



Co-funded by  
the European Union



**Friend CCI**  
Create - Connect - Innovate



**2ND CALL FOR PROJECTS  
SHORT INFO PACK**



## ABOUT FRIEND CCI

The FRIEND CCI project offers financial support to SMEs in the form of grants, directed to the development and implementation of cross-sectoral projects aimed to bring innovation both at the level of products and at the level of processes/ technologies, with a specific eye on the needs linked to the twin transition.

**VENETIAN CLUSTER**



**FRANCE CLUSTERS**



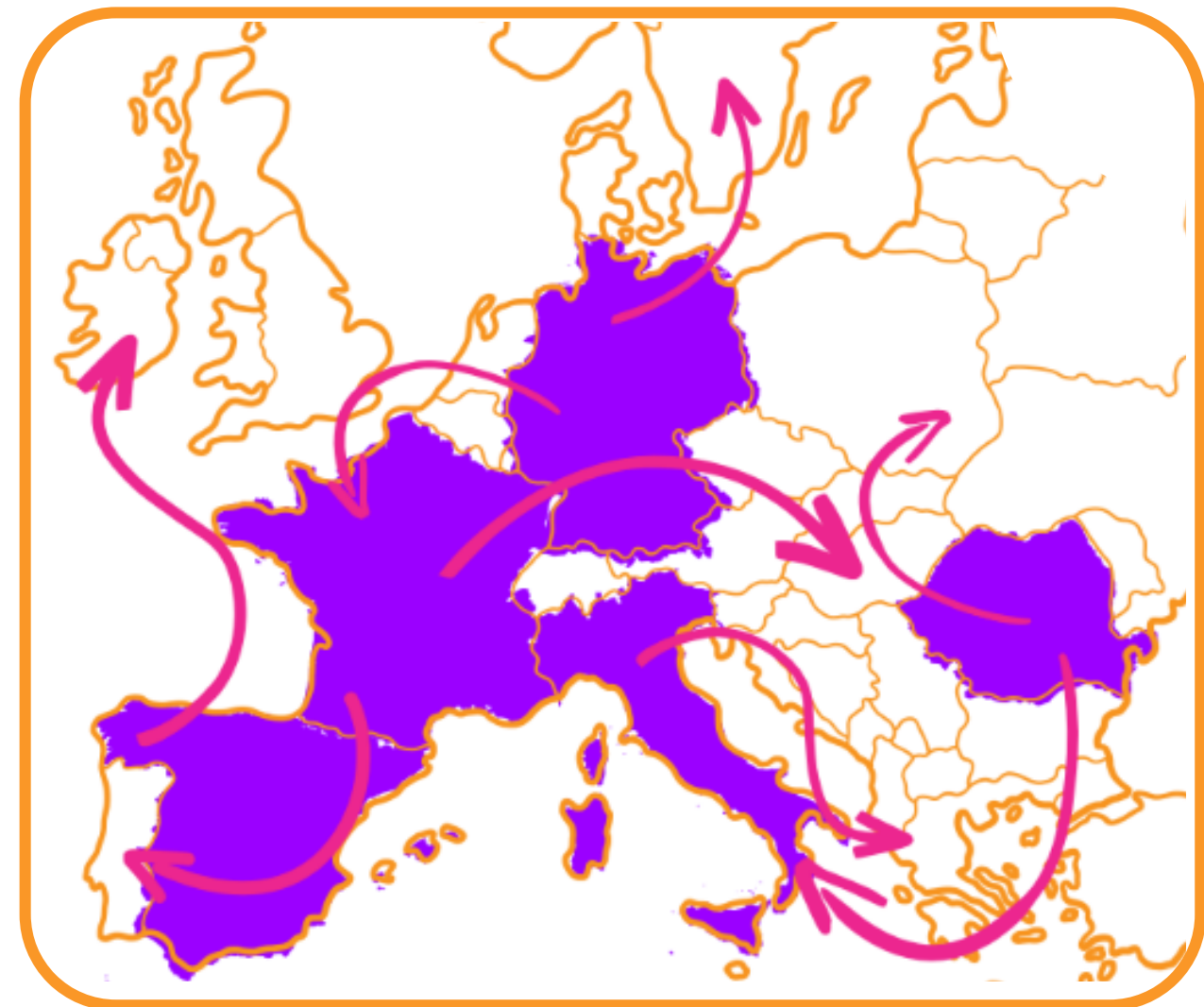
**CLUSTER IDIA**



**ITALCAM**



**OPEN HUB CREATIVE CLUSTER**



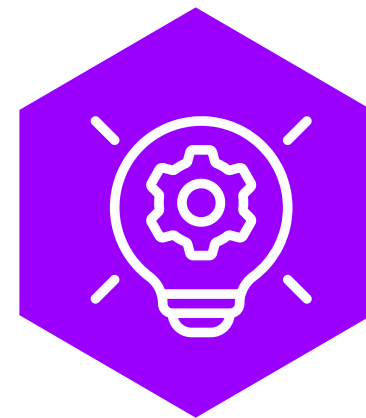


