



Project: 101074381 — E-BOOST — SMP-COSME-2021-CLUSTER

# Products & Services development

*bottom-up*

## Guide for applicants

# e.boost

**Deliverable 4.1: Definition of Open Calls**



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## Table of content







<b>1. ABOUT E-BOOST</b>	4
1.1 E-BOOST partners	4
1.2 E-BOOST specific objectives	4
1.3 E-BOOST facts	6
1.4 E-BOOST contact points	6
<b>2. GENERAL INTRODUCTION TO PRODUCTS &amp; SERVICES DEVELOPMENT (BOTTOM-UP) LUMP SUMS</b>	7
2.1	7
Financial support calculation	7
2.2 Products & Services Development (Bottom-up) scope	7
<b>3. APPLICATION</b>	9
3.1. Who can apply?	9
3.2. Activities eligible for financial support	11
3.2.1. Products & Services development requested	11
3.2.2. Types of Activities eligible	12
3.2.3. Period of costs' eligibility	13
3.3. The application process	13
3.3.1. Overview of the overall procedure	13
3.3.2. Submission form	14
3.3.3. Calls calendar	15
3.3.4. Application platform	15
<b>4. FUNDING SCHEME</b>	17
4.1. General payment terms	17
4.2. Beneficiaries' obligations	17
4.3. Which are the payment terms per Lump sum?	18
<b>5. EVALUATION AND SELECTION CRITERIA</b>	20
5.1. Who will evaluate?	20
5.2. Criteria and scoring mechanism	21
5.3. Evaluation procedure	22
<b>6. MONITORING AND REPORTING PROCESS</b>	24
<b>7. CONTACT DETAILS AND COMPLAINTS</b>	25
<b>8. DATA PROTECTION</b>	26
<b>9. INTELLECTUAL PROPERTY RIGHTS AND DISSEMINATION</b>	29
<b>10. GENDER EQUALITY, DIVERSITY, AND SOCIAL INCLUSION</b>	30

<b>11. DISCLAIMER</b> .....	31
<b>ANNEXES</b> .....	32
ANNEX I: Applicants contact points .....	32

## 1. ABOUT E-BOOST

E-BOOST aims to bring Europe and Single Market Program participating countries to the forefront of the electromobility. **E-BOOST aims to support European electromobility SMEs to recover from the COVID-19 crisis with a range of services to strengthen their resilience, green and digital transformation, and internationalisation.**

### 1.1 E-BOOST partners

Partner	Name	Country	Role	Website
 Cluster de Automoci3n de Arag3n	CLUSTER DE AUTOMOCI3N Y MOVILIDAD DE ARAG3N	Spain	Coordinator	<a href="https://caaragon.com/en/e-boost/">https://caaragon.com/en/e-boost/</a>
 EUROPEAN CLUSTER FOR MOBILITY SOLUTIONS	CARA, AUVERGNE-RH3NE-ALPES	France	Shadow coordinator	<a href="https://www.cara.eu/en/project-finance/e-boost-project/">https://www.cara.eu/en/project-finance/e-boost-project/</a>
 DISTRETTO PER LE TECNOLOGIE FERROVIARIE L'ALTA VELOCIT3 E LA SICUREZZA DELLE RETI	DITECFER	Italy	Partner	<a href="https://www.ditecfer.eu/en/progetto/e-boost/">https://www.ditecfer.eu/en/progetto/e-boost/</a>
 AUTOMOTIVE INDUSTRY NL	RAI AUTOMOTIVE NL	Netherlands	Partner	<a href="https://www.raivereniging.nl/en/sections/rai-automotive-industry-nl/projects/e-boost/">https://www.raivereniging.nl/en/sections/rai-automotive-industry-nl/projects/e-boost/</a>
	LOGISTIK INITIATIVE HAMBURG	Germany	Partner	<a href="https://www.hamburg-logistik.net/en/our-activities/projects/e-boost/">https://www.hamburg-logistik.net/en/our-activities/projects/e-boost/</a>
 KLASTER LOGISTYCZNO TRANSPORTOWY P3LNOC - P3LUDNIE	KLASTER LOGISTYCZNO TRANSPORTOWY	Poland	Partner	<a href="https://www.klasterlogtrans.pl/e-boost/">https://www.klasterlogtrans.pl/e-boost/</a>

### 1.2. E-BOOST specific objectives

E-BOOST consortium invites proposals focused on the electromobility sectors which comply with the following specific objectives. Proposals must aim at reaching one or more of the objectives, focusing on at least one leading objective:

- 1- **Strong and resilient electromobility ecosystem** to improve the resilience of the EU electromobility sectors by developing value chains interlinkages in the EU Single Market. The aim is to improve electromobility value chains' ability to cope with

challenges and undergo transitions in a sustainable manner through the integration of different actors, competences, and solutions.

