



# Guidelines for sub-grant applicants

## iHERITAGE: ICT Mediterranean platform for UNESCO cultural heritage

### B\_A.2.1\_0056

Funded by the ENI CBC MEDITERRANEAN SEA BASIN  
PROGRAMME 2014-2020 of the European Union

**Deadline for submission of application: 28/07/2023**

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the ENI CBC MED Programme rules, which are applicable to the present call (available at <http://www.enicbmed.eu/home> ).

## 1. GENERAL INFORMATION

The Mediterranean UNESCO cultural heritage requires new ways to increase its level of interpretation, including the use of new technology and the commercialisation of the most recent research findings. In this regard, iHERITAGE will provide new solutions through an innovation-driven growth process that will promote cross-border technological transfer, Living Labs, industry-academia collaboration, and the creation of spin-offs and new products, all while utilising the most recent Information and Communication Technologies (ICT): Augmented Reality (AR), Virtual Reality (VR), and Mixed Reality (MR).

The project will address cross-border socioeconomic challenges through the active participation of young people, women, and NEETs in Living Labs, training courses, and the establishment of spin-offs, thereby contributing to increased employment prospects and fostering creativity. The initiative will foster cooperation between universities, SMEs, start-ups, and spin-offs working on AR/VR/MR solutions.

Specific calls for proposals for the valorisation of cultural heritage through new technologies are launched with this guideline which aim is to select innovative ICT projects proposed by individual researchers, university departments, NEETs, young people and women, which will be awarded funds for the constitution of spin-offs, co-patenting and will benefit from facilitations, commercialisation and capitalisation activities offered by the project.

For more information about the project: <https://www.enicbcmmed.eu/projects/iheritage>

## 2. GOALS OF THE CALL FOR SUB-GRANTS

This call for proposals will support projects promoted by natural persons and/or SMEs or other institutions in cooperation with a Research Centre or a Business Incubator. These last should be applicants or supporters.

The aim of this call is to valorise the tangible and intangible cultural heritage using novel digital technology in order to safeguard the cultural heritage, promote and support new business ideas and related research activities.

“Spin-offs” may be established by individual researchers and students, research centres, or university departments, or entire organisations, as new enterprises aiming to put the research results previously carried out to commercial value and to have a market medium for technology transfer and commercialization. Spin-offs will be operating in promoting for instance AR/VR tours in UNESCO sites; creating holograms, virtual content, 3D reconstructions; AR/VR marketing, etc.



The entities applying in group will create a new **spin-off only after the approval of the grant.**

All supported projects have to create at least one ICT product or service related to the cultural heritage.

The sub-granted spin-offs will benefit, moreover, from facilitations, commercialisation, and capitalisation activities offered by the project. Spin-offs will operate and sell across borders and could receive a wide range of facilitations, such as participation in international fairs and business events (WP5), meetings and contacts with venture capital funds and business angels, training, funding. They will also benefit from the communication strategies activated by the project, including social media, press releases, newsletters, and so on.

For the definition of spin-off, please, refer to the following text extract from one of the ENI CBC MED Programme documents:

*“Here we refer to the number of “Spin-offs” established by individual researchers, university departments, or entire organizations as new enterprises whose aim is to put the results of their research to commercial value, and to have a market medium for technology transfer and commercialization. These new organizations operate and sell their products or services across borders. Spin-offs are a natural vehicle for fostering effective science-industry linkages, since they combine the features of university labs and private enterprises by mixing both the research and entrepreneurial skills needed for successful innovation processes. Moreover, they may have close links with special facilities, such as technology transfer offices, to help them translate university research into commercial applications. A spin-off is defined as “a new organization or entity formed by a split from a larger one, based on a pre-existing one, or a new company formed from a university research group or business incubator”<sup>1</sup>.*

The intellectual property of the developed ICT product(s) and service(s) developed by the applicants will belong only to the newly created spin-off, as well as the right to its/their commercialisation.

### 3. FINANCIAL ALLOCATION

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<sup>1</sup> ENI CBC MED Programme, Annex 2 – Indicative Monitoring and Evaluation Plan, November 2020, pp. 42-43.