# FRIEND CCI EUROCLUSTER IS ONE OF THE 30 EUROCLUSTERS FUNDED UNDER THE COSME SMP PROGRAMME

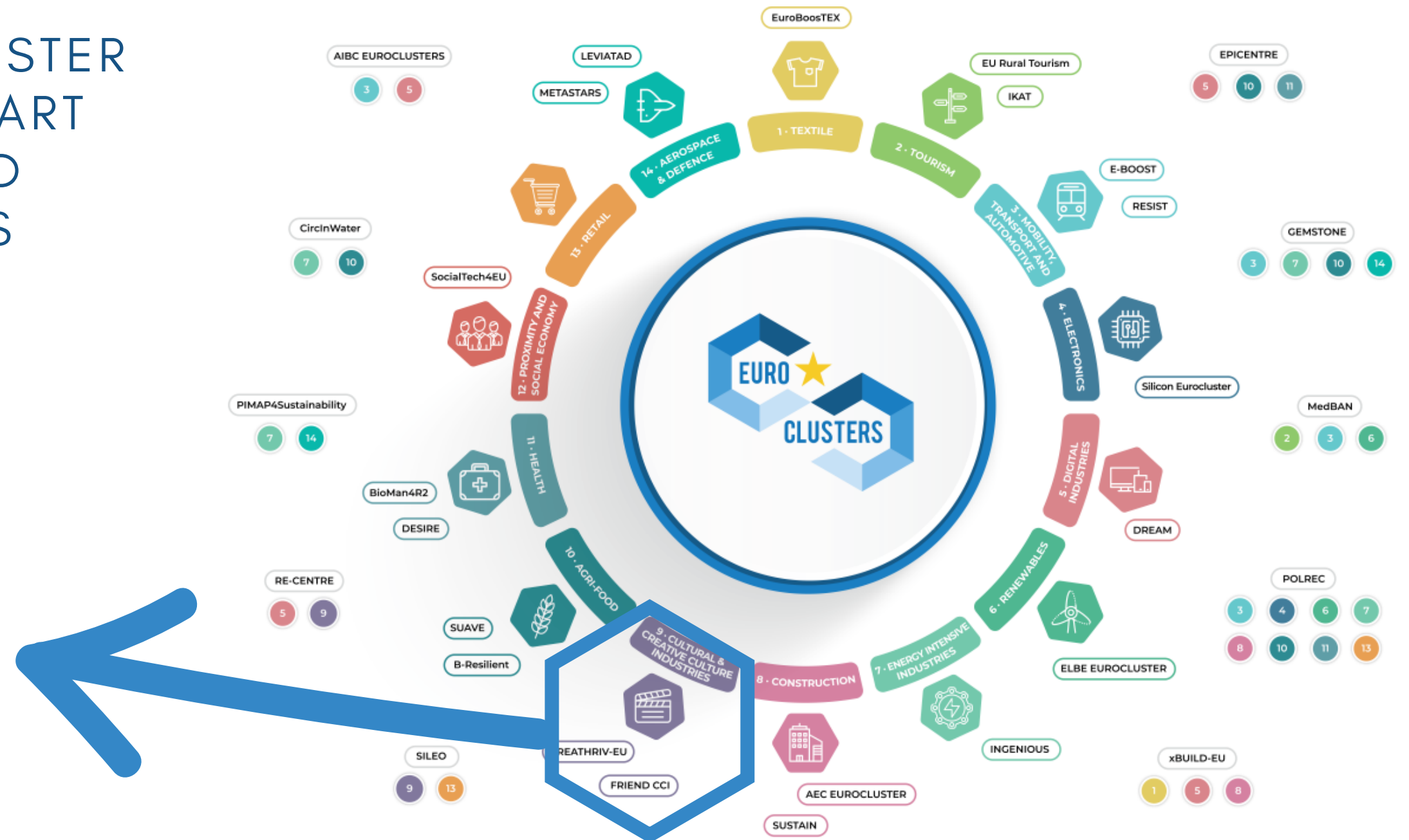


Co-funded by the European Union

FRIEND CCI EUROCLUSTER IS RECOGNIZED AS PART OF THE CREATIVE AND CULTURAL INDUSTRIES ECOSYSTEM



## Creative & Cultural Industries



<https://clustercollaboration.eu/euroclusters>

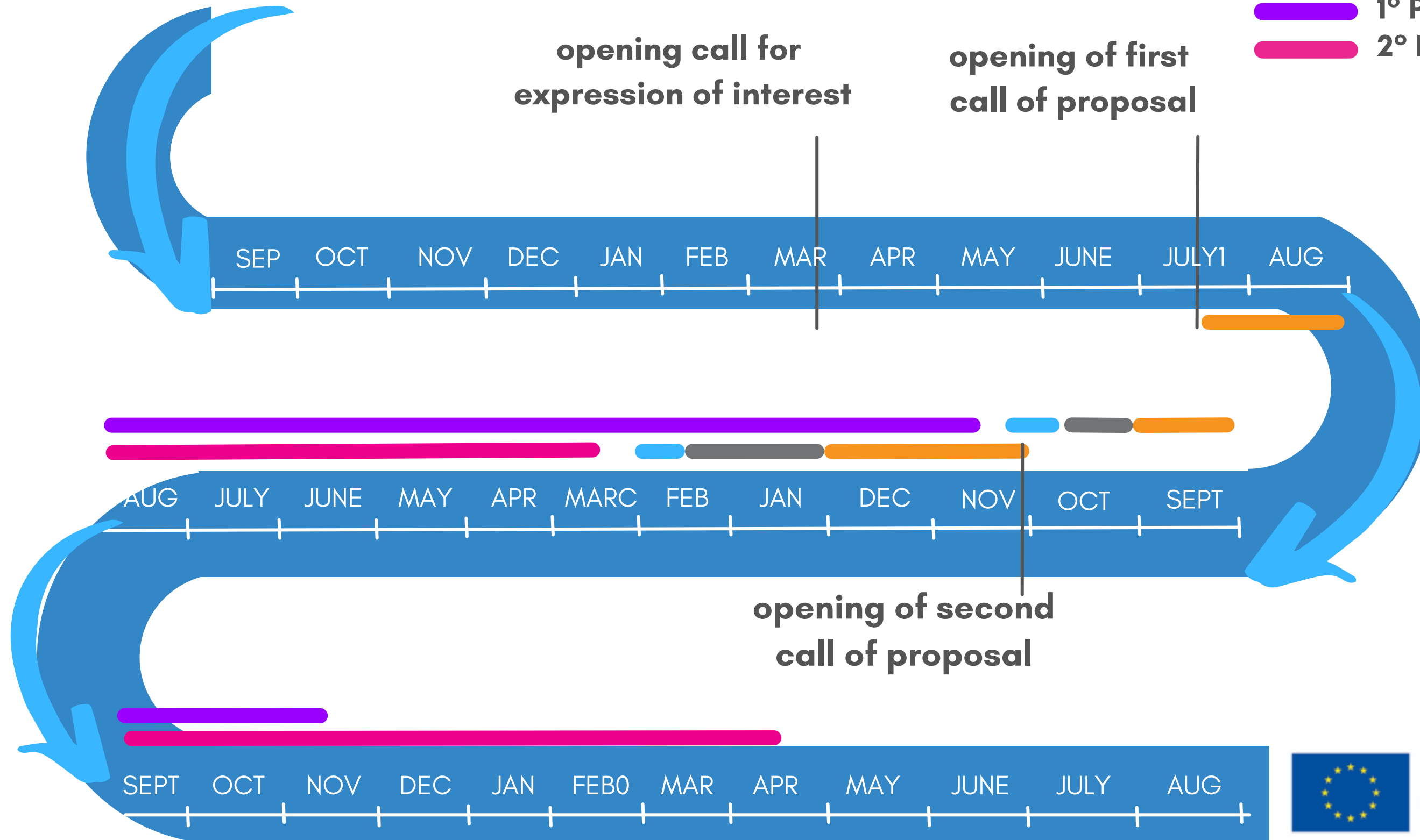


# FRIEND CCI FUNDING SCHEME: 2 WINDOWS TO APPLY TO CALL FOR SME



## Legend:

- APPLICATION PERIOD
- EVALUATION PERIOD:
- WINNER NOTIFICATION:
- 1° PROJECT PERIOD:
- 2° PROJECT PERIOD:





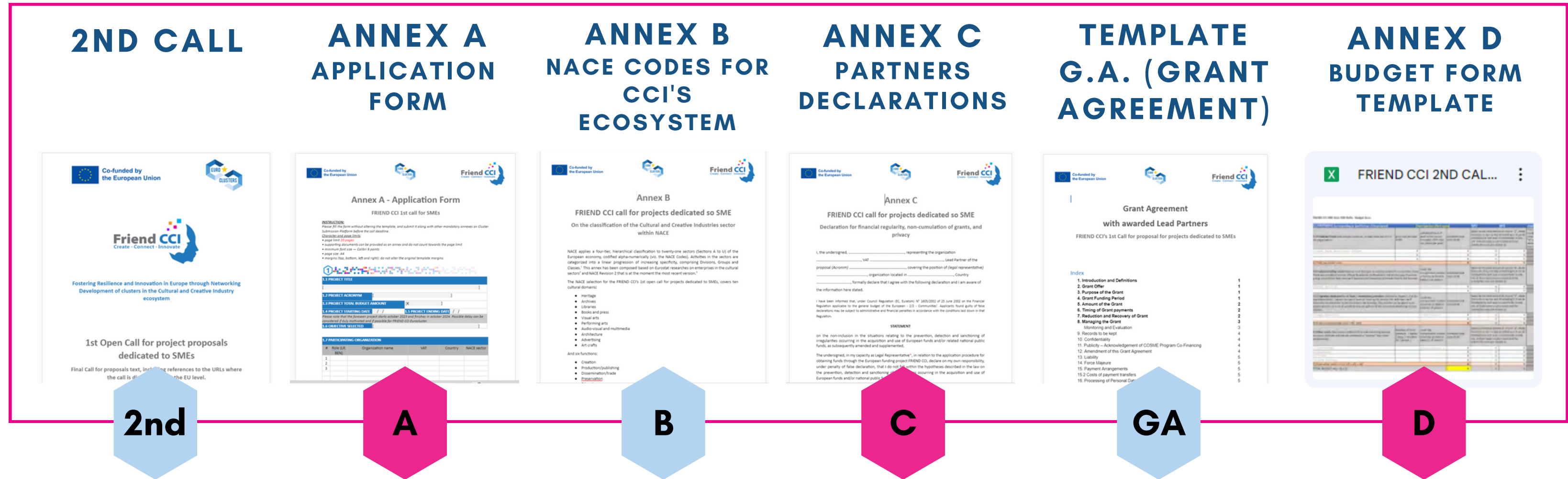
# AVAILABLE BUDGET FROM FRIEND CCI EUROCLUSTER



Co-funded by  
the European Union



# WHERE TO FIND THE FRIEND CCI 1ST CALL FOR PROJECT PROPOSALS DEDICATED TO SME



**ANNEX IN MAGENTA COLOUR (A, C, D) NEEDS TO BE SUBMITTED DURING APPLICATION PHASE.**

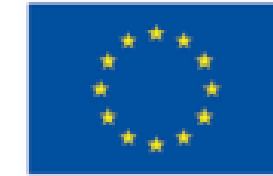


SMES WILL BE ALLOWED TO PARTICIPATE ONLY ONE TIME AS PARTNERS OR LEAD PARTNERS OF A CONSORTIUM OF SME, IN MAXIMUM ONE APPLICATION IN THE SECOND CALL FOR PROPOSAL. SMES THAT PARTICIPATED TO THE FIRST CALL AND WERE NOT AWARDED FOR FUNDING, ARE ALLOWED TO PARTICIPATE AGAIN SUBMITTING A DIFFERENT PROJECT.

