

# **EEA Financial Mechanism 2014-2021 Business Development, Innovation and SMEs**

## **(“Business Innovation Greece”)**

**Calls for Proposals**

**Increased Competitiveness for Greek Enterprises**

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## Calls for Proposals - Increased Competitiveness for Greek Enterprises

The Programme “Business Innovation Greece” (hereafter referred to as “the Programme”) shall contribute to the general objectives of EEA and Norway Grants 2014-2021, respectively to the reduction of economic and social disparities in the European Economic Area (EEA) and to strengthening bilateral relations between EEA EFTA States and EEA and Norway Grants Beneficiary States. The Programme has the objective to **increase value creation and sustainable growth in the Greek business sector**. The Programme seeks to stimulate and develop long-term business cooperation between Iceland, Liechtenstein, Norway (hereafter referred to as “the Donor States”) and Greece based on business development and innovation.

The Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2014 – 2021 between Iceland, The Principality of Liechtenstein, the Kingdom of Norway and the Hellenic Republic designates the Financial Mechanisms Office (FMO) as Programme Operator and Innovation Norway as Fund Operator for the Programme. All communication regarding the Programme shall be address to the Fund Operator. Information about the Programme can be found at <https://www.innovasjon Norge.no/en/start-page/eea-norway-grants/Programmes/business-development/greece--business-development-innovation-and-smes/>

## Available amount for financing of projects

The total available amount for financing of projects from these Calls **Euro 19,000,000**.

The budget is divided between two Grant Schemes:

### Individual Project Scheme:

Total amount available for financing of projects for this grant scheme is: Euro 15,400,000 which is divided between the three focus areas of the Programme in the following indicative amounts:

- Green Industry Innovation: Euro 6,500,000
- Blue Growth: Euro 6,500,000
- ICT: Euro 2,400,000.

### Small Grants Scheme (SGS) 1:

Total amount available for financing of projects for this grant scheme is: Euro 3,600,000 which is divided between the three focus areas of the Programme in the following indicative amounts:

- Green Industry Innovation: Euro 1,500,000
- Blue Growth: Euro 1,500,000
- ICT: Euro 600,000.

## Deadline for applications and language

To be eligible, applications must be submitted to Innovation Norway through the electronical application portal no later than **Tuesday 1 October 2019, at 13.00 Greek local time**.

The Programme language is **English**, i.e. all applications and supporting documents, shall be submitted to the Fund Operator in English. Official certificates and certified annual accounts can be submitted in Greek language. For the list of mandatory attachments, see annex I to this document.

The Applicant shall inform the Fund Operator about any involvement of consultants in the process of preparing the application. The identity of the consultant(s) shall be disclosed in the Application Form.

## 1. Projects and project funding

This Programme will finance projects proposed by Greek enterprises in one of the three focus areas: **Green Industry Innovation, Blue Growth and Information and Communications Technology (hereafter referred to as ICT)**. The aim is to finance development and application of innovative green, blue or ICT technologies/products, processes and solutions. The **expected outcome** of projects financed by these Calls is **increased competitiveness for Greek enterprises within the mentioned areas**, in the form of growth in turnover and net operational profit and job creation. Projects are also expected to contribute to the development and application of innovative technologies, processes and solutions, as well as reduction of CO2 emissions and more energy efficient production processes.

The target group for this Programme is Greek **enterprises in private sector**, mainly Small and Medium Sized Enterprises (SMEs). It's not mandatory to have Partners in the projects, but Partnership Projects are encouraged and will be awarded additional points during assessment. Most points will be awarded to cooperation with entities from the Donor States in Donor Partnership Projects.

a) A **Donor Partnership Project** is defined as cooperation between an Applicant (Project Promoter) in Greece and at least one legal entity in one of the Donor States (Iceland, Liechtenstein and Norway), implementing a project where all entities are independent of each other and perform substantial and relevant tasks in the completion of the project. Such projects will be awarded additional points during project assessment. To qualify for such points, the Donor State Partner should be actively involved in, and effectively contributing to, the implementation of the project, and it should share with the Project Promoter a common economic or social goal which is to be realized through the implementation of the project. The simple provision of services does not qualify as a Project Partnership.

b) A **Partnership Project** is defined as cooperation between an Applicant (Project Promoter) in Greece and at least one other legal entity in Greece, implementing a project where all entities are independent of each other and perform substantial and relevant tasks in completion of the project. The Partner should be actively involved in, and effectively contributing to, the implementation of the project, and it should share with the Project Promoter a common economic or social goal which is to be realized through the implementation of the project. The simple provision of services does not qualify as a project partnership.

### 1.1. Eligible applicants and partners

#### Individual Projects Scheme for focus areas Green Industry Innovation, Blue Growth and ICT

Eligible applicants: SMEs, as defined in the Commission Recommendation 2003/361<sup>1</sup>, and large enterprises with no more than 25 % public ownership, registered as legal persons in Greece and functioning in accordance to enforced Greek legislation on commercial companies, respectively: Law 3419/2005 (Government Gazette A 297/06-12.2005).

