



Co-funded by
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Supporting recovery and business transformation of lighting & furniture SMEs
for the Europe Industry of Tomorrow

SILEO

2° OPEN CALL FOR BUSINESS DIGITAL TRANSFORMATION PROJECTS

Guide for Applicants

Please note that this applicant guide may be used for information purposes only.

Proposals will have to be submitted using the online application form provided at:

https://clustersubmissionplatform.eu/eurocluster_post/sileo-business-digital-transformation-2nd-open-call/



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About the SILEO project

SILEO - Supporting recovery and business transformation of lighting & furniture SMEs for the Europe Industry of Tomorrow	
Project Reference	Grant Agreement n° 101074564
Call Identifier	SMP-COSME-2021-CLUSTER
Project duration	36 months (01.09.2022 – 31.08.2025)
Project budget	1.438.835 EUR of which 1.050.000 EUR will directly benefit lighting and furniture SMEs in the form of financial support to third parties (lump sums/prizes)
ECCP profile	https://clustercollaboration.eu/eu-cluster-partnerships/euroclusters/sileo
Submission Platform	https://clustersubmissionplatform.eu/eurocluster_post/sileo-business-digital-transformation-2nd-open-call

SILEO Eurocluster project is co-financed by the Single Market Programme (SMP/COSME Pillar) of the European Union. SILEO gathers seven key lighting and furniture clusters:

1. **ELCA European Lighting Cluster Alliance** (Italy)
2. **Cluster Lumière** (France)
3. **CICAT Lighting Cluster** (Spain)
4. **Rete di Imprese Luce in Veneto** (Italy)
1. **Business Upper Austria - OÖ. Wirtschaftsagentur GmbH - Building Innovation Cluster** (Austria)
5. **TFC Transylvanian Furniture Cluster** (Romania)
6. **Cluster Legno, Arredo e Sistema Casa FVG** (Italy)



COVID-19 has shown that resilience matters and laid bare the ‘resilience divide’ between small and large firms. SILEO Consortium will support the European Small and Medium-sized Enterprises - SMEs of the lighting-furniture sector to recover fully from the crisis, become more resilient and better prepared for the digital and circular transition needs and challenges. **SILEO Eurocluster project will help the European lighting & furniture SMEs to be proactive actors in this transition.**

SILEO Consortium aspires to capture all the digitalisation potential for the furniture and lighting SMEs with a concerted effort channelled through an open and inclusive ecosystem for innovation and technology business upgrading with accompanying business support measures including expert consultancy, business resilience building guidance, reinforced by direct financial support schemes and talent placement service to



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help companies attract talents. The project proposes a **direct financial funding scheme through financial support to third parties** (cascade funding), joint talent placement services and internationalization actions to accelerate the recovery of lighting and furniture SMEs, support them in becoming more resilient to future shocks, better prepared for disruptions in supply and value chains, greener in business operations and stronger connected to technology ecosystems through strategic partnering.

Outlook of SILEO Open Calls for funding support

The SILEO Consortium envisaged **5 typologies of Financial Support to Third Parties - FSTP** to be activated through open calls for cascade funding, during the project course. The SILEO budget for the FSTP (financial support) open calls is 1.050.000 EUR.

SILEO Hack Day Travel Support for lighting & furniture SMEs

(financial support through lump sum)



HACK-DAY
TRAVEL
500 € / SME

To help the maturation of ideas and investment projects, SILEO Consortium will support lighting and furniture SMEs' participation in the project hackathon events (two 1-day international Hackathons "SILEO Tech Challenge - Hack Days to Drive Innovation in Lighting & Furniture" in Romania and Italy) and help them take an active part in the match-making with technology providers with the SILEO Hack Day Travel Support.

→ 1° Open Call is planned to be published in mid-February 2024 (Hack Day in Romania, Cluj-Napoca on 13.06.2024)

→ 2° Open Call is planned to be published by the end of April 2024 (Hack Day in Italy, Padua in October 2024)

SILEO Business Digital Transformation Projects

(financial support through lump sum)



BUSINESS
TRANSFORMATION
5.000 € / SME

Financial support to lighting and furniture SMEs to facilitate the collaboration with digital technology providers/facilitators to implement business digital transformation projects that address the main challenges of the green and digital transition.

→ 1° Open Call opened from 17.04.2023 to 20.06.2023 (call closed)

→ 2° Open Call opened on 22.01.2024 and will close on 25.03.2024

SILEO Advanced Technology Uptake Projects

(financial support through lump sum)



ADVANCED
TECHNOLOGY
UPTAKE
10.500 € / SME

Financial support to support lighting and furniture SMEs in implementing/developing/integrating the new advanced technologies into their business operations to support company resilience and digital and green transformation.