- 2- **Innovate for strategy autonomy** to build capacity in the most critical inputs and critical technologies in the Electromobility sectors. The aim is to reduce the dependency of companies on critical inputs and critical technologies through a development of novel ideas, substitutes, innovative products, or services.
- 3- **Adopt processes and technologies** to reinforce transformation into a greener and more digital economy. The aim is to adopt processes and technologies that improve the Electromobility value chains' efficiency in the use of resources, open markets for green technologies and services and uptake of digital solutions.
- 4- **Go international** to facilitate the SMEs' internationalisation with Canada and USA business markets in the electromobility sectors.
- 5- **Train to foster up- and reskilling** of the workforce whilst attracting talents in the electromobility sectors.

### 1.3. E-BOOST facts

Project Acronym	E-BOOST
<b>Project Title</b>	Electromobility for the recovery and internationalisation of Small enterprises
<b>Project Reference</b>	SMP-COSME-2021-CLUSTER
<b>Project Topic</b>	SMP-COSME-2021-CLUSTER-01 – Euroclusters for Europe's recovery
<b>Project Duration</b>	30 months
<b>Overall Budget</b>	€ 1 388 067, 13  € 1 041 622 Will directly benefit SMEs in the form of Lump Sums (Open Calls for Products & Services, Innovations Services, Mobility Lump Sums, Mentoring Programs, etc.)
<b>Overall budget for Products &amp; Services Development (bottom-up) Lump Sums</b>	€ 122 000
<b>Website</b>	<a href="https://eboostproject.com/">https://eboostproject.com/</a>

### 1.4. E-BOOST contact points

For any enquiries regarding the E-BOOST project, information and / or clarification about the Products & Services Development (bottom-up) Lump sum, please contact: [info.eboost@cara.eu](mailto:info.eboost@cara.eu)

## 2. GENERAL INTRODUCTION TO PRODUCTS & SERVICES DEVELOPMENT (BOTTOM-UP) LUMP SUMS

### 2.1. Financial support calculation

In case of single applicant, the maximum financial support per Lump Sum is € 20 000.

In case of consortium, the maximum financial support per Lump Sum and per beneficiary is € 40 000. The overall project budget cannot exceed € 61 000.

During the project implementation, **Products & Services Development Lump Sum (bottom-up) Open Calls** will have 2 cut-off dates for submission.

Open Call	Available budget	Max. Lump Sum per beneficiary	Number of beneficiaries
Products & Services Development (bottom-up) Lump Sum Open Call #1	€ 61 000	Up to € 40 000 per beneficiary for consortia Up to € 20 000 for single applicant	Up to 4
Products & Services Development (bottom-up) Lump Sum Open Call #2	€ 61 000	Up to € 40 000 per beneficiary for consortia Up to € 20 000 for single applicant	Up to 4
<b>Total</b>	€ 122 000	Up to € 40 000 per beneficiary for consortia Up to € 20 000 for single applicant	Up to 8

Applicants are entitled to apply and benefit from more than one type of E-BOOST Lump sums, with a combined maximum funding of € 60 000 per beneficiary. In case where the maximum funding might be reached, E-BOOST will adjust the total value of the Lump sum to enforce this limit.

### 2.2. Products & Services Development (Bottom-up) scope

E-BOOST is a funding instrument that supports high-profile SMEs by funding innovation projects **addressing unmet needs in electromobility** and having a real potential of implementation to **reduce dependency on critical inputs and technologies** in the electromobility value chains.

Participating organisations can access public funding for **innovative projects in all electromobility fields** (some transport sectors will be prioritized. Please refer to 3.1.).

Applicants must **propose their own challenge or choose one of the 'ready-made' challenges** pre-defined by the consortium on: 1) Batteries design and integration into vehicles, 2) Hydrogen, 3) Energy storage infrastructure and transport, 4) Life cycle assessment.

