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Supporting recovery and business transformation of lighting & furniture SMEs
for the Europe Industry of Tomorrow

SILEO

OPEN CALL FOR HACK DAY TRAVEL VOUCHERS PADUA, ITALY

*“IMPACT - Development of innovative business ideas for SMEs in
the Furniture & Lighting industry”*

16 October 2024

Guide for Applicants

Please note that this applicant guide may be used for information purposes only.

Proposals will have to be submitted using the online application form provided at:

https://clustersubmissionplatform.eu/eurocluster_post/sileo-open-call-for-hack-day-travel-vouchers-padua-italy/



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About the SILEO project

SILEO - Supporting recovery and business transformation of lighting & furniture SMEs for the Europe Industry of Tomorrow	
Project Reference	Grant Agreement n° 101074564
Call Identifier	SMP-COSME-2021-CLUSTER
Project duration	36 months (01.09.2022 – 31.08.2025)
Project budget	1.438.835 EUR of which 1.050.000 EUR will directly benefit lighting and furniture SMEs in the form of financial support to third parties (lump sums/prizes)
ECCP profile	https://clustercollaboration.eu/eu-cluster-partnerships/euroclusters/sileo
Submission Platform	https://clustersubmissionplatform.eu/eurocluster_post/sileo-open-call-for-hack-day-travel-vouchers-padua-italy/

SILEO Eurocluster project is co-financed by the Single Market Programme (SMP/COSME Pillar) of the European Union. SILEO gathers seven key lighting and furniture clusters:

1. ELCA European Lighting Cluster Alliance (Italy)
2. Cluster Lumière (France)
3. CICAT Lighting Cluster (Spain)
4. Rete di Imprese Luce in Veneto (Italy)
1. Business Upper Austria - OÖ. Wirtschaftsagentur GmbH - Building Innovation Cluster (Austria)
5. TFC Transylvanian Furniture Cluster (Romania)
6. Cluster Legno, Arredo e Sistema Casa FVG (Italy)



COVID-19 has shown that resilience matters and laid bare the ‘resilience divide’ between small and large firms. SILEO Consortium will support the European Small and Medium-sized Enterprises - SMEs of the lighting-furniture sector to recover fully from the crisis, become more resilient and better prepared for the digital and circular transition needs and challenges. **SILEO Eurocluster project will help the European lighting & furniture SMEs to be proactive actors in this transition.**

SILEO Consortium aspires to capture all the digitalisation potential for the furniture and lighting SMEs with a concerted effort channelled through an open and inclusive ecosystem for innovation and technology business upgrading with accompanying business support measures including expert consultancy, business resilience building guidance, reinforced by direct financial support schemes and talent placement services to help companies attract talent. The project proposes a **direct financial funding scheme through financial support to third parties** (cascade funding), joint talent placement services and internationalization actions to accelerate the recovery of lighting and furniture SMEs, support them in becoming more resilient to future shocks, better prepared for disruptions in supply and value chains, greener in business operations and stronger connected to technology ecosystems through strategic partnering.

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Outlook of SILEO Open Calls for funding support

The SILEO Consortium envisaged **5 typologies of Financial Support to Third Parties - FSTP** to be activated through open calls for cascade funding, during the project course. The SILEO budget for the FSTP (financial support) open calls is 1.050.000 EUR.

SILEO Hack Day Travel Vouchers

(financial support through lump sum)



HACK-DAY
TRAVEL

500 € / SME

To help the maturation of ideas and investment projects, SILEO Consortium will support lighting and furniture SMEs' participation in the project hackathon events (two 1-day international Hackathons "SILEO Tech Challenge - Hack Days to Drive Innovation in Lighting & Furniture" in Romania and Italy) and help them take an active part in the match-making with technology providers with the SILEO Hack Day Travel Support.

→ 1° Open Call opened from 20.02.2024 to 19.04.2024 (Business and Tech collaboration event in Cluj-Napoca, Romania) (call closed)

→ 2° Open Call opened on 29.04.2024 and will close on 28.06.2024 (Business and Tech collaboration event in Italy)

SILEO Business Digital Transformation Projects

(financial support through lump sum)



BUSINESS
TRANSFORMATION

5.000 € / SME

Financial support to lighting and furniture SMEs to facilitate the collaboration with digital technology providers/facilitators to implement business digital transformation projects that address the main challenges of the green and digital transition.

→ 1° Open Call opened from 17.04.2023 to 20.06.2023 (call closed)

→ 2° Open Call opened from 22.01.2024 to 25.03.2024 (call closed)

SILEO Advanced Technology Uptake Projects

(financial support through lump sum)



ADVANCED
TECHNOLOGY
UPTAKE

10.500 € / SME

Financial support to support lighting and furniture SMEs in implementing/developing/integrating the new advanced technologies into their business operations to support company resilience and digital and green transformation.