ON THE OTHER HAND, IS IT POSSIBLE FOR SMES TO PARTICIPATE MULTIPLE TIMES AS A PROVIDER FOR A CONSORTIUM OF SMES, IN BOTH CALLS. IS IMPORTANT THAT THE TOTAL AMOUNT OF FINANCIAL SUPPORT RECEIVED FOR A SINGLE SME AND PROVIDER IN THE FRAMEWORK OF FRIEND CCI EUROCLUSTER CANNOT EXCEED 60.000 EUROS.



## ELEGIBILITY CRITERIA



In order to be eligible, the applicants must:

- be legal entities;
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs))
  - non-EU countries:
    - listed EEA countries and countries associated to the COSME part of the Single Market Programme.
- **Only SMEs are eligible to apply for the FRIEND CCI open call, by applying as a consortium of SMEs.**

**Definitions:** For the purpose of this call, SMEs have to be understood as **Small and Medium-sized Enterprises**. According to the European Commission's Recommendation (2003/361/EC), companies shall respect these requirements (see below table).



## ELEGIBILITY CRITERIA

Type of enterprise eligible for this call	Can it apply?
Microenterprise	Yes
Small enterprise	Yes
Medium Enterprise	Yes
Private Associations	Yes (if they own VAT)
Freelance or Independent professionals	No

Type of enterprise eligible for this call	Can it apply?
Schools	No
Universities	No
Public Institutions	No