The Applicant must have been established for at least 3 years at the date of the deadline of these present Calls.

Eligible partners: Any private or public entity, commercial or non-commercial, registered as legal person in one of the Donor States (Iceland, Liechtenstein and Norway) or in Greece.

### **Small Grant Scheme (SGS 1) for focus areas Green Industry Innovation, Blue Growth and ICT**

Eligible applicants:

SMEs, as defined in the Commission Recommendation 2003/361, registered as legal persons in Greece and functioning in accordance to enforced Greek legislation on commercial companies, respectively: Law 3419/2005 (Government Gazette A 297/06-12.2005)<sup>1</sup>.

The Applicant must have been established for at least 1 years at the date of the deadline of these present Calls.

Eligible partners: Any private or public entity, commercial or non-commercial, registered as legal person in one of the Donor States (Iceland, Liechtenstein and Norway) or in Greece.

### **Additional criteria for Applicants and Partners**

- a) the Applicant and Partner(s)) and their legal representatives signing the application have clean criminal and tax records;
- b) the Partner(s) main activity is closely related to the activities in which its contribution is proposed;
- c) if the Applicant has one or more Partners, a draft Partnership Agreement defining the roles and responsibilities of the different partners, is attached to the application. A template for the Partnership Agreement is published with these Calls.

Moreover, applicants are not eligible for funding if:

- a) they are undertakings in difficulty (the definition of “undertaking in difficulty” is included in Article 2, paragraph 18 of **Commission Regulation (EU) No.651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty**);
- b) they are bankrupt, are entered in judicial administration or are under liquidation, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation;
- c) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity of relevance for the application, without evidence of substantial correction measures taken in the past years.

## **1.2. Areas of support and eligible activities**

An Applicant shall submit only one project application under these present Calls for Proposals.

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<sup>1</sup> The text of the Recommendation is available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>.

### 1.2.1 Individual Projects Scheme for focus areas Green Industry Innovation, Blue Growth and ICT

This scheme can provide support for projects that will develop and implement activities within the enterprise applying for funding in one of the following areas:

#### Green Industry Innovation

1. Development, implementation and investment in innovative environmentally friendly technologies;
2. Development of green products and services;
3. Development and implementation of “greener” production processes.

Projects on Green Industry Innovation **must** contribute directly to the following **outcome** indicators:

- Estimated annual growth in turnover
- Estimated annual growth in net operational profit

At least for these two outcome mandatory indicators the projects must be able to produce a positive change for the Applicant. They constitute the minimum indicators to be selected in the outcomes form.

Projects on Green Industry Innovation **must** contribute directly to one or more of the following **output** indicators:

- a) Innovative green technologies/processes/solutions developed;
- b) Innovative green technologies/processes/solutions applied (new to the enterprise);

At least one of these output indicators must be selected in the outputs form. In addition, optional indicators like “Jobs created” can be chosen.

#### Blue Growth

1. Development and investment in the maritime sector;
2. Development of products and solutions related to maritime transport;
3. Development and investment in coastal and maritime tourism;
4. Development and investment in blue biotechnology;
5. Development and investment in sea bed mining resources;
6. Development of solutions on blue energy;
7. Development of innovative products and solutions related to fisheries and aquaculture;
8. Development of innovative products and solutions related to marine litter;
9. Development of innovative technologies for water supply, including desalination.

Projects on Blue Growth **must** contribute directly to the following **outcome** indicators:

- Estimated annual growth in turnover
- Estimated annual growth in net operational profit

At least for these two outcome mandatory indicators the projects must be able to produce a positive change for the Applicant. They constitute the minimum indicators to be selected in the outcomes form.

Projects on Blue Growth **must** contribute directly to one or more of these **output** indicators:

- a) Blue technologies/processes/solutions developed;
- b) Blue technologies/processes/solutions applied (new to the enterprise);

At least one of these output indicators must be selected in the outputs form. In addition, optional indicators like “Jobs created” can be chosen.

### ICT

1. Development of ICT products/processes/solutions;
2. Development of products/processes/solutions using ICT components;

Projects should be within the areas:

- Automation – solutions that substitutes human efforts;
- Information – solutions that make relevant information more easily available;
- Transformation – solutions that help developing new products, services and business models.

Projects on ICT **must** contribute directly to the following **outcome** indicators:

- Estimated annual growth in turnover
- Estimated annual growth in net operational profit

Projects on ICT **must** contribute directly to one or more of the following **output indicators**:

- a) ICT technologies/processes/solutions developed;
- b) ICT technologies/processes/solutions applied (new to the enterprise);

At least one of these output indicators must be selected in the outputs form. In addition, optional indicators like “Jobs created” can be chosen.