→ 1° Open Call opened from 12.02.2024 to 12.04.2024 (call closed)

→ 2° Open Call is planned to be published in September 2024

SILEO Talent Placement Projects

(financial support through lump sum)



TALENT
PLACEMENT


4.000 € / SME

Financial support to help SMEs attract talents (in particular young graduates) to reinforce company digitalisation and circular economy transitions and to facilitate the job placement of new graduates in the world of work.

→ Open Call opened from 27.11.2023 to 06.02.2024 (call closed)



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 STORYTELLING VIDEO CONTEST Cash prizes	SILEO Best Company Story-telling Video Contest <i>Cash prizes</i> To support companies' visibility and international appeal, lighting and furniture SMEs will be invited to take part in the SILEO International Contest for the "Best SME Storytelling" video, showcasing their green and/or digital transition success stories. → <i>Open Call is planned to be published in late Spring 2024</i>
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The maximum amount to be granted per SME by the SILEO project shall not exceed € 60.000,00 in total even in the case of multiple granted financial support scheme types (lump sums) to the SME during the lifetime of SILEO (Hack Day travel vouchers, Business Digital Transformation Projects, Advanced Technology Uptake Projects, Talent Placement Projects). This applies for all 4 calls (with 2 cut-off dates) in case an SME would also apply to the subsequent calls.



An SME supported under one of the SILEO Open Calls can apply to other Calls for funding support. An SME supported under the Open Call for Travel Vouchers in Romania **can apply** for the SILEO Open Call for Travel Vouchers in Italy.

This Guide for Applicants summarizes the main rules and criteria for the participation in the **SILEO Open Call for Travel Vouchers (Italy)** for the event entitled **"IMPACT - Development of innovative business ideas for SMEs in the Furniture & Lighting industry"** organized by Rete di Imprese Luce in Veneto in Padua (Italy) on **16.10.2024**.





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1. Objective of the Hack Day Travel Vouchers - Italy

SILEO project is launching an **Open Call for Travel Vouchers - Italy** to support the participation of SMEs operating in the lighting and furniture sector and tech-savvy SMEs in the SILEO Hack Day event entitled *“IMPACT - Development of innovative business ideas for SMEs in the Furniture & Lighting industry”*.

The Hack-Day is organized by Rete di Imprese Luce in Veneto in Padua, Italy on 16.10.2024, beside the Italian fair *“IMPACT – La Fiera dei Servizi e dell’Innovazione per l’impresa”* (taking place on 16-17 October 2024), which aims to promote excellence and collaboration in the sector of services and innovation for companies. The fair is divided into four thematic areas, each with its dedicated space and specific insights, all united by a common thread: business growth, sustainability & green businesses; digital & technology; start-up & innovation.

The Hack-Day in Italy will provide a platform for both tech-savvy SMEs and lighting and furniture SMEs to connect, learn and discover innovative solutions and services, gather insights, expertise on emerging technologies and sustainable growth opportunities and to debate on specific SILEO challenges, such as:

- I. **DATA INTEGRATION:** The impact of data integration in the manufacturing process in the lighting and furniture industry.
- II. **IOT DEVICES AND MOBILE APP:** The impact of IOT and of new communication technologies in the creation of new products and services in the lighting and furniture industry.
- III. **VIRTUAL AND AUGMENTED REALITY IN FURNITURE & LIGHTING:** The impact of virtual and augmented reality in the design, manufacturing and customer experience improvement of new lighting and furniture products.
- IV. **NEW MATERIALS AND CIRCULAR ECONOMY IN FURNITURE & LIGHTING:** The impact of new materials in the design and manufacturing of new lighting and furniture products.

In particular the event aims to **connect SMEs** by:

- Encouraging innovation: inspiring participants to develop creative and innovative solutions, services or products to the challenges presented during the event.
- Cultivating collaboration among participants with diverse backgrounds.
- Providing a unique opportunity for European SMEs in the lighting and furniture sectors to explore new technologies, gather ideas and knowledge, and personally engage with technology providers offering solutions tailored to their industry's specific manufacturing, logistics, and trade processes.
- Offering a platform for European tech-savvy SMEs to showcase their solutions, products, or services addressing real-life business problems and advancements in the lighting and furniture ecosystem, and to engage in discussions with lighting and furniture SMEs regarding the identified SILEO Challenges.