## CONSORTIUM COMPOSITION TO APPLY:



*N. OF PARTNERS:*

**MIN. 2 SME , MAX 5 SME**

*N. OF PARTNERS FROM CULTURE ECOSYSTEM:*

**AT LEAST ONE** (SEE NACE CODE ANNEX B)

*N. OF PARTNERS FROM OTHER ECOSYSTEM:*

**AT LEAST ONE**

*LEAD PARTNER FROM:*



**MANDATORY**

*PARTNERS FROM MORE THAN 1 COUNTRY:*

**FROM 2 COUNTRY TO MORE**

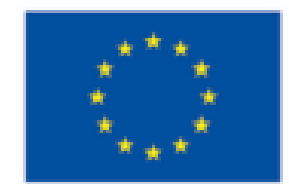
*PARTNERS FROM EU COUNTRIES DIFFERENT THAN:*

**IF INCLUDE SPECIFIC COUNTRIES (SEE THE 2ND CALL)**

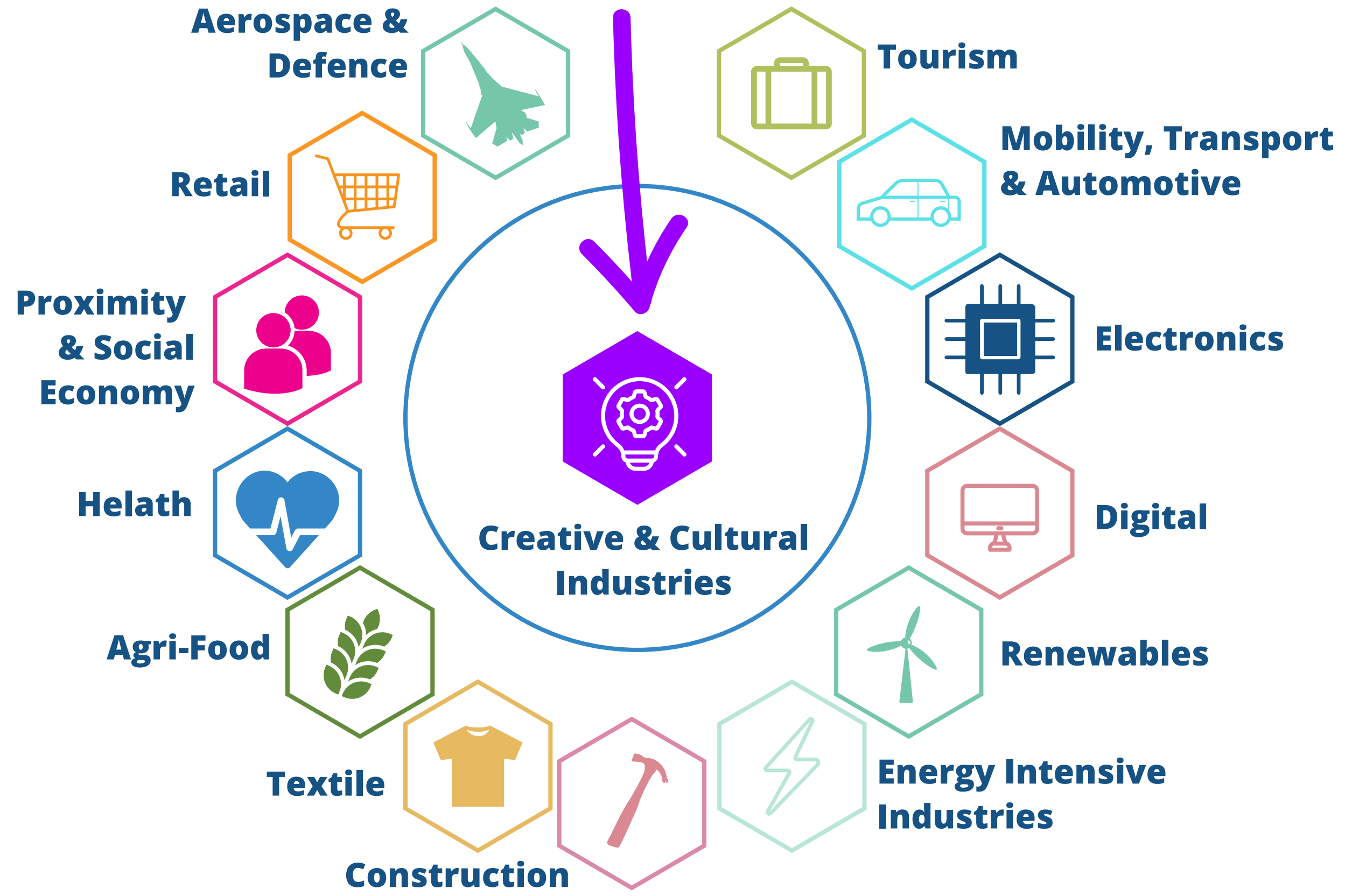


**OPTIONAL BUT WELL EVALUATED**

# CONSORTIUM COMPOSITION: CCI'S INTERLINKAGES WITH OTHER SECTORS



Co-funded by  
the European Union



# CONSORTIUM COMPOSITION: EXAMPLES



Co-funded by  
the European Union

TO FACILITATE APPLICANTS IMAGINING POSSIBLE CONSORTIUM SCENARIO, HERE SOME ELEGIBLE EXAMPLES, USING PRECEDENT SLIDE ECOSYSTEMS LOGOS:



**1# LEAD PARTNER**  

**2# PARTNER** 

**3# PARTNER** 

**1# LEAD PARTNER**  

**2# PARTNER**  

**1# LEAD PARTNER**  

**2# PARTNER** 

**3# PARTNER** 

**4# PARTNER** 

**1# LEAD PARTNER**  

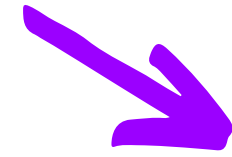
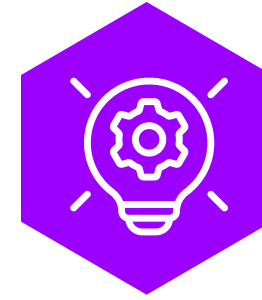
**2# PARTNER**  

**3# PARTNER** 

**4# PARTNER**  

**5# PARTNER** 

## MANDATORY OBJECTIVES: CHOOSE AT LEAST ONE



### 1) PRODUCT INNOVATIONS

Applicants should submit proposals that center in innovation in their value chains.

They should undertake innovation activities i.e. all developmental, financial and commercial activities undertaken by a firm that are intended to result in an innovation for the firm.

### 2) 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 value chains' efficiency in the use of resources, open markets for green technologies and services and uptake of digital solutions.



## 2 MANDATORY ACTIVITIES: TO DO BOTH

1) AT LEAST ONE UPSKILLING AND/OR RESKILLING ACTIVITY FOR SME EMPLOYEES (ORGANIZE **TRAINING**)

2) AT LEAST ONE ACTIVITY **TO GO INTERNATIONAL**, TO BOOST ACCESS TO GLOBAL SUPPLY AND VALUE CHAINS, BASED ON THEIR LEVEL OF READINESS.

MANDATORY ACTIVITY CAN BE COVERED BY:

### **+ 1 MANDATORY SERVICE FROM EXTERNAL PROVIDER**

MANDATORY REQUIREMENT TO INCLUDE IN THEIR PROJECT BUDGET **AT LEAST ONE SERVICE FROM AN EXTERNAL SERVICE PROVIDER.**

THE SERVICE SHOULD FOCUS ON ONE OF THE FOLLOWING TOPICS:

- DIGITAL TRANSITION,
- GREEN TRANSITION,
- INTERNATIONALIZATION.

THE SERVICES CAN BE PART OF AN ACTIVITY TO COVER ACTIONS UNDER MANDATORY ACTIVITIES.

## FINANCIAL SUPPORT FROM FRIEND CCI'S 1ST CALL

### TYPE OF SUPPORT: LUMP SUMS

**MINIMUM**  
**20.000,00 EUR**

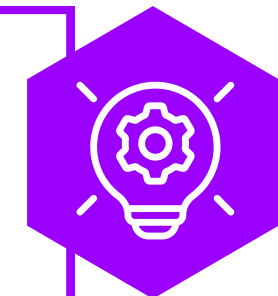
**MAXIMUM**  
**50.000,00 EUR**

**co-funded at 100%**



Co-funded by  
the European Union

**IMPORTANT: AT LEAST 20% OF THE BUDGET OF EACH PROJECT SHOULD BE DEDICATED TO THE SMES FROM THE CCI SECTOR (SEE ANNEX B FOR CCI'S NACE CODES).**



EACH APPLICANT SHOULD DETAILS HOW THE GRANT WILL BE SPENT USING THE TABLE BADGET OF THE APPLICATION FORM. THE CALL DESCRIBE THE ELEGIBLE BUDGET CATEGORY.