### 1.2.2. Small Grant Scheme (SGS 1) for focus areas Green Industry Innovation, Blue Growth and ICT

These Calls can provide support for projects that will develop and **implement activities within** the enterprise applying for funding in one of the following areas:

#### Green Industry Innovation

1. Development, implementation and investment in innovative environmentally friendly technologies;
2. Development of green products and services;
3. Development and implementation of “greener production processes.

Projects on Green Industry Innovation **must** contribute directly to the following **outcome** indicators:

- Estimated annual growth in turnover
- Estimated annual growth in net operational profit

At least for these two outcome mandatory indicators the projects must be able to produce a positive change for the Applicant. They constitute the minimum indicators to be selected in the outcomes form.

Projects on Green Industry Innovation **must** contribute directly to one or more of the following **output indicators**:

- a) Innovative green technologies/processes/solutions developed;
- b) Innovative green technologies/processes/solutions applied (new to the enterprise);

At least one of these output indicators must be selected in the outputs form. In addition, optional indicators like “Jobs created” can be chosen.

### Blue Growth

- 1 Development and investment in the maritime sector;
- 2 Development of products and solutions related to maritime transport;
- 3 Development and investment in coastal and maritime tourism;
- 4 Development and investment in blue biotechnology;
- 5 Development and investment in sea bed mining resources;
- 6 Development of solutions on blue energy;
- 7 Development of innovative products and solutions related to fisheries and aquaculture;
- 8 Development of innovative products and solutions related to marine litter;
- 9 Development of innovative technologies for water supply, including desalination.

Projects on Blue Growth **must** contribute directly to the following **outcome** indicators:

- Estimated annual growth in turnover
- Estimated annual growth in net operational profit

At least for these two outcome mandatory indicators the projects must be able to produce a positive change for the Applicant. They constitute the minimum indicators to be selected in the outcomes form.

Projects on Blue Growth **must** contribute directly to one or more of these **output indicators**:

- a) Blue technologies/processes/solutions developed;
- b) Blue technologies/processes/solutions applied (new to the enterprise);

At least one of these output indicators must be selected in the outputs form. In addition, optional indicators like “Jobs created” can be chosen.

### ICT

1. Development of ICT products/processes/solutions;
2. Development of products/processes/solutions using ICT components;

Projects should be within the areas:

- Automation – solutions that substitutes human efforts;
- Information – solutions that make relevant information more easily available;
- Transformation – solutions that help developing new products, services and business models.

Projects on ICT **must** contribute directly to the following **outcome** indicators:

- Estimated annual growth in turnover
- Estimated annual growth in net operational profit

Projects on ICT **must** contribute directly to one or more of the following **output indicators**:

- a) ICT technologies/processes/solutions developed;
- b) ICT technologies/processes/solutions applied (new to the enterprise);

At least one of these output indicators must be selected in the outputs form. In addition, optional indicators like “Jobs created” can be chosen.

## 1.3 Minimum and Maximum Grant Amount per Project

### Individual Project Scheme for focus areas Green Industry Innovation, Blue Growth and ICT

The minimum amount of grant assistance applied for shall be Euro 200,000.  
The maximum amount of grant assistance applied for shall be Euro 1,500,000.

### Small Grant Scheme (SGS 1) for focus areas Green Industry Innovation, Blue Growth and ICT

The minimum amount of grant assistance applied for shall be Euro 50,000.  
The maximum amount of grant assistance applied for shall be Euro 200,000.

## 1.4 Grant rates and co-financing

The financial contribution from this Programme shall be determined on a case-by-case basis, taking all relevant factors into account (type of state aid awarded, size of Applicant entity, and other elements included in the provisions of the Regulation which are relevant for the respective project). The applicable rules on public procurement and on state aid, procedural and substantive, shall be complied with.

The Applicant (Project Promoter) shall secure the full financing of the project. The Project Promoter (and/or the Project Partner(s)) shall provide or obtain the remaining co-financing in the form of cash. All eligible expenditures of a project, including man-hours, can form the basis of the required co-financing. In-kind contribution is not accepted as co-financing.

### 1.4.1 Possible guarantee for bank co-financing

The grant offered by this Programme could be combined with a separate and independent guarantee scheme under the responsibility of the Hellenic Fund for Entrepreneurship and Development (ETEAN) to secure bank co-financing of the project. If a guarantee to secure bank co-financing for the project is requested by the Applicant, information about that must be included in the Application Form, section Financing Plan (Comments on financing plan).

In case the Fund Operator decides to offer the Applicant a grant, and the Applicant has requested a guarantee to secure bank co-financing for the project, ETEAN will perform credit checks of the Applicant and possible Greek partners. The Fund Operator will provide ETEAN with all necessary data submitted by the Applicant for this reason. Applicants that apply for ETEAN's guarantee, through their application to the Fund Operator, authorize ETEAN to perform such credit checks on their data. If ETEAN approves the request for a guarantee, this information will be included in the Project Contract to be signed between the Fund Operator and the Applicant. In addition, ETEAN will issue a Guarantee Intention Document to the Applicant. This document will be transformed into a valid guarantee from ETEAN when a bank approves the respective loan.

