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D2.1

Innovation support mechanisms

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Abstract

WP2 will establish a harmonised process that will allow SMEs to effectively interact and engage with GALATEA through design, documentation and implementation of a set of procedures, templates and tools that will both enhance the customer experience of SMEs and provide the consortium with the means to effectively support SMEs through the Innovation Support scheme. Deliverable 2.1 'Innovation support mechanisms' intends to present the innovation support mechanism that will be implemented. More Specifically, D2.1 presents the Guide for Applicants (calls) and the application forms for the Vouchers and Services calls, the budget forms, the evaluation criteria, the sub-grant agreement, and the latest version of the FAQs document.

DISCLAIMER

The content of this deliverable represents the views of the GALATEA Consortium only and is its sole responsibility; it cannot be considered to reflect the views of the European Commission and/or the Executive Agency for Small and Medium-sized Enterprises (EASME) or any other body of the European Union. The European Commission and the Agency do not accept any responsibility for use that may be made of the information it contains.

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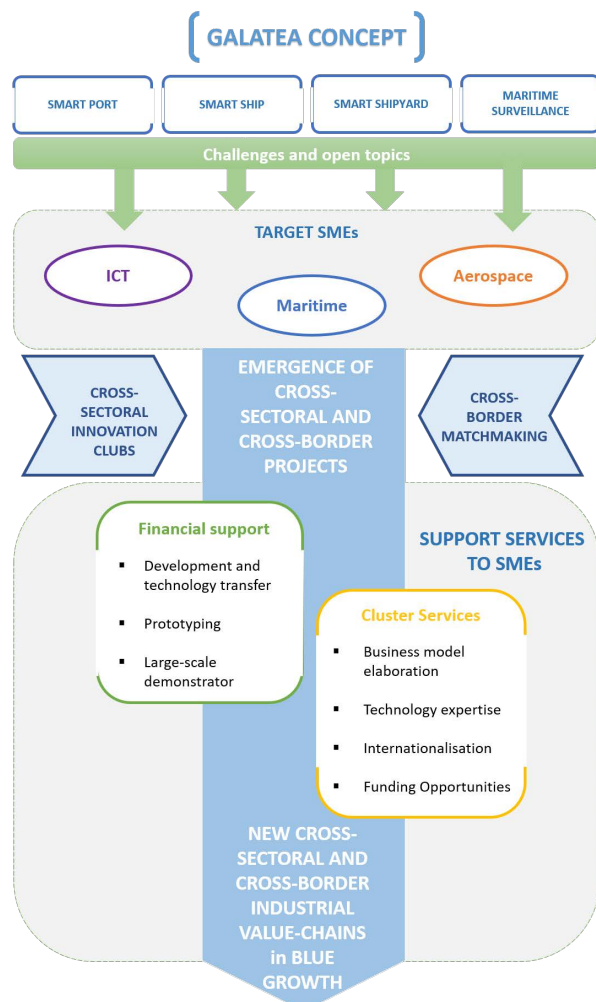
1. BACKGROUND AND CONTEXT

GALATEA “Grow and Accelerate your smArT projectS in nEW value chAins of the European Blue Economy”, is a continuation of the successful INNOSUP-1 project “NEPTUNE”, the Blue Growth Accelerator, that ended in December 2018. GALATEA brings together the cooperation and experiences of 7 ICT, aerospace and maritime cluster and 1 research and technology organisation from 5 European countries: France, Greece, Romania, Poland and Spain and will run for 30 months.

GALATEA project aims to **develop new cross-sectoral and cross-borders value chains supporting innovative SMEs to foster the development of Blue Growth key industries** in Europe. This development will be driven by the integration of technologies and know-how from aerospace and ICT sectors to the following domains: Smart Ports, Smart Ships, Smart Shipyards and Maritime Surveillance.

To reach this objective, GALATEA will implement a three-step methodology:

- 1) **Emergence of challenges**, based on the identification of customers’ needs and societal challenges at stake related to Smart Port, Smart Ship, Smart Shipyards and Maritime Surveillance;
- 2) **Emergence of ideas**, facilitated by the implementation of various digital tools giving the opportunity to organise remote networking sessions between European SMEs;
- 3) **Innovation support and services**, with two calls for vouchers and one call for services, providing the beneficiaries with financial support and services for the implementation of their innovation activities. SMEs will be granted with a maximum voucher of 60.000€.



Work Package 2 ‘Innovation support mechanism’ aims at establishing a harmonised process to allow SMEs effectively interact and engage with GALATEA through design, documentation and implementation of a set of procedures, templates and tools that will both enhance the customer experience of SMEs and provide the consortium with the means to effectively support SMEs through the Innovation Support scheme.

Task 2.1 ‘Innovation Support Mechanism design’ aims at establishing an Innovation Support Committee (ISC), that will be responsible to prepare the voucher scheme and execute most of the activities within WP2, preparing the Innovation Support scheme and all supporting documents (clarify different voucher types, goals per type, applicants and costs’ eligibility evaluation criteria, etc.) and establishing the GALATEA SME Checkpoint, consisting of one representative per consortium member, with the responsibility of the daily communication with all interested SMEs during the preparation of their proposal as well as with the beneficiaries during project implementation.

Deliverable 2.1 ‘Innovation support mechanisms’ intends to present the innovation support mechanism that will be implemented. More Specifically, D2.1 presents the Guide for Applicants (calls) and the application forms for the Vouchers and Services calls, the budget forms, the evaluation criteria, the sub-grant agreement, and the latest version of the FAQs document.

The **ISC** is composed of the following members:

- Christina Garoufalia (*Corallia*), c.garoufalia@corallia.org
- Clémence Le Corff (*Pôle Mer Méditerranée - Toulon Var Technologies*)
lecorff@polemermediterranee.com
- Diego Carballo (*Aerospace Valley*), carballo@aerospace-valley.com
- Nektaria Berikou (*Corallia*), n.berikou@corallia.org

The **SME Checkpoint** members are listed in [Annex 1](#) of the GALATEA vouchers’ Guide for applicants.

2. GALATEA VOUCHERS' CALL



GALATEA: Guide for applicants

INNOVATION SUPPORT MECHANISM VOUCHER CALL#1

TERMS AND CONDITIONS

VERSION 1.17

21-01-2021

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1 ABOUT GALATEA

GALATEA aims at promoting cross-border and cross-sectoral collaborations between innovation actors, notably SMEs, in 4 key domains of Blue Growth with great potential of development and uptake of innovative solutions by businesses: Smart Port, Smart Ship, Smart Shipyard, Maritime Surveillance.

The construction of new value chains by the integration of technologies and know-how from ICT and aerospace communities is essential for the modernisation of those key economic sectors to be more efficient, greener, and safer and to enhance their competitiveness at a global level.

The EC has established '[Blue Growth](#)' as the long-term strategy to support sustainable growth in the maritime sectors and as a means for achieving the goals of the Europe 2020 strategy for smart, sustainable, and inclusive growth. This strategy focuses on both emerging and traditional maritime activities including those addressed by GALATEA.

1.1 GALATEA partners

 POLE MER MEDITERRANEE/ TOULON VAR TECHNOLOGIES (PMM-TVT) https://www.polemermediterranee.com/ FRANCE	 AEROSPACE VALLEY (AV) https://www.aerospace-valley.com FRANCE
 ATHINA-EREVNITIKO KENTRO KAINOTOMIAS STIS TECHNOLOGIES TIS PLIROFORIAS, TON EPIKOINONION KAI TIS GNOSIS (CORALLIA) http://www.corallia.org GREECE	 ASOCIACION CLUSTER DE MOVILIDAD Y LOGISTICA DE EUSKADI (MLC-ITS EUSKADI) http://www.mlcluster.com SPAIN
 FUNDACIO EURECAT (EURECAT) https://eurecat.org SPAIN	 ASOCIACION CATALANA PARA LA INNOVACION Y LA INTERNACIONALIZACION DEL SECTOR DEL AGUA, CATALAN WATER PARTNERSHIP (CWP) http://www.cwp.cat SPAIN
 ASOCIATIA CLUJ IT (CLUJ IT) https://www.clujit.ro ROMANIA	 BALTYCKI KLASTER MORSKI I KOSMICZNY (BSSC) www.bssc.pl POLAND

1.2 GALATEA facts

Project Acronym	GALATEA
Project Title	G row and A ccelerate your smArt project s in nEw value ch A ins of the European Blue Economy
Project Reference	H2020-INNOSUP-1-2019-01-two-stage, Grant Agreement No: 873026
Project Topic	Cluster facilitated projects for new industrial value chains
Project Duration	30 months (01.06.2020 - 30.11.2022)
Overall Budget	€3.670.505,00 (EU contribution: €3.670.505,00) €2.180.000,00 will directly benefit innovative SMEs in the form of vouchers
Web	www.galateaproject.eu
Budget for this call	€1.308.000,00

1.3 GALATEA Contact points

For any enquiries regarding the GALATEA project, please contact the project Coordinator:

Clémence LE CORFF | Pôle Mer Méditerranée - Toulon Var Technologies | Technopôle de la Mer, 93 rue du Forum de la Méditerranée, CS 60033 – 83196 Ollioules, France Tel. +33 489 330 076
| E-mail: galatea@polemermediterranee.com.

For any enquiries regarding information and/ or clarification on the Innovation Support Mechanism, please contact:

Christina GAROUFALIA | ATHINA - EREVNITIKO KENTRO KAINOTOMIAS STIS TECHNOLOGIES TIS PLIROFORIAS, TON EPIKOINONION KAI TIS GNOSIS (CORALLIA) | 44, Kifissias Ave., Monumental Plaza Building C, GR-15125, Maroussi, Athens | Greece Tel. +30 210 63 00 770 | E-mail: galatea@corallia.org.

For any other enquiry, please contact one of the GALATEA partners listed in Annex 1.

2 GALATEA INNOVATION SUPPORT MECHANISM – BACKGROUND AND CONTEXT

This Call for Proposal is supported by the GALATEA Project Consortium and is financed by the EU's Horizon 2020 Programme under Grant Agreement 873026 and managed by the Executive Agency for Small and Medium-sized Enterprises (EASME). GALATEA's overall objective is the development of new cross-sectoral and cross-border industrial value-chains, supporting innovative SMEs and facilitated by clusters, to foster the development of Blue Growth key industries in Europe to be competitive at the global level. This development will be based on the construction of new industrial value chains and the reconfiguration of existing ones driven by the integration of technologies and know-how from aerospace and ICT communities to the following Blue Growth domains: ports, ships, shipyards, and surveillance.

More specifically, this call aims at fostering the creation or improvement of products (goods and service) or production processes, supporting the development of large-scale demonstrators and offering SMEs the opportunity to extend their markets worldwide. The selected SMEs will receive direct funding of up to EUR 60.000,00 for their innovative projects.

The total GALATEA budget to directly benefit innovative SMEs in the form of vouchers is €2.180.000,00 and will be distributed as described below: 60% of the budget will be available for the current Call, (Call#1) and 40% for Call#2. Any remaining funds from Call#1 will be automatically transferred to Call#2. It is estimated that **29 projects** will be funded in total in both calls.

Additionally, a Call for Services, which aims to facilitate the development of innovation activities for SMEs, is launched in parallel. All information on the Services' Call can be found [here](#).

2.1 Target audience

The target audience of the GALATEA Innovation Support Mechanism Voucher Call 1 are **innovative SMEs from the Maritime (port, ship, shipyard, maritime surveillance), ICT, Aeronautical, Aeronautic sectors wishing to submit proposals related to Blue Growth**. Applicants must be either member of one of the GALATEA consortium [clusters](#) or established or with a branch office in the GALATEA territorial scope (Annex 2).

Proposal applications from cross-border consortia (SMEs from different countries) are highly recommended; the evaluation procedure will give some preference to these applications.

2.2 Blue Growth domains and challenges

GALATEA project identifies **22 Challenges** distributed under **4 Blue Growth** domains and tackles **3 horizontal dimensions** corresponding to EU priorities.

Horizontal dimensions

- **Digital transition:** digitalisation transforms the maritime sector and provides opportunities to enhance the competitiveness, efficiency and sustainability of the targeted domains. Digital transition includes the use of cloud-based services, mobile devices and apps, sensors and other IoT technologies, AR, 5G network, digital twins, autonomous transportation, artificial

intelligence, cyber security, block-chain technology and big data driven innovation, robotics.

- **Ecological transition:** Regarding the EU2020 Strategy for smart, sustainable and inclusive growth which focuses on climate change and energy sustainability, the maritime sector is focused on preserving biodiversity and reducing its ecological footprint, notably for ports through the implementation of environmental monitoring and for maritime transport, through the development of alternative energies and the use of new materials.
- **Circular economy:** Maximizing the reusability of products and raw materials and avoiding destroying valuable materials is necessary for seaports, places of active trade and exchanges with many companies operating close to each other. In January 2018, the EC put forward a new [legislation on port reception facilities for the delivery of waste from ships](#) according to which ports would have to provide adequate facilities to collect all sorts of waste.

The GALATEA domains and challenges are presented in the following table (for more details, please check Annex 6).

Domain	Sub-Domain	Challenge
SMART PORT	Energy	Development of clean energy resources
	Logistics	Improvement of flow management Development of security in the port
	Environment	Optimisation of resources consumption Elimination and recycling of waste and wastewater Protection of natural resources
	Digitalisation	Digitalisation of the port
	Service development	Development of a digital service platform (for marinas) Optimisation of the water surface Improvement of the links between the city and the port
SMART SHIP	Energy	Implementation of clean energy sources on board
	Digitalisation	Development of a ship more autonomous
	Security	Improvement of the ship security
SMART SHIPYARD	Digitalisation	Development of remote and predictive maintenance Continuation of activities
	Environment	Revalorisation of waste and reuse of wastewater
	Manufacturing	Implementation of innovative materials

		Implementation of innovative manufacturing processes
MARITIME SURVEILLANCE	Digitalisation	Improvement of information transfer
	Environment	Preservation of marine and maritime ecosystems
	Security	Detection of illegal activities Improvement of search and rescue

The list of challenges is not exhaustive and other challenges, if related to the GALATEA domains, may be considered. A project can answer one or multiple challenges in the same proposal.

2.3 GALATEA end users

End users within GALATEA project are all these entities and sectors who are related and may use and be benefited from the outputs and results of the GALATEA project. These may be ports facilities, ships owners, shipyard facilities, ministries, regional authorities, government entities in general, research and innovation centres and any public and private entity related and/or active in the Blue Growth key industries.

3 GALATEA INNOVATION SUPPORT MECHANISM - CALL ADDRESSED TO SMEs

This part is targeting innovative SMEs intending to bring solutions that will address and match with one of the thematic priorities of the GALATEA project.

3.1 Which are the voucher types offered?

The scope and the indicative supported activities funded under the GALATEA innovation support mechanism are described below.

1. Development & technology transfer

Scope: Assess the transferability potential of some technology or know-how to another sector or solve a technical problem to enable

Indicative supported activities: feasibility study, market study, business plan, data management plan, etc.

2. Prototyping

Scope: Develop cross-sectoral/- cluster/- border prototype of a new or improved technology, service, product, or production process

Indicative supported activities: Miniaturisation, test, design, standardisation, business plan validation, feasibility plan, etc.

3. Large-scale demonstrator

Scope: Demonstrate cross sectoral/- cluster/- border solutions in large-scale operational environments

Indicative supported activities: Scale-up, test, assembly line, commercial strategy, standardisation, pilot line, feasibility plan, etc.

Where the text refers to a TRL¹ (Technology Readiness Level), unless otherwise specified, specific definitions apply. Please also consult Annexes 3, 4 and 5 for more detailed information on the type of activities that can be funded per voucher type.

3.2 What financial support is offered?

The financial support is provided under the following conditions.

- SMEs applying as a consortium will benefit from vouchers up to €60.000 each.
- The €60.000 limit includes the costs of participation of the innovation actors (universities, research centres, public authorities, living labs, large companies, etc.) SMEs bring in their application.
- Each interested SME may submit ONLY one proposal per call and benefit from only one voucher per call. In case applicants wish to submit another proposal in the 2nd call of the GALATEA project, please take into account that the maximum amount to be awarded per SME for both calls is 60.000€ even in the case of multiple granted vouchers for the 2 calls.

