accepting the sub-grant implies their acceptance of being included in the aforementioned list.
- They must report the receipt of other subsidies, sub-grants, income, or resources in relation to the operation co-financed by the Programme.
- Beneficiaries must fulfil the dissemination and communication obligations related to the ENI CBC Med Joint Operational Programme and ensure the visibility of the European Union's grants financing the new products or services generated. These regulations are available on the official website of the ENI CBC Med programme ([https://www.enicbmed.eu/sites/default/files/MIS/10.%20ENI%20CBC%20Med\\_Communication%20and%20visibility\\_Updated%20November%202021.pdf](https://www.enicbmed.eu/sites/default/files/MIS/10.%20ENI%20CBC%20Med_Communication%20and%20visibility_Updated%20November%202021.pdf)) Beneficiaries must acknowledge the support of EU funds in the operation, and undertake to indicate this whenever it is required to refer to the operation to third parties or the general public.
- They must collaborate with the development of the GREENinMED Project by offering their assessment when necessary, and by contributing to the dissemination of the activities carried out.

- They must pay for the supplies purchased or services contracted in due time and form, and send the supporting documentation within the period requested by Capenergies.
- They must submit, in due time and form, the requested documentation, and prepare the activity and financial reports and the final report on the implementation of the sub-grant received, in english.
- They must submit to the verification actions that are carried out by the body designated to verify its implementation in relation to the GREENinMED Project, as well as those that may be carried out by the competent national or local control bodies. They must provide any information that may be required as part of the verification and control actions.
- Where applicable, they must proceed in due time and form to reimburse any amounts unduly received, in accordance with the provisions of the applicable regulations.
- The programme bodies reserve the right to suspend or cancel the sub-grant if there is proven to be non-compliance with obligations, irregularities or fraud on the part of the beneficiary.
- Ensure that the costs are compliant with the eligibility requirements of the programme and included in the categories accepted in the call for sub-grants
- Follow the programme rules in what concerns the eventual revenue deriving from the sub-grant activities<sup>7</sup>.
- Keep sub-grant accounting showing a reliable and easy follow audit trail of expenditure.
- Have the declared expenditure verified by the project auditors or competent public officer public officer, following the requirements of the programme and the national requirements of the project lead beneficiary/ partner issuing the call.
- Respect for human rights, as well as environmental legislation and core labour standards
- Zero tolerance for sexual exploitation and abuse

Total non-compliance with the objectives or activities for which the aid was granted, a lack of justification or late compliance, or non-compliance with the obligations imposed on the beneficiaries will lead to the case being referred to the national and/or European control authorities for the appropriate purposes.

## 10.SUBMISSION OF APPLICATIONS

<sup>7</sup> According to the [ENI Joint Operation Programme](#), art. 4.8.1 *Grants shall not have the purpose or effect of producing a profit within the framework of the project. However, in the case of sub-grants, the exceptions to the non-profit rule set out in point (b), (c) and (e) of Article 125(4) of Financial Regulation (EU, Euratom) No 966/2012 shall apply. This provision refers specifically to:*

- Study, research or training scholarships paid to natural persons
- Other direct support paid to natural persons most in need, such as unemployed persons and refugees
- Low value sub-grants

Low value grants: Low value grants shall be considered to be those grants which are lower than or equal to 60.000€, as stated in Rules of Application of Financial Regulation (Commission Delegated Regulation (EU) No 1268/2012



The period for the submission of applications will open on July 21, 2022 and will end at 19pm (CET) on September 16, 2022. The application form can be accessed through the website of Capenergies at the following link:

<https://www.capenergies.fr/consultations-et-appels-doffres/>

Only one application per company will be processed.

In the event that clarifications are needed or there are queries, these should be communicated in writing to the following address: [Heloise.delseny@capenergies.fr](mailto:Heloise.delseny@capenergies.fr) 15 days before the deadline on September 16, 2022.

Interested companies may only submit their application and accompanying documentation via email at [Heloise.delseny@capenergies.fr](mailto:Heloise.delseny@capenergies.fr) under the terms established for this call. Incomplete submission will not be considered.

Consortiums or business groups without their own legal personality must provide the collaboration document or similar instrument formalised by a duly authorised representative thereof, which specifies the acceptance and express designation of the sole representative of all of them, who formulates the application and receives the total amount of the aid granted (notwithstanding the provision of a copy of the document accrediting the powers of representation thereof), as well as the express acceptance of the participation of all of them in the sub-grant programme established by the call, assuming all the commitments and obligations derived therefrom, with details of the implementation commitments corresponding to each member of the group or consortium as well as the amount of aid to be applied to each of them.

When the consortium or group has its own legal personality, it must provide documentation to accredit this (articles of association, statutes, tax ID no., powers of representation of the person making the application, certificate of registration in the corresponding register, etc.).

The text of the call and its corresponding Annexes are available on the website of Capenergies at the above address.

The application for participation will be signed electronically by the applicant, or by the person who proves their representation by any legally valid means.

