Enterprise Europe Network 2025-2028

Info session for potential applicants

28 May 2024

European Commission DG GROW &
European Innovation Council & SMEs Executive Agency (EISMEA)

Technical instructions

Q&A repository Funding &Tenders Portal

New questions :

Join at

slido.com

#EENInfoDay2024

Agenda

- Introduction

- Objectives of the call – what is EEN about?

- What is EEN and what does it do?

- Financial provisions

- Who should apply & how to apply

- Questions and answers

European Commission

Speakers

- Mariella Masselink, Head of Unit DG GROW D2

- Natalia Martinez Páramo, Head of Unit EISMEA I.02.1

- Alberto Valenzano, EEN Team Leader DG GROW D2

- Gunnar Matthiesen, Programme Coordination Manager EISMEA I.02.1

- Erwan Le Guen, Programme Coordination Manager EISMEA I.02.1

- Matthia Simone Sorrentino, Project Adviser – Communication, EISMEA I.02.1

- Alain Schoonjans, Financial officer, EISMEA C.01.2

- Mariangela Bartolomeo, Financial officer, EISMEA C.01.2

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Mariella Masselink

Head of Unit Industrial Forum, Alliances and Clusters

DG GROW D2

Natalia Martínez Páramo

Head of Unit SMP/SME Pillar, Internal Market and support to standardisation

EISMEA I.02

About the Enterprise Europe Network

The Network's background, its objectives and its principles

Alberto Valenzano

Objectives of the call

- Continuous functioning of the Enterprise Europe Network from 1 July 2025 until 31 December 2028

- Strategic approach taking account of the challenges faced by SMEs in the target region(s) and the specific strengths of businesses and the business environment

- Specific activities translating that strategic approach into action

European Commission

Scope of the EEN

"The purpose of the Enterprise Europe Network is to help European SMEs innovate, grow and scale in the Single Market and beyond."

Target group:
- European SMEs
- ready to scale their activities in the Single Market and in third countries
- with the ambition to improve and take a leading position through product, service or process innovation
- regardless of their size, sector or business cycle

European Commission

Description of the EEN

- Units, departments or operational teams working in individual business support organisations referred to as "Network partners"

- Network partners must be hosted in business support organisations (also referred to as "host organisations") committed to support Network activities

- The Network must be also fully integrated into the regional/national business support infrastructure

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Competences of the EEN

Core expertise of every **Network consortium**:
1. Facilitation of SME internationalisation, within the Single Market and/or third countries
2. Single Market support, including regulatory requirements and feedback from SMEs
3. Innovation support for SMEs
4. Advice on access to funding and finance
5. Services supporting the sustainability of SMEs, including circular economy, energy efficiency, resource efficiency, social performance
6. Services supporting the digitalisation of SMEs
7. Services designed to increase the resilience of SMEs, including how to predict and prepare for disruptions in their value chain
8. Services designed to up-skill and re-skill SMEs

Profile of **Network staff**:
1. general profile of EEN advisors
2. specific competences for staff in charge of communication
3. specific requirements for staff coordinating the project

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The service provision

CLIENT JOURNEY: complete experience that clients go through when interacting with the Network (needs assessment, action plan, services, achievements...)

HUB AND SPOKE MODEL: different entities (Network partners and external stakeholders) pool their assets together to deliver a complete set of services to a client.

European Commission

What is the Enterprise Europe Network and what does it do?

The Network's activities

Gunnar Matthiesen, Erwan Le Guen,
Matthia Simone Sorrentino

What is EEN and what does it do?

