



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 3 – 27/05/2020

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. In order to apply for the "Start at Best", we have read that "Startups applicants must have started their activity before 1st January 2018". If our startup was indeed founded after January 2018, we started the activities connected with it during 2017: we performed initial market researchers, seruveys, and applied to calls and startup incubator. Would we therefore be eligible for this particular program or not?

A1. Proposals must be submitted in accordance with the eligibility requirements set out under section 6 of the guidelines. Please note only applications that fulfil all the eligibility criteria will be considered for a grant. Please be aware, the applicants will be excluded from the call for funding proposals if they do not present all the annexes duly completed and signed by a legal representative. Your application dossier must include Annex 2 presenting the name of the applicant and their eligible status and Annex 3 'Declaration of Honour'. Please check if you are also complying with the annexes required.

Q2. Can a company apply to this open call with more than 1 project? They have three topics they would like to work on and want to leave it up to you to decide which one fits better?

A2. As stated in the guidelines applicants must be Micro, Small or Medium enterprises or entrepreneurs and individual sole-traders. Please also note applicants may only submit one application under one Call for Funding Proposal Scheme.

Q3. Few startups want to apply with us, EX Lab as a subcontractor, because they do not have the expertise to drive the project on their own and we have a trustful relationship from previous projects. Many startups have only 1HR person or perhaps 2, that are usually in the beginning of their career and highly engaged in recruiting/operations, so they need the support. Is it possible within your guidelines to approve different projects that have the same contractor?

A3. All the information on "subcontracts" can be found in the supporting document 'sample grant agreement' (page 15-16) which can be found on our website.

Q4. Is a public SME elegendible to this call?

A4. See answer A1.

Q5. I want to sumbit our concept, but which one do I have to choose? With other words, what is the different between EU, IE, IT and PT?

A5. Start at Best launched three national open calls (PT, IE and IT) and one Europe-wide open call. The pan-European Call is open to all European Micro, Small or Medium enterprises (and/or entrepreneurs and individual sole-trader). The national calls even though they are open to any enterprise established in an EU Member State, also require specific documents (e.g.: proof the SME is registered in that specific country). Applicants are therefore advised to choose the call best suitable for them.

Q.6 We have difficulties with applying for the Call Ref. N° 20200302/EU. We are applying as a company established in Bosnia and Herzegovina (Horizon 2020 associated country). However, in the online application (section: applicant details), we cannot choose Bosnia and Herzegovina as a country as it is not listed. In the Call Guidelines it is stated that the eligible applicants must be established in EU Member States or Horizon 2020 associated countries. As Bosnia and Herzegovina is a Horizon 2020 country, our understanding is that we can apply for this Call. Please could you help us and advise what we should do. which country should we choose from the list?

A6. You are correct, as of 01 January 2017 Bosnia and Herzegovina is an associated country to Horizon 2020. Thank you for bringing this issue to our attention. The application form of the call for funding proposals N°20200302/EU should now display all associated H2020 countries.

Q7. I would like to enquire regarding set eligibility criteria for consortia members. It is stated that eligible companies to apply for the project funding must have commenced trading before 01.01.2018. If my company was registered a few months later than that date, would we be eliminated as eligible applicants?

A7. 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. 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
- have commenced trading before 01.01.2018 (this will be further accessed via annexe II)

Please note, all proposals must be submitted in accordance with the eligibility requirements set out under section 6 of the guidelines. Please be aware, the applicants will be excluded from the call for funding proposals if they do not present all the annexes duly completed and signed by a legal representative. Your application dossier must include Annex 2 presenting the name of the applicant and their eligible status and Annex 3 'Declaration of Honour'. Please check if you are also complying with the annexes required.

Q8. We have a question regarding eligibility. We were established 04.09.2018. according to guidelines we are not eligible right?

A8. See answer A7.

Q9. For the budget section is there a maximum day rate to be applied? I am asking as often with Horizon2020 for example they do give a maximum amount especially when is being used internal resources mainly. Just want to make sure the way we calculate our budget and man-days does fall within the remit expected.

A9. The information on eligible costs (including rates) can be found in the supporting document sample grant agreement (page 24-26) which can be found on our website.

Q10. Start date of the project: in the body of the guideline document it states that the project should start no later than 31/07 but in the table that shows the new deadline to submit the application is mentions now end of August. Can you confirm the latter is the new date?

A10. We confirm the new timeline established is the one presented in section 3 of the guidelines (i.e. dates presented in the table). The starting date of projects activity ranges from 2nd March 2020 to August 31st 2020.

Q11. My question is referred to 6.1. c) of "CALL FOR FUNDING PROPOSALS Open procedure N° 20200302/EU". It is stated that applicants must have commenced trading before 01.01.2018. Does this mean if our company is younger than that date we are unable to compete?

A11. See answer A7.

Q12. We are a third sector organisation, not registered in the chamber of commerce and we have the balance sheet, instead of turnover. The organisation carries out a commercial economic activity which does not have the exclusive or principal object of carrying on a business. As such, can the organization submit a project?

A.12 Yes, based on the definition contained in Commission Recommendation of 6 May 2003 concerning the definition of Micro, Small and Medium-sized enterprises.

Q13. It's admissible for a project ongoing?

A13. It is clearly stated in Section 3 of the Guidelines, the starting date of activity ranges from 2nd March 2020 to August 31st 2020. However, no grant may be awarded retrospectively for actions already completed (Guidelines section 6.2. Eligible project applications).

Q14. Is the purchase of any type of equipment, technological or not, excluded?

A14. For the Call for Funding Proposals N°20203002/IT expenses of non-depreciable assets are allowed. For all the other calls, equipment costs may be eligible in accordance with Article II.19 of Part B of the General Conditions.

Q15. Are personnel costs considered eligible?

A15. For the Call for Funding Proposals N°20203002/IT personnel costs are not eligible. For all the other calls, may be eligible in accordance with Article II.19 of Part B of the General Conditions.

Q16. I would like to know if there will be future competitions similar to Startatbest Competition N° 20200302/PT. My company, established in August 2018 is not eligible for this contest?

A16. The Start at Best Competition N° 20200302/PT is part of a pilot initiative led by the European consortium Start at Best and financed through the Horizon 2020 programme of the European Commission. As a pilot initiative, no timetable for new editions of the call (and the other ones presented by Start at Best) is currently defined.