→ 1° Open Call is planned to be published on 05.02.2024

→ 2° Open Call is planned to be published in September 2024



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 <p>TALENT PLACEMENT</p> <p>4.000 € / SME</p>	<p>SILEO Talent Placement Projects <i>(financial support through lump sum)</i></p> <p>Financial support to help SMEs attract talents (in particular young graduates) to reinforce company digitalisation and circular economy transitions and to facilitate the job placement of new graduates in the world of work.</p> <p>→ <i>Open Call opened on 27.11.2023 and will close on 30.01.2024</i></p>
 <p>STORYTELLING VIDEO CONTEST</p> <p>Cash prizes</p>	<p>SILEO Best Company Story-telling Video Contest <i>Cash prizes</i></p> <p>To support companies' visibility and international appeal, lighting and furniture SMEs will be invited to take part in the SILEO International Contest for the "Best SME Storytelling" video, showcasing their green and/or digital transition success stories.</p> <p>→ <i>Open Call is planned to be published in late Spring 2024</i></p>

The maximum amount to be granted per SME by the SILEO project shall not exceed € 60.000,00 in total even in the case of multiple granted financial support scheme types (lump sums) to the SME during the lifetime of SILEO (Hack Day travel vouchers, Business Digital Transformation Projects, Advanced Technology Uptake Projects, Talent Placement Projects). This applies for all 4 calls (with 2 cut-off dates) in case an SME would also apply to the subsequent calls.

An SME supported under one of the SILEO Open Calls can apply to other Calls for funding support.

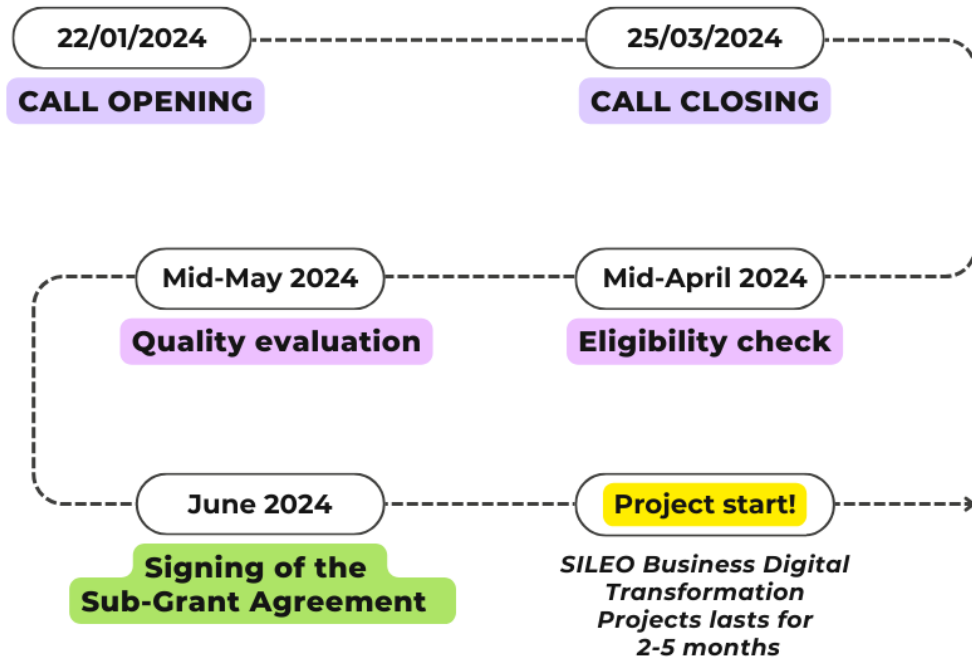
[This Guide for Applicants summarizes the main rules and criteria for the 2° Call for Business Digital Transformation Projects.](#)



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2° Open Call timeline

The SILEO 2° Open Call for Business Digital Transformation Projects will be open from **Monday 22 January 2024 at 10:00 CET** (Brussels Time) with a deadline on **Monday 25 March 2024 at 17:00 CET** (Brussels Time).



SILEO BUSINESS DIGITAL TRANSFORMATION PROJECTS	
Maximum amount per project	5.000 EUR lump sum for a project/SME
Estimated no. of projects to be funded	27 projects (=27 SMEs)
Participants	A single SME from the lighting and/or furniture industry
Project duration	Min. 2 months – max. 5 months
Expected starting date of the project	June 2024
Envisaged budget for the Open Call	135.000,00 EUR



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1. Objective of the Business Digital Transformation Projects

SILEO project is launching the **2° Open Call for Business Digital Transformation Projects**.

The **Business Digital Transformation Project** is the successful implementation of a consultancy service provided by a technology provider for SMEs operating the lighting and furniture supply chains, aimed at exploring the potential of digitalisation processes and/or the adoption of sustainable practices to support the company's green and digital transition.

This SILEO Call is a unique opportunity for the EU SMEs to access the following **expert services (A-B-C) through collaboration with one or more technology providers**:

A) General expert consultancy on company digitalisation processes
<i>(Which and/or how company processes might be digitalised to improve its innovation and business potential?)</i>
B) Specific expert consultancy on identified advanced technologies and/or digitalisation processes to concretely explore its potential uptake at the company level, its implementation procedure into the firm operations and the scale of investment.
<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>
C) General expert consultancy for business transformation and market analysis
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. <i>(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>



An SME can apply only to one of the 3 expert services (A or B or C) described above and offered by the SILEO Open Call for Business Digital Transformation Projects.

Under this 2° Open Call, we will select up to **27 projects (= 27 beneficiary SMEs)**. The final number of projects selected under this 2° Open Call will depend on the overall quality of the proposals and the available budget.