- **Information***, **Advisory**** and **Partnering**** **services** for SMEs

- Four "headline" priority areas

  - Participation in the **Single Market**

  - **Internationalisation** within the Single Market and beyond

  - **Innovation**

  - Participation **in EU-funded programmes.**

*first-level service
**second-level service

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Composition of the Network

To implement EEN services, **organisations need proven experience in providing business support services to SMEs** in:

- Facilitation of SME **internationalisation**

- **Single Market** support

- **Innovation** support for SMEs

- Advice on **access to funding and finance**

- **Sustainability** support

- **Digitalisation** support

- **Resilience** support

- **Up-skilling** and **re-skilling** support

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Organisation of EEN's activities

Five work packages for five mandatory types of activity

Activity 1: Provision of value-added services to clients
(min. 65% of FTE)

Activity 2: Promotion of the Network and communication
(15-17% of FTE)

Activity 3: Network development and capacity building
(up to 8% of FTE)

Activity 4: Network coordination and quality management
(lump sum - up to 10% of consortium personnel costs)

Activity 5: Project management (incl. consortium coordination)
(up to 5% of FTE)

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Provision of value-added services to clients

Work Package 1

Types of services

- First level: information services. Usually one-off, often standardised

  o Answering questions, one-off queries, information events, referral to other support providers, etc.

- Second level: advisory and partnering. Long-term and customised

  o Advisory services increase sustainable growth, competitiveness, and/or resilience of clients through capacity building, access to EU programmes, access to finance and other support mechanisms.

  o Partnering services generate sustainable growth through international business and technology collaborations via brokerage and matchmaking activities

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Second level services

- Partnering services focus on:

  - business / commercial collaboration

  - innovation / technology transfer,

  - Bringing SMEs into consortia for EU R&I and other funding programmes

- Always customised, always about generating impact

- Result in **Advisory Achievements** and **Partnering Achievements**

  - No impact, no achievement

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Provision of value-added services to clients

Information, partnering and advisory services, free of charge

- Single Market

- Internationalisation to third countries

- Innovation

- Sustainability

- Digitalisation

- Resilience

- Access to funding & finance

- Scale-up support

- SME Feedback / Single Market obstacles / supply chain disruptions

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EU Single Market

Help SMEs access other countries in the Single Market and navigate EU legislation, rules and formalities and address Single Market obstacles

European Commission

Internationalisation to third countries

Help SMEs access international markets and business opportunities and making them aware of relevant rules and formalities

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Innovation

Enhance the potential of SMEs to better manage innovation processes, to innovate and to develop new products, services and business models

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Sustainability

Help SMEs in their transition to more sustainable business models.

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Digitalisation

Help SMEs tailor digital solutions to their business needs

European Commission

Resilience

Empower SMEs by increasing their resilience and ability to navigate future challenges.

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Access to funding and finance

Provide advice on EU funding programmes, financial instruments and other financial support tools

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Scale-up support

Accompany SMEs scaling up and growing internationally through high-end and tailored support from EEN scale-up advisors

European
Commission

SME Feedback activities

Inform the Commission about the experience and opinion of SMEs via questionnaires and SME panels about the functioning of the Single Market and/or specific market segments.

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Promotion of the Network & Communication

Work Package 2

Promotion of the Network & communication

Ensuring the Network is visible to SMEs with innovation and internationalisation potential, regional stakeholders and within applicants' host organisations.

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Promotion of the Network & communication

Four key communication objectives:

- Increase **awareness** of the Network

- Enhance the **visibility** of the Network and its brand

- Promote the **achievements** of the Network

- Promote **success stories** of the Network.

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Promotion of the Network & communication

Communication **strategy**

- Contractual requirement

- It covers the entire framework period

- Required as part of the proposals

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Promotion of the Network & communication

Communication **strategy**

- Key comms objectives

- Comms themes and key messages

- Your target audiences

- Communication tools and channels

- Quantitative and qualitative KPIs

- Roles of different partners

- Coordination of comms activities at local / regional / national level

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Promotion of the Network & communication

Annual Communication **Workplans**

- Implement the Communication Strategy

- NOT part of the application but future contractual requirement

- To be submitted as deliverables during the project

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Promotion of the Network & communication

Annual Communication **Workplans**

- Detailed yearly communication activities

- Specific objectives, target audiences, messages, tools and channels, resources

- Specific indicators and thresholds for each activity

- A short summary evaluating the communication activities carried out in the previous year (starting from year 2)

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Promotion of the Network & communication

Websites, Social media presence, Branding

- A common **consortium website**

- A common **national** Network **website** in countries with more than one consortium