Vouchers	Development & technology transfer	Prototyping	Large-scale demonstrator
Max financial contribution per beneficiary (SME)	€20.000	€60.000	€60.000
Maximum project duration (months)	6	12	12
Estimated budget available per voucher for Call#1	€156.000	€792.000	€360.000
Estimated number of projects per voucher for Call#1	6-8	5-7	3-4

3.2.1 Eligible costs and maximum funding offered per voucher type

Successful proposals shall receive the requested financial contribution in the form of a **lump sum**. During the submission procedure, the SME should declare the amount to be requested up to the amount mentioned above. A lump sum is a fixed amount of money which can be used by

¹ TRL 4	technology validated in lab
TRL 5	technology validated in relevant environment (industrially relevant environment in the case of Key Enabling Technologies - KETs)
TRL 6	technology demonstrated in relevant environment (industrially relevant environment in the case of KETs)
TRL 7	system prototype demonstration in operational environment
TRL 8	system complete and qualified
TRL 9	actual system proven in operational environment (competitive manufacturing in the case of KETs)

Source: https://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/annexes/h2020-wp1415-annex-g-trl_en.pdf

beneficiaries for several purposes related to the achievement of the project objectives. It is necessary to provide an explanation in the application on how the lump sum will be used including a clear budget proposal and costs (personnel, subcontracting, travel, equipment, and consumables). Since the granting of a lump-sum does not foresee the delivery of a detailed financial reporting and timesheets, the use of the project budget will be controlled considering the technical advancements by the technical reviewers. The final technical evaluation will assess the coherence of the spent money with the achieved results. However, since beneficiaries will have to keep the original documents of their expenses (timesheets, invoices, contracts) in case of an audit (see section 4.1), the following rules and limitations per voucher type must be respected.

Only costs generated during the lifetime of the project can be eligible². Costs described in the submitted budget must be determined in accordance with the usual accounting and management principles and practices of the beneficiary. Eligible costs are:

- *Direct personnel costs:* costs related to hours of the staff of the beneficiary dedicated to actual work under the project.
- *External services:* work carried out by a provider which has entered into an agreement on business conditions with the beneficiary.
- *Other direct costs:* travel costs, further direct incurred costs can be claimed for equipment (only depreciation costs), consumables, etc.

In specific, the eligible costs and limitations per voucher type are presented in the following table.

Vouchers	Eligible costs
Development & technology transfer	External services
Prototyping	Direct personnel costs, other direct costs, external services
Large-scale demonstrator	Direct personnel costs, other direct costs, external services

3.3 Application

3.3.1 Eligibility conditions

Proposals will be eligible only if all the following conditions are met:

1. Applicants must be a SME and declare their SME status in accordance with the SME definition of the European Union as part of the application via [this link](#);
2. Applicants must be innovative SMEs from the Maritime (port, ship, shipyard, maritime surveillance), ICT, Aerospace, Aeronautic sectors wishing to submit proposals related to Blue Growth.

² Period of costs' eligibility is from the Contract signature date until the end of the project.

3. Applicants must be either member of one of the GALATEA consortium [clusters](#) or established or with a branch office in the GALATEA territorial scope (Annex 2).
4. Applications should address one of the four Blue Growth domains of the GALATEA project (section 2.2). In terms of challenges, the list identified and presented in section 2.2 is not exhaustive and other challenges, if related to the GALATEA domains, may be considered. A project can answer one or multiple challenges in the same proposal;
5. Applications must be written in English (applications partially written in another language are not eligible) and must not exceed maximum number of characters stated in each text box of the pre-defined template found at <https://galatea.fundingbox.com/>;

Applications must be submitted *through the web-based system* by 17:00 CET of the deadlines indicated in section 3.3.3 of the present call.

6. Applications for Prototyping and Large-scale Demonstrator vouchers must be submitted by a consortium of min 2 SMEs from different sectors [Maritime (port, ship, shipyard, maritime surveillance), ICT, Aerospace, Aeronautic sectors). Applications for the Development and technology transfer voucher must be submitted by only 1 single SME.
7. Cross-border consortia are highly encouraged and will receive bonus points in the evaluation phase.
8. Each interested SME may submit ONLY ONE proposal per call and benefit from only one voucher per call. In case of multiple submissions by the same SME, all submissions will be automatically rejected.
9. Only one (1) Annex can be submitted, including diagrams, charts, and Letter of Support(s). It must be a PDF and can be up to 5 A4 pages long and no larger than 10MB in size. The font must be legible at 100% zoom.

3.3.2 Where to apply and how?

You will need to apply via the following link: <https://galatea.fundingbox.com/>

We will evaluate **only** proposals submitted through the FundingBox Open Call management tool <https://galatea.fundingbox.com/> within the **deadline (March 31st, 2021, @17.00 CET)**. Upon receipt of each proposal, the system will send you a confirmation of your submission. Proposals may be re-edited while the last submitted proposal within the deadline will be considered as the final one.

After submission, the applicant will receive an e-mail which states the date and time of the submitted proposal. SMEs applying to the call as a consortium should fill in one (1) proposal. One of the involved SMEs acting as "coordinator" is responsible to complete all information into the online tool.

3.3.3 When to apply?

The first GALATEA Innovation Support Mechanism Call is launched **on January 27th, 2021** and will be open till **March 31st, 2021, @ 17.00 CET**.

4 FUNDING SCHEME

4.1 General payment terms and beneficiaries' obligations

- All payments will be made in Euros (€).
- Payments will be made to each SME, in case of a consortium.
- Expenditures incurred before the Contract 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.
- Beneficiaries must set up internal consortium agreements regulating their cooperation, including Property Rights, the use and dissemination of the results generated by the project teams through the funding obtained via GALATEA voucher scheme.
- GALATEA 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 GALATEA funding scheme.
- Submission of an application does not constitute an entitlement for funding.
- The recipients of the (financial) support from GALATEA ("Beneficiaries") must ensure that the [European Commission](#), 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 on the final recipient's premises.

Beneficiaries' obligations are the following:

- The SME/ consortium 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 on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the contract (including the extension of funding), the SME/ consortium must keep the records and other supporting documentation until the end of these procedures.
- The SME/ consortium 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.

Contracts can be signed:

- With a certified electronic signature (this option refers to encrypted digital signatures such as those produced using e-signature software).
- With a signature that is manually signed by hand.

In the first option, the Contract can be sent by e-mail while in the second option, the Contract must be sent by post. In all cases mentioned above, a signature indicates acceptance of the agreement.

4.2 Which are the payment terms per voucher?

In all vouchers there will be a pre-financing within 30 days from the signature of the Contract. Payment will be realised in two (2) or three (3) instalments, depending on the voucher type, as presented in the following table.

Vouchers	Payment Scheme
Development & technology transfer	2 instalments <ul style="list-style-type: none"> • pre-financing: 50% within 30 days from the signature of the Contract • final: 50% within 30 days from acceptance of all Contract deliverables and final report
Prototyping Large-scale demonstrator	3 instalments <ul style="list-style-type: none"> • pre-financing: 40% within 30 days from the signature of the Contract • mid-term: 30% within 30 days from acceptance of mid-term Contract deliverables & midterm report • final: 30% within 30 days from acceptance of Contract deliverables and final report

5 EVALUATION AND SELECTION PROCESS

A two-step assessment procedure will be followed safeguarding the principles of transparency and equal treatment as described below.

- **Eligibility check** of the Application Form
- **Evaluation** of the Application Form, implemented in two steps:
 - 1) **Individual evaluation:** each member of the application review panel will evaluate the application form following the evaluation criteria;
 - 2) **Consensus evaluation:** all member of the application review panel will meet to evaluate collectively the application form, based on their individual evaluation, ensuring a coherent, fair and transparent evaluation.

5.1 Criteria

The evaluation and ranking of applications are based on a set of criteria in addition to the above-mentioned main eligibility requirements. The following table explains the different aspects which will be considered for each evaluation criterion.

Evaluation criteria	Sub-criteria	Score	Weighted Score
1. Excellence (30%)	1.1 Scientific and technical quality	5	10
	1.2 Innovation potential	5	10
	1.3 Feasibility of the proposal as described by work plan	5	10

Total 'Excellence'			30
2. Potential impact (40%)	2.1 Ecosystem impact	5	5
	2.2 Exploitation of results/ Market potential	5	15
	2.3 Impact to end users/ market	5	15
	2.4 Cross-sectoral aspects in the project	5	5
Total 'Potential impact'			40
3. Quality and efficiency of the implementation (30%)	3.1 Quality, complementarity and appropriateness of work allocation	5	10
	3.2 Risk management	5	10
	3.3 Coherence and effectiveness of the work plan	5	10
Total 'Quality and efficiency of the implementation'			30
4. Cross-border partnership	Involvement of cross-border partnerships		+5%

5.2 Scoring mechanism

Evaluation scores will be awarded based on the criteria mentioned in the section above. The maximum score for *Criterion 1* will be 30 points, for *Criterion 2* will be 40 points and for *Criterion 3* will be 30 points. The threshold for each individual criterion will be 60% of the maximum score per criterion (18, 24 and 18 respectively). The overall threshold, applying to the sum of the three individual scores will be 70 points.

Each sub-criterion is rated between 1 and 5 points; no half-points are allowed (decimal points may arise during normalization, but not as an individual evaluation grade). Each sub-criterion has a dedicated weight for the final score. Score per criterion is the sum of the individual sub-criteria weighted scores.

The same evaluation criteria and scorings apply to all vouchers. The total score in all vouchers is comprised by adding the scores of the three criteria and will be maximum 100 points.

The threshold for the individual criteria is 60% of the maximum score of each criterion. The threshold for the overall score is 70% of the maximum score. Proposals where in one of the three individual criteria score below 60% or the overall score is below 70% will not be recommended for funding.

In case of proposals with equal overall scores, the prevailing one is the proposal with a cross-border partnership (if there is one), and if not, then the proposal that has the higher score in the criterion of "Impact", then "Excellence" and then "Implementation" in this order.

The meaning of the scores with respect to the sub-criteria are as follows:

- **1 - Poor.** The sub-criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
- **2 - Fair.** While the proposal broadly addresses the sub-criterion, there are significant weaknesses.
- **3 - Good.** The proposal addresses the sub-criterion well, but with at least one moderate weakness.
- **4 - Very good.** The proposal addresses the sub-criterion very well, although with minor weaknesses.
- **5 - Excellent.** The proposal successfully addresses all relevant aspects of the sub-criterion in question. Any shortcomings are minor.

5.3 Evaluation procedure

Submitted voucher applications will be assessed by the Application Review Panel consisting of representatives of the GALATEA partners (3 reviewers per application).

The assessment period shall take max. 40 days, starting from the closing date of the call and will be complete with the development of **three different ranking lists**; one per voucher type. The applicants will receive an e-mail about the outcome of the assessment directly after the assessment is finalised along with instructions for the next steps in the case the applicant is awarded. The successful applicants will be requested to sign a formal Contract within 30 days from the notification of the project approval.

6 ENQUIRIES AND COMPLAINTS

For any complaints against the project selection process, these have to be submitted by the applicant on behalf of the project to galatea@corallia.org or your local contact point (Annex 2) within **5 calendar days** after the announcement of the Open Call results. Your email should include the following information:

- Platform username and application name
- Lead contact name and details
- Object of your complaint
- Information and evidence of the alleged breach

The Review Committee, which consists of the members (Cor, AV, PMM-TVT) of the Innovation Support Committee (ISC), 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 Review Committee 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 Review Committee with an updated assessment. The final decision on the complaint will be communicated by the Review Committee 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.

For technical issues concerning the submission procedure, please contact galatea@polemermediterranee.com.

7 MONITORING AND REPORTING PROCESS

Maximum 1 (one) month after the end of each reporting period, as it will be defined in the Contract, the GALATEA Beneficiaries shall provide an overall performance progress report for their Project along with the respective deliverables validating the work as well as a brief financial statement with the expenses for the period according to the respective voucher types.

The purpose of the above is to evaluate:

- the degree of fulfilment of the project work plan for the relevant period and of the related deliverable(s);
- the continued relevance of the objectives and breakthrough potential with respect to the scientific and industrial state of the art;
- the expected potential impact in economic, competition and social terms, and the GALATEA Beneficiary's cooperation to elaborate a dissemination of foreground plan.

8 CONFIDENTIALITY AND DATA PROTECTION

GDPR compliance: 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 on the storage and use of its personal data for the execution of the GALATEA objectives and work plan. The GALATEA consortium commits to handling personal data and projects confidentially except for the call results, which will contain the following information:

- Information about successful GALATEA voucher applications that will be made publicly available before the end of the project containing: project title, names of project partners and short project description (as provided by the applicant in the application template).
- Information about successful GALATEA voucher types that will be made publicly available after the end of the project: project title, names of project partners, awarded funding and updated short project description (as provided by the project partners in the Final Report).

The processing of data that GALATEA intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR and its art.24. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

The applicants can exercise their rights towards the data controller, pursuant to article 12 of the GDPR. For any inquiries regarding the processing of your personal data, please contact dpo@athena-innovation.gr.

Applications selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

9 INTELLECTUAL PROPERTY RIGHTS AND DISSEMINATION

The applicants shall arrange for internal contracts regarding Intellectual Property Rights. For details on rights and obligations related to results, the project teams can refer to Chapter 4/ Section 3 of the Annotated Grant Agreement: https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf

For dissemination and use of results generated through the financial support from GALATEA, the recipients must credit the GALATEA project through proper citation and appearance of the GALATEA logo and EU Logo, including the proper citation "This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 873026 - GALATEA".

10 GENDER EQUALITY

GALATEA 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.

11 DISCLAIMER

Purpose: This text is explaining the GALATEA Innovation Support Mechanism for information purposes only. No rights can be claimed based on this document. This document does not reflect the views of the European Commission and EASME.

Mistakes or inconsistencies: The GALATEA consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the GALATEA Executive Board 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.

ANNEX 1 SME CONTACT POINTS

FRANCE		
SUD – PACA and Occitanie		
Pôle Mer Méditerranée/ TOULON VAR TECHNOLOGIES	Clémence Le Corff	galatea@polemermediterranee.com
Nouvelle-Aquitaine and Occitanie		
AEROSPACE VALLEY	Diego Carballo	carballo@aerospace-valley.com
GREECE		
CORALLIA	Christina Garoufalia	galatea@corallia.org
POLAND		
BALTYCKI KLASTER MORSKI I KOSMICZNY (BSSC)	Marek Grzybowski Michał Igielski	marek.grzybowski@bssc.pl m.igielski@bssc.pl
ROMANIA		
ASOCIATIA CLUJ IT (CLUJ IT)	Mihaela Aluas Andreea Apostu	mihaela.aluas@clujit.ro andreea.apostu@clujit.ro
SPAIN		
Basque country		
ASOCIACION CLUSTER DE MOVILIDAD Y LOGISTICA DE EUSKADI (MLC-ITS EUSKADI)	Nerea Rojas Fernando Zubillaga	nrojas@mlcluster.com galatea@mlcluster.com
Catalonia		
FUNDACIO EURECAT (EURECAT)	Aitor Corchero Xavier Domingo	aitor.corchero@eurecat.org xavier.domingo@eurecat.org
ASOCIACION CATALANA PARA LA INNOVACION Y LA INTERNACIONALIZACION DEL SECTOR DEL AGUA, CATALAN WATER PARTNERSHIP (CWP)	Xavier Amores Sergi Compte Eric Santos	xavier.amores@cwp.cat sergi.compte@cwp.cat eric.santos@cwp.cat

ANNEX 2 GALATEA CLUSTERS AND REGIONS

To be eligible for the GALATEA Innovation Support Scheme, applicants must be either member of one of the GALATEA consortium [clusters](#) or established or with a branch office in the GALATEA territorial scope. For cluster membership information, please contact your preferred **GALATEA cluster**:

 <p>Pôle Mer Méditerranée – Toulon Var Technologies (PMM-TVT) https://www.polemermediterranee.com/ FRANCE</p>	 <p>AEROSPACE VALLEY (AV) https://www.aerospace-valley.com FRANCE</p>
 <p>ATHINA - EREVNITIKO KENTRO KAINOTOMIAS STIS TECHNOLOGIES TIS PLIROFORIAS, TON EPIKOINONION KAI TIS GNOSIS (CORALLIA) http://www.corallia.org GREECE</p>	 <p>ASOCIACION CLUSTER DE MOVILIDAD Y LOGISTICA DE EUSKADI (MLC-ITS EUSKADI) http://www.mlcluster.com SPAIN</p>
 <p>FUNDACIO EURECAT (EURECAT) https://eurecat.org SPAIN</p>	 <p>ASOCIACION CATALANA PARA LA INNOVACION Y LA INTERNACIONALIZACION DEL SECTOR DEL AGUA, CATALAN WATER PARTNERSHIP (CWP) http://www.cwp.cat SPAIN</p>
 <p>ASOCIATIA CLUJ IT (CLUJ IT) https://www.clujit.ro ROMANIA</p>	 <p>BALTYCKI KLASTER MORSKI I KOSMICZNY (BSSC) www.bssc.pl POLAND</p>

GALATEA territorial scope

- France; the whole country.
- Greece; the whole country.
- Poland; the whole country.
- Romania; the whole country.
- Spain; the whole country.