“IMPACT - Development of innovative business ideas for SMEs in the Furniture & Lighting industry”

BACKGROUND

The Hack-Day in Italy will create the context for furniture and lighting SMEs and tech-savvy SMEs to debate and discuss on specific SILEO challenges, to find solutions to real problems that companies are facing in their industry and activity. The participant SMEs will have the occasion to connect, explore and learn about new technologies, innovative ideas and solutions, and directly meet potential business partners, offering services to the specific manufacturing – logistics - commercialisation processes of the lighting and furniture industry.



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ORGANISATIONAL DETAILS

Date: 16 October 2024 from 09:00 to 18:00

Location: Italian Fair “Impact - La Fiera dei Servizi e dell’Innovazione per l’impresa” (<https://www.impact.it/>)

Address: Padova Fiere - Via Niccolò Tommaseo, 59, 35131 Padua (PD), Italy

AGENDA:

09:00-09:30	Participants registration
09:30-10:00	Presentation of the SILEO Eurocluster project and its business support actions
10:00-12:30	Introduction of SILEO challenges & Pitch presentation of tech-savvy SMEs solutions and services answering them
12:30-13:30	<i>Lunch break</i>
13:30-16:30	B2B meetings between tech-savvy SMEs and lighting-furniture SMEs and other technology providers
16:30-18:00	SILEO Networking session with all participants

For any enquiry about the organisation of the Hackathon event in Italy please contact the SILEO cluster organizer Rete di Imprese Luce in Veneto, Antonella VENZA | antonella.venza@luceinveneto.com

1.1 Travel Vouchers

The SILEO Consortium will provide travel vouchers to partially cover the cost of attending the event in Italy. This Open Call envisaged **65 travel vouchers**, divided into two categories:

- ✓ **50 vouchers for SMEs operating in the lighting or furniture industry**
- ✓ **15 vouchers for tech-savvy SMEs.**



The awarded travel voucher is meant to provide the financial support needed to attend the Hack-Day in Padua (Italy) on 16.10.2024. It will be awarded to the SME as an organization, not to individual persons. Thus, a travel voucher can support the costs of multiple persons travelling for the benefiting SME.

The final number of vouchers awarded under this Open Call will depend on the overall quality of the proposals and the available budget. The total number of vouchers for each category may vary depending on the available budget.

Moreover, please note that those tech-savvy SMEs that are ranked top 15 (based on the scores achieved under the quality criteria defined in sub-Chapter 4.2 of this Guide for Applicants) will have the opportunity to have a booth to present their products, services, technology solutions and promotional materials.



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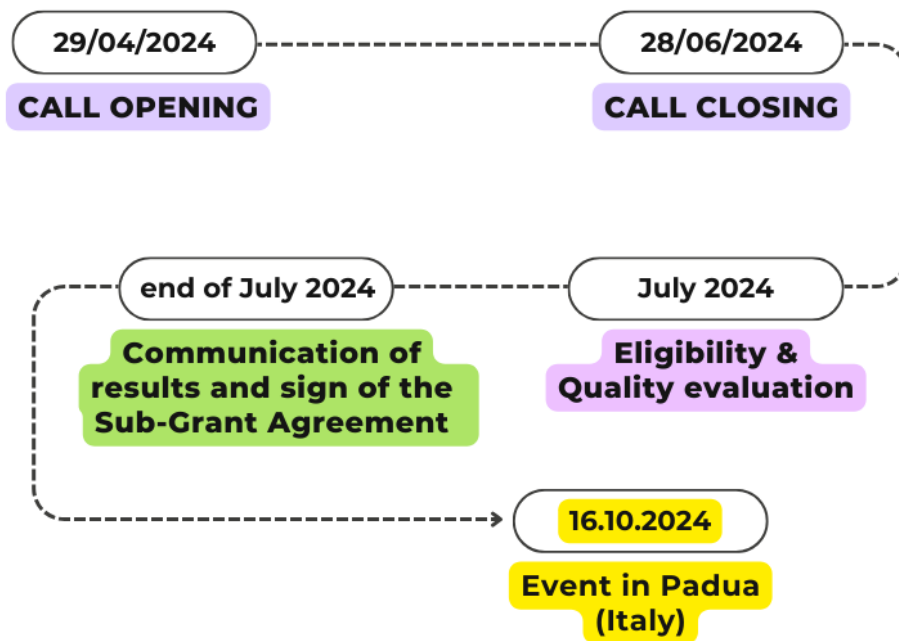
Financial support calculation

SILEO funding is defined based on the location of the legal headquarters of the SME applicants, as mentioned in the table below:

Funding for SMEs	
Location of legal headquarters of SME applicant	Amount in EUR
If the legal address of SME applicant is located within the Province of Padua.	150 EUR
If the legal address of SME applicant is located in the Veneto Region (excluding the Province of Padua)	250 EUR
If the legal address of SME applicant is located outside the Veneto region and in other European countries or countries associated countries with the Single Market Programme	500 EUR

1.2 Open Call timeline

The SILEO Open Call for Hack Day Travel Vouchers – Italy is open from **29.04.2024 at 10:00 CEST (Brussels Time)** with a **deadline on 28.06.2024 at 17:00 CEST (Brussels Time)**.