If the same applicant submits different applications to this call, only the last one registered on the aforementioned website by the deadline will be considered. Subsequent applications will not be accepted.

Any application submitted through channels other than the aforementioned internet address, or after the deadline for submission of applications established in this call, will not be accepted.

Only applications that fulfil the following minimum conditions will be considered to have been correctly submitted: I) the fields identified as mandatory in the application form must be duly completed and their content must be comprehensible and consistent with the information requested; and II) the mandatory documents attached to the application form must relate to the applicant company and their content must be clearly relevant to the purpose for which they are requested. Documents that do not meet these conditions will not be accepted.

Any failure to comply with any of the aforementioned minimum conditions, that is not due to material or arithmetical errors, will result in the application being rejected. Applications that meet the minimum conditions will be considered, subject to budgetary availability.

If the application and/or documentation provided contains amendable errors, the applicant entity will be required to rectify these errors or attach the required documents within 10 working days, calculated from the day following receipt of the request. The applicant will receive a warning that if it fails to do so, the application will be considered to have been withdrawn.

The documentation will be submitted by the electronic means provided for in the call.

Applications exceeding the established quota may be accepted in order to create a waiting list, in case any of the selected applications withdraw from the process or fail to sign the partnership agreement

The submission of the application implies express acceptance of the requirements, conditions and obligations contained in this call.

Applicants are responsible for the accuracy of the information provided and the documents submitted.

## 11. EVALUATION AND SUB-GRANT PROCEDURE - SELECTION AND DECISION CRITERIA

The granting of aid will respect the principles of publicity, transparency, free competition, equality and non-discrimination, and will be subject to the availability of funds.

Firstly, the documentation submitted will be checked and verified, as will compliance with the conditions of participation established in the call.

Secondly, applications will be examined and evaluated according to their innovative character, the impact of the proposals and the company's technical and financial capacity to carry out the proposed project.

The sub-grants will be awarded (within the budget established in this call) to those who obtain the best score out of those who have demonstrated that they meet the requirements to be a beneficiary.

The evaluation of the applications will be on a competitive basis, in accordance with the assessment criteria and their score as indicated below.

The evaluation criteria to be applied are the following:

EVALUATION CRITERIA	Maximum Score
<b>1. Relevance</b>	<b>20</b>
1.1 The proposal's level of relevance to the call's objectives (generation of new products/services in the field of efficiency in water and energy management and consumption). Do the expected results coincide with the priorities of the call?	10
1.2 How relevant is the proposal to the particular needs of potential users in the sector (tourism industry) and in the region/country?	10

<b>2. Quality of design of the action and its innovative character</b>	<b>20</b>
2.1. Project's scientific/technical quality and degree of innovation. Technological and productive capacity of the proposed project to be developed.	10
2.2 Technical capacity to develop the project and reach innovation objectives in the market.	10
<b>3. Financial and operational capacity of the applicant company</b>	<b>20</b>
3.1.1 Operational and technical capacity of the company, and financial viability	10
3.1.2 Does the company have staff with the technical skills and qualifications necessary for the development of the new product/service?	
3.2 Does it have the management capacity to implement the proposed activities? Is work schedule efficient, realistic and feasible for the achievement of the expected results? <i>Feasibility of the milestones set for the generation of the new product/service proposed</i>	10
<b>4. Socio-economic impact and sustainability</b>	<b>20</b>
4.1 Are the proposed activities likely to have a positive impact on young workers and/or women?	10
4.2 Can the expected results of the new product/service proposed be sustainable over time – institutionally or by market demand, by additional financial aid?	10
<b>5. Budget and cost-effectiveness analysis</b>	<b>20</b>
5.1 . Are the costs realistic, necessary and justified? Is the structure of the budget logically distributed among the proposed activities/costs?	10
5.2 Is the ratio between estimated costs and results satisfactory?	10
<b>Maximum Score</b>	<b>100</b>

In the evaluation process, Capenergies can count on collaboration with external experts to analyse the proposals received.

The team dedicated to European Projects will instruct the procedure, while the Direction committee of Capenergies will be the competent body for the resolution. (This resolution must first be approved by the GREENinMED Committee, which is made up of the representatives of the consortium - Capenergies, ISWA, Arava Institute, Kinneret College and the Spanish Chamber of Commerce).

## 12. NOTIFICATION AND PROCESSING

The list of proposals selected with a sub-grant will be published on the website of Capenergies. Applicants will be informed of the decision resulting from the selection process, whether positive or negative, in writing. **An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. Resolution of appeal requests, if any, will be provided maximum 10 days after the reception of the complaint.**

The sub-grant will be processed for those SMEs whose application has been approved by the participating beneficiary and Capenergies signing a Participation Agreement/Sub-grant Contract for the Programme.

This agreement/sub-grant contract, which is attached to this Call as Annex 3, establishes the conditions of participation, the conditions of Intellectual Property Rights IPR, and the conditions of justification of expenses required in order to receive the sub-grant.