### Are encouraged to apply:

- Project enhancing cross-sectorial electromobility value chain across Europe.
- Projects presenting high potential Large-scale demonstrator to move from small-scale prototype or pilot projects to large-scale near market.
- Multidisciplinary and cross-sectorial and cross-borders approaches, looking for inspiration, ideas and knowledge in the electromobility sectors.



## 3. APPLICATION

### 3.1. Who can apply?

Applicants will be eligible to Open Calls only if **all** the following conditions are met:

- 1) Be a SME according to the European Definition regulated in the Commission Recommendation 2003/361/EC, i.e.:
  - a. A **micro enterprise**: which is a company who employs fewer than 10 persons and whose turnover or annual balance sheet total does not exceed 2 million euros.
  - b. A **small enterprise**: who employs fewer than 50 persons and whose turnover or annual balance sheet total does not exceed 10 million euros.
  - c. A **medium-sized enterprise**: an enterprise who employs fewer than 250 persons, whose turnover does not exceed 50 million euros and/or whose annual balance sheet total does not exceed 43 million euros.
- 2) Be established and must have legal set in the E-BOOST territorial scope described as follows:
  - a. EU Member States (including overseas countries and territories (OCTs))
  - b. Non-EU countries: Listed EEA countries and countries associated to the SME pillar part of 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](#)).
- 3) Be actively involved and contribute to the **electromobility sector** (following transport sectors will be prioritized: Automobile, Heavy-duty vehicles -trucks, buses, coaches, etc.-, waterway transport, aerial guided transport, railway, active mobility, logistic).
- 4) Applicants who are "in difficulty" as defined at 2.1 of the [Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty](#) (2044/C22/02) cannot be beneficiaries.
- 5) Applications must be written in English (applications partially written in another language are not eligible) and must not exceed the maximum number of characters stated in each text box of the submission form.
- 6) Applications must be submitted through the web-based system by the deadline indicated in the Products & Services Development (bottom-up) Lump Sum Open Call.

Applicants can apply to one Products & Services Development Open Calls (Bottom-up, Clean Hydrogen, Industrial battery Value Chain and Towards Zero Emission Transport) with one project. Applicants can apply to several Open Calls with different projects.

- A granted project can't be submitted to other Products & Services Development Open Calls;
- A same project can't be granted by several Products & Services Development Open Calls.

In any case, the total financial contribution to individual beneficiary from the different E-BOOST's Lump sums cannot exceed the limit of € 60 000 per SMEs.

### 3.2. Activities eligible for financial support

#### 3.2.1. Products & Services development requested

The scope and the supported activities funded under the current Products & Services Development (Bottom-up) Open Call are described below (exhaustive-list).

Innovation projects	Scope & supported activities
Low-risk innovation Projects	<p>Projects that reach the development until <b>TRL 6-7</b> of more digital or greener innovative products or services, in the electromobility sectors.</p> <p>The project should be included in <b>at least one</b> of the following categories:</p> <ul style="list-style-type: none"> <li>- Design and building of new collaborations and/or business models, in particular among value and supply chain actors, in the form of contracts, agreements, platforms, forums, etc.</li> <li>- Feasibility studies.</li> <li>- Demonstration of an innovative product, solution, process, service, or technology in relevant or operational environment.</li> <li>- Innovation projects to provide new products/services/novel ideas that increase the resilience of the beneficiary and/or improve the green and digital transition of the electromobility sector, up to TRL 6-7.</li> </ul>
High-risk innovation Projects	<p>Projects that reach the development until <b>TRL 4-5</b> of more digital or greener innovative products or services in the electromobility sectors.</p> <p>The project should be included in <b>at least one</b> of the following categories:</p> <ul style="list-style-type: none"> <li>- Design and building of collaborations in innovation activities where there is a high-risk of short-term disruption or long-term vulnerability in the value chain with high potential for further diversification and substitution.</li> <li>- Feasibility analyses: technology feasibility analysis, markets analysis, adaptation and development of a technology, analysis of new project concept.</li> <li>- Validation of an innovative product, solution, process, service, or technology in laboratories or relevant environment.</li> <li>- Creation of networks of partners in quadruple helix (research, business, civil society, public bodies) with a view to generate innovation investments which address EU strategic autonomy in specific products, inputs, technologies, and infrastructures.</li> <li>- Innovation projects to provide new products/services/novel ideas that increase the resilience of the beneficiary and/or improve the green and digital transition of the electromobility sector, up to TRL 4-5.</li> </ul>

## 3.2.2. Types of Activities eligible

Successful proposals shall receive the requested financial contributions in the form of a lump sum. During the submission procedure, the applicant(s) should declare the amount to be requested up to amount mentioned in the table below.

