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Supporting recovery and business transformation of lighting & furniture SMEs
for the Europe Industry of Tomorrow

SILEO

OPEN CALL FOR HACK DAY TRAVEL VOUCHERS CLUJ-NAPOCA, ROMANIA

Business and Technology collaboration event *“Navigating
Challenges and Tech Solutions for SMEs in the furniture &
lighting industry”*

13-14.06.2024

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-open-call-travel-vouchers-romania



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HISTORY OF CHANGES		
V01	20.02.2024	Initial version
V02	18.04.2024	CORRIGENDUM – modification of deadline for submission





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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-open-call-travel-vouchers-romania

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 services to help companies attract talent. 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

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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 Vouchers

(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 opened on 20.02.2024 and will close on **26.04.2024** (Business and Tech collaboration event in Cluj-Napoca, Romania)

→ 2° Open Call is scheduled by the end of September 2024 (Business and Tech collaboration event in Italy)

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 opened on 12.02.2024 and will close on 12.04.2024

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

SILEO Talent Placement Projects

(financial support through lump sum)



TALENT
PLACEMENT


4.000 € / SME

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.

→ Open Call opened on 27.11.2023 and closed on 06.02.2024



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 <p>STORYTELLING VIDEO CONTEST</p> <p>Cash prizes</p>	<p align="center">SILEO Best Company Story-telling Video Contest</p> <p align="center"><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>
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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 participation in the **Open Call for Travel Vouchers for the business and technology collaboration event in Cluj-Napoca on 13-14.06.2024** (Cluj Innovation Park, CEM Building, 22 P Tiberiu Popoviciu Street, Cluj-Napoca, Romania).

BUSINESS AND TECH COLLABORATION EVENT: "NAVIGATING CHALLENGES AND TECH SOLUTIONS FOR SMES IN THE FURNITURE & LIGHTING INDUSTRY"

BACKGROUND

The event will create the context for furniture and lighting SMEs and tech-savy companies to debate and discuss on specific challenges, in order to find solutions to real problems that companies are facing in their industry and activity.

ORGANISATIONAL DETAILS:

🕒 13th June: from 13.00 – 17.00

🕒 14th June: from 9.00 - 15.00

📍 Venue: CEM Center (Cluj Innovation Park, CEM Building, 22 P Tiberiu Popoviciu Street, Cluj-Napoca)

CEM – Centre of Excellence for Furniture's mission is to boost competitiveness by providing cutting-edge services and developing products that bridge technological gaps with developed nations. Addressing identified needs, such as overcoming technological disparities, the lack of R&D infrastructure, and the traditional industry's slow embrace of digitalization, we tackle challenges like the biological aging of skilled personnel, youth disinterest, and the absence of specialized training programs. Moreover, we aim to foster international relationships and partnerships, facilitating experience exchange and market entry into foreign territories.



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Open Call timeline

The SILEO Open Call for Hack Day Travel Vouchers – Romania is open from 20.02.2024 at 10:00 CET (Brussels Time) with a **deadline on 26.04.2024 at 17:00 CET** (Brussels Time).



SILEO HACK DAY TRAVEL VOUCHERS – ROMANIA	
Maximum amount per voucher	500 EUR lump sum for SME/voucher
Estimated no. of vouchers to be funded	65 vouchers = 65 SMEs: - 50 travel vouchers for lighting & furniture SMEs - 15 travel vouchers for tech-savvy SMEs
Participants	A single SME from the lighting and/or furniture ecosystem
	A single tech-savvy SME
Voucher duration	The voucher is valid only to attend the event in Romania on 13.06.2024 & 14.06.2024.
Envisaged budget for the Open Call	32.500,00 EUR





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1. Objective of the Hack Day Travel Vouchers - Romania

SILEO project is launching an **Open Call for Hack Day Travel Vouchers - Romania** for the business and technology collaboration event “*Navigating Challenges and Tech Solutions for SMEs in the furniture & lighting Industry*” organized by Transylvanian Furniture Cluster in Cluj-Napoca, Romania on 13-14.06.2024.

The event will create the context for furniture and lighting SMEs and tech-savvy companies to debate and discuss on **specific challenges**, to find solutions to real problems that companies are facing in their industry and activity. The SILEO SMEs will have the occasion to explore new technologies, harvest ideas and knowledge, and directly meet potential technology providers (tech-savvy SMEs) offering solutions to the specific manufacturing – logistics - commercialisation processes of the lighting and furniture industry.