Awarded SMEs will have **from two (2) to five (5) months** to implement the expert consultancy selected and receive:

- ✓ **Up to € 5.000 per 1 Business Digital Transformation Project.**

The “project” is understood as the consulting activities implemented by Applicant SME together with the technology provider(s) selected from the SILEO Pool of Technology Uptake Facilitators.



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1.1 Technology providers and digitalisation experts

To implement the business digital transformation project, an SME applicant must select one or more technology providers gathered from the official list of experts, the **SILEO Pool of Technology Uptake Facilitators**.

The Pool of Technology Uptake Facilitators is a document, published on the SILEO submission platform that includes all the organisations who have expressed their interest and willingness to support SMEs in their digital & green transition pathway and answered the specific [Call for Expression of Interest](#) launched by SILEO Consortium partners, and open until two weeks before the Open Call closure.

During the application process, the **SME Applicant can:**

- ✓ **SELECT** an organisation included in the existing list of validated experts;
- OR**
- ✓ **PROPOSE its own technology provider** by submitting the *Expression of Interest (Eoi) – application form*.

Please remember that the Expression of Interest form of a new provider must be submitted by email to one of the SILEO contact points at the latest two weeks before the Call closure (08.03.2024)



In the case the technology provider does not submit the Eoi form by the above date and, therefore, is not included in the SILEO Pool, the applicant SME will still have the opportunity to select another validated technology provider from the official list published by the SILEO project.

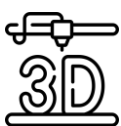
The SME applicant and the selected technology provider(s) must be two independent legal entities to avoid any conflict of interest.



For further information on the SILEO Call for Expression of Interest, check the **Technology Provider - Guide for Applicants**, [here](#).

1.2 Advanced technologies and digital solutions










As the ambition of the Business Digital Transformation Projects is to enable SMEs to explore the potential of digitalisation processes, sustainable practices and/or uptake of advanced technologies implementation to support their green and digital transition, SILEO Partners carried out a preliminary but methodical research on the most requested and relevant advanced technologies. The following advanced technologies (*not an exhaustive list*) have been individuated as of paramount importance for lighting and furniture SMEs:



Additive Manufacturing (AM) - 3D printing

The technology will improve resource efficiency in both production and use phases as manufacturing processes and products can be redesigned for AM, as well as extend product life achieved through technical approaches such as repair, remanufacture and refurbishment, more sustainable socio-economic patterns like stronger person-product affinities, closer relations producers - consumers.

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	<p>Augmented and Virtual Reality (VR)</p> <p>Support implementation of smart products, enhance focus on delivering customer experience and hyper customization for designers and end-users. Customization through VR allows lower product errors, and diminishes waste, impacting positively the shift towards a low-carbon-based economy.</p>
	<p>Big Data & Analytics</p> <p>Data-based analysis tools are used to visualize bottlenecks and risks in real time and present them in a comprehensible way.</p>
	<p>Cybersecurity</p> <p>Most of the new building facilities are equipped with grid-connected products including lighting, electricity, heating etc. The lighting fixtures are used for the Internet of Things (IoT) sensors. Unfortunately, this makes them attractive for cyber-attacks. Thus, cyber security technologies should be included in smart lighting products.</p>
	<p>Industrial IoT (IIoT) & sensors</p> <p>IIoT increase safety and efficiency at production sites, reduces human errors, improves logistic and distribution and thus increasing the resilience of companies to crisis related to suppliers. The integration of sensors or the development of printable codes to the wood logs for raw material tracking and data acquisition. Available functionalities allow for very precise management of light sources so that the lighting is perfectly suited to the function of the ambient, and the energy consumption is maximally rationalised.</p>
	<p>Robotics</p> <p>Efficiently implemented robotics, such as material handling, Metal Inert Gas (MIG) welding, spot and arc welding, etc., will enable SMEs to improve the safety standards, the quality of their products and their resource usage.</p>
	<p>Artificial Intelligence (AI)</p> <p>Useful for product proposals via apps and for product development. AI has the potential to impact the whole product design, increasing customisation. Lower errors and higher creativity in production.</p>
	<p>Digitalisation of marketing and online trading</p> <p>Digitalisation in marketing refers to the gradual movement of marketing onto digital platforms, such as the Internet, using video, audio and other digital channels to reach their target audience. Digitalization of marketing involves the transformation of traditional marketing strategies (commerce, customer management, sales e-commerce, B2B commerce) and activities into digital formats. It encompasses all the efforts made by businesses to leverage digital channels, tools, and platforms to promote their products or services to a wider audience.</p>
	<p>Image scripting technologies</p> <p>This technology can be used to produce photorealistic images of each furniture or lighting product, enabling it to be showcased online in detail. Thus, consumers can view these products online, zoom in and out without any loss of quality or clarity, or rotate images at any angle. Besides that, portions of the image can even be dissolved in order to reveal hidden components and features.</p>
	<p>Web-based Augmented Reality (WebAR)</p> <p>This technology can help businesses get products to market in time and effectively communicate the worth and utility of a complicated and expensive product in B2B. It is also a sales tool that allows a customer to easily visualize how a product will fit within their own home. This is achieved with digital models of products that can be placed within real environments using AR technology.</p>



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Machine learning

Using artificial intelligence allows one to create a personalized buying experience for every individual customer.

Other technologies and digital solutions that can be relevant for the lighting and furniture business operations support the green and digital transition of SMEs.