A lump sum is a fixed amount of money which can be used by beneficiaries for several purposes related to the achievement of the project objectives. The lump sum does not depend on the actual cost incurred. Therefore, the delivery of a detailed financial reporting and timesheets is not foreseen. The use of the budget will be controlled considering the review meeting between the E-BOOST consortium partners and the beneficiary. Supporting documentation will be asked to ensure that the project has been implemented as agreed in the form of a report. However, since beneficiaries will have to keep the original documents of their expenses (timesheets, invoices, contracts) in case of an audit, the following rules and limitations per project type must be respected.

Financial Support for Projects	Maximum financial support	Estimated No of Projects to be granted
Innovation Projects low-risk (until TRL 6-7)	Single applicant: - up to € 20 000 per beneficiary	0-8
Innovation Projects high-risk (until TRL 4-5)	Consortium: - up to € 40 000 per beneficiary - overall project budget requested cannot exceed € 61 000	0-8

**The Lump sum is aimed at covering the following costs to the following costs incurred by beneficiaries:**

- **Personnel costs:** costs related to hours of the staff of the beneficiary dedicated to actual work under the project.
- **Subcontracting costs (up to 50% of the allocated grant):** work carried out by external providers which have entered into an agreement on business conditions with beneficiary.
- **Other direct costs:** travel and subsistence costs, equipment (only depreciation costs), consumables, etc.

### 3.2.3. Period of costs' eligibility

Only costs generated during the lifetime of the project can be eligible. Costs described in the submitted budget must be determined in accordance with the usual accounting and management principles and practices of the beneficiary.

**Maximum duration of the project: 8 months.**

## 3.3. The application process

### 3.3.1. Overview of the overall procedure

Step number	Step name	Timeline & comments
Step 1	Apply	> 2 months open.  According to Opening and Deadline date provided by the Products & Services Development (bottom-up) Open Call. Refer to section 3.3.3.
Step 2	Admissibility & eligibility check	< 3 weeks.  Applications will be checked according to eligibility criteria set up in the Guide for applicants
Step 3	Evaluation	< 1 month  Lump sum will be assigned according to criteria and scoring mechanism set up in the Guide for applicants
Step 4	Confirmation	< 3 weeks.  Selected applicants sign the Financial Support to Third Parties Agreement.
Step 5	Pre-financing	< 3 weeks.  From the signature of the Financial Support to Third Parties Agreement.
Step 6	Project implementation	< 8 months Lump sum – maximum duration for project implementation.
Step 7	Mid-reporting	< mid-term of the GANTT project.  Online meeting with E-BOOST partner.
Step 8	Final reporting	< 1 month after the end of the implemented project.  Beneficiary shall complete the report and provide supporting documentations.
Step 9	Payment	< 3 weeks after acceptance the report with supporting documentations.

### 3.3.2. *Submission form*

The submission form is a questionnaire, available on a single link.

Each applicant will have to provide a GANTT chart and a Budget.

### 3.3.3. Calls calendar

Open Call	Opening date	Deadline date	Results announcement
Products & Services Development (bottom-up) Lump Sum Open Call #1 cut-off	01/09/2023	31/10/2023 at 17:00 (Brussels time)	14/11/2023
Products & Services Development Lump Sum Open Call #2 cut-off	01/02/2024	01/04/2024 at 17:00 (Brussels time)	12/04/2024

### 3.3.4. Application platform

#### 3.3.4.1. Administrative platform

In order to facilitate application for SMEs and the overall management of Financial Support to Third Parties for project partners, each Open Call will be managed through [Project netboard](#) (a secured and confidential digital platform dedicated to Open Calls management).

Each E-BOOST partners will have access to the Project netboard through their own profile.