SILEO CHALLENGES

Each participant will select upon applying the priority of these 5 challenges for their companies:

- I. **DIGITAL OPTIMIZATION IN PRODUCTION:** How can companies optimize digital processes throughout the production chain, from design to delivery?
- II. **SUSTAINABILITY IN PRODUCTION:** How can companies integrate sustainable practices into the manufacturing process of furniture and lighting?
- III. **DIGITAL CUSTOMER EXPERIENCE:** How can companies innovate in terms of digital customer experience, from purchase to customization?
- IV. **ENERGY EFFICIENCY IN LIGHTING:** How can technological solutions improve the energy efficiency of lighting systems?
- V. **CIRCULAR ECONOMY IN FURNITURE & LIGHTING:** How can companies implement circular economy models for their products?

HACK DAY OBJECTIVES

The objectives of the Hack Day Romania are:

- ✓ To better understand the digital and circular challenges and bottlenecks of the lighting and/or furniture SMEs and their difficulties in overcoming them;
- ✓ To concretely support lighting and/or furniture SMEs in identifying the most suitable technology for their green and/or digital challenges and the related technology partner (tech-savvy SME);
- ✓ To guide lighting and/or furniture SMEs, in particular those with the more traditional business management and production processes, in introducing novel technology-based products and/or services, through concrete showcasing of the available digital and technological solutions;
- ✓ To facilitate the match-making between lighting/furniture SME and a technology provider (tech-savvy SME).

This event is a unique opportunity for:

- **European SMEs from the lighting and furniture sectors** to explore new technologies, harvest ideas and knowledge, and personally meet their providers offering solutions to their industry's specific manufacturing, logistics and trade processes.
- **European tech-savvy SMEs** to showcase their solutions, products or services to address pressing real-life business problems and breakthroughs in the lighting and furniture ecosystem and to discuss with lighting and furniture SMEs the identified SILEO Challenges.





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The event is organized in two days:

<p>DAY 1 13.06.2024 from 13:00-17:00</p>	<p>DISCUSSING THE REAL CHALLENGES FACED BY SMEs</p> <p>Day 1 will address challenges and foster networking opportunities among participating companies.</p> <p>The attendees will be organized into 5 groups, each dedicated to tackling a specific SILEO challenge.</p>
<p>DAY 2 14.06.2024 from 09:00-15:00</p>	<p>TECH PITCHING</p> <p>On Day 2, each group will present their conclusions, while technology-savvy companies will showcase their innovative solutions tailored to address the SILEO challenges identified.</p> <p>The second day will be dedicated to highlighting tangible solutions, with tech-savvy companies engaging in a dynamic pitching session to present their products or services.</p> <p>The aim is to foster meaningful connections and partnerships between the participating groups and the tech-savvy companies, creating a platform for networking and matchmaking.</p>

For any enquiry about the organisation of the Hackathon event in Romania please contact the SILEO cluster organizer Transylvanian Furniture Cluster, Andreea Toma | andreea.toma@hygia.ro

1.1 Hack Day Travel Vouchers

SILEO Consortium will offer travel vouchers to support SMEs' participation in the event in Romania. In particular, this Open Call envisaged up to **65 travel vouchers**, divided into two categories:

- ✓ **Up to 50 vouchers for SMEs operating in the lighting or furniture industry**
- ✓ **Up to 15 vouchers for tech-savvy SMEs**

The final number of vouchers awarded under this Open Call will depend on the overall quality of the proposals and the available budget.

Awarded SMEs will receive financial support from SILEO Consortium **up to € 500 per 1 Hack Day Travel Voucher** to attend the event organized in Romania.



The awarded travel voucher is meant to provide the financial support needed to attend the event held by the host organization in Romania. It will be awarded to the SME as an organization, not to individual persons. Thus, a travel voucher can cover the costs of multiple persons travelling for the benefiting SME.





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FINANCIAL SUPPORT CALCULATION

SILEO funding is defined on the km distance between the place of departure and place of arrival, as mentioned in the table below:

Funding for SMEs on the km distance	
Distance Band (in km)	Amount in EUR
Between 25-250 km <ul style="list-style-type: none"> Start point: legal address of SME applicant Place of arrival: address of the event 	250 EUR
251-500 km and beyond <ul style="list-style-type: none"> Start point: legal address of SME applicant Place of arrival: address of the event 	500 EUR

2. Who can apply?

We are looking for applications submitted by a single SME operating in the lighting or furniture industry and by a single Tech-savvy SME. SMEs must be 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 (both lighting and furniture SMEs and tech-savvy SMEs) **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](#).