The loan amount should be max 40% of the project's total eligible amount, with min. Euro 25,000 and max. Euro 1,000,000. The guarantee provided will amount to 80% of the loan amount: The remaining part of the co-financing of the projects will have to be obtained from other sources. If the request for a

guarantee is not approved, the Applicant will have 30 days to document the full co-financing from other sources.

For full information about the rules related to the guarantee scheme, please see <https://www.etean.gr/PublicPages/HomePage.aspx>

#### 1.4.2 – Calculation of the grant rate

For undertakings, the grant rate will be determined based on the applicable provisions of Commission Regulation 651/2014<sup>2</sup> declaring certain categories of aid as compatible with the Internal market in application of Articles 107 and 108 of the Treaty, as amended by Commission Regulation 2017/1084.

For these Calls, the following state aid categories will be applicable:

1. **Regional Aid**, articles 13 and 14 – grant rate according to the Regional Map for Greece
  - Amendment to the regional aid map for Greece (2014-2020) for the period 2017-2020<sup>3</sup>, SMEs may be awarded with a bonus between 10% and 20% of the eligible costs.
2. **Aid to SMEs**, articles 17 – 19
  - **Investment aid to SMEs**: maximum aid intensity is 20 % of the eligible costs in the case of small enterprises and up to 10% of the eligible costs in the case of medium-sized enterprises;
  - **Aid for consultancy in favor of SMEs**: maximum aid intensity is 50 % of the eligible costs;
  - **Aid to SMEs for participation in fairs**: maximum aid intensity is 50 % of the eligible costs.
3. **Research and Development and Innovation**, art. 25 Maximum aid intensity is
  - 50 % of the eligible costs for industrial research
  - 25 % of the eligible costs for experimental developmentwith possibility to increase the maximum aid intensity up to 80 % of the eligible costs, as follows:
  - (a) by 10 percentage points for medium-sized enterprises and by 20 percentage points for small enterprises;
  - (b) by 15 percentage points if one of the following conditions mentioned in the Regulation is fulfilled:
    - (i) the project involves effective collaboration:*
      - between undertakings among which at least one is an SME, or is carried out in at least two Member States, or in a Member State and in a Contracting Party of the EEA Agreement, and no single undertaking bears more than 70 % of the eligible costs, or
      - between an undertaking and one or more research and knowledge-dissemination organisations, where the latter bear at least 10 % of the eligible costs and have the right to publish their own research results;
    - (ii) the results of the project are widely disseminated through conferences, publication, open access repositories, or free or open source software.*

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<sup>2</sup> Known also as General Block Exemption Regulation [GBER] <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0651&from=EN>.

<sup>3</sup> For more information, please see regional aid map 2014-2020 [ec.europa.eu/competition/state\\_aid/cases/265640/265640\\_1866340\\_87\\_2.pdf](https://ec.europa.eu/competition/state_aid/cases/265640/265640_1866340_87_2.pdf). SMEs may be awarded with a bonus between 10% and 20% of the eligible costs.

#### 4. Training aid, art. 31

- maximum aid intensity is 50 % of the eligible costs, with possibility to increase it, as follows:
  - (a) by 10 % if the training is given to workers with disabilities or disadvantaged workers;
  - (b) by 10 % if the aid is granted to medium-sized enterprises and by 20 percentage points if the aid is granted to small enterprises
- maximum aid intensity is 100% of the eligible costs for projects in maritime transport sector, provided that the following conditions are met: (a) the trainees are not active members of the crew but are supernumerary on board; and (b) the training is carried out on board of ships entered in Union registers.

#### 5. Aid for environmental protection, art 36 - 38

- **Investment aid enabling undertakings to go beyond Union standards for environmental protection or to increase the level of environmental protection in the absence of Union standards** - maximum aid intensity is 40 % of the eligible costs, with possibility to increase by:
  - (a) 10% for aid granted to medium sized undertakings and by 20% for aid granted to small undertakings
  - (b) 15 % for investments located in assisted areas fulfilling the conditions of Article 107(3)(a) of the Treaty and by 5 % for investments located in assisted areas fulfilling the conditions of Article 107(3)(c) of the Treaty
- **Investment aid for early adaptation to future Union standards** - maximum aid intensity is:
  - (a) 20 % of the eligible costs for small undertakings, 15 % of the eligible costs for medium-sized undertakings and 10 % of the eligible costs for large undertakings if the implementation and finalisation of the investment take place more than three years before the date of entry into force of the new Union standard;
  - (b) 15 % of the eligible costs for small undertakings, 10 % of the eligible costs for medium-sized undertakings and 5 % of the eligible costs for large undertakings if the implementation and finalisation of the investment take place between one and three years before the date of entry into force of the new Union standard.