Under this call for sub-grant applications, the total amount made available is EUR 270.000,00 by five partners. The following table report the countries, project partners and financial allocation:

Country	Project Partners launching this Call	Financial Allocation	N° of beneficiaries to be financed
Spain	PP3 – Association of the Mediterranean Chambers of Commerce and Industry	€50.000,00	Minimum 7

The project partners reserve the right not to award all available funds.

#### Size of sub-grants

Any grant requested under this call for proposals must fall between the following amounts:

- minimum amount: EUR 2.000,00;
- maximum amount: EUR 7.142,86.

NOTE: The amount is VAT included if the amount cannot be recovered by the entity taking the subgrant or plus VAT if the entity will be able to recover it (it depends on the legal and fiscal status of the entity that will take the subgrant).

The sub-grant shall take the forms of reimbursement of costs.

Any instalments or final balance payment should be linked to justification and expenditure verification, reported based on the real costs incurred and paid only through a dedicated bank account, or bank cheques, or other trackable options to be agreed.

#### **Payment scheme**

- 45% as pre-financing within 30 days after the signature of the sub-grant contract;
- 55% as balance payment at completion after the expense's verification and upon delivery of the functioning ICT product and/or service indicated in the project proposal for the valorisation of the cultural heritage.

#### **Important**

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In case applicants will not produce the functioning ICT product(s) and/or service(s) for the valorisation of the tangible/intangible cultural heritage the balance payment **will not be transferred and the refund of the entire 45% pre-financing received will be requested.**

#### 4. ELIGIBILITY CRITERIA

The sub-grants awarded under this call are provided as de minimis aid under EC Regulation 1407/2013. Therefore, the sub-grant amount contributes to the ceiling of €200.000 for all de minimis aid provided to any firm over a three fiscal year period.

The above rule applies to EU based organisations.

##### 4.1. Eligibility of applicants

#### **Applicant**

To be eligible for a grant, the Lead Applicant

- (1) be a natural person or an SME applying with other natural persons as co-applicants and a support letter of a Research Centre or a Business Incubator; or (2) be a natural person or an SME applying with other entities (i.e. SMEs and/or natural persons) and a Research Centre or Business Incubator as co-applicant; or (3) be a private Research Centre or a private Business Incubator applying alone or with natural persons and/or SMEs.
- Be directly responsible for the preparation and management of the action (i.e., not acting as an intermediary).
- Be based in the Programme ENI CBC MED eligible territories:

Country	ELIGIBLE REGIONS
Spain	Catalonia

If awarded the sub-grant contract, the applicant will become the sub-grantee, who is the main interlocutor with the financing body, as the iHERITAGE partner awarding the sub-grant. It may represent and act on behalf of any other co-sub-grantee (if any) and coordinates the design and implementation of the action.

#### **Co-applicants** (if any)

The applicant can submit a project proposal with co-applicants being:



- Natural persons (mandatory if the applicant is a natural person and no other of the below co-applicant(s) are present);
- Research Centre (as defined by the EU Regulations) or a Business Incubator;
- SMEs (as defined by the EU Regulations).

Co-applicants must be based in the Programme ENI CBC MED eligible territories as indicated above.

Co-applicants must sign the mandate in the grant application form.

If awarded the subgrant contract, the co-applicant(s) (if any) will become co-subgrantee(s) in the action.

### **Supporter(s)**

If a Research Centre, as defined by the EU Regulations, or a Business Centre is not an applicant or co-applicant, it must be present with a support letter where one of their Professor/Researcher or Legal Representative declares in detail the operative role in the development of the project proposal.

### Specifications on the nature of applicants and co-applicants (if any):

- For natural persons have reached 18 years old at the time of submission of the application.
- For applicants to the iHERITAGE sub-grants of Italy or Spain natural persons must be EU citizens or non-EU citizens with residence permit in the country where they are applying;
- Other actors (i.e. SMEs, Research Centre, Business Incubator, etc.) must have a registered office or headquarter in the eligible territories where they are applying.

The establishment of a spin-off company must be by:

- natural persons and a Research Centre or Business Incubator as co-applicant or with a support letter;
- natural person(s) and at least a Research Centre or a Business Incubator as co-applicant;



- A Research Centre or a Business Incubator alone or with other actors (SMEs or individual person(s)).

It is mandatory to have as supporter or as co-applicant a **Research Centre**, as defined by the EU Regulations or a **Business Incubator**.