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2.2 Geographical criteria

Applicant SMEs (both lighting and furniture SMEs and tech-savvy 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](#)).

2.3 Target industrial sector of lighting and furniture SMEs

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).

2.4 Target tech-savvy SMEs

The tech-savvy SMEs applicant for the SILEO Open Call for Hack Day Travel Vouchers should be in line the following definition:

- ✓ Tech-savvy SMEs are EU companies with innovative business models that develop, produce and commercialise advanced technology products and applications. Their business solutions inject high-tech power and smart, evidence-based business management to more traditional SMEs (in particular from lighting and furniture sector) thus providing them significant competitive advantages.

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 26.04.2024 at 17:00 pm CET**.

The complete SILEO Application consists of the following steps:

STEP 1. ADMINISTRATIVE PART	Administrative data to be completed online
STEP 2. TECHNICAL PART	<ul style="list-style-type: none"> • Application form for lighting and furniture SMEs • Application form for tech-savvy SMEs <p>According to the applicants (lighting and furniture SMEs or tech-savvy SMEs), download the related-application form, fill it out and download it as a PDF.</p>
STEP 3. REQUIREMENTS TO PARTICIPATE IN THIS CALL	Declaration of Honour to be signed.

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. Get in touch with us if it is not the case! Contact SILEO Coordinator - Marta Krakowiak | marta.krakowiak@elcacluster.eu.



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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.

4. Evaluation criteria

Submitted applications will be evaluated in one procedure, including eligibility check and quality evaluation, by **7 internal reviewers from the SILEO Open Calls Quality Board** (consisting of representatives of SILEO partners).

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:

- ✓ Evaluators will first check the eligibility criteria of the application submitted;
- ✓ Then, evaluators will perform the evaluation of quality of eligible applications.

The **assessment period shall take max. 20 days**, starting from the closing date of the call. The applicants will receive an e-mail about the outcome of the evaluation directly after the process is finalised along with instructions for the next steps in case the applicant is awarded.

Submitted proposals will be reviewed considering the Eligibility of the proposal from the administrative viewpoint (eligible company typology, location) and their synergy with the main objectives of the SILEO Hack Day (identified SILEO challenges).

An entity is only allowed to submit one proposal per Open Call. In case more than one proposal is submitted by one entity, only the last proposal submitted will be taken into consideration for evaluation. In this case, reviewers will evaluate the date and time of submission of the last proposal.

4.1 Eligibility check

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

ELIGIBILITY REQUIREMENTS	
1.	The application is complete, readable and written in English in all its parts. It includes the properly filled and signed Declaration of Honour.
2.	The application has been submitted via the SILEO Application Portal within the deadline.
3.	The application has been submitted by a <u>single SME</u> , including start-ups registered at least 6 months from the date of SILEO application submission, <u>from the lighting or furniture industry located in the eligible countries</u> (EU Member States or SMP-associated countries).





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OR

The application has been submitted by a tech-savvy SME (including start-ups registered at least 6 months from the date of SILEO application submission) providing digital solutions and/or advanced technologies for the identified challenges of the lighting or furniture industry. A tech-savvy SME applicant must be located in the eligible countries (EU Member States or SMP-associated countries).

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

4.2 Quality check

The applications who will pass the eligibility check, will be then evaluated by the SILEO Quality Board from the Quality viewpoint. The quality requirement is as follows:

QUALITY REQUIREMENT FOR LIGHTING & FURNITURE SME APPLICANTS

1.	The lighting and/or furniture SMEs' motivation, problems and solutions/technologies described by the applicants, are in line with the SILEO Hack Day objectives (and identified SILEO challenges)	Score threshold	Score
		3	5

QUALITY REQUIREMENT FOR TECH-SAVVY SME APPLICANTS

1.	The tech-savvy SMEs motivation for attending the event, if offered support is aligned to the lighting and/or furniture SMEs identified SILEO challenges	Score threshold	Score
		3	5

SILEO evaluators will score the criteria 1 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.

After the quality evaluation, evaluated proposals will be ranked according to their final score. Only proposals that reach the threshold (3 points) will be considered for funding.