SILEO HACK DAY TRAVEL VOUCHERS – ITALY	
Maximum amount per voucher	500 EUR lump sum for SME/voucher depending on the legal address.
Estimated no. of vouchers to be funded	65 vouchers = 65 SMEs: - 50 travel vouchers for lighting & furniture SMEs - 15 travel vouchers for tech-savvy SMEs <i>The number of travel vouchers might be increased according to the budget availability.</i>





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Participants	A single SME from the lighting and/or furniture ecosystem
	A single tech-savvy SME
Voucher duration	The voucher is valid only to attend the Hack-Day in Padua, Italy on 16.10.2024.
Envisaged budget for the Open Call	32.500,00 EUR <i>The total budget for this Open Call might be increased by a maximum of 25%.</i>

2. Who can apply?

We are looking for applications submitted by a single SME operating in the lighting or furniture industry and by a single Tech-savvy SME. SMEs must be located in the EU Member States or countries associated with the Single Market Programme.

All the evaluation criteria are listed in the following Chapter and Chapter 4 of this Guide for Applicants.

2.1 SME definition

Applicants (both lighting and furniture SMEs and tech-savvy SMEs) **must be a single Small and Medium-size Enterprise (SME) [registered legal person]** – including start-ups registered at least 6 months from the date of SILEO application submission. An SME will be considered eligible as such if it **complies with the [European Commission's Recommendation 2003/361/EC](#)**. In summary, the criteria defining an SME are:

- Headcount in Annual Work Unit (AWU) less than 250;
- Annual turnover is less or equal to € 50 million OR annual balance sheet total less or equal to € 43 million.

The status of the SME must be declared by the SME applicant in the *Declaration of Honour (DoH)* as a mandatory annex to the Application Form.



Note that the figures of partners and linked enterprises should also be considered as stated in the [SME user guide](#). For further information, check the [SME self-assessment questionnaire](#).

2.2 Geographical criteria

Applicant SMEs (both lighting and furniture SMEs and tech-savvy SMEs) **must be established in the European Union Member States (EU27) or countries associated with the Single Market Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))**.

2.3 Target industrial sector of lighting and furniture SMEs

The target applicants of the SILEO Call for Proposal are **European SMEs operating in the Lighting and Furniture manufacturing key industries:**

- The lighting industry covers a complex range of products and services for the manufacturing of luminaires, lamps and related components. It includes various industrial segments divided per lighting type (LEDs, CFLs, etc.), application (general lighting, automotive lighting, backlighting, emergency lighting, others), electronics and other components (lighting controls, etc.).





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- The furniture industry covers various products and services markets segmented by material (wood, metal, plastic, and other), and by application (home furniture, office furniture, hospitality furniture, upholstered furniture, and others).

2.4 Target tech-savvy SMEs

The tech-savvy SMEs applicant for the SILEO Open Call for Hack Day Travel Vouchers should be in line the following definition:

- ✓ Tech-savvy SMEs are EU companies with innovative business models that develop, produce and commercialise advanced technology products and applications. Their business solutions inject high-tech power and smart, evidence-based business management to more traditional SMEs (in particular from lighting and furniture sector) thus providing them significant competitive advantages.

3. Application process: steps to apply

SME applicants will need to submit their application form through the [SILEO submission platform](#) before the **deadline, scheduled on 25.06.2024**.

The complete SILEO Application consists of the following steps:

STEP 1. ADMINISTRATIVE PART	Administrative data to be completed online.
STEP 2. TECHNICAL PART	<ul style="list-style-type: none"> • Application form for lighting and furniture SMEs • Application form for tech-savvy SMEs <p>According to the applicants (lighting and furniture SMEs or tech-savvy SMEs), download the related application form, fill it out and upload it as a PDF.</p>
STEP 3. REQUIREMENTS TO PARTICIPATE IN THIS CALL	Declaration of Honour to be signed.

All the information provided should be complete and valid. After the submission, all the applicants will receive a **confirmation email** with the registered date and time of the submission. Get in touch with us if it is not the case! Contact SILEO Coordinator - Marta Krakowiak | marta.krakowiak@elcacluster.eu.