The aid intensity may be increased by 15% for investments located in assisted areas fulfilling the conditions of Article 107(3)(a) of the Treaty and by 5 % for investments located in assisted areas fulfilling the conditions of Article 107(3)(c) of the Treaty
- **Investment aid for energy efficiency measures** - maximum aid intensity 30 % of the eligible costs with possibility to increase it by:
  - (a) 20% for aid granted to small undertakings and by 10 % for aid granted to medium-sized undertakings. (b) 15 % for investments located in assisted areas fulfilling the conditions of Article 107(3)(a) of the Treaty and by 5 % for investments located in assisted areas fulfilling the conditions of Article 107(3)(c) of the Treaty.

Exceptionally, financial support will be awarded as **de minimis** support to a single undertaking in line with the Commission Regulation (EC) No 1407/2013 (max. Euro 200,000 over three fiscal years).

## 1.5 Eligible expenditures

**IMPORTANT:** The assessment of the eligible expenditures for a specific project will be made based on the applicable state aid legal basis. However, in cases where eligibility provisions in the State aid legislation are more extensive than the detailed eligibility provisions below, the text of these Calls will prevail.

### **1.5.1. First and final dates for eligibility of expenditure**

Costs within projects may be eligible from the date on which the grant is awarded or at a later date set in the Project Contract. The Project Contract shall set the final date of eligibility of costs, which shall be no later than **30 April 2024**. Costs incurred after that final date are not eligible.

### **1.5.2. General principles of eligibility**

Eligible expenditures of projects are those actually incurred by the Project Promoter or the Project Partner, which meet the following criteria:

- a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- b) they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- c) they are proportionate and necessary for the implementation of the project;
- d) they are used for the sole purpose of achieving the objective of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and determined according to the applicable accounting standards and generally accepted accounting principles; and
- f) they comply with the requirements of applicable tax and social legislation.

Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date of eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or Project Partner.

The Project Promoter's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

### **1.5.3. Detailed eligibility provisions**

#### **Eligible direct expenditures**

The eligible direct expenditures for a project are those expenditures which are identified by the Project Promoter and/or the Project Partner, in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly. The following direct expenditures are eligible provided that they satisfy the criteria set out in Article 1.5.2.:

- a) the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the project promoter's and project partner's usual policy on remuneration;
- b) travel and subsistence allowances for staff and volunteers taking part in the project, provided that they are in line with the project promoter's and project partner's usual practices on travel costs;

- c) cost of new or second-hand equipment provided that it is depreciated in accordance with generally accepted accounting principles applicable to the project promoter and generally accepted for items of the same kind. Only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account by the Fund Operator. In case the Fund Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may be eligible;
- d) costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- e) costs entailed by other contracts awarded by a project promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement;
- f) costs arising directly from requirements imposed by the project contract for each project.

Where the entire purchase price of equipment is eligible in accordance with point (c) of paragraph 1 of Section 1.5.3.1. **Eligible direct expenditures**, the Project Promoter shall:

- a) keep the equipment in its ownership for a period of at least five years following the completion of the project and continues to use the equipment for the benefit of the overall objectives of the project for the same period;
- b) keep the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project; and
- c) set aside appropriate resources for the maintenance of the equipment for at least five years following the completion of the project.

#### **Purchase of real estate and land**

The cost of purchase of real estate, meaning buildings constructed or under development and the appropriate rights to the land on which they are built, and land not built on may be eligible under the following conditions, without prejudice to the application of stricter national rules:

- g) there shall be a direct link between the purchase and the objectives of the project;
- h) purchase of real estate and/or land may not represent more than 10% of the total eligible expenditure of the project, unless a higher percentage is explicitly set in the decision to award the project grant;
- i) a certificate shall be obtained prior to the purchase from an independent qualified evaluator or duly authorized official entity confirming that the purchase price does not exceed the market value and that it is free of all obligations in terms of mortgage and other liabilities, particularly in respect of damage related to pollution. In case of purchase of real estate the certificate must either confirm that the building in question is in conformity with national regulations, or specify what is not in conformity with national regulations but which is to be rectified by the project promoter under the project;
- j) the real estate and/or land shall be used for the purpose and for the period specified in the decision to award the project grant. The ownership must be transferred to the project promoter, or those explicitly designated by the project promoter in the project application as recipients of the real estate and/or land, prior to the completion of the project. The real estate and/or land cannot be sold, rented or mortgaged within five years of the completion of the project, or longer if stipulated in the project contract. The Financial Mechanisms Office (FMO) may waive this restriction if it would result in an unforeseen and unreasonable burden on the project promoter.
- k) the real estate and/or land may only be used in conformity with the objectives of the project. In particular, buildings may be used to accommodate public administration services only where such use is in conformity with the objective of the project; and

- l) the purchase of real estate and/or land shall be explicitly approved by the Fund Operator prior to the purchase either in the project contract or by a later decision.