- Ensuring an **active social media** presence

- One national **promotional campaign** on social media **every year**

- Follow the Network's Visual Identity Guidelines and **apply branding rules** in full

Any questions? Scan the QR code or go to slido.com #EENInfoDay2024

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Promotion of the Network & communication

Comms **Correspondents** and National Comms **Champions**

- Contact points for EISMEA and the European Commission on comms activities

- **Communication expertise**

- One per consortium

- National Communication Champions: one per country

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Promotion of the Network & communication

Success stories and outreach activities

- At least **one success story per year per consortium**

- Consortia are encouraged to provide additional success stories during the year

- High **quality standards** in terms of content, style of presentation and language

- Conduct a **diverse range of outreach activities** (e.g. paid ads, events, audiovisual content...)

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Promotion of the Network & communication

Promotion of the Enterprise Europe Network by **host organisations**

- **Commitment** to giving visibility to the Network

- Host organisations to **place Network logo on their website** with an explanatory text / dedicated page

- Host organisations to **place Network logo** at the entrance of their **premises**

- Publish Network related content, **visibly branded**, on their social media and digital channels

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Promotion of the Network & communication

Communication **within the Network**

- **Connect regularly** to the Network's internal platforms, participation, information sharing

- **Provide & update** the relevant information for staff members.

- Be **responsive** to EEN colleagues and react **quickly**

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Network development and capacity building

Work Package 3

Network development and capacity building

- Contributing to high degrees of professionalism in the Network

- Improving quality and efficiency of the Network

- Consortium meetings, national Network meetings

- Other networking activities

- Participation in peer learning activities by Network staff members

- Membership of Sector Groups and Thematic Groups

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Sector Groups

- Specialised centres of competence within the Network

- Places to collaborate, share, learn and improve

- Client focused

- Improve partnering and advisory services

Industrial Ecosystems

- Tourism
- Construction
- Creative & Cultural Industries
- Proximity & Social Economy
- Aerospace & Defence
- Retail
- Textiles
- Digital
- Maritime Industries
- Health
- Electronics
- Agri-Food
- Mobility-Transport-Automotive
- Renewable Energy
- Energy-Intensive Industries

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Thematic Groups

- Predominantly internal, like communities of practice

- Aim to create common processes & methods

- Designed to support the entire Network

EEN Activities & Priorities

Sustainability

Digitalisation

Single Market

Research and innovation

Access to finance

Scale-ups

Women Entrepreneurship

Quality

Communication Champions

Internationalisation

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Quality in the Network

All consortia must ensure high **quality management standards**:

- Quality of client services

- Quality of interactions between colleagues within consortia and across the Network

- Quality of internal processes within each consortium

- Responsiveness and mutual assistance

- Efficient hub and spoke model, connections with other actors in the ecosystem

- **Quality concerns everyone!**

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Network coordination and quality management

Work Package 4

Network coordination & quality management

- Only activities that contribute to EEN as a Network (rather than to an individual consortium)

    - Objective: make the Network better

- Eligible activities defined in the call.

    - This list is exhaustive and exclusive.

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Eligible activities in Work Package 4

- Chairing Sector or Thematic Groups

- Acting as trainer/speaker

- Organising/hosting training courses or peer learning activities

- Acting as mentor

- Contributing to quality of content at Network level

- Pilot actions to test or implement new procedures

- Active membership in temporary groups launched by the Agency

- Membership in representative bodies/steering groups of the Network

- Acting as national communication champion

- Coordinating national Network activities in countries where there is more than one consortium

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Network coordination & quality management

- Financed through a lump sum covering personnel costs and other direct costs

- 10% of personnel cost budgeted for the other activities

  - Calculated at consortium level. No upper or lower limits for individual partners

  - No minimum of maximum number of partners active in this work package

  - Insufficient resources for a substantial contribution may be a weakness in the evaluation

  - Resource allocation exceeding 10% at consortium level will be capped

- Provide a strategy - exact types of action may vary during implementation

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Project Management

Work Package 5

Project management

- One consortium coordinator, overall responsibility for project

  - Oversees consortium activities & ensures relationship with the Agency (including reporting)