It is important for you to know that we will not be evaluating any proposal sent after the deadline and submitted outside the dedicated form. **Applicant SMEs can submit only one (1) proposal** (as a single SME) under this open call. If more than one proposal is submitted by the same SME, only the last edited proposal will be evaluated. Other proposals will not be eligible.

Only civil applications will be accepted. Your project must focus on the development of civil applications and must be limited to them. SILEO will not accept proposals with a military focus. This must be self-declared in the *Declaration of Honour*. During the applications' assessment procedure, the SILEO evaluators reserve the right to exclude the applicant if information in the declaration of honour is false.

The proposal must be written in English in all its parts to be eligible.





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4. Evaluation criteria

Submitted applications will be evaluated in one procedure, including eligibility check and quality evaluation, by **7 internal reviewers from the SILEO Open Calls Quality Board** (consisting of representatives of SILEO partners).

The evaluation will be carried out under appropriate ethical conduct, without conflict of interest and will respect the confidentiality of the information received. All the reviewers will have to sign a Non-Disclosure Agreement (NDA) with the SILEO Coordinator to ensure the confidentiality of received information.

Submitted proposals will be reviewed considering the eligibility of the proposal from the administrative viewpoint (eligible company typology, location) and their synergy with the main objectives of the SILEO Hack Day (identified SILEO challenges).

Once the Open Call is closed:

- ✓ Evaluators will first check the eligibility criteria of the application submitted
- ✓ Then, evaluators will perform the quality evaluation of eligible applications

The **assessment period shall take max. 20 days**, starting from the closing date of the call. The applicants will receive an e-mail about the outcome of the evaluation directly after the process is finalised along with instructions for the next steps in case the applicant is awarded.

4.1 Eligibility check

The submitted application will be evaluated by the SILEO Quality Board based on the statements from the submitted proposal. The eligibility requirements are:

ELIGIBILITY REQUIREMENTS	
1.	The application is complete, readable and written in English in all its parts. It includes the properly filled and signed Declaration of Honour.
2.	The application has been submitted via the SILEO Application Portal within the deadline.
3.	<p>The application has been submitted by a <u>single SME</u>, including start-ups registered at least 6 months from the date of SILEO application submission, <u>from the lighting or furniture industry located in the eligible countries</u> (EU Member States or SMP-associated countries).</p> <p>OR</p> <p>The application has been submitted by a <u>tech-savvy SME</u> (including start-ups registered at least 6 months from the date of SILEO application submission) <u>providing digital solutions and/or advanced technologies for the identified challenges of the lighting or furniture industry</u>. A tech-savvy SME applicant <u>must be located in the eligible countries</u> (EU Member States or SMP-associated countries).</p>

The eligibility criteria of the participants are also specified in Chapter 2 of this Guide for Applicants.



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4.2 Quality check

The applications who will pass the eligibility check, will be then evaluated by the SILEO Quality Board from the Quality viewpoint. The quality requirement is as follows:

QUALITY REQUIREMENT FOR LIGHTING & FURNITURE SME APPLICANTS		Score threshold	Score
1.	The lighting or furniture SMEs' motivation, problems and solutions/technologies described by the applicants, are in line with the SILEO Hack Day objectives (and identified SILEO challenges)	3	5
2.	The lighting or furniture SME is a member of one of the SILEO partners' organization OR is located in one of the EU-13 member countries and those EU regions with which the SILEO partners had no previous cooperation (<i>Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, and Slovenia</i>).	0	1
TOTAL		3	6

QUALITY REQUIREMENT FOR TECH-SAVVY SME APPLICANTS		Score threshold	Score
1.	The tech-savvy SMEs motivation for attending the event, if offered support is aligned to the lighting and/or furniture SMEs identified SILEO challenges	3	5
2.	The tech-savvy SMEs is a member of one of the SILEO partners' organization OR is located in one of the EU-13 member countries and those EU regions with which the SILEO partners had no previous cooperation (<i>Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, and Slovenia</i>).	0	1
TOTAL		3	6

SILEO evaluators will score the criteria 1 on a scale from 0 to 5 (half-point scores may be given):

Fail	0	The proposal fails to address the criterion or it cannot be assessed due to missing or incomplete information.
Poor	1	The criterion is inadequately addressed or there are serious inherent weaknesses.
Fair	2	The proposal broadly addresses the criterion, but there are significant weaknesses.
Good	3	The proposal addresses the criterion well but there are a certain number of shortcomings.
Very good	4	There is a small number of shortcomings but overall, the proposal addresses the criterion very well.
Excellent	5	The proposal successfully addresses all relevant aspects of the criterion with no or minor shortcomings.