The restrictions referred to in point (d) apply also to buildings that are constructed or reconstructed through a financial contribution from the EEA and/or Norwegian Financial Mechanisms 2014-2021.

Expenditure on site preparation and construction which is essential for the implementation of the project may be eligible.

The cost of real estate and/or land already owned, directly or indirectly, by the Project Promoter, or purchase of real estate and/or land, directly or indirectly, by the Project Partner or a public administration, shall not be eligible. Under no circumstances shall real estate and/or land be purchased for speculative purposes. The real estate and/or the land shall not have received a national or external donor grant in the last 10 years which could give rise to a duplication of funding.

### **Eligible indirect costs in projects (overheads)**

Indirect costs are all eligible costs that cannot be identified by the Project Promoter and/or the Project Partner as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs. Indirect costs of the project shall represent a fair apportionment of the overall overheads of the Project Promoter or the Project Partner. They may be identified according to either of the following methods:

- a) based on actual indirect costs for those project promoters and project partners that have an analytical accounting system to identify their indirect costs as indicated above;  
a Project Promoter and Project Partners may opt for a flat rate of up to 25% of total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the project promoter or project partner, subject to the calculation of the rate on the basis of a fair, equitable and verifiable calculation method or a method applied under schemes for grants funded entirely by the Beneficiary State for similar types of project and project promoter;
- b) a project promoter and project partners may opt for a flat rate of up to 15% of direct eligible staff costs;
- c) in case of projects including a research component, indirect eligible costs may be determined by applying a flat rate of 25% of the total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter or Project Partner.

### **Excluded costs**

The following costs shall not be considered eligible:

- a) interest on debt, debt service charges and late payment charges;
- b) charges for financial transactions and other purely financial costs, except costs related to accounts and financial services imposed by the Project Contract;
- c) provisions for losses or potential future liabilities;
- d) exchange losses;
- e) recoverable VAT;
- f) costs that are covered by other sources;

- g) fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project; and
- h) excessive or reckless expenditure.

## 2. Assessment of projects and selection procedure

The Fund Operator will check the fulfilment of administrative and eligibility criteria contained in these Calls for proposals. In the case of applications not complying with the administrative and eligibility criteria, the Fund Operator will contact the Applicant to clarify the information provided or request the provision of additional information. Applicants will be given 10 working days to submit the information requested. Applications submitted in a language other than English will be automatically rejected.

Following the conclusion of the administrative and eligibility check, all Applicants will be informed in writing about the status of their project.

All applications which fulfil administrative and eligibility criteria will be further assessed by experts from the Fund Operator. The experts shall evaluate the projects against the selection criteria contained in these Calls for proposals. If necessary, the Fund Operator may use external expertise on a case by case basis. All short listed project applications will be subject to on-the-spot visits by a team appointed by Innovation Norway before the ranking list is established.

The result of the experts' assessment shall be a ranking list that forms the basis of the Innovation Norway's selection committee's discussion. The selection committee will make the final decision to reject or approve the applications.

At this stage all approved applications, requesting a guarantee for securing a bank loan, will be forwarded to ETEAN for the relevant assessment procedure.

After the selection procedure is complete, information of the results and the decision on the award of grants will be communicated to the Applicants and positive decisions will be published online.

### 2.1. Assessment criteria

Project applications will be assessed based on a set of selection criteria. The said criteria are based on the objectives and the outcome that the Programme seeks to achieve. The objectives and principles of good governance, sustainable development and gender equality, as well as Corporate Social Responsibility, are cross-cutting issues that shall be considered as part of the assessment process.

The applicable selection criteria are divided into the following sections:

#### 1. *Formal/administrative criteria*

- The Application Form has been filled in according to the instructions given in these Calls for Proposals, Electronic Application Form, Application Form Guidelines **and** all mandatory documentation is attached to the application.
- The application and requested supported documents are submitted and presented in English; certificates issued by national authorities and certified financial annual accounts issued in Greek language can be submitted and presented in Greek. For the rest of the documents, free translation in English is required.

- The appropriate electronic Application Form has been used (corresponding to the type of Programme and type of the Applicant).
2. *Eligibility criteria*
- a) Applicant (and Partner(s))**
- The Applicant is registered as legal person in Greece and the entity fits in one of the categories of eligible applicants for the relevant grant scheme (Individual Project Scheme or Small Grants Scheme), as listed in these present Calls;
  - The Applicant has been established for at least the period of time set out in these Calls, section 1.1 Eligible applicants and partners;
  - The Partner(s) is established as legal entity in Greece or in one of the Donor States;
  - The Partner(s)' main activity is closely related to the activities in which its contribution is proposed;
  - If the case of a Partnership Project, a draft project Partnership Agreement has been attached to the Application Form;
  - The Applicant and the legal representative signing the Application have clean criminal and tax record;
  - The Partner(s) and the legal representative signing the Partnership Agreement have clean criminal and tax record.
  - The Applicant is not an undertaking in difficulty.