2. Who can apply?

Business Digital Transformation Projects must be submitted by an individual SME from the lighting and/or furniture ecosystem via the [SILEO Submission Platform](#) before the **deadline (scheduled on 25.03.2024 – 17:00 CET)**.

We are looking for project applications submitted by a single SME operating in the lighting and furniture industry and located in the EU Member States or countries associated with the Single Market Programme.

All the evaluation criteria are listed in the following Chapter and Chapter 4 of this Guide for Applicants.

2.1 SME definition

Applicants **must be a single Small and Medium-size Enterprise (SME)** [registered legal person] – including start-ups registered at least 6 months from the date of SILEO application submission.

An SME will be considered eligible as such if it **complies with the [European Commission's Recommendation 2003/361/EC](#)**. In summary, the criteria defining an SME are:

- Headcount in Annual Work Unit (AWU) less than 250;
- Annual turnover is less or equal to € 50 million OR annual balance sheet total less or equal to € 43 million.

The status of the SME must be declared by the SME applicant in the Declaration of Honour as a mandatory annex to the Application Form.



Note that the figures of partners and linked enterprises should also be considered as stated in the [SME user guide](#).

For further information, check the [SME self-assessment questionnaire](#).

2.2 Geographical criteria

Applicant SMEs **must be established in the European Union Member States (EU27) or countries associated with 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](#))**.



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2.3 Target industrial sector

The target applicants of the SILEO Call for Proposal are **European SMEs operating in the Lighting and Furniture manufacturing key industries:**

- The lighting industry covers a complex range of products and services for the manufacturing of luminaires, lamps and related components. It includes various industrial segments divided per lighting type (LEDs, CFLs, etc.), application (general lighting, automotive lighting, backlighting, emergency lighting, others), electronics and other components (lighting controls, etc.).
- The furniture industry covers various products and services markets segmented by material (wood, metal, plastic, and other), and by application (home furniture, office furniture, hospitality furniture, upholstered furniture, and others).



No distributors but only manufacturing SMEs are eligible.

3. Application process: steps to apply

SME applicants will need to submit their application form through the **SILEO Submission Platform** before the **deadline, scheduled on 25.03.2024 at 17:00 pm CET.**

The applications must be written in English (applications partially written in another language are not eligible and will be automatically rejected). The projects that do not comply with those criteria will be excluded and marked as ineligible.

The complete SILEO Application consists of the following steps:

STEP 1. ADMINISTRATIVE PART	SME applicant administrative data to be completed by filling in the sections online on the SILEO Submission Platform.
STEP 2. BUSINESS DIGITAL TRANSFORMATION PROJECT	To be completed by filling in the Business Digital Transformation Project – technical part (<i>Word template available to download on the SILEO Submission Platform</i>) and uploading it into PDF format. The Business Digital Transformation Project – technical part includes: A. Project Information B. Project Relevance C. Project Implementation D. Project Impact
STEP 3. REQUIREMENTS TO PARTICIPATE IN THIS CALL	To be completed by signing the Declaration of Honour (<i>PDF template available to download on the SILEO Submission Platform</i>) and uploading it into PDF format.

All the information provided should be complete and valid. After the submission, all the applicants will receive a **confirmation email** with the registered date and time of the submission.



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Get in touch with us if it is not the case! Contact SILEO Coordinator Marta Krakowiak (marta.krakowiak@elcacluster.eu) – ELCA European Lighting Cluster Alliance.

It is important for you to know that we will not be evaluating any proposal sent after the deadline and submitted outside the dedicated form.

Applicant SMEs can submit only one (1) proposal (as a single SME) under this open call. If more than one proposal is submitted by the same SME, only the last edited proposal will be evaluated. Other proposals will not be eligible.

Only civil applications will be accepted. Your project must focus on the development of civil applications and must be limited to them. SILEO will not accept proposals with a military focus. This must be self-declared in the Declaration of Honour (DoH). During the applications' assessment procedure, the SILEO evaluators reserve the right to exclude the applicant if information in the declaration of honour is false.

The proposal must be written in English in all its parts to be eligible. Only parts written in English will be evaluated.

4. Evaluation criteria

Submitted applications will be evaluated by **internal reviewers from the SILEO Open Calls Quality Board** (consisting of representatives of SILEO partners) plus **external experts** (having a technical background in advanced technologies and/or digitalisation, and deep knowledge of the lighting/furniture industrial processes, selected by SILEO Consortium).

The evaluation will be carried out under appropriate ethical conduct, without conflict of interest and will respect the confidentiality of the information received. All the reviewers will have to sign a **Non-Disclosure Agreement** (NDA) with the SILEO Coordinator to ensure the confidentiality of received information.

Once the Open Call is closed:

- SILEO Quality Board will first check the eligibility criteria of the application submitted;
- Then the SILEO Quality Board and external reviewers will perform the quality evaluation of eligible applications, where the proposals will be ranked according to their total evaluation score, and the applications with the highest scores will be selected for funding. Only proposals that reach the overall threshold and thresholds of each criterion will be considered for funding.

The **assessment period shall take max. 40 days**, starting from the closing date of the call. The applicants will receive an e-mail about the outcome of the evaluation directly after each process is finalised along with instructions for the next steps in case the applicant is awarded.