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After the quality evaluation, evaluated proposals will be ranked according to their final score. Only proposals that reach the threshold (3 points) will be considered for funding.

Equal scoring

In case of an equal scoring, the lump sum will be assigned on a **first-come, first-served** basis. In such cases, the SILEO evaluators will prioritize the application that was submitted first, considering the date and time of submission automatically generated by the SILEO Submission Platform.

4.3 Final Ranking List & communication of the final results

The **FINAL RANKING LIST** will result from the decision taken by consensus (minimum $\frac{2}{3}$ of the votes) of the SILEO Open Calls Quality Board during the dedicated decision meeting.

The results of the eligibility and quality check will be communicated to all applicants via email, both those who will pass and those who will fail. Applicants who do not pass the eligibility check will receive a notification explaining why they are not eligible for the SILEO call.

The selected SMEs will be invited to participate in an **EVENT PREPARATION MEETING** hosted by the SILEO Coordinator and event organizer, Rete di Imprese Luce in Veneto, to discuss their participation rules, reporting and payment modalities. Attending the preparation meeting by successful Applicants is mandatory.

The awarded SMEs will be invited to sign the Sub-grant Agreement with the SILEO Consortium.

The information on the awarded SMEs (following the signature of the Sub-grant Agreements between SME applicants and the SILEO Consortium) will be published on the SILEO ECCP profile page, SILEO Application Portal, Funding & Tenders Portal, Enterprise Europe Network local branches and all the SILEO communication channels including social media and Partners' institutional websites.

5. Contracting with SILEO Consortium

Once an SME applicant has been selected for SILEO financial support, a **specific financial agreement – Sub-Grant Agreement (SGA)** will be signed between the awarded SME and the SILEO Consortium (Coordinator and/or Partner of Reference), within 14 calendar days from the notification.

By signing it, the SME Beneficiary accepts the financial support in the form of a lump sum, obligations, legal provisions and payment modalities, and agrees to implement the voucher under their own responsibility.



Please note that the Sub-Grant Agreement binds only the awarded SME and the SILEO Consortium.

6. Monitoring and Reporting

After participation in the event, each SME Beneficiary must elaborate and submit the **Final Activity Report** via email to the Coordinator and Partner(s) of Reference, within 14 calendar days of the event end date. The specific reporting deadline will be set in the Sub-Grant Agreement signed between the parties.

In the Final Activity Report, the SME beneficiary must describe the activities carried out, and its achievements, and provide short feedback about the event and the financial support received by the SILEO Consortium. The template will be provided by the SILEO Consortium.





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7. Typology of financial support (lump sum)

Successful applicants shall receive the requested financial contribution in the **form of a lump sum**. The requested lump sum must be dedicated to participation in the event in Italy.

The maximum amount per voucher must not exceed 500 EUR (lump sum).

→ *What is a lump sum payment?* A lump sum is a fixed amount of money, which must be dedicated by SME beneficiaries to participate in the SILEO event in Italy. Since the granting of a lump sum does not foresee the delivery of detailed financial reporting and timesheets, the use of the project budget will be controlled considering the technical advancements through the project technical reporting (*see Chapter Monitoring and Reporting*).

The following rules and limitations per type of financial support must be respected:

- ✓ Only costs generated for the participation in the event can be eligible.
- ✓ Costs must be determined in accordance with the usual accounting and management principles and practices of the SME beneficiary and national laws.
- ✓ The financial contribution for the eligible costs per financial support scheme will be given to the selected SMEs in the form of a lump sum.

The lump sum must be contributing to the following costs incurred by beneficiaries for participating in the mission:

- ✓ Travel costs: transportation (flight, train, mileage or similar) to attend the event.
- ✓ Accommodation, meals and other personal allowance to participate: only expenses spent for the days of the event will be eligible.
- ✓ The voucher is awarded to the SME as an organization, not to individual persons. Thus, a travel voucher can cover the costs of multiple persons travelling for the benefiting SME.

7.1 Payment scheme (reimbursement)

For the Hack Day Travel Vouchers, the **reimbursement of the lump sum requested (100%) will be made to the SME beneficiary within 30 days after approval of the SILEO Final Activity Report**. Payment modalities will be defined in the Sub-Grant Agreement.

Payment scheme	SILEO Open Call for Hack Day Travel Vouchers
Lump sum	Up to 500,00 EUR per project
Reimbursement	Payment will be made by the SILEO Partner(s) of Reference within 30 days after the approval of the Final Activity Report.