#### 3.3.4.2. Where to find the Products & Services Development (bottom-up) Lump Sum Open Calls?

**The Product & Services Development (bottom-up) Lump Sum will be published on the E-BOOST website (<https://eboostproject.com/>).**

The following **main communication channels** will redirect to E-BOOST website Mobility Lump Sum Open Calls page:

- [Funding & Tenders](#)
- [European Cluster Collaboration Platform E-BOOST profile](#)
- [Enterprise Europe Network](#)
- Each project partners E-BOOST webpage:
  - o [CAAR](#)
  - o [DITECFER](#)
  - o [CARA](#)
  - o [ANL](#)
  - o [LIHH](#)
  - o [ZNIK SP ZOO](#)

- [E-BOOST LinkedIn profile](#)
- [E-BOOST Twitter profile](#)

Each project partners will promote the E-BOOST website Products & Services (bottom-up) Lump sum Open Calls page through their own **secondary communication channels** (e.g. partner newsletters, European sectorial associations and networks, regional newsletters, social networks, etc.).



## 4. FUNDING SCHEME

### 4.1. General payment terms

All payments will be made in Euros (€)

Expenditures incurred before the Financial Support to Third Parties Agreement signature date, or after the service implementation duration period are ineligible.

Costs incurred for the implementation of the services must be used for the sole and close purpose of achieving the objectives of the services and its expected results, in a transparent manner consistent with the principles of economy, efficiency and effectiveness.

Submission of an application does not constitute an entitlement for funding.

The recipients of the (financial) support from E-BOOST ("Beneficiaries") must ensure that the [European Commission](#), 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 in the final recipient's premises.

### 4.2. Beneficiaries' obligations

#### **Supporting documentation:**

The beneficiary must for a period of five years after the payment of the balance-keep records and other supporting documentation in order to prove the proper implementation of the action.

It 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 Financial Support to Third Parties Agreement, the beneficiary must keep the records and other supporting documentation until the end of these procedures.

The 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.

## Financial capacity:

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

Each beneficiary **must BE** in alignment with the following situations:

- Is no bankrupt or being wound, is not having affairs administered by the courts, has no 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 societal 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.

## 4.3. Which are the payment terms per Lump sum?

Payments will be made in two (2) instalments. The pre-financing payment will be made within 3 weeks from the signature of the Financial Support to Third Parties Agreement and the final instalment will be made within 3 weeks from the acceptance of reports. Payment conditions are summarised in the following table.

Financial support to Innovation projects	Payment scheme
Innovation Projects low-risk (TRL 6-7)	2 instalments: <ul style="list-style-type: none"> <li>- Pre-financing: 50% within 3 weeks from the signature of the Financial Support to Third Parties Agreement between E-BOOST and the beneficiary</li> <li>- Final: 50% within 3 weeks from all Financial Support to Third Parties Agreement report acceptance</li> </ul>
Innovation Projects high-risk (TRL 4-5)	2 instalments: <ul style="list-style-type: none"> <li>- Pre-financing: 50% within 3 weeks working days from the signature of the Financial</li> </ul>

	<p>Support to Third Parties Agreement between E-BOOST and the beneficiary</p> <ul style="list-style-type: none"><li>- Final: 50% within 3 weeks from all Financial Support to Third Parties Agreement report acceptance</li></ul>
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## 5. EVALUATION AND SELECTION CRITERIA

A three-step assessment procedure will be followed safeguarding the principles of transparency and equal treatment as described below.

1. **Admissibility & Eligibility** check of the Application Form by Consortium Evaluation Team.
2. **Individual evaluation**: selected members of the Review Committee will evaluate the application form following the evaluation criteria. Applications will be ranked according to their scores.
3. **Consensus group**: in case of major deviation in individual scores and/or for applications which are object to a complaint, the members of the Review Committee will communicate (email, online meeting, etc.) to evaluate collectively the application form, based on their individual evaluation, ensuring a coherent, fair and transparent evaluation. If no agreement is reached, a fourth evaluator will be involved.

### 5.1. Who will evaluate?

Products & Services Development (bottom-up) Lump sum applications will be gathered and assessed through the Project Netboard platform as described below.

#### Two main phases:

- **Admissibility & eligibility check**: Submitted applications will be assigned to **Consortium Evaluation Team** (at least 2 reviewers per application).
  - o The Consortium Evaluation Team is composed of E-BOOST partners representatives.
  - o The Consortium Evaluation Team is designated by E-BOOST Coordinator during a Consortium meeting planned the working day following Open Call deadline.
  - o In order to avoid potential conflict of interests. E-BOOST Coordinator must assign reviewers coming from a country other than the applicant's one.
  - o The Consortium Evaluation Team has 3 weeks to perform the admissibility & eligible check.
- **Individual evaluation**: Admissible & eligible applications will be assigned to a **Review Committee** (at least 3 reviewers per application).
  - o The Review Committee is composed of external experts from E-BOOST partners ecosystem for each transport modes sectors.