Under the iHERITAGE project call for proposals, no applicant(s) may submit more than one application in the same or other countries. Applicants cannot be co-applicant(s) in other project proposals.

#### 4.2. Eligible actions: actions for which an application may be made

##### Duration

The initial planned duration of an action may not exceed 3 months.

In any case the project proposals implementation period may not exceed the **9<sup>th</sup> of October 2023**.

##### Location

Projects can be realised in at least one of the following territories:

Country	ELIGIBLE REGIONS
Spain	Catalonia

##### Types of action

The project proposal activities may be one or more of the following ones, including always the creation of at least one ICT product and/or service for the valorisation of the cultural heritage (not exhaustive list):

1. Promotion of sustainable tourism;
2. VR/AR/MR and VR, AR, or holographic presentation of a landmark or cultural heritage site(s) or ICH (Intangible Cultural Heritage);
3. ICH capitalization in various forms and community economic development promotion;
4. Digital reconstruction of cultural heritage sites;
5. Enhance museum exhibitions, especially with re-context;

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6. Content should be possibly developed and delivered in 3D web formats directly to web browsers whenever possible, rather than via native APPs.

7. Creating a program that supports the virtual world for marketing to implement sustainable tourism on the site.

It is preferable that projects will adhere to VR standards, which should be compliant with WebGL, ARKit, ARCore, and Web3D.

**As indicated project proposals should envisage the creation of at least one functioning product and/or ICT service for the valorisation of the cultural heritage. Projects without this provision will be excluded.**

#### Visibility

- Sub grant candidates must ensure the visibility of EU funding.
- Compliance with chapter 10 of the PIM and any other instructions issued by the supporting entity (see the [Communication and Visibility Requirements for EU External Actions](#)).
- The intellectual property of the product must be specified – publishing – and that the product or service expresses the owner only.

#### 4.3. Eligibility of costs: costs that can be included

The sub-grant shall take the forms of reimbursement of costs.

Only eligible costs can be covered by the sub-grant. The categories of costs that are eligible and non-eligible are indicated below.

To be considered eligible, all expenses must be indicated in the budget (Annex 2).

#### **The sub-grantee must:**

- Ensure that the **costs are compliant with the eligibility requirements** of the programme and included in the categories accepted in the call for sub-grants
- Follow the **programme rules** in what concerns the eventual **revenue** deriving from the sub-grant activities
- Keep sub-grant accounting showing a reliable and easy to follow **audit trail** of the expenditure and revenue
- **Keep the original accounting supporting documents** until the end of the open-to-control period.





- Have the declared **expenditure verified** by the project auditors or competent public officer, following the requirements of the programme and the national requirements of the project Lead beneficiary / partner issuing the call

#### **Eligible direct costs:**

- a) **Human resources:** for the internal team of the newly created spin-off;
- b) **Equipment and supplies:** for communication and visibility, building ICT technology-based products and services, etc.
- c) **External Services:** consultancy costs for business start-up/spin-off and the commercialisation of the produced ICT product or service for the valorisation of the cultural heritage (e.g marketing, product development, corporate internationalisation, etc.);
- d) **Travel and subsistence:** costs for national and international travels and subsistence.

To be considered eligible, the costs must be incurred after the contract signature.

#### **Indirect costs:**

Annex 2 will include a maximum of 5% of indirect costs incurred in carrying out the investment strategy of the project proposal. There are no supporting documents required for this amount. Before signing the sub-grant contract, the lead applicant may be required to justify the percentage requested.

The direct and indirect costs must not contain charges assigned to other EU and non-EU financing in order to be considered eligible.

#### **Ineligible costs**

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the applicants and financed by another action or work programme receiving a European Union grant;
- purchases of land or buildings;
- currency exchange losses;



- duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation unless otherwise provided in appropriate provisions negotiated with partner countries, as per the provisions of the related Financing Agreement<sup>2</sup>;
- loans to third parties;
- fines, penalties and expenses of litigation;
- contributions in kind.

#### 4.4. Ethic provisions and Code of Conduct

##### a) Absence of conflict of interest

The applicants must be free of any conflict of interest and have no similar relationship with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into illegal agreements with competitors, or influence the evaluation committee or the iHERITAGE project Lead Beneficiary / partner during the process of examining, clarifying, evaluating, and comparing applications will result in the application being rejected and administrative penalties being imposed.