**b) Project**

- The proposed project fits into one of the focus areas of these Calls and within the eligible activities defined in this Call text;
- Grant maximum and minimum amounts and co-financing rates are complied with;
- The project implementation period is no longer than the deadline for cost eligibility mentioned in these Calls for Proposals;
- No overlapping/double funding arises from the applications for a similar project from EU/EEA/International Financial Institution/Bilateral or other sources;
- The project is in compliance with both EU and national legislation of Greece (in particular state aid, public procurement and environment requirements);
- Compliance with plans - the project is in compliance with national, regional and local policies, strategies, plans and programmes in Greece;
- Incentive effect – work on the project did not start before the submission of the current application for grant.

3. *Technical and financial selection criteria*

- **Relevance** - The extent to which the project meets the Programme specific expected outcome and the eligible activities set out in these Calls for Proposals;
- **Technical viability and feasibility** - The extent to which the project is mature, i.e. technically viable and feasible in terms of technical solution meets the project objectives and specific outcomes, the Applicant has the technical/technological capacity to implement the project, time schedule;
- **Innovation level** – The extent to which the project includes innovation, either on enterprise level, sector level, national level or international level;
- **Releasing effect** - The extent to which the project would not be executed without a grant;
- **Internal factors** - The extent to which the Applicant (and Partner(s)) have the necessary resources to implement the project; internal factors are the factors over which the Applicant may influence with strategic choices (key resources, core activities, production etc.);

- **Financial capacity and operating risk** - The extent to which the Applicant (and possible Partners) have the necessary co- financing and financial capacity to implement the project and support its costs; Operating risk – the assessment of Applicant’s financial situation and debt service capabilities;
- **Costs estimates and funding** - The extent to which the project have clear and well documented cost estimates and a financing plan. The budget is correctly elaborated and correlated with project activities, allocated and estimated resources.
- **IPR status (Intellectual Property Rights)** - Immaterial resources available for the proposed project;
- **Market potential and competitiveness** - Quality of market analysis, under the balance of demand and offer of products and services;
- **Project profitability** – The extent to which the project has potential for profitability;
- **Good Business Practice** - The extent to which the Applicant (and Partner(s)) adhere to Good Business Practice as defined by the OECD guidelines and UN Guiding Principles on business and human right, including zero-tolerance towards corruption (initiatives on Applicant level);
- **Project risks** - The extent to which the project is adequately supported by a risk management plan;
- **Sustainability** – The project incorporates clear sustainability measures, i.e the durability of the project after the implementation date
- **Overall objectives** - The extent to which the project contributes to the overall objectives of EEA and Norway Grants 2014-2021 (reduction of economic and social disparities in the EEA Area and strengthening the bilateral relations between the Beneficiary state and Donor state(s);
- **Bilateral Partnership’s quality (if applicable)** – The extent to which the Partnership Agreement includes clear division of roles, responsibilities and cash flow have been agreed upon; assessment of Partner’s involvement in the preparation, implementation and sharing the project results; each partner has a significant contribution to the project activities.
- **Cross-cutting issues** - The extent to which the project complies with relevant cross-cutting issues identified in the Application Form: good governance and good business practice, sustainable development and gender equality.
- **Socio-Economic impact** -The extent to which the project has added value, i.e. the socio-economic profitability;

## 2.2. Selection and award

The selection criteria above will be scored in a rating from zero to six points (0 lowest, 6 highest). The scoring will constitute a basis for an assessment profile. Each of the selection criteria may be a critical success factor, since low score on certain critical factors can jeopardize the whole project. The scoring profile will be the basis for the prioritizing for the project proposals.

After the assessment of the project applications has been performed, the Fund Operator will make the final grant decision. Applicants shall be notified of the decision of the Fund Operator to support or reject their application. The Fund Operator will send a Project Contract/Reasoned Refusal to the Project Promoter with a copy to eventual Partners.

## 2.3. The Project Contract

For each approved project a Project Contract shall be concluded between the Fund Operator and the Project Promoter.

The Project Contract will include relevant Special Conditions, the Standard Terms and Conditions on EEA/Norway Grants programmes operated by Innovation Norway, the agreed Project Implementation Plan, the agreed activity based Budget and the agreed Disbursement Plan. These documents shall set out the terms and conditions of the grant assistance, as well as the roles and responsibilities of the Parties.

Prior to the signing of the Project Contract, the Project Promoter has to submit a binding confirmation of the co-financing of the project to the Fund Operator. The Grant Offer letter will set a deadline for submitting such a confirmation. If the deadline is not met, the Grant Offer is considered to be withdrawn, unless a prolongation of the deadline is granted by the Fund Operator in writing.

