

## 2° OPEN CALL FOR BUSINESS DIGITAL TRANSFORMATION PROJECTS

### ***Application Form - Sample***

**V 09.01.2024**

Please note that this document is a sample form.

Visit [https://clustersubmissionplatform.eu/eurocluster\\_post/sileo-business-digital-transformation-2nd-open-call](https://clustersubmissionplatform.eu/eurocluster_post/sileo-business-digital-transformation-2nd-open-call) to apply

Please refer to the **SILEO Guide for Applicants**.

## STEP 1. ADMINISTRATIVE PART

### SME APPLICANT ADMINISTRATIVE DATA (to be completed online on the SILEO Submission Platform)

<b>SME legal name</b>		
<b>SME category</b>  <i>Note: refer to the SME definition defined in the <a href="#">EU recommendation 2003/361</a></i>	<input type="checkbox"/> <b>Micro</b> (Staff headcount < 10; Turnover ≤ € 2 m or Balance sheet total ≤ € 2 m) <input type="checkbox"/> <b>Small</b> (Staff headcount < 50; Turnover ≤ € 10 m or Balance sheet total ≤ € 10 m) <input type="checkbox"/> <b>Medium</b> (Staff headcount < 250; Turnover ≤ € 50 m or Balance sheet total ≤ € 43 m)	
<b>NACE code</b>	<input type="checkbox"/> 27.4 - Manufacture of electric lighting equipment <input type="checkbox"/> 31.0 - Manufacture of furniture <input type="checkbox"/> 27.3 - Manufacture of wiring and wiring devices	
<b>Name of the cluster associated with, if any</b>	*QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.1): The SME is associated with one of SILEO partners' organizations (0-1 point)	
<b>SME legal address</b>	Street:	
	Postal code:	City:
	Region:	
	Country: *QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.1): The SME is located in one of the EU-13 member countries (0-1 point). Exception: SMEs associated with the TFC cluster located in Romania.	
<b>Annual turnover OR Annual Balance Sheet Total</b>	(of the last closed accounting year the last closed accounting period of your organisation and any other organisation that might be directly or indirectly related to it) <u>Please report the amounts in EURO</u>	
<b>Company registration date</b>	This is the official registration date on which your company is registered in your country (e.g. chamber of commerce) - DD/MM/YYYY	
<b>Number of employees</b>	(staff headcount for the last closed financial year)	
<b>Official email address</b>	(to receive the information letter on the results)	
<b>Company website</b>		
<b>Contact person</b>	Name:	Surname:
	Email: (To receive the submission confirmation email)	
	Phone number:	

## STEP 2. BUSINESS DIGITAL TRANSFORMATION PROJECT (*Word Template*)

*All the application fields are mandatory*

### A. BUSINESS DIGITAL TRANSFORMATION PROJECT INFORMATION

<b>SME Applicant:</b> _____	
<b>A1. Title of Project/Acronym</b> <i>Please write a short title and an acronym for your business digital transformation project, reflecting the main goals. Max. 200 characters incl. spaces.</i>	
<b>A2. Business Digital Transformation Project duration (in months)</b> <i>Please note: SILEO funding will be provided for projects with a min. duration of 2 and max. 5 months.</i>	
<b>A3. Estimated Start Date</b> <i>Please note that the expected business digital transformation project starting date must start by 30.06.2024, at the latest.</i>	
MM/DD/YYYY	
<b>A4. Selection of the consultancy typology</b> <i>An SME Applicant can choose only one of the 3 expert services (A, B or C) described above to implement with the selected technology provider(s).</i> <i>*QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.3): Relevance of the technology provider's expertise with the business digital transformation project objectives (0-5 points)</i> <i>*QUALITY EVALUATION – IMPLEMENTATION (Sub-criteria 2.1): Coherence and effectiveness of the work plan. (0-5 points)</i>	
<input type="checkbox"/>	<b>A) General expert consultancy on company digitalisation processes.</b> <i>(Which and/or how company processes might be digitised to improve its innovation and business potential?)</i>
<input type="checkbox"/>	<b>B) Specific expert consultancy on identified advanced technologies and/or digitalisation processes to concretely explore its potential uptake at the company level.</b> <i>(How the specific technology or digitalisation process can upgrade business growth, green and digital transformation, what is its cost-benefit, estimated investment plan and how does the implementation of a new technology affect employees, will they need training, is the technology easy to operate, etc.?)</i>
<input type="checkbox"/>	<b>C) General expert consultancy for business transformation and market analysis.</b> <i>Support in market intelligence analysis including an outline of the size of the (new) market (segments) potentially accessible thanks to the company's technological upgrading, product demand, trends, customers, and competitors. (What are the new market prospects in view of the company's digital upgrading? Please note that all markets are eligible: national, international, existing and brand new, single sector and cross-sector)</i>