##### b) Respect for human rights as well as environmental legislation and core labor standards

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, contract applicants must adhere to environmental legislation, including multilateral environmental agreements, as well as core labor standards as applicable and defined in relevant International Labor Organization conventions (such as the conventions on freedom

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<sup>2</sup> For details on VAT and tax provisions set in Financing Agreements (FA), the potential applicants may refer to the specific national provisions.



of association and collective bargaining; elimination of forced and compulsory labor; abolition of child labor).

**Zero tolerance for sexual exploitation and sexual abuse:**

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The iHERITAGE project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

d) Breach of obligations, irregularities or fraud

The iHERITAGE project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

e) Privacy and protection of personal data

The iHERITAGE Lead Beneficiary / partner and the Programme bodies will abide by EU protection of personal data, as per article 8 of EU Chart of Fundamental Rights. Applicants are also granted the right to access data which has been collected concerning them, and the right to have it rectified.

## 5. HOW TO APPLY AND PROCEDURES TO FOLLOW

### 5.1. Applications

Subgrant applicants must apply using the model of application form annexed to these guidelines (Annex 1). According to the country, application must be written in the following languages:

Country	Language of the application
Spain	Spanish (Castilian) or English

All the applicants are asked to complete the annexes carefully so that they can be assessed properly. Any error in the application form or any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents the iHERITAGE project partner from conducting an objective assessment.

(1) Applicants are requested to fill in the followings:

- Application form (Annex 1);
- Sub-grant budget (Annex 2).

(2) The applicant and co-applicant(s) are requested to provide too:

- If natural persons: Copy of participants' identity documents and detailed Curriculum Vitae;
- If private or public entities: Copy of the registration act.

(3) If a Research Centre or a Business Incubator is not an applicant or co-applicant it is needed (mandatory) to provide:

- A support letter of a Research Institution or a Business Centre is not an applicant or co-applicant, it must be present with a support letter where one of their



Professor/Researcher or Legal Representative declares in detail the operative role in the development of the project proposal.

Hand-written applications will not be accepted.

Please note that only the application form annexes which have to be filled in will be evaluated, together with the other mandatory attachments. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

### 5.2. Where and how to send applications

All the documents and annexes indicated in the §5.1 must be signed and submitted by e-mail to the following e-mail addresses below (according to the applicant country of residence):

Country	iHERITAGE Project Partner	Certified e-mail	Address
Spain	PP3 – Association of the Mediterranean Chambers of Commerce and Industry	<a href="mailto:projects@ascame.org">projects@ascame.org</a> ; <a href="mailto:Imiranda@ascame.org">Imiranda@ascame.org</a> ; <a href="mailto:edelgado@ascame.org">edelgado@ascame.org</a>	Only to the certified e-mail.

In any case, the Application form (Annex 1) and the Sub-grant budget (Annex 2) must be also supplied in electronic format (word or rtf and excel) to the certified or no-certified e-mail addresses above reported. The electronic file must contain exactly the same information as the paper version.

In the case of multiple submissions, only the last sending will be taken into consideration.

The subject of the email, certified email or the envelope must be referred to iHERITAGE call for sub grants.

**Incomplete applications will be rejected.**

### 5.3. Deadline for submission of applications

The deadline for the submission is the **28<sup>th</sup> of July 2023, 09:00am CEST.**

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Applications received after the date indicated will not be considered.

#### 5.4. Further information about applications

Questions may be sent by e-mail no later than 7 days before the deadline for the submission of applications to the following e-mail address, indicating clearly the reference of the call for subgrants.

Country	iHERITAGE Project Partner	e-mail
Spain	PP3 – Association of the Mediterranean Chambers of Commerce and Industry	<a href="mailto:projects@ascame.org">projects@ascame.org</a> ; <a href="mailto:lmiranda@ascame.org">lmiranda@ascame.org</a> ; <a href="mailto:edelgado@ascame.org">edelgado@ascame.org</a>

The iHERITAGE partners have no obligation to provide clarifications to questions received after the indicated date. Replies will be given no later than 5 days after receiving the email.

To ensure equal treatment of applicants, the project Lead Beneficiary / partner cannot give a prior opinion on the eligibility of applicants or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website of the Lead Beneficiary / partners as the need arises. It is therefore advisable to consult the above-mentioned website regularly in order to be informed of the questions and answers published.