# CRITERIA FOR EVALUATION

## MAIN CRITERIA:

1. Relevance
2. Quality
3. Capacity
4. Impact

## ADDITIONAL CRITERIA:

- 5, 6, 7, 8, 9

Proposals that pass the minimum required score for each criteria will be considered for funding. Funding will be awarded on the basis of a shortlist starting from the highest score down, within the limits of the available call budget.

Criteria	Min. pass score	Max . score
<b>1) Relevance:</b> Excellence aspects of the proposal for the CCI sector	12	30
<i>Application Form, section 2: PROJECT SHORT SUMMARY;</i>	6	10
<i>Application Form, section 4: PROJECT OBJECTIVES AND BACKGROUND</i>	6	10
<i>Application Form, section 5: CONCEPT AND METHODOLOGY;</i>	6	10
<b>2) Quality:</b> Project design and implementation	12	20
<i>Application Form, section 8: WORK PLAN AND TIMELINE;</i>	6	10
<i>Application Form, section 10: ADDITIONAL MATERIAL;</i>	6	10
<b>3) Capacity:</b> Partnership and sound management	12	20
<i>Application Form, section 9: BUDGET ALLOCATION PER BENEFICIARIES;</i>	6	10
<i>Application Form, section 7: PROJECT MANAGEMENT AND VISIBILITY;</i>	6	10
<b>4) Impact:</b> Ambition of the proposal and innovation level	12	15
<i>Application Form, section 3: PARTNERS INFORMATION - CONSORTIUM COMPOSITION;</i>	6	10
<i>Application Form, section 6: IMPACTS AND INNOVATION LEVEL;</i>	6	10
5) The consortium includes as partner SMEs from at least 2 different eligible countries	0	2
6) Consortium includes SMEs coming from EU eligible countries different from Italy, France, Spain, Germany, Romania.	0	2
7) Consortium includes 3 SMEs	0	1
8) Consortium includes 4 SMEs	0	2
9) Consortium includes 5 SMEs	0	3
<b>Overall scores</b>	<b>48</b>	<b>100</b>





ALL PROPOSALS MUST BE SUBMITTED DIRECTLY ONLINE VIA  
THE CLUSTER SUBMISSION PLATFORM (CSP)  
**[HTTPS://CLUSTERSUBMISSIONPLATFORM.EU/EUROCLUSTER\\_POST/FRIEND-CCI-2ND-OPEN-CALL-SMES/](https://clustersubmissionplatform.eu/eurocluster_post/friend-cci-2nd-open-call-smes/)**



## SUBMISSION IS A 2-PHASE PROCESS:

- a) Create a user account and register your organization on the Cluster Submission Platform (CSP);
- b) submit the proposal by accessing the Cluster Submission Platform (CSP), fill and upload the required documents under the call for proposal page.



[EUROCLUSTER CALLS](#)   [CONTACT](#)   [LOGIN](#)

## Clusters Submission Platform

Welcome to the Cluster Submission Platform webpage!

Here you will learn about funding calls and other activities developed by several Euroclusters, and have the opportunity to participate in them, when active.

If you want to learn more about Euroclusters, visit the [main Euroclusters webpage](#) on the [European Cluster Collaboration Platform](#).

[Explore our funding calls](#)



### BEHIND THE PROJECT

## Our partners

Clusters Submission Platform is managed by a strong consortium of European Euroclusters that help SMEs to innovate and grow.



## HOW TO APPLY



Submit your proposal on Cluster Submission Platform by filling required fields in 3 steps submission.



### LIST OF MANDATORY ANNEXES:

- Application form of the partnership Annex A;
- Copy of ID of the legal representative of each applying SME;
- CV (in English) of project manager of the Lead Partner;
- Document of VAT registration for each applying SME, and evidence of their NACE code;
- Signed and scanned Annex C of each applying SME;
- Annex D: budget form in Excel format.

## APPLY TO FRIEND CCI CALL FOR PROJECT PROPOSAL

STEP 1    STEP 2    STEP 3

*Please complete the boxes with your business information*

### 1. Applicant administrative data

Name of the organisation \*

VAT number \*

Website \*

YOU CAN DOWNLOAD ALL NECESSARY ANNEXES FROM THE CLUSTER SUBMISSION PLATFORM (CSP):

[HTTPS://CLUSTERSUBMISSIONPLATFORM.EU/EUROCLUSTER\\_POST/FRIEND-CCI-2ND-OPEN-CALL-SMES/](https://clustersubmissionplatform.eu/eurocluster_post/friend-cci-2nd-open-call-smes/)

## HOW TO APPLY: FOCUS ON PROVIDED ANNEXES

### APPLICATION FORM OF THE PARTNERSHIP OF SME - ANNEX A

- Download it in word format;
- Fill it digitally;
- Transform it in PDF and submit it as annex;

Application form is composed of 10 chapters:

1. Project Information;
2. Project short summary;
3. Partners information;
4. Project objective and background;
5. Concept and methodology;
6. Impacts and innovation level;
7. Project management and visibility;
8. Workplan and timeline;
9. Budget (this has been exchanged with Annex D in Excel format);
10. Additional material.