ANNEX 3 VOUCHER SCHEME: DEVELOPMENT AND TECHNOLOGY TRANSFER

Development and technology transfer	
Calendar dates	Launch 1: 27/1/2021 Cut-off date: 31/3/2021 @17.00 CET
Financial contribution (grant)	up to €20.000
Specific eligibility requirements	1 SME from the Maritime (port, ship, shipyard, maritime surveillance), ICT, Aeronautic sectors wishing to submit proposals related to Blue Growth.
Eligible expenses	External services
Indicative supported activities	<ul style="list-style-type: none"> • Feasibility study • Market study • Business plan • Data management plan • Other
Indicative TRL	actions should start at ≥TRL 3 minimum up-scaling to reach TRL 5 or higher
Payment scheme	<ul style="list-style-type: none"> • pre-financing: within 30 days from the signature of the Contract between GALATEA and SME (50%) • final: within 30 days from the acceptance of all Contract deliverables and final report (50%)

ANNEX 4 VOUCHER SCHEME: PROTOTYPING

Prototyping voucher	
Calendar dates	Launch 1: 27/1/2021 Cut-off date: 31/3/2021 @17.00 CET
Financial contribution (Grant)	up to €60.000/ SME
Specific eligibility requirements	minimum two (2) SMEs from different sectors [Maritime (port, ship, shipyard, maritime surveillance), ICT, Aerospace, Aeronautic sectors]
Eligible expenses	Direct personnel costs, other direct costs, external services
Indicative supported activities	<ul style="list-style-type: none"> • Miniaturisation, test • Design • Standardisation • Business plan validation • Feasibility plan • Other
Indicative TRL	actions should start at ≥TRL 5 minimum upscaling to reach TRL 7 or higher
Payment scheme	<ul style="list-style-type: none"> • pre-financing: 40% within 30 days from the signature of the Contract • mid-term: 30% within 30 days from acceptance of mid-term Contract deliverables & midterm report • final: 30% within 30 days from acceptance of Contract deliverables and final report
Important note	<i>Cross border and cross sectoral consortia are highly encouraged and will be favoured in the evaluation phase.</i>

ANNEX 5 VOUCHER SCHEME: LARGE-SCALE DEMONSTRATOR

Large-scale demonstrator	
Calendar dates	Launch 1: 27/1/2021 Cut-off date: 31/3/2021 @17.00 CET
Financial contribution (Grant)	up to €60.000/ SME
Specific eligibility requirements	minimum two (2) SMEs from different sectors [Maritime (port, ship, shipyard, maritime surveillance), ICT, Aeronautic, Aeronautic sectors]
Eligible expenses	Direct personnel costs, other direct costs, external services
Indicative supported activities	<ul style="list-style-type: none"> • Scale-up assembly line • Test assembly line • Commercial strategy • Standardisation • Pilot line • Feasibility plan • Other
Indicative TRL	The product or service should have a maturity level of TRL 7 or higher.
Payment scheme	<ul style="list-style-type: none"> • pre-financing: 40% within 30 days from the signature of the Contract • mid-term: 30% within 30 days from acceptance of mid-term Contract deliverables & midterm report • final: 30% within 30 days from acceptance of Contract deliverables and final report
Important note	<i>Cross border and cross sectoral consortia are highly encouraged and will be favoured in the evaluation phase.</i>

ANNEX 6 CHALLENGES AND OBJECTIVES FOR APPLICANTS³

GALATEA Domain 1: Smart Port	SUB-DOMAIN	CHALLENGE AND OBJECTIVE FOR APPLICANTS
	Energy	Development of clean energy sources: To contribute to the implementation of clean energies and their different aspects to the port. Clean energy corresponds to energy consumption with zero or limited CO2 emissions and includes the different uses of energy in ports activities: when docked and for port infrastructures. Solutions increasing the clean energy rate in ports activities and improving the management of energy flows will also be considered.
	Logistics	Improvement of flow management: To allow ports to improve their activities and enhance productivity regarding flow management (people, goods, and information). The solution should allow a better overview and management of port activities.
		Development of security in the port: To propose effective solutions for ports to mitigate the risk of notably human injuries, theft, degradation of merchandise or to improve port security during passengers boarding.
	Environment	Optimisation of resources consumption: To assess the use of resources in ports and to develop innovative ways to reduce waste of resources. A particular emphasis will be put on water preservation.
		Elimination and recycling of waste and wastewater: To propose efficient monitoring tools and solutions to eliminate the waste and wastewater. A particular emphasis will be put on the implementation of a circular economy model.
		Protection of natural resources: To propose efficient monitoring tools (e.g., Carbon or Water footprints, energy consumption, etc) to evaluate, analyse and mitigate the impact ports' activities have on water, biodiversity, and environment in a general way (notably visual and noise pollution, environmental pollution, increase of water stress).
	Digitalisation	Digitalisation of the port: To develop solutions allowing ports to develop further their digitalisation in general. Solutions may tackle all aspects in relation with digitalisation, including security of data exchanges, flow management or development of intelligent platforms.
	Service development	Development of a digital service platform (for marinas): To offer marinas a unique platform to serve as an interface with its clients - solutions proposing individual services that could be incorporated on such platforms will be considered as well.
		Optimisation of the water surface: To propose innovative solutions to allow ports to optimise their water surface management.
		Improvement of the links between the city and the port: To develop the inclusion of ports in the everyday life by developing links with its own environment (city, other ways of transportation, water networks, energy grids, etc.)

³ Important notes

- The list of challenges is not exhaustive and other challenges, if related to the GALATEA domains, may be considered.
- A project can answer one or multiple challenges in the same proposal.

GALATEA Domain 2: Smart Ship	SUB-DOMAIN	CHALLENGE AND OBJECTIVE FOR APPLICANTS
	Energy	Implementation of clean energy sources on board: To successfully implement clean energy (and its different aspects of implementation) on ships to reduce waste and CO2 emissions and to lower the pollution impact of marine traffic.
	Digitalisation	Automatisation of the ship: To develop innovative processes allowing the ship to be more autonomous in all its aspects.
	Security	Improvement of the ship security: To propose innovative ways to secure the ship from physical and digital risks. In this context security concerns both on-board infrastructures as dematerialised data.
GALATEA Domain 3: Smart Shipyard	Digitalisation	Development of remote and predictive maintenance: T To propose digital products/services allowing predictive and/or remote maintenance of ships.
		Continuation of activities: To increase and optimise the exploitation of data all along the value chain for a better fluidity of operations.
	Environment	Revalorisation of waste and reuse of wastewater: To embed shipyards even more in the circular economy in proposing innovative ways to revalorise waste and wastewater. An emphasis will be put on plastic.
	Manufacturing	Implementation of innovative materials: To implement new materials to the ship's structure to enhance its performances (strength, speed, manoeuvrability, etc.) and lower its environmental impact.
Implementation of innovative manufacturing processes: To develop the use of innovative processes of fabrication to enhance the shipyard productivity and expertise. Technologies such as additive manufacturing/repair, digital twin or artificial intelligence will be particularly considered.		
GALATEA Domain 4: Maritime Surveillance	Digitalisation	Improvement of information transfer: To present effective ways to transfer information from the site of captation to the concerned user (authority, civil society, citizens, etc.) considering the European GDPR directives, in matter of anonymisation of data.
	Environment	Preservation of marine and maritime ecosystems: To contribute to the preservation of the marine and maritime ecosystems while developing products/services to monitor (from space, the air or the sea) the marine and maritime environment.
	Security	Detection of illegal activities: To propose monitoring product/services (from space, the air, or the sea) aiming at unveiling illegal maritime activities (piracy, illegal fisheries and allowing potential users to act efficiently in consequence.
Improvement of search and rescue: To propose monitoring product/services (from space, the air, or the sea) aiming at assisting authorities, or potential end-users to efficiently enhance their search and rescue activities.		

3. GALATEA SERVICES' CALL



GALATEA: Guide for applicants

INNOVATION SUPPORT MECHANISM SERVICES CALL#1

TERMS AND CONDITIONS

VERSION 1.5

21-01-2021

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1 ABOUT GALATEA

GALATEA aims at promoting cross-border and cross-sectoral collaborations between innovation actors, notably SMEs, in 4 key domains of Blue Growth with great potential of development and uptake of innovative solutions by businesses: Smart Port, Smart Ship, Smart Shipyard, Maritime Surveillance.

The construction of new value chains by the integration of technologies and know-how from ICT and aerospace communities is essential for the modernisation of those key economic sectors to be more efficient, greener, and safer and to enhance their competitiveness at a global level.

The EC has established '[Blue Growth](#)' as the long-term strategy to support sustainable growth in the maritime sectors and as a means for achieving the goals of the Europe 2020 strategy for smart, sustainable, and inclusive growth. This strategy focuses on both emerging and traditional maritime activities including those addressed by GALATEA.

1.1 GALATEA partners

 <p>POLE MER MEDITERRANÉE/ TOULON VAR TECHNOLOGIES (PMM-TVT) https://www.polemermediterranee.com/ FRANCE</p>	 <p>AEROSPACE VALLEY (AV) https://www.aerospace-valley.com FRANCE</p>
 <p>ATHINA-EREVNITIKO KENTRO KAINOTOMIAS STIS TECHNOLOGIES TIS PLIROFORIAS, TON EPIKOINONION KAI TIS GNOSIS (CORALLIA) http://www.corallia.org GREECE</p>	 <p>ASOCIACION CLUSTER DE MOVILIDAD Y LOGISTICA DE EUSKADI (MLC-ITS EUSKADI) http://www.mlcluster.com SPAIN</p>
 <p>FUNDACIO EURECAT (EURECAT) https://eurecat.org SPAIN</p>	 <p>ASOCIACION CATALANA PARA LA INNOVACION Y LA INTERNACIONALIZACION DEL SECTOR DEL AGUA, CATALAN WATER PARTNERSHIP (CWP) http://www.cwp.cat SPAIN</p>
 <p>ASOCIATIA CLUJ IT (CLUJ IT) https://www.clujit.ro ROMANIA</p>	 <p>BALTYCKI KLASTER MORSKI I KOSMICZNY (BSSC) www.bssc.pl POLAND</p>

1.2 GALATEA facts

Project Acronym	GALATEA
Project Title	G row and A ccelerate your smA rt project s in nE w value ch A ins of the European Blue Economy
Project Reference	H2020-INNOSUP-1-2019-01-two-stage, Grant Agreement No: 873026
Project Topic	Cluster facilitated projects for new industrial value chains
Project Duration	30 months (01.06.2020 - 30.11.2022)
Overall Budget	€3.670.505,00 (EU contribution: €3.670.505,00) €2.180.000,00 will directly benefit innovative SMEs in the form of vouchers
Web	www.galateaproject.eu

1.3 GALATEA Contact points

For any enquiries regarding the GALATEA project, please contact the project Coordinator:

Clémence LE CORFF | Pôle Mer Méditerranée - Toulon Var Technologies | Technopôle de la Mer, 93 rue du Forum de la Méditerranée, CS 60033 – 83196 Ollioules, France Tel. +33 489 330 076
| E-mail: galatea@polemermediterranee.com.

For any enquiries regarding information and/ or clarification on the Innovation Support Mechanism, please contact:

Christina GAROUFALIA | ATHINA - EREVNITIKO KENTRO KAINOTOMIAS STIS TECHNOLOGIES TIS PLIROFORIAS, TON EPIKOINONION KAI TIS GNOSIS (CORALLIA) | 44, Kifissias Ave., Monumental Plaza Building C, GR-15125, Maroussi, Athens | Greece Tel. +30 210 63 00 770 | E-mail: galatea@corallia.org.

For any other enquiry, please contact one of the GALATEA partners listed in Annex 1.

2 GALATEA INNOVATION SUPPORT MECHANISM – BACKGROUND AND CONTEXT

This Call for Services is supported by the GALATEA Project Consortium and is financed by the EU's Horizon 2020 Programme under Grant Agreement 873026 and managed by the Executive Agency for Small and Medium-sized Enterprises (EASME). GALATEA's overall objective is the development of new cross-sectoral and cross-border industrial value-chains, supporting innovative SMEs and facilitated by clusters, to foster the development of Blue Growth key industries in Europe to be competitive at the global level. This development will be based on the construction of new industrial value chains and the reconfiguration of existing ones driven by the integration of technologies and know-how from aerospace and ICT communities to the following Blue Growth domains: ports, ships, shipyards, and surveillance.

More specifically, this call aims at facilitating and supporting SMEs to carry out their innovation activities. It is estimated that 70 SMEs will be able to receive support in the form of Services from the GALATEA project.

Additionally, a Call for Vouchers, which aims to directly fund innovative SMEs in the form of vouchers for the development of projects related to Blue Growth, is launched in parallel. All information on the Voucher Call can be found [here](#).

2.1 Target audience

The target audience of the GALATEA Innovation Support Mechanism Voucher Call 1 are **innovative SMEs from the Maritime (port, ship, shipyard, maritime surveillance), ICT, Aeronautic, Aeronautic sectors wishing to submit proposals related to Blue Growth**. Applicants must be either member of one of the GALATEA consortium [clusters](#) or established or with a branch office in the GALATEA territorial scope (Annex 2).

2.2 Blue Growth domains and challenges

GALATEA project identifies **22 Challenges** distributed under **4 Blue Growth** domains and tackles **3 horizontal dimensions** corresponding to EU priorities.

Horizontal dimensions

- **Digital transition:** digitalisation transforms the maritime sector and provides opportunities to enhance the competitiveness, efficiency, and sustainability of the targeted domains. Digital transition includes the use of cloud-based Services, mobile devices and apps, sensors and other IoT technologies, AR, 5G network, digital twins, autonomous transportation, artificial intelligence, cyber security, block-chain technology and big data driven innovation, robotics.
- **Ecological transition:** Regarding the EU2020 Strategy for smart, sustainable, and inclusive growth which focuses on climate change and energy sustainability, the maritime sector is focused on preserving biodiversity and reducing its ecological footprint, notably for ports through the implementation of environmental monitoring and for maritime transport, through the development of alternative energies and the use of new materials.
- **Circular economy:** Maximizing the reusability of products and raw materials and avoiding destroying valuable materials is necessary for seaports, places of active trade and

exchanges with many companies operating close to each other. In January 2018, the EC put forward a new [legislation on port reception facilities for the delivery of waste from ships](#) according to which ports would have to provide adequate facilities to collect all sorts of waste.

Domain	Sub-Domain	Challenge
SMART PORT	Energy	Development of clean energy resources
	Logistics	Improvement of flow management Development of security in the port
	Environment	Optimisation of resources consumption Elimination and recycling of waste and wastewater Protection of natural resources
	Digitalisation	Digitalisation of the port
	Service development	Development of a digital service platform (for marinas) Optimisation of the water surface Improvement of the links between the city and the port
SMART SHIP	Energy	Implementation of clean energy sources on board
	Digitalisation	Development of a ship more autonomous
	Security	Improvement of the ship security
SMART SHIPYARD	Digitalisation	Development of remote and predictive maintenance Continuation of activities
	Environment	Revalorisation of waste and reuse of wastewater
	Manufacturing	Implementation of innovative materials Implementation of innovative manufacturing processes
MARITIME SURVEILLANCE	Digitalisation	Improvement of information transfer
	Environment	Preservation of marine and maritime ecosystems
	Security	Detection of illegal activities Improvement of search and rescue

3 GALATEA INNOVATION SUPPORT MECHANISM – SERVICES CALL ADDRESSED TO SMEs

This part is targeting innovative SMEs intending to bring solutions that will address and match with one of the thematic priorities of the GALATEA project. Additionally, a vouchers' call is being launched in parallel (January 27th, 2021 – March 31st, 2021) to the current call for Services. SMEs may apply to both calls for Services and vouchers.

3.1 Which are the Services offered?

The total number of Services planned is **70** for all three cut-off dates (section 3.3.3) and may be provided in various forms, such as individual meetings, one or more sessions, webinars, collectives meetings, etc. at an average estimation of 4 working days/ service and no less than 1 working day/ service. The Services will be provided from June 2021 until September 2022. Out of the 70 services to be provided in total, about $\pm 50\%$ will be provided after the first cut-off date.