- The Review Committee is designated by E-BOOST Coordinator 1 week following the Admissibility & eligible check validation.
- Each reviewer from the Review Committee will be granted access to the assigned application by E-BOOST Coordinator.
- In order to avoid potential conflict of interests. Reviewers will not have access to applicants' administrative information. Reviewers will have access to questions related to the Open Call criteria (refer to 5.2.).
- The Review Committee has 1 month to perform the evaluation.

## 5.2. Criteria and scoring mechanism

The evaluation and ranking of the applications are based on a set of evaluation criteria presented in the table below following the verification of eligibility requirements. The following table presents the different aspects which will be considered for each evaluation criterion:

Evaluation criteria	Sub-criteria	Weight	Max. score	Max. weighted score
<b>1. Excellence (30 points)</b>	Is the project in line with the Open Call scope?	2	5	10
	Is the service relevant for the Electromobility sectors?	2	5	10
	Is the project innovative for the applicant?	2	5	10
<b>2. Impact (40 points)</b>	How will the project contribute to achieve E-BOOST specific objectives?	2	5	10
	How will the project help the applicant in improving its status (economic, environmental, social)?	4	5	20
	To what extent is the project innovative for the electromobility sector?	2	5	10
<b>3. Implementation (30 points)</b>	Achievability of the project based on the core business, experience, and competences of the applicant (GANTT chart to support beneficiarie(s)' justification)	3	5	15
	Achievability of the project taking into account the financial support requested (Budget uploaded to support beneficiarie(s)' justification)	3	5	15

<b>Specific attention</b>	Specific attention will be paid to Consortium applicants by applying a bonus of 5% in the total score
	Specific attention will be paid to EU-13 <sup>1</sup> and SMP participating countries <sup>2</sup> by applying a bonus of 5% in the total score
<b>Total score</b>	100

**Threshold for each individual criterion will be 50% of the maximum score per criterion** (15, 20 and 15 respectively). The overall threshold, applying to the sum of the three individual scores will be 70 points. **Proposals where, in one of the three individual criteria, score is below 50% or the overall score is below 70% will not be recommended for funding.** Proposals ranking higher will be funded until the exhaustion of the budget.

### 5.3. Evaluation procedure

**Evaluation scores will be awarded based on the criteria mentioned above.** The maximum score Criterion 1 will be 30 points, for Criterion 2 will be 40 points and for Criterion 3 will be 30 points.

Each question to be evaluated is rated between 1 and 5 points; no half-points are allowed (decimal points may arise while processing to the average scoring, but not as an individual evaluation grade). Each sub-criterion has a dedicated weight for the final score. Score per criterion is the sum of the individual sub-criteria weighted scores.

The same evaluation criteria and scorings apply to all services. The total score in all services is comprised by adding the scores of the three criteria and will be maximum 100 points.

The meaning of the scores with respect to the sub-criteria are as follows:

- **1 – Poor.** The sub-criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
- **2 – Fair.** While the proposal broadly addresses the sub-criterion, there are significant weaknesses.
- **3 – Good.** The proposal addresses the sub-criterion very well, but a number of shortcomings are present.
- **4 – Very good.** The proposal addresses the sub-criterion very well, but a small number of shortcomings are present.

<sup>1</sup> Member states which joined the European Union in or after 2004

<sup>2</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/smp/guidance/list-3rd-country-participation\\_smp\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/smp/guidance/list-3rd-country-participation_smp_en.pdf)

- **5 – Excellent.** The proposal successfully addresses all relevant aspects of the sub-criterion in question. Any shortcomings are minor.

**In case of tied scores**, the E-BOOST Project Coordinator will prioritize based on the score of "Impact", "Excellence", "Implementation", "Specific attention" in this order.

**All applicants to Products & Services Development (bottom-up) Lump sums will be notified by e-mail within 1 month after the Open Call deadline date**, with the outcome of the evaluation and selection procedure with instructions for further steps in the case the applicant is awarded with a Products & Services Development (bottom-up) Lump sum.

By this time, the selected applicants will also be requested to complete and sign the Financial Support to Third Parties Agreement within 3 weeks from notification.

In case, awarded applicants fail to sign the Financial Support to Third Parties Agreement within 3 weeks from notification of award, the lump sum goes to the next eligible applicant on the Waiting List.

