



start **at** best

Workplace Innovation for Business Competitiveness

CALL FOR FUNDING PROPOSALS

Open procedure N° 20200302/EU

FREQUENTLY ASKED QUESTIONS

**STARTUP
EUROPE**



REGIONS NETWORK



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Questions and Answers 1 – 01/04/2020

You will find below a list of questions received for this call for funding proposals. Please note that the present document aims to complement and clarify the call for proposals and does not replace it. A Q&A document will be periodically published; applicants are invited to check the following website regularly: <https://startatbest.eu/open-calls/call-for-funding-proposals-n20200302-eu/>

Q1. Since we are a hardware Startup entering the market takes a little longer which we are not yet. Are we still allowed to apply or is not existing trading a hard disqualifier? (see “Applicants must have commenced trading before 01.01.2018” in the provided information)

A1. Indeed, only eligible applicants will be considered in the final selection process. Which means you will need to be:

- Micro, Small or Medium enterprise or entrepreneur and individual sole-trader
- be established in EU Member States or Horizon 2020 associated countries
- have commenced trading before 01.01.2018 (this will be further accessed via annex II)

Q2. We are a Malta based SME. Are we eligible to apply?

A2. Indeed, only eligible applicants will be considered in the final selection process. Which means you will need to be:

- Micro, Small or Medium enterprise or entrepreneur and individual sole-trader
- be established in an EU Member State or Horizon 2020 associated countries
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Q4. I have a couple of questions regarding the call for proposals, I am preparing a news to post on my association’s website. When an SME gets the grant, does it have to provide invoices of expenses, as reporting material? I also saw that you will appoint external experts for the evaluation process, have you already identify all the experts needed?

A4. The Start at Best grants shall be of a maximum amount of EUR 7,500 and shall take the form of a lump-sum contribution. As for the experts, you are correct all the Start at Best calls (pan-European and three national Calls for Funding Proposals) will be selected by a board of experts. All external experts will be pro-bono.

Q5. I would be interested to know if among the eligible activities are also the development of the innovative technology of start up product or mostly the ones connected with workplace innovation?

A5. The Start at Best project is awarding grants on a competitive basis to SMEs for workplace innovation. Please note that this Call for Funding Proposals is not intended to support new products or service development for the marketplace. Moreover, only applications which relate to one of the four actions described below will be considered as eligible:

- Action 1. Jobs, Teams and Technology
- Action 2. Organisational Structures, Management and Processes
- Action 3. Employee Driven Improvement and Innovation
- Action 4. Co-Created Leadership and Employee Voice

Q6. We are a newly established non-profit micro company just post start up. We employ 6 people. Would we fit the eligibility criteria?

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Q7. What defines an SME?

A7. Small and medium-sized enterprises (SMEs) are defined in the [EU recommendation 2003/361](#). The main factors determining whether an enterprise is an SME are:

- **staff headcount**
- either **turnover** or **balance sheet total**

Company category	Staff headcount	Turnover	or	or Balance Sheet Total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m

For more details:

- [The revised User Guide to the SME definition](#) (770 kB, available in all EU languages)
- Use the [SME self-assessment questionnaire](#) and determine whether your organisation qualifies as a small and medium-sized enterprise

Q8. Does the applicant have to provide match funding?

A8. No match funding is required. The Start at Best grants shall be of a maximum amount of EUR 7,500 and shall take the form of a lump-sum contribution.

Q9. What does the successful applicant have to do/report at the end of the activity?

A9. There is only a Final Report to be submitted within one month of completion of the project (i.e. submitted within 10 months after the entry into force of the Grant Agreement). The Final Report should include an Executive Summary of 2 pages maximum. The Executive Summary should be provided in English and in the national language under which the original Call for Funding Proposals was published (i.e. English, Italian or Portuguese) of the Call for Funding. At a minimum, the report must include:

- Comprehensive information on all the activities and approaches carried out in pursuit of the results set out in the technical specifications
- Problems encountered, solutions found and their impact on the outcomes achieved
- Conclusions and recommendations.

The final report should not exceed 10 pages, excluding annexes and it should be completed by annexes (if applicable). The template to be used can be found in the Annexes Section of each call.

Q10. Can a consultant access the competition?

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