Service type	Service scope
Service#1 Business model elaboration	Support on business model assessment to ensure proper planning set, alignment with market requirements and conditions, etc.
Service#2 Technology expertise	Support on technology potential for given markets
Service#3 Internationalisation	Support on international diffusion of beneficiary/ solution to develop new business, to participate in matchmaking sessions and implement actions to maximise collaborations.
Service#4 Funding Opportunities	Support on exploring funding opportunities suitable to the SMEs' mission and needs and on developing and submitting proposals to funding schemes.

3.2 Which are the GALATEA service providers?

Service type	Service providers
Service#1 Business model elaboration	AV, MLC-ITS Euskadi, CWP, CLUJIT, BSSC, Corallia
Service#2 Technology expertise	PMM, AV, EURECAT, CLUJIT, Corallia
Service#3 Internationalisation	PMM, MLC-ITS Euskadi, CWP, BSSC, Corallia
Service#4 Funding Opportunities	PMM, AV, MLC-ITS Euskadi, EURECAT, CWP, CLUJIT, BSSC, Corallia

3.3 Who can apply?

3.3.1 Eligibility conditions

Proposals will be eligible only if all the following conditions are met:

1. Applicants must be a SME and declare their SME status in accordance with the SME definition of the European Union as part of the application via [this link](#);
2. Applicants must be innovative SMEs from the Maritime (port, ship, shipyard, maritime surveillance), ICT, Aeronautic, Aeronautic sectors wishing to submit proposals related to Blue Growth.
3. Applicants must be either member of one of the GALATEA consortium [clusters](#) or established or with a branch office in the GALATEA territorial scope (Annex 2).
4. Applications must be written in English (applications partially written in another language are not eligible) and must not exceed maximum number of characters stated in each text box of the pre-defined template found at <https://galatea.fundingbox.com/> ;
5. Applications must be submitted *through the web-based system* by 17:00 CET of the deadlines indicated in section 3.3.3 of the present call.

3.3.2 Where to apply and how?

Interested SMEs will apply via the following link: <https://galatea.fundingbox.com/>

They may apply to one or several Services in accordance with their needs. There is no maximum number of Services offered to each applicant by the GALATEA project.

We will evaluate **only** proposals submitted through the FundingBox Open Call management tool <https://galatea.fundingbox.com/> within the **deadline** as presented in section 3.3.3. Upon receipt of each proposal, the system will send you a confirmation of your submission. Proposals may be re-edited while the last submitted proposal within the deadline will be considered as the final one.

After submission, the applicant will receive an e-mail which states the date and time of the submitted proposal.

3.3.3 When to apply?

The GALATEA Innovation Support Mechanism Services Call is launched **on January 27th, 2021**. More information of the Services' call cut-off dates and time plan are summarised in the following table.

Service type	Call opens	Cut-off dates	Evaluation - Contract dates
Service#1 Business model elaboration	January 27th, 2021, @17.00CET	March 31 st , 2021	Evaluation: 1 month Contracts: to be signed within 1 month after the results' announcement
Service#2 Technology expertise		September 2021 (tbd)	
Service#3 Internationalisation		March 2022 (tbd)	

Service#4 Funding Opportunities			
--	--	--	--

4 EVALUATION AND SELECTION PROCESS

A two-step assessment procedure will be followed safeguarding the principles of transparency and equal treatment as described below.

- **Eligibility check** of the Application Form.
- **Evaluation** of the Application Form by the GALATEA partner (SME contact point in charge) as presented in Annex1.

Each cluster will decide individually, after an eligibility assessment step, if the service could be provided or not taking into consideration its capacity to deliver it (competences and availability). If the cluster has reached the maximum number of Services to be provided or cannot provide the requested Service, then the application will be redirected to another partner according to the following procedure. Three partner groups able to provide all 4 types of Services are formed: 1st group: PMM and AV, 2nd group: MLC, EURECAT and CWP and 3rd group: CLUJIT, BSSC and Corallia. If a Service cannot be provided, then the application is redirected to the corresponding group members. If the group members cannot provide the Service in question, then the application is redirected to the other two groups.

Partner	Service#1 Business model elaboration	Service#2 Technology expertise	Service#3 Internationalisation	Service#4 Funding Opportunities
PMM		x	x	X
AV	x	x		x
MLC-ITS Euskadi	x		x	x
EURECAT		x		x
CWP	x		x	x
CLUJIT	x	x		
BSSC	x		x	x
Corallia	x	x	x	x

4.1 Criteria

The evaluation of applications is based on a set of criteria in addition to the aforementioned main eligibility requirements. The evaluation criteria are summarised in the following table.

Evaluation criteria	Details	Score
---------------------	---------	-------

1. Rationale for the requested service	How the requested service will help the SME improve their status and contribute to carry out their innovation activity	5
2. Relevance to the GALATEA's domains/ challenges	How are the SME's activities related to the GALATEA project (domains, challenges)	5
3. SME profile	How is the core business, experience and competences of the SME strengthening the application for the current service	5
Total		15

4.2 Scoring mechanism

Evaluation scores will be awarded based on the criteria mentioned in the section above. The maximum score for each criterion will be 5 points. Each criterion is rated between 1 and 5 points; no half-points are allowed. The threshold for each individual criterion will be 3 points. The overall threshold, applying to the sum of the three individual scores will be 9 points. The total score in all vouchers is comprised by adding the scores of the three criteria and will be maximum 15 points. The same evaluation criteria and scorings apply to all types of requested Services. The meaning of the scores with respect to the sub-criteria are as follows:

- **1 - Poor.** The sub-criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
- **2 - Fair.** While the proposal broadly addresses the sub-criterion, there are significant weaknesses.
- **3 - Good.** The proposal addresses the sub-criterion well, but with at least one moderate weakness.
- **4 - Very good.** The proposal addresses the sub-criterion very well, although with minor weaknesses.
- **5 - Excellent.** The proposal successfully addresses all relevant aspects of the sub-criterion in question. Any shortcomings are minor.

4.3 Evaluation procedure

Submitted Services applications will be assessed by a first come-first served basis by the SME contact point in charge. The assessment period shall take max. 30 days, starting from the closing date of the call. The applicants will receive an e-mail about the outcome of the assessment directly after the assessment is finalised along with instructions for the next steps in the case the

applicant is awarded. The successful applicants will be requested to sign a formal Contract within 30 days from the notification of the project approval.

5 ENQUIRIES AND COMPLAINTS

For any complaints against the Services' selection process, these have to be submitted by the applicant on behalf of the project to galatea@corallia.org or your local contact point (Annex 2) within **5 calendar days** after the announcement of the Open Call results. Your email should include the following information:

- Platform username and application name
- Lead contact name and details
- Object of your complaint
- Information and evidence of the alleged breach

The Review Committee, which consists of the members (Cor, AV, PMM-TVT) of the Innovation Support Committee (ISC), 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 Review Committee will notify the evaluators to re-evaluate the Services' application and the related assessment part, subject to the complaint. The evaluators will then provide the Review Committee with an updated assessment. The final decision on the complaint will be communicated by the Review Committee 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.

For technical issues concerning the submission procedure, please contact galatea@polemermediterranee.com.

6 CONFIDENTIALITY AND DATA PROTECTION

GDPR compliance: The [General Data Protection Regulation](#) (2016/679/EU) guarantee 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 reference to confidentiality, personal identity and the right to data protection.

By applying, the applicant agrees on the storage and use of its personal data for the execution of the GALATEA objectives and work plan. The GALATEA consortium commits to handling personal data and company data confidentially except for the call results, which may contain information about successful GALATEA Services' applications (service title, names of project partners and scope description (as provided by the project partner)).

The processing of data that GALATEA intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR and its art. 24. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

The applicants can exercise their rights towards the data controller, pursuant to article 12 of the GDPR. For any inquiries regarding the processing your personal data, please contact dpo@athena-innovation.gr.

Applications selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

7 DISCLAIMER

Purpose: This text is explaining the GALATEA Innovation Support Mechanism for information purposes only. No rights can be claimed based on this document. This document does not reflect the views of the European Commission and EASME.

Mistakes or inconsistencies: The GALATEA consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the GALATEA Executive Board 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 innovation support mechanism, even if advised of the possibility of such damages.

ANNEX 1 SME CONTACT POINTS

FRANCE		
SUD – PACA and Occitanie		
Pôle Mer Méditerranée/ TOULON VAR TECHNOLOGIES	Clémence Le Corff	galatea@polemermediterranee.com
Nouvelle-Aquitaine and Occitanie		
AEROSPACE VALLEY	Diego Carballo	carballo@aerospace-valley.com
GREECE		
CORALLIA	Christina Garoufalia	galatea@corallia.org
POLAND		
BALTYCKI KLASTER MORSKI I KOSMICZNY (BSSC)	Marek Grzybowski Michał Igielski	marek.grzybowski@bssc.pl m.igielski@bssc.pl
ROMANIA		
ASOCIATIA CLUJ IT (CLUJ IT)	Mihaela Aluas Andreea Apostu	mihaela.aluas@clujit.ro andreea.apostu@clujit.ro
SPAIN		
Basque country		
ASOCIACION CLUSTER DE MOVILIDAD Y LOGISTICA DE EUSKADI (MLC-ITS EUSKADI)	Nerea Rojas Fernando Zubillaga	nrojas@mlcluster.com galatea@mlcluster.com
Catalonia		
FUNDACIO EURECAT (EURECAT)	Aitor Corchero Xavier Domingo	aitor.corchero@eurecat.org xavier.domingo@eurecat.org
ASOCIACION CATALANA PARA LA INNOVACION Y LA INTERNACIONALIZACION DEL SECTOR DEL AGUA, CATALAN WATER PARTNERSHIP (CWP)	Xavier Amores Sergi Compte Eric Santos	xavier.amores@cwp.cat sergi.compte@cwp.cat eric.santos@cwp.cat

ANNEX 2 GALATEA CLUSTERS AND REGIONS

To be eligible for the GALATEA Innovation Support Scheme, applicants must be either member of one of the GALATEA consortium [clusters](#) or established or with a branch office in the GALATEA territorial scope. For cluster membership information, please contact your preferred **GALATEA cluster**:

 <p>Pôle Mer Méditerranée – Toulon Var Technologies (PMM-TVT) https://www.polemermediterranee.com/ FRANCE</p>	 <p>AEROSPACE VALLEY (AV) https://www.aerospace-valley.com FRANCE</p>
 <p>ATHINA - EREVNITIKO KENTRO KAINOTOMIAS STIS TECHNOLOGIES TIS PLIROFORIAS, TON EPIKOINONION KAI TIS GNOSIS (CORALLIA) http://www.corallia.org GREECE</p>	 <p>ASOCIACION CLUSTER DE MOVILIDAD Y LOGISTICA DE EUSKADI (MLC-ITS EUSKADI) http://www.mlcluster.com SPAIN</p>
 <p>FUNDACIO EURECAT (EURECAT) https://eurecat.org SPAIN</p>	 <p>ASOCIACION CATALANA PARA LA INNOVACION Y LA INTERNACIONALIZACION DEL SECTOR DEL AGUA, CATALAN WATER PARTNERSHIP (CWP) http://www.cwp.cat SPAIN</p>
 <p>ASOCIATIA CLUJ IT (CLUJ IT) https://www.clujit.ro ROMANIA</p>	 <p>BALTYCKI KLASTER MORSKI I KOSMICZNY (BSSC) www.bssc.pl POLAND</p>

GALATEA territorial scope

- France; the whole country.
- Greece; the whole country.
- Poland; the whole country.
- Romania; the whole country.
- Spain; the whole country.

4. GALATEA VOUCHERS' APPLICATION FORM

Submission form for all vouchers

1. Basic information

I am applying for (drop-down list):

Development and technology transfer voucher
Prototyping voucher
Large-scale demonstrator voucher

Title of project proposal

Acronym of project proposal

Total requested budget in euros

Duration (months)

Contact person details

Name and Surname

Email

Phone number

Organisation website (if applicable)

Main sector of the organisation (drop-down list)

Maritime (port, ship, shipyard, maritime surveillance)
ICT
Aerospatial
Aeronautic
Other – please specify



Participation in other GALATEA activities (drop-down list)

Innovation Club
B2B sessions
Application for Services
Other – please specify

Which GALATEA domain(s) are related to your project?

(checkbox - applicants should be able to check more than one boxes)

Smart port
Smart ship
Smart shipyard
Maritime surveillance

Which GALATEA challenge(s) are tackled by your innovative projects

(Depending on the selection made above (GALATEA domain), the related options should appear. For example, if the applicant checks the smart port and smart ship boxes above, then the smart port and smart ship checkboxes should appear.

Smart Port – Energy: Development of clean energy resources
Smart Port – Logistics: Improvement of flow management
Smart Port – Logistics: Development of security in the port
Smart Port - Environment: Optimisation of resources consumption
Smart Port - Environment: Elimination and recycling of waste and wastewater
Smart Port - Environment: Protection of natural resources
Smart Port – Digitalisation: Digitalisation of the port
Smart Port – Service development: Development of a digital service platform (for marinas)
Smart Port – Service development: Optimisation of the water surface
Smart Port – Service development: Improvement of the links between the city and the port

Smart Ship – Energy: Implementation of clean energy sources on board
Smart Ship – Digitalisation: Development of a ship more autonomous
Smart Ship – Security: Improvement of the ship security

Smart Shipyard - Digitalisation: Development of remote and predictive maintenance
Smart Shipyard - Digitalisation: Continuation of activities
Smart Shipyard – Environment: Revalorisation of waste and reuse of wastewater
Smart Shipyard – Manufacturing: Implementation of innovative materials
Smart Shipyard – Manufacturing: Implementation of innovative manufacturing processes

Maritime Surveillance – Digitalisation: Improvement of information transfer
Maritime Surveillance – Environment: Preservation of marine and maritime ecosystems
Maritime Surveillance – Security: Detection of illegal activities
Maritime Surveillance – Security: Improvement of search and rescue



2. Consortium information

PP Number

Legal Name

Sector of the organisation:

Maritime (port, ship, shipyard, maritime surveillance)

ICT

Aerospatial

Aeronautic

Other – please specify

Please specify for 'Other'

Country

Region field to be completed by the applicant

+

Press the green (+) button above to add next legal entity

Other involved parties' details (subcontractors/ expert services/end-users) (if applicable)

Legal Name

Country

Type of organisation

SME

Mid-size company

Large-company

RTO

Public administration

Individual expert

Other

If Other, please specify the type of the organisation



What is the role of the other involved party in the project? (drop-down list)

Provide a technology/ solution expertise
End-user of the technology/ solution
Other

If Other, please specify the type of the organisation

Contact person details

Name and Surname

Email

Phone number

3. Project summary and Relevance to GALATEA challenges horizontal dimensions

(The current topic will not be scored but will be considered for the eligibility and -if eligible- the coherence of the proposal).

Please provide a brief description of your project (max. 3000 characters)

This summary will be used for communication purpose and published on GALATEA website if the project is funded.

--

Please provide a brief description on how your project is related to one (or more) of the GALATEA challenges and to one (or more) of the 3 GALATEA horizontal dimensions described in the GALATEA Terms and conditions. (max 3000 characters)

--



4. Section 1. Excellence

1.1 Scientific and technical quality (max 5000 characters)

Please address the following aspects:

- a) What is the market need/ technological challenge behind your innovation?
- b) How are your project objectives related to the selected voucher type?
- c) State the TRL at the beginning and the expected TRL at the end of your project.

1.2 Innovation potential (max 5000 characters)

Please address the following aspects:

- a) The novelty of the approach in your project (innovation focuses on the application of existing technologies in new areas, the development of new technologies for existing areas or a totally disruptive approach).
- b) How will you improve on the nearest current state-of-the-art identified?
- c) How does your project fit with your current product, service lines or offerings?



1.3 Feasibility of your project as described by the work plan (max 3000 characters)

Please describe the expected outputs (e.g., study, plan, report, process, know-how, service, etc.) and results (main achievements/ improvements deriving from your solution) of your project

5. Section 2. Potential impact

2.1 Ecosystem impact (max 2500 characters)

Please describe or explain:

- a) The economic and social benefits deriving from your project (both categories if applicable; if not, describe at least one category) compared to the existing situation. Please quantify the economic impact, if possible, measured in terms of turnover and job creation with figures/ estimations.
- b) The environmental impact of your project. Please quantify the impact with figures/ estimations, if possible.