#### **A5. Business Digital Transformation Project Summary**

*Give a short summary of your project defined between your organization (as an SME applicant) and the technology provider(s), specifying the consultancy service selected. Max. 3,000 characters incl. spaces.*

Sample

## B. PROJECT RELEVANCE

### B1. Objectives of your business digital transformation project

*Please describe the specific objectives of your project, highlighting the individual objectives of the SME applicant in the field of digitalization and/or circular economy. They should be clear, measurable, realistic and achievable within the duration of the project and with the financial support requested. Max. 3,000 characters incl. spaces.*

*\*QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.2): The objectives of the project proposal are aligned with the objective of the SILEO Open Call for Business Digital Transformation Projects (0-5 points).*

### B2. Advanced technologies, digital solutions and/or sustainable practices addressed

*List and describe the advanced technologies, digital solutions and/or sustainable practices that your project is addressing to support the green and digital transition of your company and will be implemented through collaboration with the technology provider selected. Max. 2,000 characters incl. spaces.*

*\*QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.2): The objectives of the project proposal are aligned with the objective of the SILEO Open Call for Business Digital Transformation Projects (0-5 points).*

### B3. Relevance of the Technology Provider(s)

*Insert the name(s)/code of the technology expert(s) selected from the SILEO Pool of Technology Uptake Facilitators and explain the choice in relation to your project goals and activities. Max. 2,000 characters incl. spaces.*

*\*QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.3): Relevance of the technology provider's expertise with the business digital transformation project objectives (0-1 point).*

## C. PROJECT IMPLEMENTATION

<b>C1. Project Work Plan</b> Please provide a coherent description of activities (tasks) to be implemented within the duration of your business digital transformation project in a chronological way. <u>At least one task is mandatory for projects lasting 2 months, and 2 tasks for the project from 3 to 5 months.</u> <i>*QUALITY EVALUATION – IMPLEMENTATION (Sub-criteria 2.1): Coherence and effectiveness of the work plan (0-5 points).</i>	
TASK1 title (... months from ...to ..) – Description of the activity	
TASK2 title (... months from... to ..) – Description of the activity	
TASK n ....(... months from... to ..) - Description of the activity	
Add rows if needed	
<b>C2. Project Team</b> Please describe shortly the internal staff of the SME applicant that will be involved in the project, their expertise, position and how they will work with the technology provider selected. Max. 1,500 characters incl. spaces. <i>*QUALITY EVALUATION – IMPLEMENTATION (Sub-criteria 2.2): Team (0-5 points).</i>	
<b>C3. Project Resources</b> Please provide a brief description of the project budget (total lump sum requested to implement the planned activities) and the division between the lump sum for the technology provider and, if any, for the internal team of the SME applicant. <u>At least 75% of the requested lump sum must be dedicated to subcontracting with the technology provider.</u> <i>*QUALITY EVALUATION – IMPLEMENTATION (Sub-criteria 2.3): Resources (0-5 points).</i>	
Brief description:	
Total budget for the technology provider(s):	XXX EUR
Total budget for the internal team (staff):	XXX EUR
<b>Total funding requested</b>	<b>XXX EUR</b>

## D. PROJECT IMPACT

**D1. Clarify how the business digital transformation project will support your company's green and/or digital transition process and how it is relevant to the lighting and/or furniture sector.**

- *How does your business digital transformation project align with the overall goals of your company's green and/or digital transition process?*
- *How does your business digital transformation project address the specific needs and requirements of sustainable practices and technologies within the lighting and/or furniture sectors?*

Max. 2,500 characters incl. spaces.

*\*QUALITY EVALUATION – IMPACT (Sub-criteria 3.1): Extent to which the project supports SME green and digital transition challenge and pathway (0-5 points).*

## D2. Business Ambition & Strategy

*Explain your business ambition and strategy including specific actions in the frame of green and/or digital transition challenges and goals identified by your company.*

- *What is your company's business ambition and strategy, in relation to innovation, digitisation and circular economy-led business models?*
- *Which green and/or digital transition challenges, identified by your company, are to be addressed by the selected expert consultancy?*
- *Specify the industrial relevance of your business digital transformation project.*

Max. 2,500 characters incl. spaces.

*\*QUALITY EVALUATION – IMPACT (Sub-criteria 3.1): Extent to which the project supports SME green and digital transition challenge and pathway (0-5 points).*

### STEP 3. Requirements to participate in this Call

**Declaration of Honour**

*Please download the PDF template (available on the SILEO Application Portal), duly sign it (in handwriting or with an officially recognised electronic signature) and upload the document in .PDF format into the portal to finalise the application process.*

**Optional - upload any other additional document(s) of interest**

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