Co-funded by  
the European Union



**Friend CCI**  
Create - Connect - Innovate

Fostering Resilience and Innovation in Europe through Networking  
Development of clusters in the Cultural and Creative Industry  
ecosystem

**2nd Open Call for project proposals  
dedicated to SMEs**

to reinforce innovation and internationalisation in Cultural and  
Creative Industries

Produced by  
Venetian Cluster

ITALCAM  
CAMERA DI COMMERCIO  
ITALO - TIRSECA

iDia

VENETIAN  
CLUSTER

France Clusters openhub

# HOW TO APPLY: FOCUS ON PROVIDED ANNEXES

## ANNEX D: BUDGET FORM TEMPLATE (TO BE SUBMITTED IN EXCEL)



### BUDGET TABLE:

Budget category:

- A) Personnel costs;
- B) Subcontracting;
- C) Other costs;
- C1) Consumables;
- C2) Equipment;
- C3) Travels;
- C4) Other expenses;

FRIEND CCI 2ND CALL FOR SMEs - Budget form						
9.1 PARTNER #1 (corresponding to Lead Partner of the proposal)		[insert partner short name]		WP1	WP2	check
<b>A) Personnel Costs</b> (one row per resources, include name and role in the organization)	gross cost per hour (EUR)	estimated hours of work in the project (consider 1720h max per person per year)	estimated total costs (EUR)	Based on the total amount of column "E", divide that costs in wp1 or wp2 distributing it. It can be distributed in both wps or concentrate in only one of them based on your needs and the activity the costs are related to.		This column is useful to check that the sum of column "F" and column "G" correspond to the amount of column "E" that is the total.
<i>Exemple: Name- Senior Project Manager</i>	- €		- €	- €	- €	- €
	- €		- €	- €	- €	- €
	- €		- €	- €	- €	- €
<b>A) Total personnel costs</b>			<b>- €</b>	<b>- €</b>	<b>- €</b>	<b>- €</b>
<b>B1) Subcontracting costs</b> (external costs that goes to subjects outside the consortium, if any. These are considered services offered by external professionals). Explain the type of services giving a description. Add new row if necessary but remember to include them in the formulas.		Insert the correspondent number of activity as listed in table 8.1 of annex A	estimated total costs (EUR)	Based on the total amount of column "E", divide that costs in wp1 or wp2 distributing it. It can be distributed in both wps or concentrate in only one of them based on your needs and the activity the costs are related to.		
<i>Exemple: Service for ...</i>		<i>Exemple: Activity 1</i>	- €	- €	- €	- €
			- €	- €	- €	- €
<b>B2) Expenses dedicated to at least 1 mandatory provider</b> (selected in chapter 1.9 of the Application form). Explain the type of services inserting the service title. Add new row if necessary but remember to include them in the formulas. The provider can be paid by all project partners or it can be paid by only one partner of the consortium depending on your decision.		Insert the correspondent number of activity as listed in table 8.1 of annex A	estimated total costs (EUR)	Based on the total amount of column "E", divide that costs in wp1 or wp2 distributing it. It can be distributed in both wps or concentrate in only one of them based on your needs and the activity the costs are related to.		
<i>Exemple: Service title...</i>		<i>Exemple: Activity 1</i>	- €	- €	- €	- €
			- €	- €	- €	- €
<b>B) Total subcontracting costs = B1) +B2)</b>			<b>- €</b>	<b>- €</b>	<b>- €</b>	<b>- €</b>
<b>C) Other costs</b> (this costs are different from subcontracting because are minor purchase and are not considered as "services" from other professionals)	Numbers of Units (example: 1 laptop, 2 flags, 2 roundtrip for 1 person..)	Insert the correspondent number of activity as listed in table 8.1 of annex A	estimated total costs (EUR)	Based on the total amount of column "E", divide that costs in wp1 or wp2 distributing it. It can be distributed in both wps or concentrate in only one of them based on your needs and the activity the costs are related to.		