  - Quality management at consortium level

  - Facilitates cooperation and coherence between partners & activities

  - Coordinates implementation of hub & spoke model

- Partner organisations: one EEN team leader in each host organisation managing EEN activities and teams & liaising with other partners

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Reporting and monitoring arrangements

Projects have to provide

- pre-financing report after one year

- Interim report after 18 months

- Final report at the end of the action

Successful applicants will receive

- Two pre-financing payments

- Two periodic payments (interim payment and final payment)

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Continuous monitoring

- Coordinator monitors activities of all consortium partners and liaises with EISMEA

- EISMEA regularly checks progress towards targets

- Frequent and regular communication between EISMEA and the coordinator about the state of implementation of the project

- Desk monitoring as well as monitoring visits

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Key Performance Indicators

1 – SMEs served by the Network (targets required)
2 – Unique clients in the Network client journey (targets required)
3 – Achievements • 3a: Advisory achievements (targets required) • 3b: Partnering achievements (targets required)
4 – Impact on clients in a client journey (no targets in proposal)
5 – Communication activities (no targets in proposal)
6 – Contribution to other Network partners' client journeys (no targets in proposal)
7 – Promotion of SME Feedback activities (targets required)

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Quality ratios

- Indicators to assess and compare efficiency and quality
- No targets required in the proposal

1 – Achievements per unique client in the Network client journey
2 – Services linked to an achievement / total number of services
3 – Achievements per FTE
4 – Average impact per client in the client journey

European Commission

Financial provisions

Financial rules for grant proposals

How to complete the budget table

Mariangela Bartolomeo

Alain Schoonjans

Financial documents for submission

- **Summarised budget table** (Application Form Part A – manually filled online)

- **Detailed budget table** (Annex to Application Form Part B – in template to be uploaded in allowed format)

  - financial data in both tables need to match – if not, Summarized budget table takes precedence

  - no paper (hard copy) submission – all submission is online!

Download Part B templates

⬇ Download part B templates

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ❓

Part B

❓ | Upload ☁

Detailed Budget Table

❓ | Upload ☁

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Detailed budget template

START (DETAILED BUDGET TABLE (AG) — PROPOSAL/GRANT PREPARATION)

PROJECT DATA

Project number:	
Project acronym:	
Participant short name:	
Participant PIC:	

WORK PACKAGES & TRAVELS

Add a new WP

Update Detailed Budget Table

Index	Name	Description	Number of travels	Delete

| 1. Instructions | 2. Start | 3. Detailed table | 4. Consolid table (participant) | 5. Consolid table (project) |

- Introductory pages (**not to be submitted**)

- **Sheet 2. Start** – fill in the project data and add the WPs -> update table

- **Composed of 5 sheets** (1. Instructions, 2. Start, 3. Detailed table and 4. Consolidated table (participant; calculated automatically) which must be used, in that order, to create your detailed cost reporting table

- You should submit this table (**one for each beneficiary**) as part of your upload as a single PDF for each Beneficiary directly in the system. Please note that you may be asked to send the corresponding Excel version by email to EISMEA.

- The cost reporting table must contain **ESTIMATED costs**

- **White cells** mean that you are required to enter data. **Blue cells** are calculated automatically.

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Detailed budget template

Sheet 3. Detailed table

- If no cost in a certain category – box to be left empty

- Eligible costs only

- List each item only once

- List each costs in its main WP section

- Use your (best) estimates

Detailed budget template

Sheet 4. Consolidated table per participant

- Shows different cost heading per work package

- Upon correct entry of data in the Detailed table
  this table is automatically calculated by the system

Detailed budget template

Sheet 5. Consolidated table per project

- Shows costs per work package/ per participant

- To be manually filled in by the Coordinator

- Must match financial data entered and automatically calculated in other tables and budget in Part A

Any questions? Scan the QR code

	EU GRANTS DETAILED BUDGET TABLE (ACTION GRANTS)												

Project number:

Project acronym:

ATTENTION! Delete columns that do not apply for your grant.