7.2 General payment terms

- ✓ All payments will be made in Euros (€).
- ✓ Expenditures incurred before the Sub-Grant Agreement signature date, or after the voucher duration period are ineligible for remuneration.
- ✓ Costs incurred for the implementation of the project must be used for the sole and close purpose of achieving the objectives of the project and its expected results, in a transparent manner consistent with the principles of economy, efficiency and effectiveness.
- ✓ SILEO will not be responsible for paying any costs applied for and incurred by the beneficiaries in case of non-compliance with the terms and conditions of the SILEO funding scheme.
- ✓ Payments will be made to SME beneficiaries by the SILEO Project Partner assigned to a specific project (Partner contact point for target country), defined in the Sub-Grant Agreement.
- ✓ Submission of an application does not constitute an entitlement for funding.



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- ✓ The recipients of the (financial) support from SILEO (“Beneficiaries”) must ensure that the European Commission, EISMEA, the European Anti-fraud Office (OLAF) and the Court of Auditors (ECA) can exercise their powers of control, on documents, information, even stored on electronic media, or the final beneficiaries' premises.

7.3 Beneficiaries obligations

SUPPORTING DOCUMENTATION

The SME Beneficiary must - for a period of five years after the payment of the balance - keep records and other supporting documentation to prove the proper implementation of the action. They must make them available upon request or in the context of checks, reviews, audits or investigations.

If there are ongoing checks, reviews, audits, investigations, litigation or other pursuits of claims under the grant agreement (including the extension of funding), the SME must keep the records and other supporting documentation until the end of these procedures.

The SME Beneficiary must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. Non-original documents may be accepted if they offer a comparable level of assurance.

All the above-mentioned obligations will be duly defined and acknowledged in the SILEO Sub-Grant Agreement signed between the SME Beneficiary and the SILEO Coordinator and Partner of Reference.

FINANCIAL CAPACITY

The SME applicant must have the financial capacity to carry out the actions described in their proposals and to properly manage the financial support granted to them.

Each SME must BE in alignment with the following situations:

- ✓ Is no bankrupt or being wound up, is not having affairs administrated by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- ✓ Is in compliance with its obligation relating to the payment of social security contributions and the payment of taxes, in accordance with the legal provisions of the country in which it is established;
- ✓ Is not subject to a conflict of interest in connection with the grant.

DOUBLE FUNDING

The SME applicant cannot apply for and/or receive funding outside of SILEO for a similar project that could lead to potential double funding of the same action. The SILEO Consortium will carry out the necessary control actions with other SMP Eurocluster Consortia and other EU-funded projects to verify that there are no double funding or operational capacity conflicts ongoing.

The above-mentioned statements regarding financial capacity and double-funding must be confirmed by the SME applicant in the Declaration of Honour, to be submitted along with the Application Form as a mandatory annex.

Selected SMEs should be able to provide some basic information about their financial standing upon request from the SILEO Consortium. The following documents could be asked after the selection procedure:

- ✓ Copy of the profit and loss account
- ✓ Balance sheet for the last two years for which accounts have been closed. Failing that, appropriate statements from banks shall be submitted.

In the case of SMEs (or start-ups) without a financial history or track record, an audit of their current fiscal period (certified by an external auditor) or a self-declaration, including a Business Plan for the ongoing financial year could be required.





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8. Complaint

For any complaints regarding the SILEO Open Call results, please contact your local contact point (*see Chapter SILEO Consortium Contact Points*) within **5 working days** after the announcement of the Open Call results. Your email should include the following information:

- SILEO Application Platform username and application name
- Applicant contact name and details
- The object of your complaint
- Information and evidence of the alleged breach

The SILEO Open Calls Quality Board, which consists of representatives of the SILEO partners, will examine the complaint on the basis of the information brought forward by the applicant, will assess the case and decide whether the complaint is justified or not and will inform the applicant and the consortium on the decision taken. If the complaint is considered justified, the SILEO Open Calls Quality Board will notify the evaluators to re-evaluate the project application and the related assessment part, subject to the complaint. The evaluators will then provide the SILEO Open Calls Quality Board with an updated assessment.

The final decision on the complaint will be communicated by the SILEO Open Calls Quality Board to the applicant in writing within *20 working days* from the date of submitting the complaint. This decision will be final, binding to all parties and not subject to any further complaint proceedings within the programme if the complaint is based on the same grounds.

9. SILEO Consortium Contact Points

For any enquiry about the SILEO call, please contact one of the **SILEO Helpdesk contacts** listed below. The Helpdesk aims to better support and preparation of the applications through the provision of information, clarifications and answers concerning the SILEO call.