2.2 Exploitation of results/ Market potential (max 5000 characters)

Please describe or explain:

- a) Your route to market and how you will exploit the outputs of the project (commercialisation strategy).
- b) What main maritime challenge does your project meet? How will it bring added value? Why there is a market demand for the innovation to be developed? (why will the end-users have an interest in using/ buying/ adopting the service, product or process, compared to existing solutions)
- c) What are the markets conditions in which your solution will be deployed (market size, growth rate, competitors, plan, etc.)?

2.3 Impact to end users/ market (max 5000 characters)

Please describe or explain:

- a) Any potential impact on the improvement of the status/ competencies/ know-how/ competitiveness/ innovation capacity of the end users.
- b) Any potential impact on new or significantly improved methods/ improved product launched in the market.



2.4 Cross-sectoral aspects of your project (max 3000 characters)

Please describe or explain:

- a) The cross-sectoral aspects of your project.
- b) The inventive use of technologies from other sectors to address challenges in a more efficient way.
- c) The potential to address new markets segments by utilising technologies and solutions from other sectors.
- d) The combined benefits by using technologies and solutions in new ways and in new combinations.

6. Section 3. Quality and efficiency of the implementation

3.1 Quality, complementarity and appropriateness of work allocation (max 5000 characters)

Please describe or explain:

- a) The roles, skills and experience of all participants and service providers (if applicable).
- b) Any planning about roles you will need to recruit for, (if applicable) to acquire missing competences.



3.2 Risk management (max 2500 characters)

Please describe or explain:

- a) The key risks/ uncertainties identified in your project.
- b) The risk management/ mitigation plan(s).

3.3 Coherence and effectiveness of the work plan (max 5000 characters)

Please describe or explain:

- a) The structure of the work plan and the way each work package (WP) is linked to the other.
- b) The time plan and allocation of resources per work package.
- c) The milestones to be achieved.



7. Section 4. Resources

4.1 Work plan				
Please provide a coherent overview of tasks to be implemented within the project, describe its key outcomes and the timing of the outcome.				
WP1	Involved Partners (use PP No)		Start End	
Activity				
Deliverable(s)				
WP2	Involved Partners (use PP No)		Start End	
Activity				
Deliverable(s)				
WP3	Involved Partners (use PP No)		Start End	
Activity				
Deliverable(s)				
WP4	Involved Partners (use PP No)		Start End	
Activity				
Deliverable(s)				
WP5	Involved Partners (use PP No)		Start End	
Activity				
Deliverable(s)				

4.2 Milestones			
Please design up to 3 milestones for your project. 'Milestone' means control point in the action that helps you to chart progress. Milestones may correspond to the completion of key outcomes/ deliverables.			
No	Title	Means of verification	Estimated date

4.3 Budget allocation

Please provide an overview of costs per partner-SME (related to the work packages) by completing the related section/ using the template provided. Please review the GALATEA Innovation Support Mechanism Scheme Call#1 "Terms and Conditions" to check for the eligible expenses' categories and requirements. Please note that the budget table needs to be filled in separately for each partner applying for the VOUCHER scheme. For the Prototyping and the Large-scale demonstrators, each SME participating in the project can apply for a grant of max. €60.000,00. For the Development and technology transfer voucher, the applicant SME may apply for a grant of max. €20.000,00.

4.4 Partners' profile

Please provide a short description for each partner (core business, competences, experience). Please note that for the Development and technology transfer voucher, only 1 SME may apply, while for the Prototyping and the Large-scale demonstrator voucher minimum two (2) SMEs from different sectors are required.

Consortium composition

PP Number	Short profile description
PP1 (lead applicant)	max. 1000 characters
PP 2	max. 1000 characters
PP 3	max. 1000 characters
PP 4	max. 1000 characters
PP 5	max. 1000 characters

8. Section 5. Annex

Only **one (1) Annex** can be submitted, including diagrams, charts, and Letter of Support(s). It must be a PDF and can be up to 5 A4 pages long and no larger than 10MB in size. The font must be legible at 100% zoom.

9. Gender Equality, Diversity and Social Inclusion

The following questionnaire is not part of the assessment of the VOUCHER scheme. However, its completion is required, as the information provided will be used for statistical purposes of the project life.

The GALATEA project seeks gender balance, diversity protection and social inclusion. Therefore, applicants to the VOUCHER scheme are invited to take all measures to promote equal opportunities between men and women in the implementation of the action as well as address diversity including poorer consumers, disabled people, and older people.

Please provide a paragraph on how your project will address gender equality, and social inclusion issues.

Are there any female participants involved in the project activity?

YES ☐

NO ☐

If YES, how many females are involved (number)

[]



10. Declarations

Confidentiality and Data Protection

GDPR compliance:

The General Data Protection Regulation (2016/679/EU) guarantee 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 on the storage and use of its personal data for the execution of the GALATEA objectives and work plan. The GALATEA consortium commits to handling personal data confidentially except for the call results, which will contain the following information:

- a) Information about successful GALATEA VOUCHER scheme types applications that will be made publicly available before the end of the project containing: project title, names of project partners and short project description (as provided by the applicant).
- b) Information about projects implemented thanks to the GALATEA VOUCHER scheme types that will be made publicly available after the end of the project: project title, names of project partners, awarded funding and updated short project description (as provided by the project partners in the Final Report).

The processing of data that GALATEA intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

Applications selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

GALATEA terms and conditions

I understand and agree with GALATEA Terms and Conditions.

Privacy declaration

With submitting the application form you give your consent that your project idea will be shared with the GALATEA partners. All partners will treat your information as confidential, according to the Confidentiality and Data Protection described above.

I understand and agree with the GALATEA privacy declaration.

The Applicant declares that his legal status is SME, as defined by the [EU SME definition](#).

The Applicant declares to have the explicit consent of all partners on their participation and on the content of the proposal.

The Applicant declares that the information contained in the proposal is correct and complete.

The Applicant declares that its proposal complies with ethical principal (including the highest standards of research integrity – as set out, for instance, in the [European Code of conduct for Research Integrity](#) – and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).



Financial Stability

I confirm that the company is not "in difficulty" as defined at 2.1 of the [Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty \(2004/C22/02\)](#) at the date of this declaration.

I confirm that I have the financial and operational capacity to carry out the proposed action and that each partner has confirmed to have the financial and operational capacity to carry out the proposed action.

GALATEA terms and conditions

I understand and agree with GALATEA Terms and Conditions.

Yes

Privacy declaration

I understand and agree with the GALATEA privacy declaration.

Yes

Financial Stability

I confirm that the company is not "in difficulty" as defined at 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C22/02) at the date of this declaration.

Yes

Name

Date



5. GALATEA SERVICES' APPLICATION FORM

Submission form for the GALATEA Services

1. Contact details

SME name:	<input type="text"/>
SME website:	<input type="text"/>
SME address:	<input type="text"/>

Country (drop-down list) Please select the country where your SME is located

Region: field to be completed by the applicant

Main sector of the organisation (drop-down list):

Maritime (port, ship, shipyard, maritime surveillance)

ICT

Aerospatial

Aeronautic

Other – please specify

Are you a member of a GALATEA cluster? If yes, please select (drop-down list)

Pôle Mer Méditerranée/ Toulon Var Technologies

Aerospace Valley

Corallia

Asociacion cluster de movilidad y logistica de Euskadi (MLC-ITS EUSKADI)

Fundacio Eurecat (EURECAT)

Asociacion Catalana para la innovacion y la internacionalizacion del sector del agua, Catalan Water Partnership (CWP)

Asociatia Cluj IT (CLUJ IT)

Baltycki klaster morski i kosmiczny (BSSC)

If no, please select No

Contact person details:	<input type="text"/>
Name and Surname:	<input type="text"/>
Position:	<input type="text"/>
Email address:	<input type="text"/>
Phone number:	<input type="text"/>



2. SME description and alignment with the GALATEA project

For which GALATEA service addressed by the project do you apply? *(drop-down list)*

Business model elaboration

Technology expertise

Internationalisation

Funding Opportunities

Please provide a brief description for the reason of the requested service. How will the requested service help you improve your status and contribute to carry out your innovation activity? (max. 2000 characters)

How are your activities related to the GALATEA project (domains, challenges)? (max. 2000 characters)

Please provide a description of the SME requesting the service (core business, competences, experience) (max. 2000 characters)



3. Other

The following questionnaire is not part of the assessment of the Services scheme. However, its completion is required, as the information provided will be used for statistical purposes of the project life.

Voucher

Are you planning to apply for a GALATEA voucher? *(drop-down list)*

Yes

No

Gender Equality, Diversity and Social Inclusion

The GALATEA project seeks gender balance, diversity protection and social inclusion. Therefore, applicants to the Services scheme are invited to take all measures to promote equal opportunities between men and women in the implementation of the action as well as address diversity including poorer consumers, disabled people, and older people.

Are there any female participants employed in your SME?

YES ☐

NO ☐

If YES, how many females are employed (number)?

[]

4. Declarations

Confidentiality and Data Protection

GDPR compliance:

The General Data Protection Regulation (2016/679/EU) guarantee 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 on the storage and use of its personal data for the execution of the GALATEA objectives and work plan. The GALATEA consortium commits to handling personal data confidentially except for the call results, which will contain the following information: Information about successful GALATEA Services applications that will be made publicly available before and after the end of the project containing: SME name, type of service provided and motivation for the requested service (as provided by the applicant).

The processing of data that GALATEA intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

Applications selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.



Privacy declaration

With submitting the application form you give your consent that the content of the application form will be shared with the GALATEA partners. All partners will treat your information as confidential, according to the Confidentiality and Data Protection described above.

I understand and agree with the GALATEA privacy declaration.

The Applicant declares that his legal status is SME, as defined by the EU SME definition.

The Applicant declares to have the explicit consent of all partners on their participation and on the content of the application form.

The Applicant declares that the information contained in the application form is correct and complete.

The Applicant declares that the content of the current application form complies with ethical principal (including the highest standards of research integrity – as set out, for instance, in the European Code of conduct for Research Integrity – and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).

Financial Stability

I confirm that the company is not “in difficulty” as defined at 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C22/02) at the date of this declaration.

GALATEA terms and conditions

I understand and agree with GALATEA Terms and Conditions.

Yes

Privacy declaration

I understand and agree with the GALATEA privacy declaration.

Yes

Financial Stability

I confirm that the company is not “in difficulty” as defined at 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C22/02) at the date of this declaration.

Yes

Name

Date



6. GALATEA VOUCHERS' BUDGET FORMS

Project partner/ cost categories	WP(s)	Brief explanation of the cost	Requested funding ¹ (max. €20.000,00 in total)
PP1			
PP 1 external expertise (subcontracting)			
Total partner 1			€ 0,00

¹The maximum GALATEA financial contribution for the Development and technology transfer voucher is 20.000,00€.

Project partner/ cost categories	WP(s)	Brief explanation of the cost	Requested funding ¹ (max. €60.000,00 per SME)
PP1			
PP 1 direct personnel			
PP 1 external expertise (subcontracting)			
PP 1 other direct costs			
Total partner 1			€ 0,00
PP2			
PP 2 direct personnel			
PP 2 external expertise (subcontracting)			
PP 2 other direct costs			
Total partner 2			€ 0,00
PP3			
PP 3 direct personnel			
PP 3 external expertise (subcontracting)			
PP 3 other direct costs			
Total partner 3			€ 0,00
PP4			
PP 4 direct personnel			
PP 4 external expertise (subcontracting)			
PP 4 other direct costs			
Total partner 4			€ 0,00
PP5			
PP 5 direct personnel			
PP 5 external expertise (subcontracting)			
PP 5 other direct costs			
Total partner 5			€ 0,00
TOTAL BUDGET REQUESTED			€ 0,00

¹The maximum amount to be granted per SME shall not exceed €60.000 in total even in the case of multiple granted vouchers.

Important note:

-If more partners participate, a similar table per partner must be added.

-For the functionality of the spreadsheet, please do not delete the summing bold cells as if you do you also delete the function of summing.

Project partner/ cost categories	WP(s)	Brief explanation of the cost	Requested funding ¹ (max. €60.000,00 per SME)
PP1			
PP 1 direct personnel			
PP 1 external expertise (subcontracting)			
PP 1 other direct costs			
Total partner 1			€ 0,00
PP2			
PP 2 direct personnel			
PP 2 external expertise (subcontracting)			
PP 2 other direct costs			
Total partner 2			€ 0,00
PP3			
PP 3 direct personnel			
PP 3 external expertise (subcontracting)			
PP 3 other direct costs			
Total partner 3			€ 0,00
PP4			
PP 4 direct personnel			
PP 4 external expertise (subcontracting)			
PP 4 other direct costs			
Total partner 4			€ 0,00
PP5			
PP 5 direct personnel			
PP 5 external expertise (subcontracting)			
PP 5 other direct costs			
Total partner 5			€ 0,00
TOTAL BUDGET REQUESTED			€ 0,00

¹The maximum amount to be granted per SME shall not exceed €60.000 in total even in the case of multiple granted vouchers.

Important note:

-If more partners participate, a similar table per partner must be added.

-For the functionality of the spreadsheet, please do not delete the summing bold cells as if you do you also delete the function of summing.

7.GALATEA VOUCHERS' EVALUATION CRITERIA

Evaluation criteria	Sub-criteria	Questions to be answered	weighting %	weighting factor	max score	max weighted score	comments
Section 1: Excellence (30%)	1.1 Scientific and technical quality	Please address the following aspects: • What is the market need/ technological challenge behind your innovation? • How are the project objectives related to the selected voucher type? • <u>State the TRL at the beginning and the expected TRL at the end of your project.</u>	10%	2	5	10	
	1.2 Innovation potential	Please address the following aspects: • The novelty of the approach in your project (innovation focuses on the application of existing technologies in new areas, the development of new technologies for existing areas or a totally disruptive approach). • How will you improve on the nearest current state-of-the-art identified? • <u>How does the project fit with your current product, service lines or offerings?</u>	10%	2	5	10	
	1.3 Feasibility of the proposal as described by work plan	Please describe the expected outputs/ results from your project and the way these will contribute to targeting the need/ challenge identified.	10%	2	5	10	
						30	max score 30, threshold: 18
Section 2: Potential impact (40%)	2.1 Ecosystem impact	Please describe or explain: • The economic and social benefits deriving from your project (both categories if applicable; if not, describe at least one category) compared to the existing situation. Please quantify the economic impact, if possible, measured in terms of turnover and job creation with figures/ estimations. • <u>The environmental impact of your project. Please quantify the impact with figures/ estimations, if possible.</u>	5%	1	5	5	
	2.2 Exploitation of results/ Market potential	Please describe or explain: • Your route to market and how you will exploit the outputs of the project (commercialisation strategy). • What main maritime challenge does your project meet? How will it bring added value? Why there is a market demand for the innovation to be developed? <u>(why will the end-users have an interest in using/ buying/ adopting the service, product or process, compared to existing solutions)</u>	15%	3	5	15	
	2.3 Impact to end users/ market	Please describe or explain: • Any potential impact on the improvement of the status/ competencies/ know-how/ competitiveness/ innovation capacity of the end users. • <u>Any potential impact on new or significantly improved methods/ improved product launched in the market.</u>	15%	3	5	15	
	2.4 Cross-sectoral aspects in the project	Please describe or explain: • The cross-sectoral aspects of your project. • The inventive use of technologies from other sectors to address challenges in a more efficient way. • The potential to address new markets segments by utilising technologies and solutions from other sectors. • <u>The combined benefits by using technologies and solutions in new ways and in new combinations.</u>	5%	1	5	5	
						40	max score 40, threshold: 24
Section 3: Quality and efficiency of the implementation (30%)	3.1 Quality, complementarity and appropriateness of work allocation	Please describe or explain: • The roles, skills and experience of all participants and service providers (if applicable). • <u>Any planning about roles you will need to recruit for, (if applicable) to acquire missing competences.</u>	10%	2	5	10	
	3.2 Risk management	Please describe or explain: • The key risks and uncertainties identified in your project. • <u>The risk management and mitigation plan(s).</u>	10%	2	5	10	
	3.3 Coherence and effectiveness of the work plan	Please describe or explain: • The project scope and methodology (work plan, etc.). • The time plan and allocation of resources per work package. • The milestones to be achieved.	10%	2	5	10	
						30	max score 30, threshold: 18
						100	max total:100, threshold:70 (70% of the total score)
4. Cross-border partnership	Involvement of cross-border partnerships	5%	20				

8. GALATEA VOUCHERS' SUB-GRANT AGREEMENT

GALATEA Sub-Grant Agreement for SMEs Innovation Support

*This document constitutes the model contract between the
GALATEA partner, and a GALATEA SME Beneficiary in the
framework of the GALATEA Innovation Support Mechanism
Voucher Call 1*



GALATEA project has received funding
from the European Union's Horizon 2020
research and innovation programme
under Grant Agreement n 873026.