	CONSOLIDATED COSTS PER WORK PACKAGE (PROJECT)												

	PROJECT COSTS PER WORK PACKAGE												
	A.1 Employees A.2 + A.3 Natural persons under direct contract and seconded persons	A.4 SME owners	B. Subcontracting costs	C. Purchase costs						D. Other cost categories	E. Indirect costs	Total
				C.1 Travel and subsistence	C.1 Travel	C.1 Accomodation	C.1 Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties	e = flat-rate * (a1 + a2 + a3 + a5 + b + [c1a + c1b + c1c] + c2 + c3 + d1 + d2 + d3 + d4 + d5 + d6)	
	a1 - a2	a3	b	c1	c1a	c1b	c1c	c2	c3	d1		
PARTICIPANT [name]												
TOTAL COSTS PARTICIPANT (Proposal Step)												0,00
TOTAL COSTS PARTICIPANT (Grant Preparation Step)												0,00
PARTICIPANT [name]												
TOTAL COSTS PARTICIPANT (Proposal Step)												0,00

1. Instructions | 2. Start | 3. Detailed table | 4. Consolid table (participant) | **5. Consolid table (project)**

Detailed budget template – **per beneficiary**

Project costs

- A. Personnel costs

- B. Subcontracting

- C. Purchase costs

- D. Other cost category

- E. Indirect costs

Project income

- EU contribution

- Revenues and contributions by third parties

- Own resources

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A. Personnel costs

A.1 Employees (or equivalent)

- **Eligible personnel**: employment contract (or equivalent) with the beneficiary + assigned to the action;

- **Eligible cost:** salaries, social security contributions, taxes and other costs linked to the remuneration (if arise from national law or the employment contract + **actually incurred**).

- **Monthly rates** for each person who will work on the action to be presented in the **Detailed budget table**.

- **Calculation also for the (later) periodic reports**: **daily rate** for the person x number of day-equivalents worked on the action

  - **Daily rate** = annual personnel costs for the person / **215 days (Maximum)**

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A. Personnel costs

A.2 Natural persons under a direct contract and A.3 Seconded persons

- **Natural persons under direct contract** (not employment): civil, free-lance or expert, eligible if:

  - Works under similar conditions as employees (supervision, office presence, etc);

  - Costs are not significantly different from those for personnel performing similar tasks;

  - Work results belong to the beneficiary;

  - Costs declared amount solely to remuneration + taxation costs for the person in question.

  - **Seconded persons** by a third party against payment;

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A. Personnel costs

A.4 SME owners and natural persons without salary

- **SME owners** are **eligible** if:

  - Owner/co-owner + beneficiary of the action + SME + not receiving a salary;

  - SME status declared in the Portal

- **Natural person beneficiaries**: beneficiaries that are natural persons not receiving a salary

- **Cost calculation method:**

  - Unit cost (daily rate)   x   number of day-equivalents worked on the action

  - Unit cost (daily rate) to be used: Commission Decision C(2020)7715* or Annex 2a

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

The country-specific correction coefficients

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PROJECT COSTS

A. Personnel costs

		Costs (actual costs)					Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities
		Type of rate (monthly/other)	Rate (amount)	Time (months/other of work on the action)	Total (EUR)			
			a	b	c = a * b			
WORK PACKAGE 1	0							
	A.1 Employees (or equivalent)							
	Senior experts/advisors/researchers	monthly	0,00	0,00	0,00			
	Administrative personnel	monthly	0,00	0,00	0,00			
	Senior experts/advisors/researchers	monthly	0,00	0,00	0,00			
	Other							
	[category 1]	monthly	0,00	0,00	0,00			
	[category 2]	monthly	0,00	0,00	0,00			
	Total employees (or equivalent)				0,00			
	A.2 + A.3 Natural persons under direct contract and seconded persons							
	Select a staff category	monthly	0,00	0,00	0,00			
	Select a staff category	monthly	0,00	0,00	0,00			
	Other							
	[category 1]	monthly	0,00	0,00	0,00			
	[category 2]	monthly	0,00	0,00	0,00			
	Total natural persons under direct contract and seconded persons				0,00			
	A.4 SME owners and natural person beneficiaries without salary							
	SME owners/natural person beneficiaries without salary	daily	0,00	0,00	0,00			
	Total SME owners and natural person beneficiaries without salary				0,00			
	Total personnel for this WP				0,00			