Equal scoring

In case of an equal scoring, **the priority will be given to SMEs associated with one of the SILEO clusters** (listed in the Chapter *About the SILEO project*).

If the equal scoring persist, the lump sum will be assigned on a **first-come, first-served** basis. In such cases, the SILEO evaluators will prioritize the application that was submitted first, considering the date and time of submission automatically generated by the SILEO Submission Platform.



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4.3 Final Ranking List & communication of the final results

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.

The results of the eligibility and quality 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.

The selected SMEs will be invited to participate in an **EVENT PREPARATION MEETING** hosted by the SILEO Coordinator and event organizer, Transylvanian Furniture Cluster to discuss their participation rules, reporting and payment modalities. Attending the preparation meeting by successful Applicants is mandatory. The awarded SMEs will be invited to sign the Sub-grant Agreement with the SILEO Consortium.

The information on the awarded SMEs (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.

5. Contracting with 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 calendar days from the notification.

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



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

6. Monitoring and Reporting

After participation in the event, each SME Beneficiary must elaborate and submit the **Final Activity Report** via email to the Coordinator and Partner(s) of Reference, within 14 calendar days of the event end date. The specific reporting deadline will be set in the Sub-Grant Agreement signed between the parties.

In the Final Activity Report, the SME beneficiary must describe the activities carried out, and its achievements, and provide short feedback about the event and the financial support received by the SILEO Consortium. The template will be provided by the SILEO Consortium.

7. Typology of financial support (lump sum)

Successful applicants shall receive the requested financial contribution in the **form of a lump sum**. The requested lump sum must be dedicated to participation in the event in Romania.

The maximum amount per voucher must not exceed 500 EUR (lump sum).

→ *What is a lump sum payment?* A lump sum is a fixed amount of money, which must be dedicated by SME beneficiaries to participate in the SILEO event in Romania. 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*).





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

- ✓ Only costs generated for the participation in the event can be 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.

The lump sum must be contributing to the following costs incurred by beneficiaries for participating in the mission:

- ✓ Travel costs: transportation (flight, train, mileage or similar) to attend the event.
- ✓ Accommodation, meals and other personal allowance to participate: only expenses spent for the days of the event will be eligible.
- ✓ The voucher is awarded to the SME as an organization, not to individual persons. Thus, a travel voucher can cover the costs of multiple persons travelling for the benefiting SME.

7.1 Payment scheme (reimbursement)

For the Hack Day Travel Vouchers, the **reimbursement of the lump sum requested (100%) will be made to the SME beneficiary within 30 days after approval of the SILEO Final Activity Report**. Payment modalities will be defined in the Sub-Grant Agreement.

Payment scheme	SILEO Open Call for Hack Day Travel Vouchers
Lump sum	Up to 500,00 EUR per project
Reimbursement	Payment will be made by the SILEO Partner(s) of Reference within 30 days after the approval of the Final Activity Report.

7.2 General payment terms

- ✓ All payments will be made in Euros (€).
- ✓ Expenditures incurred before the Sub-Grant Agreement signature date, or after the voucher 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.
- ✓ 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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7.3 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.

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.





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8. Complaint

For any complaints regarding the SILEO Open Call results, please contact your local contact point (*see Chapter SILEO Consortium Contact Points*) within **5 working 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 on the basis of 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.

9. 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.

SILEO SMEs HELPDESK		
Country	SILEO Partners	Representatives
EU & SMP associated countries	ELCA European Lighting Cluster Alliance (<i>SILEO Coordinator</i>)	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

For any enquiry about the organisation of the Hackathon event in Romania please contact the SILEO cluster organizer Transylvanian Furniture Cluster, Andreea Toma | andreea.toma@hygia.ro



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10. Additional information and conditions for SILEO Hack Day Travel Voucher winners

10.1 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 Hack Day Travel Voucher 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 hack day travel vouchers 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 Hack Day travel voucher implies full, complete and unreserved acceptance of these regulations.

10.2 EU Funding visibility requirements

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



Co-funded by
the European Union

This voucher was indirectly funded from the European Union's Single Market Programme, via the Open Call for Hack Day Travel Vouchers – Cluj-Napoca Romania (Grant Agreement No 101074564)





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

11. 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 action. 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.

12. Disclaimer

Purpose: This text is explaining the SILEO Open Call for Hack Day Travel Voucher 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 payment.