The successful applicants will be requested to sign a formal Sub-Grant Agreement (SGA) within 14 days from the notification of the project approval.



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4.1 Eligibility check

The submitted application will be evaluated by the SILEO Quality Board based on the statements from the submitted proposal.

ELIGIBILITY REQUIREMENTS	
1.	The application is complete, readable and written in English in all its parts. It includes the properly filled and signed <u>Declaration of Honour</u> .
2.	The application has been submitted via the SILEO Application Portal within the deadline (scheduled on 25 March 2024 at 17:00 CET).
3.	The application has been submitted by <u>a manufacturing SME</u> or by a start-up (registered at least 6 months from the date of SILEO application submission) from the <u>lighting or furniture industry located in the eligible countries</u> (EU Member States or SMP-associated countries).
4.	The SME applicant has chosen a technology provider(s) included in the SILEO Pool of Technology Uptake Facilitators.

The eligibility criteria of the participants are also specified in Chapter 2 of this Guide for Applicants.

The results of the eligibility check will be communicated to all applicants via email, both those who will pass and those who will fail.

- ❖ Applicants who do not pass the eligibility check will receive a notification explaining why they are not eligible for the SILEO call.
- ❖ Applications that pass the eligibility check will proceed to the quality evaluation.



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4.2 Quality Evaluation

SILEO Open Call Quality board and external evaluators will evaluate the quality aspects of the proposal which have passed the eligibility check, following the specific award criteria, listed below.

Criteria	Sub-criteria	Score threshold	Score
RELEVANCE	SME applicant is associated with one of the SILEO partners' organisations <u>or</u> is located in one of the EU-13 member countries and those EU regions with which the SILEO partners had no previous cooperation (<i>Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, and Slovenia</i>). <u>Note that in the case an SME is associated with one of the SILEO clusters and is located also in the EU-13 states, the score is 1 (not 2) because only one category counts.</u>	0	1
	Pertinence to the SILEO Call objectives	3	5
	Relevance of the technology provider's expertise with the business digital transformation project objectives	0	1
	TOTAL RELEVANCE	3	7
IMPLEMENTATION	Coherence and effectiveness of the work plan	3	5
	Team	3	5
	Resources	3	5
	TOTAL IMPLEMENTATION	9	15
IMPACT	Extent to which the business digital transformation project supports SME green and/or digital transition process in line with the SME's ambition and strategies identified	3	5
	TOTAL IMPACT	3	5
TOTAL QUALITY EVALUATION		15	27



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SILEO evaluators will score each sub-criterion - *except for sub-criterion 1.1 and 1.3* - on a scale from 0 to 5 (half-point scores may be given):

Fail	0	The proposal fails to address the criterion or it cannot be assessed due to missing or incomplete information.
Poor	1	The criterion is inadequately addressed or there are serious inherent weaknesses.
Fair	2	The proposal broadly addresses the criterion, but there are significant weaknesses.
Good	3	The proposal addresses the criterion well but there are a certain number of shortcomings.
Very good	4	There is a small number of shortcomings but overall, the proposal addresses the criterion very well.
Excellent	5	The proposal successfully addresses all relevant aspects of the criterion with no or minor shortcomings.

1) For the **RELEVANCE**, SILEO evaluators will evaluate:

Sub-criteria	Evaluation
1.1 (0-1 point)	<p>→ If the SME applicant is a member of one of the SILEO cluster partners (ELCA European Lighting Cluster Alliance, Cluster Lumière, CICAT Lighting Cluster, Rete di Imprese Luce in Veneto, Building Innovation Cluster, Transylvanian Furniture Cluster, Cluster FVG Legno, Arredo e Sistema Casa)</p> <p><u>OR</u></p> <p>→ If the SME applicant is located in one of the 13 countries which joined the European Union in or after 2004 (Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, and Slovenia).</p> <p><u>Note that in the case an SME is associated with one of the SILEO clusters and is located also in the EU-13 states, the score is 1 (not 2) because only one category counts (this is the case of SMEs belonging to the TFC cluster and coming from Romania).</u></p>
1.2 (0-5 points)	<p>→ If the proposal objectives of the business digital transformation project (section B1 of the Application Form) and technologies/practices/solutions (section B2 of the Application Form) are aligned with the objectives of the SILEO Call for Business Digital Transformation Projects.</p>
1.3 (0-1 point)	<p>→ If the relevance of the technology provider selected (section B3 of the Application Form) is aligned with the business digital transformation project goals (section B1 of the Application Form) and activities (section C1 of the Application Form) as well as the typology of expertise consultancy selected (section A4 of the Application Form).</p>



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2) For the **IMPLEMENTATION**, evaluators will evaluate:

Sub-criteria	Evaluation
2.1 (0-5 points)	→ If the proposal activities (section C1 of the Application Form) - analysis, reviews and exchanges with technology provider logic and effective - are in line with the main goal of the selected expertise consultancy (section A4 of the Application Form) and the timetable is well planned.
2.2 (0-5 points)	→ The quality and expertise of the applicant project team (section C2 of the Application Form), in relation to the complexity of the planned project activities (section C1), and how the applicant team will collaborate with the selected technology provider.
2.3 (0-5 points)	→ The value for money of the cost assigned to the business digital transformation project is well demonstrated and its allocation is specified (section C3 of the Application Form)

3) For **IMPACT**, SILEO evaluators will evaluate:

Sub-criteria	Evaluation
3.1 (0-5 points)	→ A clear and motivated description of how the business digital transformation project will support the SME green and/or digital transition process in line with the ambition and strategies identified and how it is relevant to the industrial sector of reference (sections D1 and D2 of the Application Form)

After the quality evaluation, evaluated proposals will be ranked according to their final score.