In case, awarded applicants fail to sign the Financial Support to Third Parties Agreement within 3 weeks from notification of award and there are no applicants in the Waiting List, the lump sum will be allocated to the upcoming Products & Services Development (bottom-up) Open Call.

## 6. MONITORING AND REPORTING PROCESS

During the projects' implementation (< mid-term of each project, depending on implementation duration of the project), the E-BOOST partners will contact the beneficiaries to arrange for an **online review meeting to evaluate the project's progress** and validate the work and expenses for the implementation period according to the respective project types.

Maximum 1 (one) month after the end of the project execution as it will be defined in the Financial Support to Third Parties Agreement, the E-BOOST beneficiaries must provide an overall performance progress **report** validating the work as well as a brief financial statement with the expenses for the period according to the respective project types.

The purpose of the above is to evaluate:

- The degree of fulfilment of the project work plan for the relevant period and of the related deliverable(s).
- The continued relevance of the objectives and breakthrough potential with respect to the scientific and industrial state of the art.
- The expected potential impact in economic, competition and social terms to elaborate a dissemination of foreground plan.

The E-BOOST partners may request additional supporting documents, if deemed necessary, to evaluate the progress.



## 7. CONTACT DETAILS AND COMPLAINTS

For any enquiries regarding the E-BOOST Products & Services Development (bottom-up) Lump Sum scheme, please contact [info.eboost@cara.eu](mailto:info.eboost@cara.eu)

For any complaints regarding the E-BOOST Products & Services Development (bottom-up) Lump Sum results, please contact [info.eboost@cara.eu](mailto:info.eboost@cara.eu) within 3 weeks after the announcement of the Products & Services Development (bottom-up) Lump Sum results. Your email should include the following information:

- Lead contact name and details.
- Object of your complaint.
- Information and evidence of the alleged breach.

At least 2 members of the E-BOOST Consortium Team, which consists of representatives of the E-BOOST partners, will examine the complaint based on the information brought forward by the applicants, will assess the case and decide whether the complaint is justified or not and will inform the applicant on the decision taken. If the complaint is considered justified, the E-BOOST Consortium Team will re-assess the application and the related assessment part, subject to the complaint. The final decision on the complaint will be communicated by E-BOOST Consortium Team to the applicant in writing within **3 weeks** from the date of submitting the complaint. This decision will be final, binding to all parties and not subject to any further complaint proceeding within the programme if the complaint is based on the same grounds.

For technical issues concerning the submission procedure, please contact [Info.eboost@cara.eu](mailto:Info.eboost@cara.eu)

## 8. DATA PROTECTION

GDPR compliance: 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 on the storage and use of its personal data for the execution of the E-BOOST objectives and work plan.

The processing of data that E-BOOST intends to carry out will be based on lawfulness and correctness in the full protection of the applicants' rights and its confidentiality pursuant to the general principles of the GDPR and its art. 24. Therefore, the competitors are informed that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

**Data controller:** ASSOCIATION CARA

Address: 1, Boulevard Edmond Michelet, 69 372 Lyon Cedex 08

VAT number: FR87 485361059

Contact details: [data.eboost@cara.eu](mailto:data.eboost@cara.eu)

**Data we process:** the E-BOOST consortium will be processing mainly data coming from:

- **Open call's application data:** data provided by SMEs cap applying to E-BOOST open calls, which is strategic, technological, financial and administrative (companies' names, contacts' names and email addresses, applicants' financial data to check eligibility, innovation, targeted markets, evaluation score, etc.).
- **Open call's results data:** data shared by open calls' beneficiaries to present their results.
- **E-BOOST participation data:** Names, surnames, email addresses, job positions and organisations of people participating to E-BOOST activities (Sites Visits, webinars, training programs, matchmaking events, surveys, mapping, etc.).
- **E-BOOST project data:** data generated by E-BOOST beneficiaries to implement the project (open call preparation, presentations, meeting notes, etc.).

**Purpose of the processing:** The purpose of processing partners and applicant's data is:

- To run Open Calls and collect data necessary to evaluate applications and granting the projects.
- To manage this submission / application form and the consequent project selection process.
- To compile files on members of the consortium, partners, and people likely to contribute to the project due to their job titles or expertise.
- Communication on the events.
- Sending newsletters and information about events / Open calls related to the projects.
- Compiling statistics related to the projects.

