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for the Europe Industry of Tomorrow



SILEO

# 1° OPEN CALL FOR ADVANCED TECHNOLOGY UPTAKE PROJECTS

## *Application Form - Sample*

Please note that this document is a sample form.

Visit [https://clustersubmissionplatform.eu/eurocluster\\_post/sileo-1st-open-call-for-advanced-tech-projects](https://clustersubmissionplatform.eu/eurocluster_post/sileo-1st-open-call-for-advanced-tech-projects) to apply

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

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SMP-COSME-2021-CLUSTER

*The content of this document represents the views of the author only and is his/her sole responsibility; it cannot be considered to reflect the views of the European Union and/or the European Innovation Council and SMEs Executive Agency (EISMEA). Neither the European Union nor the granting authority can be held responsible for them*

## STEP 1. ADMINISTRATIVE PART (online)

### 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) <i>Please report the amounts in EURO</i>	
<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>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. ADVANCED TECHNOLOGY UPTAKE PROJECT (*Word Template*)

### A. ADVANCED TECHNOLOGY UPTAKE PROJECT INFORMATION

*All the application fields are mandatory*

<b>SME Applicant:</b> _____	
<b>A1. Title of Project/Acronym</b> <i>Please write a short title and an acronym for your advanced technology uptake project, reflecting the main goals.</i> <i>Max. 200 characters incl. spaces.</i>	
<b>A2. Advanced Technology Uptake Project duration (in months)</b> <i>Please note: SILEO funding will be provided for projects with a min. duration of 3 and max. 6 months.</i>	
<b>A3. Estimated Start Date</b> <i>Please note that the expected advanced technology uptake project starting date must start not earlier than in September 2024.</i>	
DD/MM/YYYY	
<b>A4. Selection of the consultancy typology</b> <i>An SME can apply only to one of the 3 technology uptake services (A, B or C) described above and offered by the SILEO Open Call for Advanced Technology Uptake Projects.</i> <i>*QUALITY EVALUATION – IMPLEMENTATION (Sub-criteria 2.1): Soundness of the work plan, including the relevance of the tasks described and the timing of the activities (0-5 points).</i>	
<input type="checkbox"/>	<b>A) Prototyping of new products or services</b>
<input type="checkbox"/>	<b>B) Pilot application</b>
<input type="checkbox"/>	<b>C) Prototyping + Pilot application</b>
<b>A5. Advanced Technology Uptake Project Summary</b> <i>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.</i> <i>Max. 3,000 characters incl. spaces.</i>	

## B. PROJECT RELEVANCE

### B1. Objectives of your advanced technology uptake project

*Please describe the specific objectives of your project, highlighting the individual benefit for the SME applicant in the field of digitalization and/or circular economy. The objectives 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 (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 addresses to promote green and digital adoption, and explain how they are integrated into your business processes, products, or services. The selected advanced technology and/or digital solution must be known and have a TRL (Technology Readiness Level) of at least 4. The technology should be developed and at least validated in the laboratory.*

*Max. 2,000 characters incl. spaces.*

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

### B3. Innovativeness of the proposed project

*Describe the current situation of your company, including a feasibility study, a project concept, or a proof of concept already developed. Starting from this point, explain how the advanced technology uptake project will enable the company to implement the prototype and/or pilot application and how the proposed solutions will be innovative for the company's business environment.*

*Max. 2,000 characters incl. spaces.*

*\*QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.3): Innovativeness of the proposed project (0-5 points)*

**B4. Relevance of the Technology Provider(s)**

*Insert the name/code of the technology expert selected from the SILEO Pool of Technology Uptake Facilitators and explain the choice in relation to your project goals and activities. SME applicant can collaborate with one or more technology providers. Technology provider experts assigned to the project (if known at the application stage).*

*Max. 2,000 characters incl. spaces.*

*\*QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.4): Relevance of the technology provider’s expertise (0-1 point).*

**C. PROJECT IMPLEMENTATION**

**C1. Project Work Plan**

*Please provide a coherent description of activities (tasks) to be implemented within the duration of your project chronologically.*

*At least one task is mandatory for projects lasting 3 months, and 2 tasks for the project from 3 to 5 months.*

*\*QUALITY EVALUATION – IMPLEMENTATION (Sub-criteria 2.1): Soundness of the work plan, including coherence, feasibility and relevance of the tasks described and the timing (0-5 points).*

TASK1 title (... months from ...to ..) – *Description of the activity*

TASK2 title (... months from... to ..) – *Description of the activity*

TASKn ....(... months from... to ..) - *Description of the activity*

*Add rows if needed*

**C2. Team expertise & operational capacity**

*Please describe in detail your internal staff that will be involved in the project, including their operational capacity, expertise, position and how they will collaborate with the technology provider(s) selected.*

*Max. 1,500 characters incl. spaces.*

*\*QUALITY EVALUATION – IMPLEMENTATION (Sub-criteria 2.2): Team expertise & operational capacity (0-5 points).*

**C3. Resources allocation and value for money**

*Please provide a brief description of the project budget (total lump sum requested to implement the planned activities) the allocation among the planned tasks and the division between the lump sum for the technology provider and, if any, for the internal team of the SME applicant.*

At least 75% of the requested lump sum must be dedicated to subcontracting with the technology provider.

*\*QUALITY EVALUATION – IMPLEMENTATION (Sub-criteria 2.3): Resources allocation and value for money (0-5 points).*

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 your project proposal will support your company's green and/or digital transition process and how it is relevant to the lighting and/or furniture industries.**

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

*Max. 2,500 characters incl. spaces.*

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

**D2. Current and/or future investments and project impact on the company's business growth**

*Describe your company's current/future investment contributions in the adoption of advanced technologies and circular approaches in relation to the relevance of your advanced technology uptake project and ambition. Provide a comprehensive overview of the anticipated impact of your advanced technology uptake project on the company's business growth, encompassing economic, social and technological dimensions.*

*Max. 3,000 characters incl. spaces.*

*\*QUALITY EVALUATION – IMPACT (Sub-criteria 3.2): Extent to which the project supports company investments in the advanced technology uptake and circular approaches (0-5 points).*

### STEP 3. Requirements to participate in this Call (online)

#### 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**

For information only