The Project Contract shall contain, as a minimum, provisions on the following:

- a) obligations regarding reporting that enable the Fund Operator to comply with its reporting obligations to the FMO and the National Focal Point;
- b) the maximum amount of the project grant in Euro and the maximum project grant rate;
- c) the list of eligible expenditures;
- d) the method of calculating indirect costs and their maximum amount;
- e) the first and final dates of eligibility of expenditures;
- f) requirements for the submission of proof of expenditure;
- g) provision on modifications of the project;
- h) provisions that ensure timely access for the purposes of monitoring, audits and evaluations;
- i) provisions that ensure that obligations regarding information and communication;
- j) the right of the Fund Operator to suspend payments, make financial corrections and request reimbursement from the Project Promoter in case decision on such actions is taken by the FMO and/or the Fund Operator;
- k) resolution of disputes and jurisdiction;
- l) waiver of responsibility;
- m) a detailed budget;
- n) provisions on equipment for which the entire purchase price is eligible, in compliance with section 1.5.3.1 Eligible direct expenditures;
- o) provisions regarding the situation of changing the Fund Operator;
- p) a reference to Partnership Agreements or letters of intent, if relevant; and
- q) provisions that ensure that obligations regarding record keeping are complied with.

The obligations of the Project Promoter under the Project Contract shall be valid and enforceable under the law applicable to the Project Contract.

The grant will be subject to the acceptance of the Standard Terms and Conditions on EEA and Norway Grants programmes operated by Innovation Norway and the Special Conditions of the Project Contract.

### **3. Implementation of projects**

All provisions and requirements related to the implementation of projects are set out in the Standard Terms and Conditions, published together with these Calls.

## 4. Payment flows

Grant assistance shall be given as reimbursements of already incurred documented costs according to an agreed Disbursement Plan.

The Project Promoter has the opportunity to apply for an advance payment in line with Programme requirements.

The advance payment shall be paid following the signature of the Project Contract, within one month of the submission of a request by the Project Promoter. Subsequent payments shall be paid following the approval of project interim reports and no later than one month from the date of approval. The final payment, if applicable, will be paid following approval of the final report and no later than one month from the date of approval.

The approval of project interim and final reports shall take place within three months from the submission of the required information.

Commitments and payments will be carried out in Euro (€). Payment claims (incl. advance payment) forwarded from the Project Promoter to the Fund Operator shall be in Euro (€).

## 5. Procedure for submission of application

Only electronic applications submitted via the Fund Operator's Application Portal, in English, will be accepted. The Application Form must be accompanied by the mandatory attachments which are listed in Annex II of these present Call text.

The electronic applications and templates for the mandatory attachments are available on the Fund Operator's website [www.innovationnorway.no/GreecelInnovation](http://www.innovationnorway.no/GreecelInnovation)

Project applications shall be submitted via application portal which could be accessed through the above-mentioned website. The Guidelines for the Application Form are also available on the Programme's website

## 6. Queries

Questions or further need for clarifications shall be sent in writing – in English - to the Programme's e-mail address [GR.Innovation@innovationnorway.no](mailto:GR.Innovation@innovationnorway.no). Queries will normally be replied to within 3-5 working days.

A Frequently Asked Questions section (FAQ) will be published on the Fund Operator's Programme website based on questions received from potential applicants and partners. The FAQ will be updated on a regular basis.

## ANNEX I – List of mandatory documents

1. Expected outcomes of the implementation of the project (template)
2. Project Implementation Plan (template)
3. Detailed Activity Based Budget
4. Disbursement Plan (template)
5. Procurement Plan (template)
6. Letter of Commitment (template)
7. Business Plan (template)
8. Draft Partnership Agreement (if relevant) (template)
9. CV's for project management team (template)
10. Communication Plan
11. Self-declaration re. undertaking in difficulty (template)
12. Self-declaration regarding clean tax and criminal record of the Applicant (and Partner(s) – if relevant) and of the legal representative(s);
13. Relevant Registration Certificates and statutory documents
  - a) *Applicants - enterprises:*

Certificate of commencement of business activity by the relevant tax authority with all recent amendments (in Greek: Βεβαίωση έναρξης / μεταβολής εργασιών).
  - b) *Partners:*
    - registration certificate (or similar), issued by the competent authority in the Donor State/Beneficiary State;
    - latest approved statute (or similar), which proves that Partner's main activity is closely related to the activities in which its contribution is proposed;
14. Certified annual financial accounts of the Applicant for 2018, 2017 and 2016, as well as the latest approved and registered at the national financial authority's trial balance sheet for 2019, when applicable.
15. Applicant's annual report (year 2018).

## ANNEX II Essential readings

Please find below the list of documents which are relevant for these present Calls and are available on our webpage: [www.innovationnorway.no/GreeceInnovation](http://www.innovationnorway.no/GreeceInnovation)

1. Standard Terms and Conditions
2. Project Assessment Criteria and Methodology
3. Guidelines on Cross-cutting-issues and good business practice
4. Communication Guidelines
5. Application form Guidelines
6. Conversion Guidelines on Emissions
7. Glossary of Terms