GALATEA Innovation Support Contract N° [...]

for the provision of GALATEA [Development and technology transfer/ Prototyping/ Large-scale demonstrator] Voucher

[Insert here cluster partner name], established in [Insert here cluster address], [Insert here cluster partner country], with VAT number [Insert here VAT number], represented for the purposes of signing this Contract by [.....] (hereinafter the "**GALATEA Partner**")

and

[SME Name], a Small-Medium Enterprise (SME) category company, established in [.....], with VAT number [.....], represented for the purposes of signing this Contract by [.....] (hereinafter the "**GALATEA Beneficiary**")

each one hereinafter called also "**Party**" and collectively "**Parties**",

Hereinafter agree on the following:

WHEREAS:

It has been identified that

The **GALATEA project** aims to support European SMEs in the development of new cross-sectoral and cross-border industrial value chains, integrating technologies and know-how from aerospace and ICT communities to four key domains of Blue Growth with great potential of development and uptake of innovative solutions by businesses: Smart Port, Smart Ship, Smart Shipyard, Maritime Surveillance.

- GALATEA is an EU project titled "*Grow and AcceLerate your smArt projecTs in nEw value chAins of the European Blue Economy*" that is financed by the INNOSUP component of the HORIZON 2020 programme of the European Commission under Grant Agreement 873026.
- In the framework of GALATEA, a Call for projects has been published to award innovation vouchers to SMEs. The application submitted by the *GALATEA Beneficiary* as part of this call has been favourably assessed by the *GALATEA Consortium* and therefore is entitled to receive funding according to the terms and conditions set out under the present Sub-Grant Contract (hereinafter the "**Contract**").

HAVE AGREED to the following terms and conditions including those in the following annexes, which form an integral part of this **Contract**.

- Annex [I] - Submitted Application (Description of Work and Expenditure)
- Annex [II] - General Conditions
- Annex [III] - Agreed modifications from submitted application (if any)

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Article 1 – Scope

The European Union has granted financial contribution for the implementation of the GALATEA Grant Agreement under the INNOSUP component of the HORIZON 2020 programme of the European Commission. The GALATEA Grant Agreement includes the provision of Vouchers to third parties.

The GALATEA Consortium has decided to provide a financial contribution via respective Voucher(s) as specified in Annex [I] for the implementation of the project called
(hereinafter the "**Project**") within the framework of GALATEA and under the conditions laid down in this *Contract*.

Article 2 – Duration and start date of the project

The duration of the Project shall be _____ months.

The Project is starting at _____ (hereinafter the "Start Date") (after the date of entry into force of this Sub-Grant Agreement); and closing at _____ – (hereinafter referred to as the "Implementation Period").

The duration of the contract will commence upon signing of the present contract and will last until the final payment to the Sub-Grantee from the Contractor is made. SMEs should submit the final progress performance report within 30 days after the end of the implementation period. The final instalment will follow the validation of the report.

Article 3 – Reporting periods

The *Project* is divided into reporting periods corresponding to the respective work and technical objectives stated in Annex [I], in accordance with the procedures laid down in Annex [II].

- For Development & Technology transfer vouchers: one reporting period, concluded by a final report.
- For Prototyping or Large-scale Demonstrator vouchers: two reporting periods concluded by a mid-term and final report.

Article 4 – Maximum financial contribution

1. The maximum financial contribution of GALATEA to the *Project* shall be **EUR [.....]** (**written in words EURO**) in the form of lump sum. The actual financial contribution of GALATEA shall be calculated in accordance with the provisions of this *Contract*.
2. Details of the financial contribution of GALATEA are contained in Annex [I] to this *Contract*.
3. Expenditure incurred before or after the duration of the *Project* shall be deemed ineligible for remuneration.
4. Is the project co-funded by public funding? Yes ☐ No ☐
If yes, please specify:.....
5. Is the project receiving access to capital risk or other form of finance?
Yes ☐ No ☐
If yes, please specify:.....

Article 5 – Payment scheme

The payment scheme for the *Project* is as follows:

VOUCHER type	Payment Scheme
Development and technology transfer projects	2 payment instalments: <ul style="list-style-type: none">• pre-financing: within 30 days from the signature of the Contract between GALATEA and SME (50%)• final: within 30 days from the acceptance of all Contract deliverables and final report (50%)
Prototyping and Large-scale demonstrator projects	3 payment instalments: <ul style="list-style-type: none">• pre-financing: 40% within 30 days from the signature of the Contract• mid-term: 30% within 30 days from acceptance of mid-term Contract deliverables & midterm report• final: 30% within 30 days from acceptance of Contract deliverables and final report

The following information should be indicated on the respective payment transaction support documentation:

GALATEA Beneficiary name:	
Address:	
VAT number:	
Contract number:	
Project name:	
Bank account details	
Name of accountholder:	
Name of Bank:	
Address of Bank:	
IBAN:	
BIC:	
SWIFT CODE:	

In the case the provided information changes during the contract duration, the GALATEA Beneficiary shall provide updated information to the GALATEA consortium.

Article 6 – Communication

Any communication or request concerning the *Contract* shall identify the contract number, the nature and details of the request or communication and be submitted to the following addresses:

For the GALATEA Partner:

[Name]
[Address]
T: +[.....]
F: +[.....]
E: [.....]

For the GALATEA Beneficiary:

[Name]
[Address]
T: +[.....]
F: +[.....]
E: [.....]

Any notice to be given pursuant to this *Contract* shall be in writing in the English language signed by one of the representatives identified above and in a legible written form or by e-mail.

Notices shall be sent to the office identified above of the *GALATEA Partner*. Any such notice or other written communication shall, if sent by registered mail or e-mail, be effective upon receipt thereof; if sent by facsimile, be effective on the first business day after the sending thereof; and if communicated by personal delivery, be effective on the day of delivery.

Any report and deliverable, when appropriate, required by this *Contract*, shall be in English.

Article 7 – Internal arrangements between beneficiaries

It is recommended that the beneficiaries, in case of a consortium, envisage internal arrangements regarding their operation and co-ordination to ensure that the Project is implemented properly. These internal arrangements might be set out in a written 'consortium agreement' between the beneficiaries before the signature of the *Contract*. The consortium agreement, if signed, must not contain any provision contrary to the *Contract*.

Article 8 - Applicable law and competent court

This *Contract* is governed by **[Insert here the law of the cluster partner]** law. Any disputes in connection or arising out of this *Contract* which cannot be settled amicably shall be exclusively brought to competent court in **[Insert here the country of the cluster partner]**.

Article 9 – Application of the Contract provisions

Any provision of this part of the *Contract*, shall take precedence over the provisions of any of the Annexes. The provisions of Annex [II] shall take precedence over the provisions of Annex [I].

Article 10 – Entry into force

This *Contract* shall enter into force after its signature by the *GALATEA Partner* and the *GALATEA Beneficiary*, on the day of the last signature.

Article 11 – Termination

This *Contract* shall continue in full force and effect until the end of the period of [...] months as set forth in Article 2, unless the *GALATEA Partner* or the *GALATEA Beneficiary* requests a termination of the *Contract* upon written notice in accordance with the provisions and procedures laid down in Annex [II].

This *Contract* is only in English and supersedes all other translation in any language whatsoever.

Done in two originals,

For the *GALATEA Partner*

[GALATEA Partner name]

[Name legal representative]

[Position legal representative]

Date: [day/month/2021]

Place: [...]

Stamp of the organisation

For the *GALATEA Beneficiary*

[GALATEA Beneficiary name]

[Name legal representative]

[Position legal representative]

Date: [day/month/2021]

Place: [...]

Stamp of the organisation

Annex-I – Submitted Application (Description of Work and Expenditure)

Annex-II – General Conditions

Definitions

Access rights: means licenses and user rights to foreground or background.

Agency: Executive Agency for Small and Medium-sized Enterprises (EASME).

Background: means information which is held by the GALATEA Beneficiary prior to its accession to this Contract, as well as copyrights or other intellectual property rights pertaining to such information, the application for which has been filed before their accession to this Contract, and which is needed for carrying out the Project or for using foreground.

Commission: means the European Commission.

Dissemination: means the disclosure of foreground by any appropriate means other than that resulting from the formalities for protecting it and including the publication of foreground in any medium.

Evaluation: means operation performed at agreed intervals during each project phase by representatives of the GALATEA consortium members to review the progress of on-going projects.

Final payment: means the remaining payment to be executed after the perfect completion of the Project as evaluated by representatives of the GALATEA consortium members.

Foreground: means the results, including information, whether or not they can be protected, which are generated under the project. Such results include rights related to copyright; design rights; patent rights; plant variety rights; or similar forms of protection.

GALATEA: means the members of the consortium "GALATEA" represented by the GALATEA Partner as a Party to this Contract.

GALATEA partner: a partner of the GALATEA project who will be the regional contact point and act as an intermediary between the GALATEA project and the GALATEA beneficiary to offer support to the GALATEA beneficiary, make sure that the beneficiary feels connected to the GALATEA project and be accountable for monitoring the progress of the granted project.

Call for Expression of Interest: means the invitation issued by the GALATEA Consortium towards eligible SMEs for submitting a project proposal requesting innovation vouchers and services as per GALATEA's statement of work.

Project: in this Contract, a Project means the amount of work proposed by the GALATEA Beneficiary in response to the Call for Expression of Interest as described and detailed in Annex I.

Representatives of GALATEA consortium members: means the GALATEA body in charge of evaluating the on-going projects, being composed of experts appointed by the GALATEA Partners.

SMEs: means micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003¹.

Contract: means the contract signed between the GALATEA Partner and the GALATEA Beneficiary which subject is the realization of a project selected in response to GALATEA's Call for Expression of Interest.

Use: means the direct or indirect utilisation of foreground in further research activities other than those covered by the project, or for developing, creating and marketing a product or process, or for creating and providing a service.

TRL: European Commission definition of Technology Readiness Level as defined in Annex G of the General Annexes to the Work Programme 2016/17²

Voucher: means a financial support provided to SMEs covering their internal and/ or external expenses in order for them to develop an innovative solution according to the Rules and Conditions set in the GALATEA Call for vouchers by the GALATEA Consortium.

¹ https://ec.europa.eu/growth/smes/sme-definition_en

² http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-ga_en.pdf

General Principles

Eligibility conditions

By signing this *Contract*, the *GALATEA Beneficiary* declares and warrants that it meets the eligibility conditions for this *Contract*, including:

- i) Its legal status **is** SME as defined above.
- ii) Declares that as a legal person, the *GALATEA Beneficiary* is **not** in one of the following situations:
 - a) it is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b) it or persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
 - c) it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
 - d) it is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
 - e) it or persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
 - f) is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.
- iii) Declares that the natural persons with power of representation, decision-making or control over the *GALATEA Beneficiary*, are not in the situations referred to in ii.b) and ii.e) above;
- iv) Declares that the *GALATEA Beneficiary*:
 - a) has not made false declarations in supplying the information required by the Call for vouchers as a condition of participation in the Call or does not fail to supply this information;
 - b) is committed to participate in the *Project*;
 - c) has the necessary financial capacity and resources as and when needed to

carry out its involvement in the *Project*.

Specific performance obligations of the GALATEA Beneficiary

The GALATEA Beneficiary shall:

- i) carry out the work to be performed, as identified in Annex [I] and Annex [III];
- ii) ensure that the tasks assigned to it are correctly and timely performed;
- iii) carry out the project in accordance with fundamental ethical principles;
- iv) take every necessary precaution to avoid any risk of conflict of interest relating to economic interests, political or national affinities, family or emotional ties or any other interests liable to influence the impartial and objective performance of the *Project*.
- v) commit to allow on-site visits performed by representatives of GALATEA consortium, to ease the monitoring of project implementation. Each on-site visit shall be agreed by the *GALATEA Beneficiary* and, if applicable, its partner(s) upon request of GALATEA consortium representatives with a 15 days' notice.

The *GALATEA Beneficiaries* of the Prototyping and Large-scale demonstrator shall attend the GALATEA Showcase event that will take place in Europe in September 2022 for demonstrating the *Project* results to a European public, such as EU officials, institutionals, investors and end-users. The Development and technology transfer GALATEA Beneficiaries are most welcome to attend the event; however their participation is not mandatory. Travel costs might be covered by the GALATEA project, in case of budget availability.

Reporting and Payments

Reports and deliverables

Maximum 1 (one) month after the end of each reporting period, as defined in *Annex I*, the *GALATEA Beneficiary* shall provide:

- the deliverable(s) validating the work indicated in Annexes [I] and [III];
- an overall performance progress report for the *Project*, including notably a description of the achieved results, deliverables and milestones, problems and delay, next steps as well as any progress on the following:
 - 1. *Impact on Beneficiary's Innovation performance:*
 - i. Innovative solutions developed (new or significantly improved products or production processes)__(Y/N, if not indicate the expectations for market introduction)
 - ii. Patents introduced (Y/N)
 - iii. Impact on the TRL of the solutions (TRLX→ TRLX)
 - iv. Acceleration of the access to the market (in months, years...)
 - v. Changes in the innovation practices (Y/N)
 - vi. Awareness about cross-border and cross-sectoral opportunities (Y/N)
 - 2. *Impact on Beneficiary's development and competitiveness:*
 - i. Employment created/ Employment safeguarded due to the *Project* (estimated number)
 - ii. Impact on turnover due to the *Project* (estimated %)
 - iii. Impact of GALATEA in terms of market outlook due to the *Project*.
[Access to new geographic markets (country, continent)? Access to new sectoral markets (diversification of application sectors)? Other? Please specify? No impact]

3. *Impact on Beneficiary's market visibility and opportunities*
 - i. Access to end-users (Y/N)
 - ii. Number of relevant contacts and partnerships (number)
 - iii. Increased European visibility (Y/N)
4. *Leverage effect of GALATEA support:*
 - i. Access to public finance (Y/N and who) and if the project is cofounded by another public fund (if yes specify)
 - ii. Access to private finance (Y/N and who) and if the project is receiving access to capital risk or other form of finance (and specify)
5. *Global impact:*
 - i. Digital Transition (Y/N)
 - ii. Environmental transition (Y/N)
 - iii. Circular economy (Y/N)
 - iv. Is the project in line with regional S3 strategy?

The purpose of the above is to evaluate:

- the degree of fulfilment of the project work plan for the relevant period and of the related deliverable(s);
- the continued relevance of the objectives and breakthrough potential with respect to the scientific and industrial state of the art;
- the expected potential impact in economic, competition and social terms, and the GALATEA Beneficiary's cooperation to elaborate a dissemination of foreground plan.

While one (1) performance progress report shall be submitted by the GALATEA Beneficiary as a consortium and shall be referred to the overall project implementation, each GALATEA Beneficiary is responsible for the usage of the received funds as per Annexes [I] & [III].

Reporting Periods

The reporting period(s) shall be the following for Annex [I] of the Contract, corresponding to the work carried out as part of the respective Vouchers granted to the GALATEA Beneficiary:

- One (1) reporting period, covering the period from [dd/mm/yyyy] till [dd/mm/yyyy] for the Development and technology transfer projects.
- Two (2) reporting periods, one covering the period from [dd/mm/yyyy] till [dd/mm/yyyy] and one covering the period from [dd/mm/yyyy] till [dd/mm/yyyy] for the Prototyping and Large-scale demonstrator projects.

For each reporting period, the GALATEA Beneficiary shall submit to the GALATEA Partner the overall performance progress report for the Project along with the respective deliverables, if applicable, validating the total work done, as well as a brief financial statement with an outline of expenses for the period (as per the cost breakdown in the submitted application). For the Development and technology transfer voucher, the contract between the GALATEA Beneficiary and the external expert(s) should be also submitted.

Approval of reports and deliverables

At the end of each reporting period, the *GALATEA Consortium* will evaluate the project by comparing its current progress with the pre-defined milestones and work indicated in Annexes [I] and [III].