## Lawfulness:

- Legal basis for the applicants processing of personal data:** The legal basis for this processing is the performance of selections of projects for the financing (art. 6.1, 'b', GDPR).
- Legal basis for other processing of personal data:** informed consent (art. 6.1. 'a' GDPR).

## Recipients:

### Third-party intervention:

E-BOOST while conducting its undertakings, may authorize third parties (as defined in number 10 of article 4 of the GDPR) to process personal data which are under E-BOOST's domain, in order to comply with legal duties, pre-contractual or contractual obligations and/or as indispensable means of performance of E-BOOST's statutory goals. Said third parties can be public authorities, experts evaluating applications, project, activity, or service partners.

In order to comply with GDPR requisites, E-BOOST shall require the previous and mandatory consent to the data subject for this specific processing.

### Processor intervention:

E-BOOST, while conducting its undertakings, may subcontract third entities (as defined in number 8 of article 4 of the GDPR) to process personal data on E-BOOST's behalf. In order to comply with GDPR requisites, E-BOOST shall require

the previous and mandatory consent to the data subject for this specific processing.

**Period of data storage:** Personal data will be stored for the period defined by legal rules or, in their absence, for the strict time needed for the fulfilment of the processing purpose, taking in consideration the legal basis for said processing, as well as all the remaining requisites and time periods determined by law, namely the lapse terms for legal actions based on the correlated rights.

Accordingly, in all cases where a mandatory storage period is determined by law, the right to erasure of personal data as stated in Article 17 of the GDPR can only be exercised by the data subject after said period is lapsed.

E-BOOST shall store the personal data for the strict period of time needed for the fulfilment of the data processing purpose, as well as its erasure (or anonymization, if and when applicable/needed after said period and/or upon the data subject's request, always considering the above-cited exceptions and all legally defined terms.

**Rights:** The applicants can exercise their rights towards the data controller, based on article 12 of the GDPR. For any inquiries regarding the processing of personal data, please contact [data.eboost@cara.eu](mailto:data.eboost@cara.eu).

Applications selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

## 9. INTELLECTUAL PROPERTY RIGHTS AND DISSEMINATION

For dissemination and use of results generated through the Products & Services development (bottom-up) Lump sums from E-BOOST, the recipients must credit the E-BOOST project through proper citation and appearance of the E-BOOST logo, EU emblem and the proper citation "This service has received funding from the E-BOOST project that is co-funded by the European Union".

E-BOOST consortium does not obtain ownership of the results produced under the Products & Services development (bottom-up) Lump sums. 'Results' means any tangible or intangible effect of the action, such as data, know-how or information, whatever its form or nature, whether it can be protected, as well as any rights attached to it, including intellectual property rights.

E-BOOST consortium has the right to use non-sensitive information relating to the Products & Services development (bottom-up) Lump sums and materials and documents received from the beneficiaries for policy, information, communication, dissemination, and publicity purposes – during the Financial Support to Third Parties Agreement implementation or afterwards.



Figure 1: E-BOOST logo



Figure 2: EU emblem

## 10. GENDER EQUALITY, DIVERSITY, AND SOCIAL INCLUSION

E-BOOST 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.

## 11. DISCLAIMER

*Purpose:* This text is explaining the E-BOOST Financial Support to Third Party for information purposes only. No rights can be claimed based on this document. This document does not reflect the views of the European Commission and EISMEA.

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Innovation Council and SMEs Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.

*Mistakes or inconsistencies:* The E-BOOST consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the E-BOOST Executive Board 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 damage (including, without limitation, lost profits, business or goodwill) suffered or incurred by such other party or its affiliates in connection with this Lum sum scheme, even if advised of the possibility of such damages.

*Direct Damages:* E-BOOST's liability for direct damages will be limited to the amount of the Financial Support to Third Party contribution awarded to the applicant pending of payment.

*Gender equality:* E-BOOST 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.

## ANNEXES

### ANNEX I: Applicants contact points

<b>SPAIN</b>		
CAAR	Victor DE LA MATA	victor.delamata@caaragon.com
<b>ITALY</b>		
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<b>POLAND</b>		
ZNIK SP ZOO	Marcin WOZBONOWICZ	marcin.wozbonowicz@klasterlogtrans.pl
<b>ALL OTHER COUNTRIES</b>		<b>Info.eboost@cara.eu</b>



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Boost Electromobility for SMEs