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B. Subcontracting costs		Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of subcontracted project tasks/activities
WORK PACKAGE 1	0				
	1[Subcontract short name]	0,00			
	2 [Subcontract short name]	0,00			
	Total subcontracting for this WP	0,00			

B. Subcontracting

- **Purchase of goods, works or services** related to the implementation of specific tasks which are part of the action
- Autonomous - no direct supervision by the beneficiary (as opposed to in-house consultants);
- Allowed, under following conditions:
    - Limited: NO core tasks - specific tasks of the action;
    - Described in Annex 1;
    - Budgeted in Annex 2 or ex post approved;
    - If above 30% of total costs – must be justified in the application;
    - Can be declared only as actual costs incurred;
    - Best value for money or lowest price;
    - No Conflict of interest

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Application Form - Technical Description (Annex 1 Part B)

Subcontracting

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: *Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					

Other issues:	Insert text
If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.	

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C. Purchase costs

Purchase contracts:
Ordinary contract for services, works (i.e. buildings) or goods (e.g. equipment), needed to carry out the action, including the purchase of consumables and supplies

- The contracts DO NOT cover the implementation of action tasks, but they are necessary to implement action tasks by beneficiaries

- Do not have to be indicated in Annex 1

Sub-categories:

C.1 Travel costs and related subsistence allowances

C.2 Equipment

C.3 Costs of other goods and services

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C.1 Travel, accommodation and subsistence

Eligibility rules:

- Budgeted only for the personnel working on the action;

- Be justified: necessary under the action, planned in the description of the action, supported by the relevant documents, made following the usual practice of the beneficiary

- Must be budgeted as **UNIT costs** (pre-fixed amount)

  - actual (incurred) costs only if the destination country is not covered in the EC Decision below

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C.1 Travel, accommodation and subsistence

- For Unit costs, values from the [Commission Decision C(2021)35](#) amended by the Decision of 26/07/2023 to be used.

  - Calculations for travel costs are made on the basis of the distance between the departure and arrival point -> [Flight and rail calculator](#) to be used

  - Accommodation and subsistence rates are fixed per each country.

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C. Purchase costs

C.1 Travel and subsistence

		Costs (actual costs)	Costs (unit cost)			Also part of other work packages? YES/NO and which WP	Description (e.g. international/not international; place of activity/destination; number of days; number of persons (speakers, personnel and participants whose costs will be covered); transport means; average price per person; subsistence costs/daily allowances)
			Amount per unit	Number of units	Total (EUR)		
WORK PACKAGE 1	0						
	Example: Consortium meetings						
	Speakers						
	Travel costs	0,00	0,00	0,00	**0,00**		
	Accomodation costs	0,00	0,00	0,00	**0,00**		
	Subsistence costs	0,00	0,00	0,00	**0,00**		
	Personnel						
	Travel costs	0,00	0,00	0,00	**0,00**		
	Accomodation costs	0,00	0,00	0,00	**0,00**		
	Subsistence costs	0,00	0,00	0,00	**0,00**		
	Participants						
	Travel costs	0,00	0,00	0,00	**0,00**		
	Accomodation costs	0,00	0,00	0,00	**0,00**		
	Subsistence costs	0,00	0,00	0,00	**0,00**		
	Total travel costs for this travel	0,00					
	Total accomodation costs for this travel	0,00					
	Total subsistence costs for this travel	0,00					
	Total travel	0,00					
	Total travel costs for this WP	0,00					
	Total accomodation costs for this WP	0,00					
	Total subsistence costs for this WP	0,00					
	Total travel for this WP	0,00					
WORK PACKAGE 2	0						

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C.2 Equipment

- New or second-hand;

- Renting and leasing.

- Basic rule: **Depreciation**

  - Eligibility: Corresponds to DURATION of the action + RATE of actual use for the action;

  - Recorded in the assets register (acc. to international accounting standards or usual practice of the beneficiary).