The final score of one project proposal will be calculated as an arithmetic average of the individual assessments provided by SILEO evaluators. Only proposals that reach the individual thresholds of each criterion and the overall threshold of 15 points will be considered for funding.

4.3 Final Ranking List

After individual evaluation, the results will be ranked in a **PRELIMINARY LIST**. Only proposals with all individual criteria reaching the threshold will be considered eligible and included in the preliminary ranking list.

EVALUATION IN CASE OF EQUAL SCORING:

- In the case of proposals with equal overall scoring, **the prevailing one is the proposal that has the higher score in the criterion of “Impact”, then “Relevance” and then “Implementation”, following this order.**
- If the equality persists, the last parameter taken into consideration for the ranking list will be the submission order of the application. The date and time of submission is automatically generated by the SILEO Submission Platform.



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In case of equal evaluation scores of applications and insufficient funding to fund all equally rated proposals, a second evaluation round will be carried out to establish a definite ranking among those equally rated proposals.

The **FINAL RANKING LIST** will result from the decision taken by consensus (minimum $\frac{2}{3}$ of the votes) of the SILEO Open Calls Quality Board during the dedicated decision meeting.

5. Communication of the final results

The results of the eligibility (4.1) and quality evaluation (4.2) will be communicated to all applicants via email, both to those who will pass and to those who will fail to pass it.

- **The results of the quality evaluation process will be communicated to all applicants** (qualified for this 2nd evaluation step) through an email including the respective evaluation report summary.

According to the final ranking list, the first 27 SMEs will be selected and invited to participate in a **KICK-OFF MEETING** hosted by the SILEO Coordinator and Partner(s) of Reference to discuss the implementation rules, reporting and payment modalities. Attending the Kick-off Meeting by successful Applicants is mandatory. The participation of the technology provider is not mandatory, but they can attend if the SME wishes.

The successful 27 projects will be invited to sign the Sub-grant Agreement with the SILEO Consortium.

The information on the awarded projects (following the signature of the Sub-grant Agreements between SME applicants and the SILEO Consortium) will be published on the SILEO ECCP profile page, SILEO Application Portal, Funding & Tenders Portal, Enterprise Europe Network local branches and all the SILEO communication channels including social media and Partners' institutional websites.

6. Sub-Grant Agreement with the SILEO Consortium

Once an SME applicant has been selected for SILEO financial support, a **specific financial agreement – Sub-Grant Agreement (SGA)** will be signed between the awarded SME and the SILEO Consortium (Coordinator and/or Partner of Reference), within 14 days from the notification.

By signing it, the SME Beneficiary accepts the financial support in the form of lump sum, obligations, legal provisions and payment modalities, and agrees to implement the Project under their own responsibility.



Please note that the Sub-Grant Agreement binds only the awarded SME and the SILEO Consortium.

The collaboration between the SME beneficiary and the selected technology provider, regulating the consultancy, shall be drafted according to the national labour laws and shall include the amount requested, the legal name(s) of the technology provider(s), and a reference to the SILEO project and the SILEO Open Call for Business Digital Transformation Projects.

The collaboration contract must be sent to the SILEO Consortium as a mandatory annex to the Sub-Grant Agreement.



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7. Monitoring and Reporting

After the implementation of the SILEO Business Digital Transformation Project, the **SME Beneficiary must report the work performance to the SILEO Consortium to enable the evaluation of the degree of fulfilment of the project work plan.**

Each SME Beneficiary must elaborate and submit a **FINAL TECHNICAL REPORT** to the SILEO Consortium, via email to the Coordinator and Partner(s) of Reference, within 14 days of the project end date.

The final technical report consists of three parts:

- In the 1° part, the SME beneficiary describes the project performance, and the major results including a description of the consultancy and work done, with final deliverables if envisaged (i.e., a market study, or report), and deviations from the proposed work plan that may have arisen with the related solutions applied;
- In the 2° part, the SME beneficiary lists the incurred expenditures and attaches copies of the corresponding invoices to prove that the costs have been incurred and paid out to the technology provider within the project duration;
- In the last part, the SME beneficiary provides a short feedback section about the financial support service offered by the SILEO Consortium.

The template will be provided by the SILEO Consortium.

8. Typology of financial support (lump sum)

Successful proposals shall receive the requested financial contribution in the **form of a lump sum.** The requested lump sum must be dedicated to the implementation of the Business Digital Transformation Project with the support of the selected technology provider(s).

The maximum amount per project must not exceed 5.000 EUR (lump sum).

→ *What is a lump sum payment?* A lump sum is a fixed amount of money, which can be used by SME beneficiaries for several purposes related to the achievement of the project objectives. Since the granting of a lump sum does not foresee the delivery of detailed financial reporting and timesheets, the use of the project budget will be controlled considering the technical advancements through the project technical reporting (*see Chapter Monitoring and Reporting*).