Depending on the state of the project, this could be: a) the overall performance progress report and the evaluation of the deliverables, b) the assessment of a live demonstration and/or c) discussion during a progress presentation. Since the granting of a lump-sum does not foresee the delivery of a detailed financial reporting and timesheets, the use of the project budget will be controlled considering the technical advancements by the technical reviewers and a brief financial statement as described above. The final assessment will assess the coherence of the spent money with the achieved results. Their decision will be as follows:

- *Green: Project on-track and can continue as planned.*
- *Yellow: Milestones delayed, technology changes requested, minor changes in market dynamics or team. Some corrective actions are required by the GALATEA Beneficiary to fulfil the Project objectives.*
- *Red: Technology irrelevant, market dynamics change dramatically, or the team does not show commitment to the Project. Major corrective actions are required by the GALATEA Beneficiary to fulfil the Project objectives.*

Payment modalities

1. Payment of the financial contribution will be executed as per Article 5 of the *Contract*.
2. In the case of Yellow or Red evaluation decision, the *GALATEA Consortium* may decide to withhold part or the whole of following payments to the *GALATEA Beneficiary*.
3. Payments by the *GALATEA Partner* to the *GALATEA Beneficiary* shall be made in Euro. According to [Article 20.6](#) of the Annotated Model Grant Agreement, all financial statements must be drafted in euro and beneficiaries [and linked third parties] with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, calculated over the corresponding reporting period.
4. A brief financial statement will be asked to the *GALATEA beneficiary* for evaluation purposes. In case the actual expenditure made by the *GALATEA Beneficiary* is higher than expected, the amount paid shall not exceed the amount granted.
5. The *GALATEA Partner* shall perform bank transfer (non-cash) transactions and reserves the right to deny the disbursement of the grant or any part of it in case the *GALATEA Beneficiary* does not comply either with the rules of principles mentioned in the *GALATEA Innovation Support Mechanism Voucher Call 1 Scheme Call - Terms and Conditions* and the provisions of the present *Contract*. In such case, the *GALATEA Beneficiary* shall not be entitled to any disbursement.
6. The *GALATEA Beneficiary* declares that, prior to signing of this *Contract*, they made themselves familiar with the rules and principles of the *GALATEA Innovation Support Mechanism Voucher Call 1 Scheme Call - Terms and Conditions* which are published on the *GALATEA website*. The *GALATEA Beneficiary* shall be obliged to accept all such

rules and principles.

Implementation

Monitoring

The following GALATEA partner acting as the local contact point will be accountable for monitoring the progress and providing the SME with support that may be required.

Communication details at below:

- Contact Name
- email:
- post: | Tel.:

Confidentiality

1. During the project and for a period of five years after its completion, the *Parties* undertake to preserve the confidentiality of any data, documents or other material that is identified as confidential in relation to the execution of the *Project* ("confidential information"). Upon a duly substantiated request by the *GALATEA Beneficiary*, the *GALATEA Partner* may agree to extend this period regarding specific confidential information.

Each *Party*, its agents and employees shall hold and maintain in strict confidence all confidential information, and shall not disclose confidential information to any third party, and shall not use any confidential information except as may be necessary to perform its obligations under the *Contract*.

Where confidential information was communicated orally, its confidential character must be confirmed by the disclosing party in writing within 15 days after disclosure.

2. Paragraph 1 no longer applies where:
 - a. the confidential information becomes publicly available by means other than a breach of confidentiality obligations;
 - b. the disclosing *Party* subsequently informs the recipient that the confidential information is no longer confidential;
 - c. the confidential information is subsequently communicated to the recipient without any obligation of confidence by a third party who is in lawful possession thereof and under no obligation of confidentiality;
 - d. the disclosure or communication of the confidential information is foreseen by other provisions of this *Contract*;
 - e. the disclosure or communication of confidential information is required by the national law of one of the *Parties*.
3. The *Parties* undertake to use such confidential information only in relation to the execution of the *Project* unless otherwise agreed with the disclosing party.
4. Notwithstanding the preceding paragraphs, the treatment of data, documents or other material which are classified ("classified information") or subject to security restrictions or export- or transfer- control, must follow the applicable rules established by the relevant national and European Union legislation for such information, including

the *Commission's* internal rules for handling classified information.

Information and communication

1. The *GALATEA Beneficiary* shall, throughout the duration of the *Project*, highlight the financial support of the European Union. Unless the *Commission* or the *Agency* requests otherwise, any publicity, including at a conference or seminar or any type of information or promotional material - including in electronic form, via social media, etc. - (brochure, leaflet, poster, presentation etc.), must specify that the *Project* has received research funding from the European Union and display the European Union emblem as well as the *GALATEA* project logo. When displayed in association with a logo, the European Union emblem should be given appropriate prominence. This obligation to use the European Union emblem in respect of projects to which the Union contributes implies no right of exclusive use. It is subject to general third-party use restrictions which do not permit the appropriation of the emblem, or of any similar trademark or logo, whether by registration or by any other means. Under these conditions, the *GALATEA Beneficiary* is exempted from the obligation to obtain prior permission from the *Commission* or the *Agency* to use the emblem. Further detailed information on the European Union emblem can be found on the [Europa web page](#). Any publicity made by the *GALATEA Beneficiary* in respect of the *Project*, in whatever form and on or by whatever medium, must specify that it reflects only the author's views and that the European Union is not liable for any use that may be made of the information contained therein.
2. The *GALATEA Consortium* and/ or the *Commission* and/ or the *Agency* shall be authorised to publish, in whatever form and on or by whatever medium, the following information:
 - a. the name of the *GALATEA Beneficiary*;
 - b. the contact address of the *GALATEA Beneficiary*;
 - c. the general purpose of the project in the form of a summary provided by the *GALATEA Beneficiary*;
 - d. the amount of the financial contribution of the European Union foreseen for the *Project*; after the final payment, the amount of the financial contribution of the European Union accepted by *GALATEA*;
 - e. the geographic location of the activities carried out;
 - f. the list of dissemination activities and/ or of patent (applications) relating to foreground;
 - g. the details/ references and the abstracts of scientific publications relating to foreground;
 - h. the publishable reports submitted to it;
 - i. any picture or any audio-visual or web material provided to the *GALATEA Partner* in the framework of the *Project*.

The *GALATEA Beneficiary* expressly agrees to grant all necessary authorisations for such publication and ensures that the publication of the information by the *GALATEA Consortium* and/ or the *Commission* and/ or the *Agency* does not infringe any rights of third parties.

Upon a duly substantiated request by the *GALATEA Beneficiary*, the *GALATEA Consortium* and/ or the *Commission* and/ or the *Agency* may agree to forego such publicity if disclosure of the information indicated above would risk compromising the

GALATEA Beneficiary's security, academic or commercial interests.

In the framework of the project promotion, the GALATEA Beneficiary allows the GALATEA Consortium to mention publicly the name, surname, and position of the person(s) that have been designated to represent him within the GALATEA project, in particular during presentation sessions that could be organised during the project.

It is the personal responsibility of the GALATEA Beneficiary to obtain the express and specific authorisation from the said personnel to quote their name, surname, and position and to use their photographed and filmed image to promote the project and more generally the GALATEA project in press releases, on its websites and social networks or in other communication material.

General Financial Provisions

Eligible costs of the project

Costs incurred for the implementation of the *Project* must be incurred by the GALATEA Beneficiary, must be used for the sole purpose of achieving the objectives of the *Project* and its expected results, in a manner consistent with the principles of economy, efficiency and effectiveness. Value added tax and more generally, identifiable indirect taxes should not be reported.

Upper funding limits

The total amount of payments by GALATEA to the GALATEA Beneficiary shall not exceed in any circumstances the maximum amount of the financial contribution referred to in article 4.1 of the *Contract*. The financial contribution of GALATEA to the *Project* shall be determined by applying the funding limits indicated below.

Financial contribution/ voucher type	Development and technology transfer	Prototyping	Large-scale demonstrator
Max financial contribution per beneficiary (SME)	up to 20.000€	up to €60.000	up to €60.000

Additionally, regarding eligibility of expenses, the following rules should be strictly followed:

Voucher scheme type	Eligible expenses
Development and technology transfer	External services
Prototyping	Direct personnel costs, other direct costs, external services
Large-scale demonstrator	Direct personnel costs, other direct costs, external services

Controls and Sanctions

1. The GALATEA Beneficiary shall ensure that the *Commission* or the *Agency* may, at any time during the implementation of the *Project* and up to two (2) years after the payment

of balance of the GALATEA project³, arrange for assessments such as audits, reviews and/or checks, to be carried out (for the evaluation of the impact of the *Project* measured against the overall objectives of the EU programme, the applicable period extends up to five (5) years after the payment of balance of the GALATEA project), by external auditors, or by the *Commission* services themselves including OLAF⁴ or by the Agency. The respective procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the *Commission* or the Agency (either directly or via the *GALATEA Partner*) and may cover any implementation, financial, systemic and/or other aspects (such as accounting and management principles, assessment of deliverables and reports, etc) relating to the proper execution of the *Contract*. They shall be carried out on a confidential basis.

2. The *GALATEA Beneficiary* shall make available directly to the *Commission* or the Agency all detailed information and data that may be requested by the *Commission* or the Agency or any representative authorised by it, including information identified as Confidential Information with a view to verifying that the *Contract*, pursuant to the Grant Agreement concluded between European Union and GALATEA, is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete and effective.
3. The *GALATEA Beneficiary* shall keep the originals or, in exceptional cases, duly authenticated copies – including electronic copies - of all documents relating to the *Contract* for up to five years from the end of the *Project*. These shall be made available to the *Commission* or the Agency where requested during any assessment (audit, review and/or check) under the *Contract*.
4. In order to carry out the aforementioned assessments, the *GALATEA Beneficiary* shall ensure that the *Commission's* or the Agency's services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the *GALATEA Beneficiary's* offices, to its computer data, to its *Project* deliverables and reports, to its accounting data and to all other information needed to carry out any of those assessments. They shall ensure that the information is readily available on the spot at the moment of the assessment and, if so requested, that data be handed over in an appropriate form.
5. On the basis of the findings made during any of the aforementioned assessments, including the case of a financial audit, a provisional report shall be drawn up. It shall be sent by the *Commission* or the Agency or its authorised representative to the *GALATEA Beneficiary* concerned, which may make observations thereon within one month of receiving it. The *Commission* or the Agency may decide not to take into account observations conveyed or documents sent after that deadline. The final report shall be sent to the *GALATEA Beneficiary* concerned within two months of expiry of the aforesaid deadline.
6. On the basis of the conclusions of any of the aforementioned assessments, including the case of a financial audit, the *Commission* or the Agency shall take all appropriate measures which it considers necessary, including the issuing of recovery orders regarding all or part of the payments made by it and the application of any applicable sanction.

³ GALATEA is expected to end in November 2022 and the balance payment is expected to be made in May 2023.

⁴ European Anti-Fraud Office

7. The European Court of Auditors shall have the same rights as the *Commission* or the *Agency*, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.
8. In addition, the *Commission* or the *Agency* may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the *Commission* in order to protect the European Communities' financial interests against fraud and other irregularities⁵ 10 and Regulation (EC) No 1073/1999 of the European Parliament and of the Council of 25 May 1999 concerning investigations conducted by the European Anti-Fraud Office (OLAF)⁶ Council Regulation (Euratom) No 1074/1999 of 25 May 1999 concerning investigations conducted by the European Anti-Fraud Office (OLAF)⁷.

Termination

1. The *GALATEA Partner* has the right to terminate this *Contract* at any time upon written notice, without the need to proceed to court, in the following cases:
 - The *GALATEA Beneficiary* has materially failed to comply with any eligibility conditions or other contractual provisions under this *Contract*;
 - The *GALATEA Beneficiary* has breached or defaulted in the performance of its obligations under this *Contract*, including failure to provide required information or submission of false information;
 - Implementation of the *Contract* is prevented by force majeure that is not possible to remedy during the *GALATEA* time-frame;
 - Upon explicit written request of the *Commission* or the *Agency*.

Such notice of termination shall indicate the specific termination provision in this *Contract* relied upon, set forth in reasonable detail the facts and circumstances claimed to provide a basis for termination under the provision so indicated, and specify the termination date, which shall not be fewer than 15 days after giving of such notice. If the facts and circumstances claimed as the basis for termination remain uncured following such notice, termination will be effective immediately and automatically on the expiration of the applicable notice period, without further notice or action by the *GALATEA Partner*.

In case of termination, the *GALATEA Partner* shall cease immediately any support services provided under this *Contract* and shall claim back any amount that was paid to the *GALATEA Beneficiary* which is not due at the date the termination takes effect, including any pre-financing not duly justified in already submitted and approved *Project* progress reports and deliverables validating the work of each respective Annex.

2. The *GALATEA Beneficiary* has the right to terminate this *Contract* at any time for serious reasons, upon written notice, stating the reasons why as well as the date the termination will take effect. This date must be after the notification.

The *GALATEA Beneficiary* must -within 30 days from when termination takes effect- submit all progress reports and deliverables due for the open reporting period until

⁵ OJ L 292, 15.11.1996, p.2

⁶ OJ L 136, 31.5.1999

⁷ OJ L 136, 31.5.1999

termination, in order to justify the work carried out and/ or any payments received in this period.

The *GALATEA Partner* will calculate the overall amount due to the *GALATEA Beneficiary* for implementation of the *Project*, on the basis of the reports and deliverables actually carried out, submitted and accepted. If the payments already received by the *GALATEA Beneficiary* exceed the overall amount due, the *GALATEA Beneficiary* must repay to the *GALATEA Partner* the amount unduly received no later than ten days upon receiving the respective debit notification. If the payments received do not exceed the overall amount due, the difference will be paid to the *GALATEA Beneficiary* as per the payment provisions of this *Contract*.

Intellectual Property Rights, Use and Dissemination

Ownership

1. Foreground shall be the property of the *GALATEA Beneficiary* carrying out the work generating that foreground.
2. If employees or other personnel working for a *GALATEA Beneficiary* are entitled to claim rights to foreground, the *GALATEA Beneficiary* shall ensure that it is possible to exercise those rights in a manner compatible with its obligations under this *Contract*.

Transfer

1. Where the *GALATEA Beneficiary* transfers ownership of foreground, it shall pass on its obligations regarding that foreground to the assignee including the obligation to pass those obligations on to any subsequent assignee.
2. Where the *GALATEA Beneficiary* intends to transfer ownership of foreground to a third party established in a third country not associated to the Horizon 2020 Programme, the *Commission* may object to such transfer of ownership of foreground, if it considers that this is not in accordance with the interests of developing the competitiveness of the European economy or is inconsistent with ethical principles or security considerations. In such cases, the transfer of ownership shall not take place unless the *Commission* is satisfied that appropriate safeguards will be put in place and has authorised the transfer in writing.

Protection - Use

1. Patent applications relating to foreground, filed by or on behalf of the *GALATEA Beneficiary* must include the following statement to indicate that said foreground was generated with the assistance of financial support from the European Union:

*"The work leading to this invention has received funding from the European Union's Horizon 2020 Program under Grant Agreement 873026"*⁸

2. Furthermore, all patent applications relating to foreground filed shall be reported, upon prior request, to *GALATEA*, including sufficient details/ references to enable the *Commission* or the *Agency* to trace the patent (application). Any such filing arising after the final report must be notified to the *Commission* including the same details/references.
3. The *GALATEA Beneficiary* shall use the foreground which it owns or ensure that it is used.

⁸ This statement will have to be translated into the language of the dissemination activity. Translations in all European Union languages will be provided.

Dissemination

1. The *GALATEA Beneficiary* shall ensure that the foreground of which it has ownership is disseminated as swiftly as possible. If it fails to do so, the *Commission* or the *Agency* may disseminate that foreground.
2. Dissemination activities shall be compatible with the protection of intellectual property rights, confidentiality obligations and the legitimate interests of the owner of the foreground.
3. All publications or any other dissemination relating to foreground shall include the following statement to indicate that said foreground was generated with the assistance of financial support from the Union:

“The research and development leading to these results has received funding from the European Union Horizon 2020 Program “GALATEA project” under Grant Agreement 873026”.
4. Any dissemination activity shall be reported to GALATEA upon prior request, including sufficient details/ references to enable the *Commission* or the *Agency* to trace the activity.

Access Rights

The *GALATEA Beneficiary* shall be the exclusive owner of its prior own specific knowledge. Nothing in this *Contract* can be construed as granting access right to any third party to *GALATEA Beneficiary's* background.