C.3 Other costs

Examples: catering, meeting room rent, leaflets printing, consumables and supplies, dissemination, translations, publications, financial statements certificates, financial guarantees, etc.

- Purchased specifically for the implementation of the action
- Best value for money or the lowest price;
- Declared costs actually incurred.

D.3 EEN additional coordination and networking costs

- Lump sum: up to 10% of the consortium's budgeted personnel cost for the other activities of the project

- To cover the tasks of individual Network advisors performing specific tasks listed in the call: organization of network training courses, seminars, and workshops, actions for testing or implementing new procedures, coordination of network activities at national and/or regional level, …

- These costs are refunded **100%**, all other eligible costs refunded **60%**

D. Other cost categories					
D.3 EEN additional coordination and networking costs					
WORK PACKAGE 1	WP1 PROJECT MANAGEMENT				
		Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of the tasks/activities
	Other cost category D.3	0,00			
		0,00			
	Total other cost category D.3 for this WP	0,00			
WORK PACKAGE 2	WP2 PROVISION OF VALUE-ADDED SERVICES TO CLIENTS				
		Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of the tasks/activities
	Other cost category D.3	0,00			
		0,00			
	Total other cost category D.3 for this WP	0,00			
WORK PACKAGE 3	WP3 PROMOTION ON THE NETWORK AND COMMUNICATION				
		Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of the tasks/activities
	Other cost category D.3	0,00			
		0,00			
	Total other cost category D.3 for this WP	0,00			

E. Indirect costs

Running or operating costs (overheads)

- Not directly linked to the action implementation and not to be attributed directly to it;

- Example: stationery, rent of the office, utilities etc.;

- No breakdown of these costs is required.

- **25% flat rate of Σ A. Personnel costs + C. Purchase costs + D. Other costs (not the subcontracting costs)**

Project income

EU contribution (grant): **100%** for cost category D.3 and **60%** for all other cost categories.

Revenues and contributions by third parties:

- **income generated by the action** such as direct revenues or receipts (e.g. conference participants fees, sales of books);

- **financial contributions FROM third parties**.

Own resources or the own contribution of the beneficiary

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Payment arrangements

- Signature of Grant Agreement > **Prefinancing** to start working on the project (**25%** of the maximum grant amount) – *automatic process (*paid 30 days from entry into force/10 days before starting date whichever is the latest)

- **One Additional prefinancing of max 30 % of the grant amount (without financial reporting)** normally after 12 months

- **One interim payment – interim report (with detailed costs report)** normally after 18 months

- **Final report -** > Payment of the **balance** based on the final financial report approval (additional payment or recovery) after 42 months

All payments will be made to the **coordinator**!

European Commission

About the call

Key information, how to apply, who should apply

Gunnar Matthiesen

Key information

- **Call title:** Enterprise Europe Network. See [call document](#) for details.

- **Budget:** EUR 182.5 million.

- **Max. grant per project**: see indicative regional distribution in the call

- **Co-funding rates**: 60% for activities 1, 2, 3, 5; and 100% for activity 4

- **Project duration**: 42 months, from 1 July 2025 – 31 December 2028

- **Electronic submission** only via the [Funding & Tenders Portal](#)

- **Deadlines**: **19 Sept 2024 at 17.00 CET (1st cut-off)**
  4 Feb 2025 at 17.00h CET (2nd cut-off)

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Indicative timeline (1st cut-off)

- **25 April 2024**: Call published

- **28 May 2024**: Info session

- **19 September 2024 at 17.00h CET**: submission deadline 1st cut-off

- **October 2024 – December 2024:** Evaluation period

- **January 2025 – March 2025:** Grant agreement preparation/signature

- **1 July 2025:** Start of all EEN projects

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Indicative timeline (2nd[st] cut-off)

- **25 April 2024**: Call published

- **28 May 2024**: Info session

- **4 February 2024 at 17.00h CET**: submission deadline 2nd cut-off

- **February 2025 – April 2025:** Evaluation period

- **April 2025 – June 2025:** Grant agreement preparation/signature

- **1 July 2025:** Start of all EEN projects

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IMPORTANT RESTRICTION for the 2nd cut-off

The 2nd cut-off is ONLY open to regions where there is no EEN consortium after evaluation of the 1st cut-off

➔ Eligible regions published in the F&T Portal

➔ Applicants from regions where there is a successful proposal from the 1st cut-off will NOT be eligible to apply for the 2nd cut-off

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Who can apply?