SILEO SMEs HELPDESK		
Country	SILEO Partners	Representatives
EU & SMP associated countries	ELCA European Lighting Cluster Alliance (SILEO Coordinator)	Marta Krakowiak marta.krakowiak@elcacluster.eu
France	Cluster Lumière	Mary Hadidi m.hadidi@cluster-lumiere.com
Spain	CICAT Lighting Cluster	Andrea Padré apadre@secartys.org
Italy – Veneto Region	Rete di Imprese Luce in Veneto	Antonella Venza antonella.venza@luceinveneto.com
Austria	Business Upper Austria - OÖ. Wirtschaftsagentur GmbH (BIZUP) – Building Innovation Cluster (BIC)	Isabella Mantello isabella.mantello@biz-up.at
Romania	TFC Transylvanian Furniture Cluster	Andreea Toma andreea.toma@hygia.ro
Italy – FVG Region	Cluster Legno, Arredo e Sistema Casa FVG	Caterina Pezzicar caterina.pezzicar@clusterarredo.com

For any enquiry about the organisation of the event in Padua (Italy) please contact the SILEO cluster organizer Rete di Imprese Luce in Veneto, Antonella Venza | antonella.venza@luceinveneto.com



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10. Additional information and conditions for SILEO Hack Day Travel Voucher winners

10.1 Data management

Personal data and information are provided in the application form for the immediate purpose of allowing a full and successful evaluation of applicants and for providing additional innovation support to SMEs. This includes:

- Name and contact details of the applicant (telephone number, postal address, address, internet website)
- Name and details of the contact person (e-mail, telephone number)
- VAT Registration Number of the company
- Financial information of the company (number of employees, annual turnover or balance)

In case a SILEO Hack Day Travel Voucher is awarded, the following additional information for all awardees is required:

- Bank account reference (IBAN and BIC codes);
- Information about the grant recipient's representative (name and surname, position, telephone number, email address, signature).

Data concerning the service provider is delivered in the application form and the Final Activity Report to permit the evaluation of the action. Data concerning hack day travel vouchers is delivered in the application form and the Final Technical Report to permit the evaluation of the action.

Any personal data will be processed by the 'data controller' of the Coordinator or the Consortium Partners serving as national help desks with the purposes of implementing, managing and monitoring the action or protecting the financial interests of the EU. The persons whose personal data is processed have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the email address of the Coordinator and Partner of Reference. Personal data will be processed in compliance with applicable EU and national laws on data protection.

The General Data Protection Regulation (2016/679/EU) guarantees that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with particular reference to confidentiality, personal identity and the right to data protection. By applying, the applicant agrees to the storage and use of their personal data for the execution of the SILEO objectives and work plan. Submitting an application for the SILEO Call for Hack Day travel voucher implies full, complete and unreserved acceptance of these regulations.

10.2 EU Funding visibility requirements

For dissemination and use of results generated through the financial support from SILEO, the SME beneficiaries must credit the SILEO project through proper citation and visibility of the SILEO logo and EU emblem, including the disclaimer reported below:



Co-funded by
the European Union

This voucher was indirectly funded from the European Union's Single Market Programme, via the Open Call for Hack Day Travel Vouchers – Padua, Italy (Grant Agreement No 101074564)





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All visibility requirements will be communicated to the SME beneficiary after the signing of the Sub-Grant Agreement with the SILEO Consortium.

11. Gender equality, diversity and social inclusion

SILEO seeks gender balance. Therefore, applicants are invited to take all measures to promote equal opportunities between men and women in the implementation of the action. They must aim for a gender balance at all levels of personnel assigned to the action, including supervisory and managerial levels to the extent possible.

12. Disclaimer

Purpose: This text is explaining the SILEO Open Call for Hack Day Travel Voucher for information purposes only. No rights can be claimed based on this document. This document does not reflect the views of the European Union and/or the European Innovation Council and SMEs Executive Agency (EISMEA). Neither the European Union nor the other EC bodies can be held responsible for them.

Mistakes or inconsistencies: The SILEO Consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the SILEO Consortium will determine the steps to be taken, in cooperation with the applicant concerned.

Consequential damages: In no event shall either party be liable to the other or any of its affiliates for any consequential, incidental, indirect, special, punitive or exemplary damages (including, without limitation, lost profits, business or goodwill) suffered or incurred by such other party or its affiliates in connection with this voucher scheme, even if advised of the possibility of such damages.

Direct Damages: SILEO's liability for direct damages will be limited to the amount of the financial contribution awarded to the applicant pending payment.