Lead Beneficiary / partners could plan an ‘open information day’ to explain sub-grant procedures and reply to all potential applicants’ questions or clarification needs, related to this call.

## 6. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an evaluation committee in which internal and/or external experts are appointed by each iHERITAGE project partner. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 4 the application will be rejected on this sole basis. No integrations are admitted.

### **Step 1 – Verification of the eligibility of the application received**

- Compliance with eligibility criteria laid down in point 4;
- Compliance with the rules laid down in point 5.1;
- Compliance with the deadline for submitting applications laid down in point 5.2;
- Compliance with the rules for the submission of applications laid down in point 5.3.

Only the eligible applications will be taken into consideration for step 2.

### **Step 2 – Evaluation of the application**

Applications that pass Step 1 will be further examined technically on their quality, including the proposed budget and technical capacity of the applicants and the one of the supporter organisation (if any).

The evaluation committee will analyse the applicant's compliance with the following requirements:

Criteria		Score	
		Min	Max
1	Team composition and experience and their roles (applicant, co-applicant(s) and supporter).	0	30
2	Business idea (Mission and Vision, Strategy, Goals and Objectives).	0	20
3	Product / Service description: The Problem/opportunity, Features and Benefits and Competitive Advantages. Market and Competitive Analysis.	0	30
4	Budget and Revenue forecast.	0	10
5	Technology Readiness Level (TRL). Capacity to produce an ICT product or service functioning within the closure of the project. (No=Killing factor; Yes=10)	0 (killing factor)	10

Following the evaluation, a table will be created that ranks the applications based on their scores. The applicants with the highest scores will be chosen on a provisional basis until the available budget for this call for proposals is reached. A reserve list will also be created using the same criteria. If more funds become available within the reserve list's validity period, this list will be utilised.

### **Step 3 – Verification of the eligibility of applicants**

The eligibility verification will be performed according to the criteria set out in Section 4.

## **7. NOTIFICATION OF THE RESULTS OF THE EVALUATION**

### **7.1. Content of the decision**

Applicants will be notified of the outcome of their application via the websites of the iHERITAGE project partners to whom they applied. An applicant that believes it has been injured as a result of an error or irregularity during the award process may send a complaint.

Applicants that have been rejected and estimate that irregularities occurred during the selection process, may submit a written appeal to the email addresses indicate at point 5.4 with an official letter within 10 calendar days from the date of the notification of rejection. The Applicant cannot directly address any complaints to any other institution.

The applicant must specify the reasons for the appeal.

The complaint letter receiving institution, shall reply to the Applicant's complaint within 10 calendar days from the receipt date of the complaint. Unjustified requests for re-evaluation will not be accepted.

### **7.2. Indicative timetable**

	<b>DATE</b>	<b>TIME</b>
<b>1. Deadline for requesting any clarifications to the Lead Beneficiary / partner according to the country of application</b>	1 day before the submission deadline	27/07/2023, 9am
<b>2. Last date on which clarifications are issued by the project Lead Beneficiary / partner</b>	1 day before the submission deadline	27/07/2023, 9am
<b>3. Deadline for submission of applications</b>	28/07/2023	9am, in the morning, 28/07/2023
<b>4. Information to applicants on the evaluation</b>	2nd of August, 2023	2nd of August, 2023



## 5. Notification of award

2nd of August, 2023

2nd of August, 2023

This indicative timetable refers to provisional dates and may be updated by the project Lead beneficiary / partner during the procedure. In such cases, the updated timetable will be published on the project websites of the Lead beneficiary / partner website.

## 8. LIST OF ANNEXES

### DOCUMENTS TO BE COMPLETED

Annex 1: Sub-grant application form (descriptive part to be provided signed in PDF format);

Annex 2: Budget (to be provided in .pdf format signed and in .xls format).

### OTHER DOCUMENTS (FOR INFORMATION):

Annex 3: De minimis declaration;

Annex 4: Standard sub-grant contract model;

Annex 5: Activity report;

Annex 6: Financial report;

Chapter 4 of the Project Implementation Manual of the ENI CBC Med Program 2014-2020;

Chapter 7 of the Project Implementation Manual of the ENI CBC Med Program 2014-2020;

Chapter 10 of the Project Implementation Manual of the ENI CBC Med Program 2014-2020.