Basic eligibility conditions

- Legal entities established in an EU Member State or in a country associated to the Single Market Programme

Not eligible:

- Natural persons

- International Institutions and EU bodies (except JRC)

- Organisations affected by EU restrictive measures listed in the call

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Who should apply

Consortia composed of

- Organisations interested in running EEN branches from 2025-2028

- Established business support organisations with the capacities and background listed in the call

- Organisations with the required connections in the support ecosystem

- Organisations willing to engage in and contribute to a large international Network

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Consortium composition

- An appropriate mix of entities which, together, can deliver the full range of EEN services in their geographic region

- Usually two or more partners, but single partner applications possible

- Typically: SME support organisations, trade promotion organisations, business organisations, regional development agencies, innovation agencies, research organisations, higher education institutions, etc.

- Cross-regional or cross border consortia are allowed, but must cover their entire catchment area and be geographically coherent

- No obligation for transnational consortium composition

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Who should **not** apply

- Anyone not meeting the eligibility criteria

- Any consortium not intending to (or not able to) provide the full service range of the Network

- Any organisation not ready to commit to the ways of working of the Network defined in the call (chapter 2.3.4.)

- Anyone intending to establish an International Network Partner

  ➔ There is a separate procedure for EEN in third countries

European Commission

What is available

- Selected proposals will be offered an action grant for 42 months, starting on 1 July 2025 and ending on 31 December 2028

- 60% co-financing for activities 1, 2, 3 and 5.

- 100% co-financing for activity 4 (lump sum)

- 25% indirect cost

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Evaluation procedure

- Proposals passing admissibility and eligibility check will be evaluated on the basis of the award criteria

- Evaluation by independent experts

- All proposers will be informed in writing (via the F&T Poral) about the result of the evaluation

- Successful proposals will be invited to prepare and sign a grant agreement

European Commission

Selection of proposals

- Only one proposal will be selected per geographic region (no competing EEN consortia in the same area)

  - In case of competing proposals from the same region, the proposal with the highest evaluation score will be selected

- 2nd cut-off

  - Only proposals from regions not covered after the first cut off will be admitted

  - Evaluation criteria remain identical

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Award criteria

- Overall threshold: 70 / 100 points

- Individual criteria:

  - Relevance. Threshold 16 / 30 points

  - Quality – project design and implementation. Threshold 16 / 30 points

  - Quality – project team and cooperation arrangements. Threshold 16 / 30 points

  - Impact. Threshold 6 / 10 points

- To be considered for funding, proposals must pass the overall threshold as well as all four individual thresholds.

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Tips for a good proposal

- Read the call and the Q&A on the Funding & Tenders Portal. Carefully.

- Write a clear, concise, coherent proposal that reflects the logic and structure of the Network as presented in the call.

- Address all activities in the call…but do not invent any activities that are out of scope.

- Present a clear implementation strategy that explains how you will implement the project and address key principles such as the hub & spoke model. Don't simply repeat what is written in the call.

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Tips for a good proposal (2)

- Set clear and measurable objectives

- Clearly describe the division of tasks and responsibilities

- Prepare a complete and realistic budget based on tasks that are necessary for the implementation of the project

- Get a 2nd pair of eyes to proofread your proposal

- **Submit early** and **don't wait** until the day of the deadline.

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Check IT and get support

- The Funding & Tenders Portal is the only way to submit a proposal. Make sure you understand its procedures. If you need help:

  - Online manual for ALL explanations of procedures and workflows needed to apply

  - IT Helpdesk for lost passwords, access rights, technical aspects of submission

  - EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu for non-IT questions about the content of the call, replies in the Q&A section of the Portal

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Thank you

For more information:

- Consult the Q&A on the [Funding & Tenders Portal](#)

- Contact us at EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu

- Watch the [recording of this info session](#) (again) on EISMEA's website

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