When the agreement/sub-grant contract to participate in the programme is signed, the companies admitted must be up to date with all their tax and social security obligations.

## 13. JUSTIFICATION AND PAYMENT OF THE SUB-GRANT

In all cases, 'justification' will be understood to mean the provision of supporting documents for the expenses incurred and must include the total expenditure of the subsidised activity, even if the amount of the subsidy is lower.

Sub-grants will follow the system of reimbursement of eligible costs incurred. However, beneficiaries of the sub-grant may request an advance of 50% of the total aid granted, upon presentation of a bank guarantee.

The justification of compliance with the purpose for which the sub-grant was awarded, of the application of the funds received, of the conditions imposed and of the achievement of the purpose or objectives planned in the call, are all to be done by the beneficiary company/companies.

The financial justification will be made in accordance with the rules of the ENI CBC Med Joint Operational Programme. Accordingly, all eligible expenditure must clearly correspond to the co-financed operation. In all circumstances, the final eligibility of the costs will be determined by <https://www.enicbcmec.eu/projects/support-to-implementation>.

Justification of the sub-grant will be managed as follows:

- a. The beneficiary company must provide Capenergies with documentary proof of the payment of the invoices issued by the supplier(s) during the process in accordance with the instructions laid out in this call and in the contract to be signed between the beneficiary and Capenergies.
- b. Once the submitted expenses have been approved, Capenergies will pay the European funding to the beneficiary company via bank transfer.



- c. Prior to the payment of the sub-grant, the company must demonstrate that it is up to date with all its tax and social security obligations. To this end, the company will provide, when applying, a sworn statement and when contracting the action, the tax regularity certificate, the certificate of contributions for paid leave-unemployment, bad weather and pension and provident contribution, vigilance certificate.

#### **14. ACCUMULATION AND COMPATIBILITY**

Obtaining the sub-grant regulated in this call is incompatible with any other sub-grant for the same purpose and objective, from any national, European Union or international administration, or public or private body.

Likewise, and in compliance with the provisions of Commission Regulation (EU) No. 1407/2013, the amount of the sub-grant offered under this call falls under the *de minimis* rule, by virtue of which the total aid granted to a single company may not exceed 200,000 euros, or 100,000 euros in the case of a single company carrying out road freight transport operations for hire or reward during the current fiscal year and during the two previous fiscal years.

Any change to the conditions taken into account for the award of the sub-grant and, in all cases, the concurrent obtention of grants awarded by any public or private, national or international body, may lead to the sub-grant awarded being modified.

#### **15. INFORMATION AND PUBLICITY**

In compliance with the provisions of the ENI CBC Med Joint Operational Programme, all potential beneficiaries are informed by this Call that the data concerning their identity (company name, tax ID number and other data included on the application form) and that of the final selected beneficiaries of the GREENinMED project grants will be published and communicated to the authorities of the ENI CBC Med programme (name of the operations in which they participate and amount of public funds allocated).

Likewise, the beneficiaries of the grants commit to guarantee the visibility of the European Union grant to finance the new products or services generated, as well as to expressly acknowledge the support of the EU funds in the operation. They commit to indicate this whenever they have to refer to the operation to third parties, or to the general public.

#### **16. PROTECTION OF PERSONAL DATA**

In accordance with the provisions of the General Data Protection Regulation (Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC), Capenergies, with address at Domaine du Petit Arbois, Avenue Louis Philibert, Bâtiment Henri Poincaré, 13547 - Aix-en-Provence Cedex 4 - CS30658, will process the data of THE BENEFICIARY COMPANY. This data processing is necessary for the management of the GREENinMED Project. Its purpose is the execution, development, monitoring and control of this Project. Within the framework of the Programme, this data will be communicated to the competent authorities of the ENI CBC Joint Operational Programme for the Mediterranean Sea Basin, and bodies or entities co-financing the GREENinMED Project, for the same purposes. Likewise, this data may be processed for the purpose of carrying out the checks, monitoring and inspection activities which, where applicable, may be carried out by the competent authorities.



This data will be kept for a period at least 5 years after the payment of the balance to GREENinMED project., for the purpose of dealing with possible liabilities arising from their participation in the project, unless other periods apply.

You may exercise your rights of access, rectification, deletion, portability, limitation or opposition by writing to Capenergies at the address indicated above, or by email at [capenergies@capenergies.fr]. A copy of an identity card or another official identity document must be included. If you consider it necessary, you may lodge a complaint with the French Data Protection Agency (CNIL).

Capenergies is the entity that awards the sub-grants under this call. It does not collaborate with external companies for the management of the subsidies included in the programme.

Capenergies is not responsible for any information that applicants may receive through channels other than this Call.

## 17. LIST OF ANNEXES

Annex 1. Application Form

Annex 2. Application Budget

Annex 3. Participation Agreement/Sub-grant Contract with the beneficiary company template.

Annex 4. De Minimis and Responsible Declaration

Annex 5a. Final activity report template

Annex 5b. Final financial report template