The following rules and limitations per type of financial support must be respected:

- ✓ Only costs generated during the lifetime of the project can be eligible. The period of costs' eligibility is from the Sub-Grant Agreement signature date until the end of the project (defined in the agreement). Expenditures incurred before the Sub-Grant Agreement signature date and/or after the project closure date are not eligible.
- ✓ Costs must be determined in accordance with the usual accounting and management principles and practices of the SME beneficiary and national laws.
- ✓ The financial contribution for the eligible costs per financial support scheme will be given to the selected SMEs in the form of a lump sum.



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- ✓ **At least 75% of the lump sum requested must be dedicated to subcontracting with the technology provider** selected in order to trigger the knowledge transfer.
- ✓ In the application form, the SME applicant must provide a clear budget division between costs reserved to the technology provider and costs regarding the internal staff (of the SME applicant).

8.1 Payment scheme

For the SILEO Business Digital Transformation Projects, the **reimbursement of the lump sum requested (100%) will be made to the SME beneficiary within 30 days after approval of the Final Technical Report.**

Payment scheme	SILEO Business Digital Transformation Projects
Lump sum	Up to 5.000,00 EUR per project
Reimbursement	Within 30 days from the approval of the Final Technical Report (100%)

8.2 General payment terms

- ✓ All payments will be made in Euros (€).
- ✓ Expenditures incurred before the Sub-Grant Agreement signature date, or after the project duration period are ineligible for remuneration.
- ✓ Costs incurred for the implementation of the project must be used for the sole and close purpose of achieving the objectives of the project and its expected results, in a transparent manner consistent with the principles of economy, efficiency and effectiveness.
- ✓ SME Beneficiaries must set up internal agreements regulating their cooperation with technology provider(s) and/or digitalisation expert(s). SILEO will not be responsible for paying any costs applied for and incurred by the beneficiaries in case of non-compliance with the terms and conditions of the SILEO funding scheme.
- ✓ Payments will be made to SME beneficiaries by the SILEO Project Partner assigned to a specific project (Partner contact point for target country), defined in the Sub-Grant Agreement.
- ✓ Submission of an application does not constitute an entitlement for funding.
- ✓ The recipients of the (financial) support from SILEO (“Beneficiaries”) must ensure that the European Commission, EISMEA, 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 the final beneficiaries' premises.



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8.3 Beneficiaries obligations

SUPPORTING DOCUMENTATION

The SME Beneficiary must - for a period of five years after the payment of the balance - keep records and other supporting documentation to prove the proper implementation of the action. They 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 grant agreement (including the extension of funding), the SME must keep the records and other supporting documentation until the end of these procedures.

The SME 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.

All the above-mentioned obligations will be duly defined and acknowledged in the SILEO Sub-Grant Agreement signed between the SME Beneficiary and the SILEO Coordinator and Partner of Reference.

FINANCIAL CAPACITY

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

Each SME must BE in alignment with the following situations:

- ✓ Is no bankrupt or being wound up, is not having affairs administrated by the courts, has not 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 social 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.

DOUBLE FUNDING

The SME applicant cannot apply for and/or receive funding outside of SILEO for a similar project that could lead to potential double funding of the same action. The SILEO Consortium will carry out the necessary control actions with other SMP Eurocluster Consortia and other EU-funded projects to verify that there are no double funding or operational capacity conflicts ongoing.

The above-mentioned statements regarding financial capacity and double-funding must be confirmed by the SME applicant in the Declaration of Honour, to be submitted along with the Application Form as a mandatory annex.

Selected SMEs should be able to provide some basic information about their financial standing upon request from the SILEO Consortium. The following documents could be asked after the selection procedure:

- ✓ Copy of the profit and loss account
- ✓ Balance sheet for the last two years for which accounts have been closed. Failing that, appropriate statements from banks shall be submitted.



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In the case of SMEs (or start-ups) without a financial history or track record, an audit of their current fiscal period (certified by an external auditor) or a self-declaration, including a Business Plan for the ongoing financial year could be required.

9. Complaint

For any complaints regarding the SILEO Open Call results, please contact your local contact point (*see Chapter SILEO Consortium Contact Points*) within **3 days** after the announcement of the Open Call results. Your email should include the following information:

- SILEO Application Platform username and application name;
- Applicant contact name and details;
- The object of your complaint;
- Information and evidence of the alleged breach.

The SILEO Open Calls Quality Board, which consists of representatives of the SILEO partners, will examine the complaint based on the information brought forward by the applicant, will assess the case and decide whether the complaint is justified or not and will inform the applicant and the consortium on the decision taken. If the complaint is considered justified, the SILEO Open Calls Quality Board will notify the evaluators to re-evaluate the project application and the related assessment part, subject to the complaint. The evaluators will then provide the SILEO Open Calls Quality Board with an updated assessment.

The final decision on the complaint will be communicated by the SILEO Open Calls Quality Board to the applicant in writing within *20 working days* from the date of submitting the complaint. This decision will be final, binding to all parties and not subject to any further complaint proceedings within the programme if the complaint is based on the same grounds.