# HOW TO APPLY: FOCUS ON PROVIDED ANNEXES

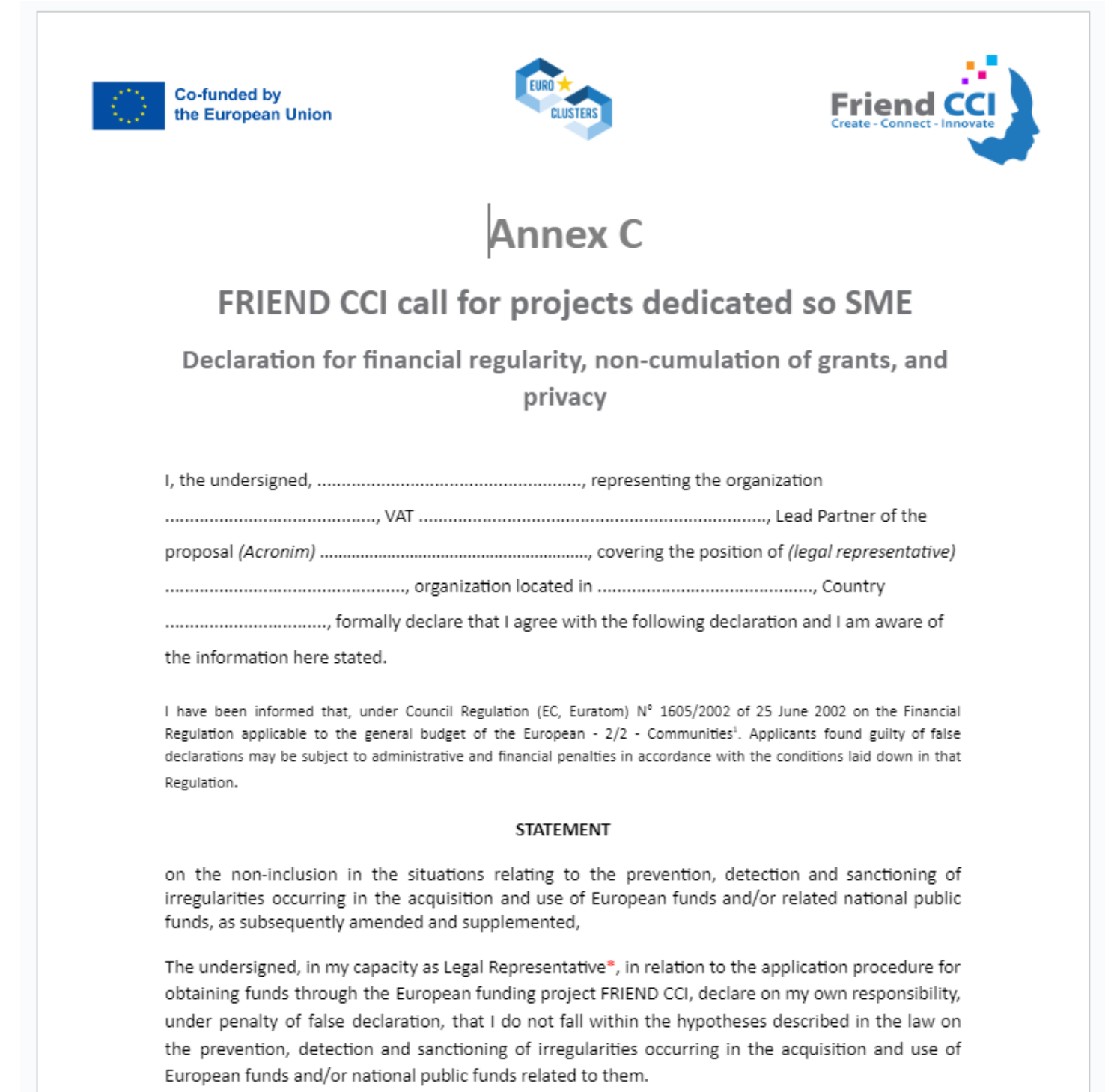
## ANNEX C - PARTNERS DECLARATIONS





- Download it in word format;
- Fill it;
- Legal representative sign it;
- Transform it in PDF and submit it as annex;


### Annex C is composed of:

- Statement on financial regulation;
- GDPR compliance;
- Sensitive information;
- Declaration of non-cumulation of grants on same project



 Co-funded by the European Union





### Annex C

#### FRIEND CCI call for projects dedicated so SME

#### Declaration for financial regularity, non-cumulation of grants, and privacy

I, the undersigned, ....., representing the organization ....., VAT ....., Lead Partner of the proposal (*Acronim*) ....., covering the position of (*legal representative*) ....., organization located in ....., Country ....., formally declare that I agree with the following declaration and I am aware of the information here stated.

I have been informed that, under Council Regulation (EC, Euratom) N° 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European - 2/2 - Communities<sup>1</sup>. Applicants found guilty of false declarations may be subject to administrative and financial penalties in accordance with the conditions laid down in that Regulation.

**STATEMENT**

on the non-inclusion in the situations relating to the prevention, detection and sanctioning of irregularities occurring in the acquisition and use of European funds and/or related national public funds, as subsequently amended and supplemented,

The undersigned, in my capacity as Legal Representative\*, in relation to the application procedure for obtaining funds through the European funding project FRIEND CCI, declare on my own responsibility, under penalty of false declaration, that I do not fall within the hypotheses described in the law on the prevention, detection and sanctioning of irregularities occurring in the acquisition and use of European funds and/or national public funds related to them.

## CONTACTS:

General enquires: [info@euroclusterfriendcci.eu](mailto:info@euroclusterfriendcci.eu)



Co-funded by  
the European Union



ITALIAN INFO POINT - VENETIAN CLUSTER SRL



**Project Coordinator:**

Mr. Sergio Calò  
[sergio.calo@venetiancluster.eu](mailto:sergio.calo@venetiancluster.eu)

**Tutor for applicants:**

Ms. Carlotta Campanini  
[carlotta.campanini@venetiancluster.eu](mailto:carlotta.campanini@venetiancluster.eu)



FRENCH INFO POINT - FRANCE CLUSTERS



**Tutor for applicants:**

Ms. Lisa Besnard  
[lisa.besnard@franceclusters.fr](mailto:lisa.besnard@franceclusters.fr)



GERMAN INFO POINT - ITALCAM



**Tutor for applicants:**

Ms. Lorena Melis  
[melis@italcam.de](mailto:melis@italcam.de)



SPANISH INFO POINT - IDIA CLUSTERS



**Tutor for applicants:**

Mr. Alvaro Lombardo  
[alvaro.lombardo@idia.es](mailto:alvaro.lombardo@idia.es)



ROMANIAN INFO POINT - OPEN HUB



**Tutor for applicants:**

Ms. Georgiana Mihailovici,  
[projects@openhub.ro](mailto:projects@openhub.ro)