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10. SILEO Consortium Contact Points

For any enquiry about the SILEO call, please contact one of the **SILEO Helpdesk contacts** listed below. The Helpdesk aims to better support and preparation of the applications through the provision of information, clarifications and answers concerning the SILEO call. The Helpdesk will cover not only the basic issues of the SILEO call but also specific issues.

SILEO SMEs HELPDESK		
Country	SILEO Partners	Representatives
EU & SMP associated countries	ELCA European Lighting Cluster Alliance (SILEO Coordinator)	Marta Krakowiak marta.krakowiak@elcacluster.eu
France	Cluster Lumière	Mary Hadidi m.hadidi@cluster-lumiere.com
Spain	CICAT Lighting Cluster	Andrea Padré apadre@secartys.org
Italy – Veneto Region	Rete di Imprese Luce in Veneto	Antonella Venza antonella.venza@luceinveneto.com
Austria	Business Upper Austria - OÖ. Wirtschaftsagentur GmbH (BIZUP) – Building Innovation Cluster (BIC)	Isabella Mantello isabella.mantello@biz-up.at
Romania	TFC Transylvanian Furniture Cluster	Andreea Toma andreea.toma@hygia.ro
Italy – FVG Region	Cluster Legno, Arredo e Sistema Casa FVG	Caterina Pezzicar caterina.pezzicar@clusterarredo.com



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11. Additional information and conditions for SILEO Business Digital Transformation Projects winners

11.1 Data management

Personal data and information are provided in the application form for the immediate purpose of allowing a full and successful evaluation of applicants and for providing additional innovation support to SMEs. This includes:

- Name and contact details of the applicant (telephone number, postal address, address, internet website)
- Name and details of the contact person (e-mail, telephone number)
- VAT Registration Number of the company
- Financial information of the company (number of employees, annual turnover or balance)

In case a SILEO Business Digital Transformation Project is awarded, the following additional information of all awardees is required:

- Bank account reference (IBAN and BIC codes);
- Information about the grant recipient's representative (name and surname, position, telephone number, email address, signature).

Data concerning the service provider is delivered in the application form and the Final Technical Report to permit the evaluation of the action. Data concerning business digital transformation projects is delivered in the application form and the Final Technical Report to permit the evaluation of the action.

Any personal data will be processed by the 'data controller' of the Coordinator or the Consortium Partners serving as national help desks with the purposes of implementing, managing and monitoring the action or protecting the financial interests of the EU. The persons whose personal data is processed have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the email address of the Coordinator and Partner of Reference. Personal data will be processed in compliance with applicable EU and national laws on data protection.

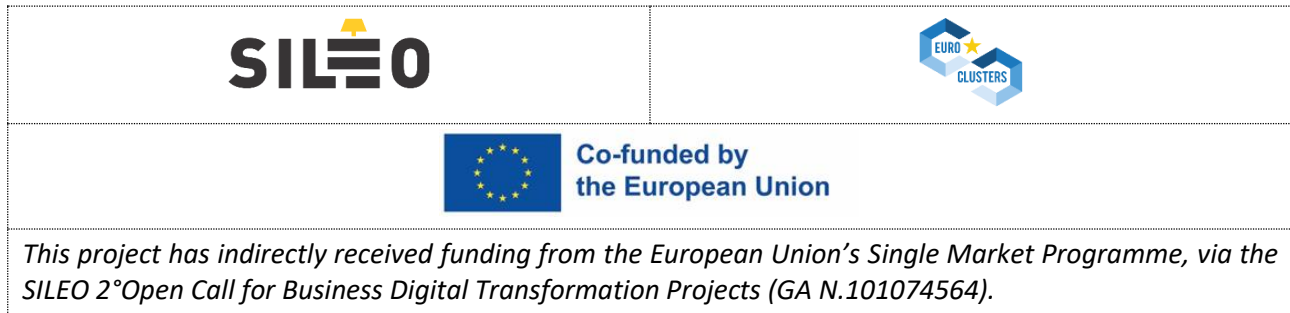
The General Data Protection Regulation (2016/679/EU) guarantees that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with particular reference to confidentiality, personal identity and the right to data protection. By applying, the applicant agrees to the storage and use of their personal data for the execution of the SILEO objectives and work plan. Submitting an application for the SILEO Call for Business Digital Transformation Projects implies full, complete and unreserved acceptance of these regulations.



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11.2 EU Funding visibility requirements

For dissemination and use of results generated through the financial support from the SILEO Consortium, the SME beneficiaries must credit the SILEO project through proper citation and visibility of the EU emblem and SILEO logo, including a disclaimer as reported below:



All visibility requirements will be communicated to the SME beneficiary after the signing of the Sub-Grant Agreement with the SILEO Consortium.

12. Gender equality, diversity and social inclusion

SILEO seeks gender balance. Therefore, applicants are invited to take all measures to promote equal opportunities between men and women in the implementation of the project. 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.

13. Disclaimer

Purpose: This text is explaining the SILEO Open Call for Business Digital Transformation Projects for information purposes only. No rights can be claimed based on this document. This document does not reflect the views of the European Union and/or the European Innovation Council and SMEs Executive Agency (EISMEA). Neither the European Union nor the other EC bodies can be held responsible for them.

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

Direct Damages: SILEO's liability for direct damages will be limited to the amount of the financial contribution awarded to the applicant pending of payment.