Final Provisions

Force majeure

1. Force majeure shall mean any unforeseeable and exceptional event affecting the fulfilment of any obligation under this *Contract* by the *Parties*, which is beyond their control and cannot be overcome despite their reasonable endeavours. Any default of a product or service or delays in making them available for the purpose of performing this *Contract* and affecting such performance, including, for instance, anomalies in the functioning or performance of such product or service, labour disputes, strikes or financial difficulties do not constitute force majeure.
2. If the *GALATEA Beneficiary* is subject to force majeure liable to affect the fulfilment of its obligations under this *Contract*, it shall notify the *GALATEA Partner* without delay, stating the nature, likely duration and foreseeable effects.
3. If the *GALATEA Partner* is subject to force majeure liable to affect the fulfilment of its obligations under this *Contract*, it shall notify the *GALATEA Beneficiary* without delay, stating the nature, likely duration and foreseeable effects.
4. No *Party* shall be considered to be in breach of its obligation to execute the project if it has been prevented from complying by force majeure. Where the *GALATEA Beneficiary* cannot fulfil its obligations to execute the project due to force majeure, remuneration for accepted eligible costs incurred may be made only for tasks which have actually been executed up to the date of the event identified as force majeure. All necessary measures shall be taken to limit damage to the minimum.

Liability

1. The *GALATEA Beneficiary* expressly agrees that *GALATEA* and/or European Union cannot be held liable for any acts or omissions of the *GALATEA Beneficiary* in relation to this *Contract*. They shall not be liable for any defaults of any products, processes or services created on the basis of foreground, including, for instance, anomalies in the functioning or performance thereof. The *GALATEA Beneficiary* shall be liable for the definition of its needs, the accuracy and precision of any information it provides and the suitability of the *Project* in relation to its needs.
 2. The *GALATEA Beneficiary* fully guarantees *GALATEA* and/or European Union, and agrees to indemnify it, in case of any action, complaint or proceeding brought by a third party against *GALATEA* and/or European Union as a result of damage caused, either by any of its acts or omissions in relation to this *Contract*, or by any products, processes or services created by it on the basis of foreground resulting from the project.
- In the event of any action brought by a third party against the *GALATEA Beneficiary* in connection with the performance of this *Contract*, the *Commission* may assist the latter upon written request. The costs incurred by the *Commission* in this connection shall be borne by the *GALATEA Beneficiary* concerned.
3. The *GALATEA Beneficiary* shall bear sole responsibility for ensuring that their acts within the framework of this project do not infringe third parties rights.
 4. *GALATEA* and/or European Union cannot be held liable for any consequences arising from the proper exercise of the rights of *GALATEA* and/or European Union under this *Contract*.

Miscellaneous

1. This *Contract* may not be modified or amended without the prior written consent of the *Parties*.
2. This *Contract* and all Annexes may not be substantially different from the information provided by the applicant in the Application Form available in Annex [III]. *Project* objectives, activities and expected result shall be coherent with the Application Form.
3. Nothing in this *Contract* shall be construed to be that of employer and employee nor to constitute a partnership, joint venture or agency of any kind.
4. If any provision of this *Contract* is held by a court of competent jurisdiction to be unenforceable or contrary to law, the remaining provisions of this *Contract* shall remain in full force and effect.

The failure of either *Party* at any time to require performance by the other *Party* of any provision of this *Contract* shall not be construed as acquiescence or waiver of such failure to perform such provision. The failure of either *Party* to take action upon the breach of any provision of this *Contract* shall not be construed as acquiescence or waiver of any such breach.

Annex-III – Agreed modifications from submitted application (if any)

9.GALATEA VOUCHERS' FAQs



Frequently Asked Questions

INNOVATION SUPPORT MECHANISM VOUCHER CALL#1

VERSION 1.2

17-02-2021

Q1: Who can apply?

A1: Applicants must be either member of one of the clusters in the GALATEA consortium, established or with a branch office in the GALATEA territorial scope; France, Greece, Poland, Romania, and Spain. Only SMEs can apply for funding. The SME applicants must comply with the following [EU SME definition](#) and must be innovative SMEs from the Maritime (port, ship, shipyard, maritime surveillance), ICT, Aeronautics, Aerospace sectors wishing to submit proposals related to Blue Growth. You can check if you are an SME by using the [SME self-assessment tool](#).

Q2: What are TRL levels?

A2: TRL level indicates the technology readiness level. Referring to Annex G of the General Annexes to the Horizon 2020 [Work Programme 2018 – 2020](#), technology readiness levels are defined as follows:

TRL 1 – basic principles observed

TRL 2 – technology concept formulated

TRL 3 – experimental proof of concept

TRL 4 – technology validated in lab

TRL 5 – technology validated in relevant environment (industrially relevant environment in the case of key enabling technologies)

TRL 6 – technology demonstrated in relevant environment (industrially relevant environment in the case of key enabling technologies)

TRL 7 – system prototype demonstration in operational environment

TRL 8 – system complete and qualified

TRL 9 – actual system proven in operational environment (competitive manufacturing in the case of key enabling technologies; or in space)

Q3: Is there a maximum amount (in euro) to be granted for each company?

A3: The maximum amount to be granted per SME shall not exceed €60.000,00 for the entire GALATEA duration. In the case of the Development & Technology Transfer voucher, applicants can benefit from grants up to 20.000,00€. In the case of the Prototyping and Large-scale demonstrator vouchers, SMEs applying as a consortium can benefit from grants up to 60.000,00€ each.

Q4: Can a SME apply for several vouchers?

A4: Each interested SME may submit ONLY ONE proposal per call and benefit from only one voucher per call. In case of multiple submissions by the same SME, all submissions will be automatically rejected.

Q5: Can large companies join?

A5: A SME can apply together with other innovation actors (universities, research centres, public authorities, large companies, etc.) for vouchers in a single application. However, those other actors

cannot be beneficiaries of a voucher. The 60.000,00€ limit includes the costs of participation of the innovation actors SMEs bring in their application.

Q6: What is a lump sum?

A6: Successful proposals shall receive the requested financial contribution in the form of a lump sum.

A lump sum is a fixed amount of money that the beneficiaries will receive for the implementation of their project without foreseeing the delivery of a detailed financial reporting and timesheets. However, it is necessary to provide an explanation in the application on how the lump sum will be used including a clear budget proposal (personnel, subcontracting, travels, equipment and consumables). The use of the project budget will be controlled considering the technical advancements by the technical reviewers. The final technical evaluation will assess the coherence of the spent budget with the achieved results.

Please refer to Section 3.2.1 of the Terms and Conditions Guide of Applicants.

Q7: If we apply as a consortium, and the consortium includes at least one eligible SME, is the entire consortium eligible?

A7: To be eligible for the prototyping and large-scale demonstrator vouchers, the proposal must be submitted by a consortium of at least 2 SMEs, both in compliance with the GALATEA eligible criteria.

In the case of a consortium, funding will be on SME level – meaning that each eligible SME will be paid directly and as such only the SME that fulfils all eligibility criteria will receive funding.

Members of the consortium that are not SME and that do not meet the criteria “member” or “territorial scope” can still participate in the consortium. Their contributions to the project will not be funded by GALATEA but can be subcontracted by eligible beneficiaries if needed.

Q8: Is it possible to charge consumables within a development and technology transfer voucher?

A8: Only the listed expenses per voucher are fundable. If consumables are not listed, then they are not eligible costs.

Q9: Is there a limitation in the number of other innovation actors participating in an application?

A9: There is no limitation in the number of innovation actors participating in an application; however, only SMEs are eligible for a voucher.

Q10: Is equipment an eligible cost category?

A10: Yes, it is for the prototyping and large-scale demonstrator vouchers, but only depreciation costs for equipment that is relevant for the success of the project and only for the real time used in the project lifetime.

Q11: Can Universities/ Academic institutions receive funding via the GALATEA project?

A11: A SME can apply together with other innovation actors (universities, research centres, academic institutions, large companies, etc.) for vouchers in a single application. However, those actors cannot

be beneficiaries of a voucher. The 60.000,00€ limit (prototyping and large-scale demonstrator vouchers) includes the costs of participation of the innovation actors SMEs bring in their application. Universities/ Academic institutions can be part of a consortium but are not eligible for funding.

Q12: Is a newly registered Start-up eligible to apply?

A12: Yes, supporting new innovative companies without any audited accounts yet is in line with the project's aim.

Q13: Who will sign the sub-grant agreement? Only the coordinator or all eligible consortium members as well?

A13: The sub-grant agreement will be signed by the Contractor (GALATEA coordinator) and the SME that is being awarded a voucher. In case of a consortium, each SME will sign a sub-grant agreement.

Q14: Is it compatible for an SME to ask for a service in parallel to a voucher?

A14: Yes, SMEs can apply for both a voucher and services. SMEs can only apply for only one voucher per call but for as many services as they want per call.

Q15: Can the categories of costs covered by each voucher change?

A15: The categories of costs that are covered by each voucher cannot be changed. Should the applicant need to execute other costs it would have to finance them with funds not coming from the GALATEA voucher.

Q16: Is it a requirement for the Prototyping and Large-scale demonstrator vouchers to have minimum 2 SMEs from different sectors as partners?

A16: Yes, for the Prototyping voucher the cross-sectoral aspect should be fulfilled; minimum TWO (2) SMEs from different sectors [Maritime (port, ship, shipyard, maritime surveillance), ICT, Aeronautic, Aeronautic sectors].

Q17: Does the program already have a list of service providers?

A17: No, GALATEA does not provide a list of service providers. Please contact your SME contact point (Annex 1 in the Terms and Conditions Guide of Applicants) for further support.

Q18: Is the program open to a France-based SME working on a new cybersecurity solution for IoT? Such as security for maritime traffic or logistics use case.

A18: Yes, this SME is eligible according to the GALATEA Terms and Conditions Guide of Applicants.

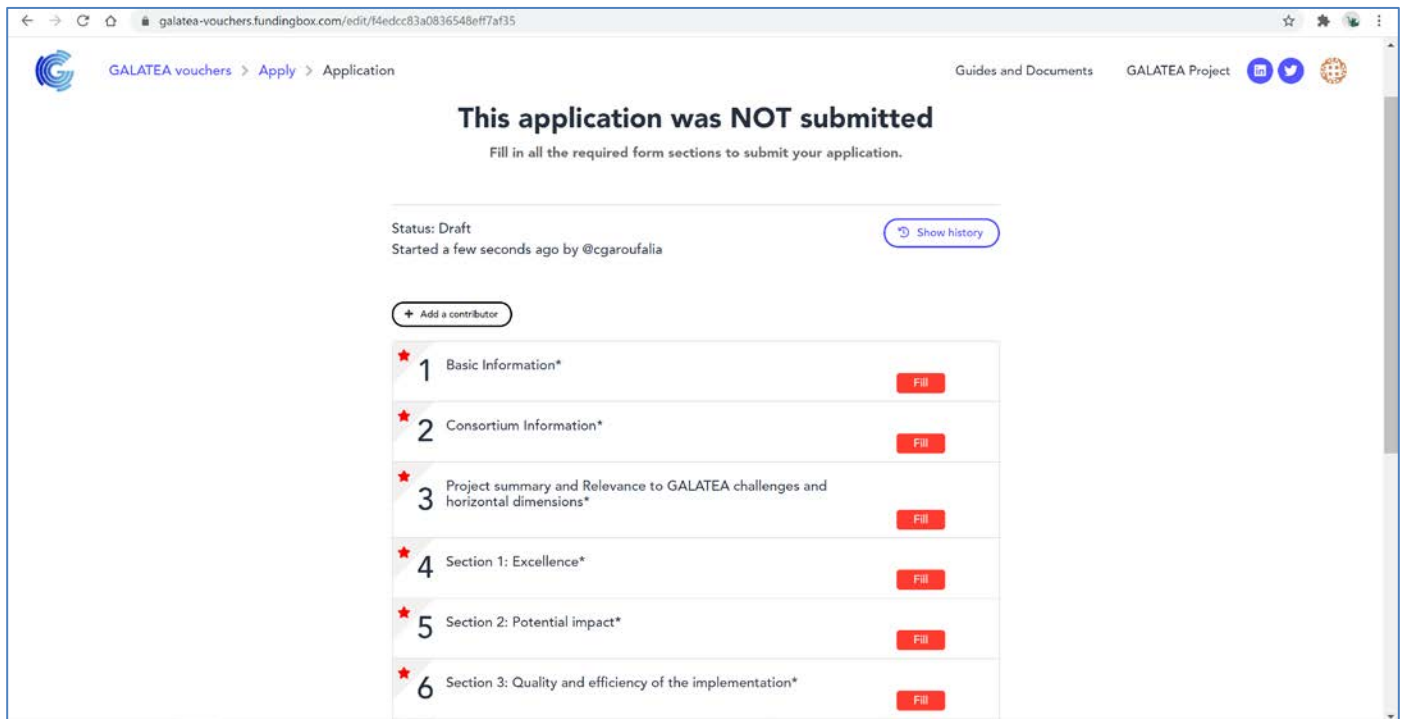
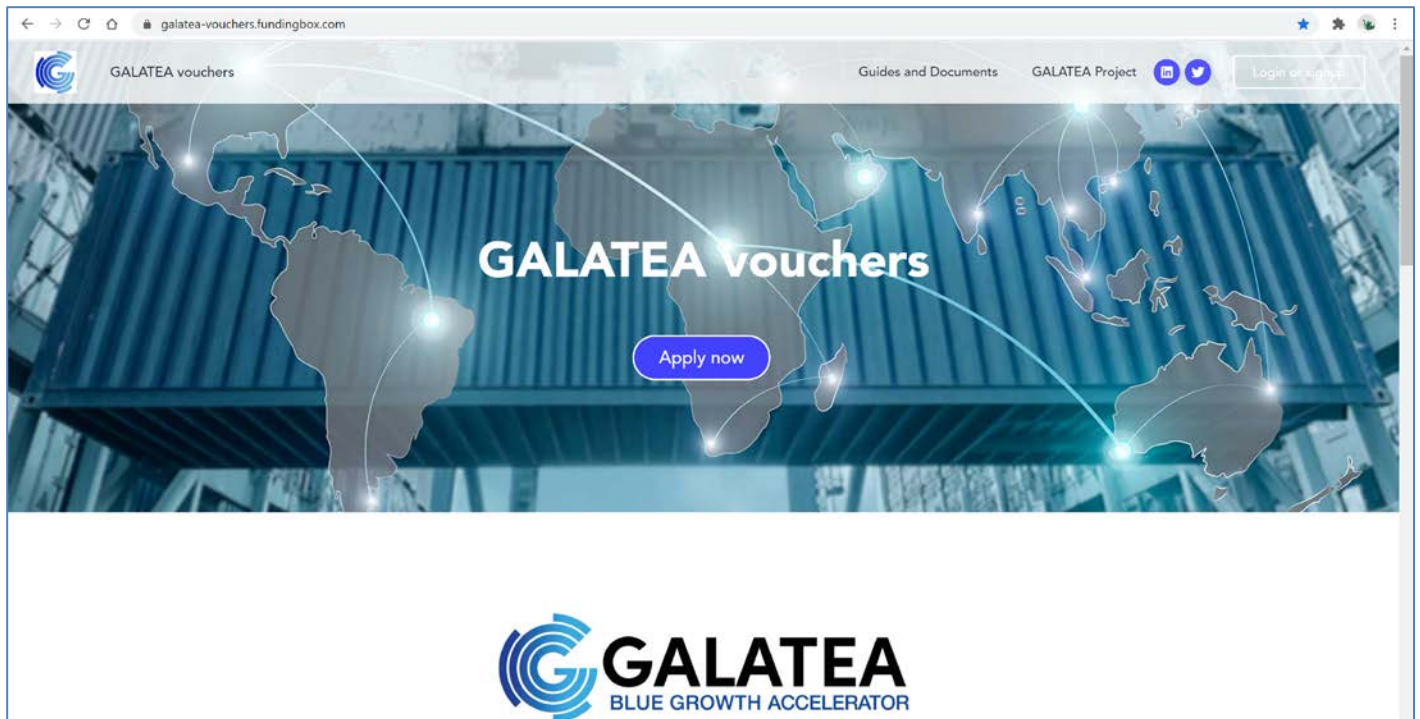
Q19: Can project expenses be incurred before the project starting date?

A19: Only costs generated during the lifetime of the project can be eligible. Period of costs' eligibility is from the project's starting date until the project's end date as described in the Sub-grant Agreement.

Q20: Which type(s) of staff costs are eligible?
A20: Please refer to the respective section of the Model Grant Agreement for H2020 funded projects (page 47 here).
Q21: As the voucher is considered a grant can it be used to also cover the VAT costs attached to the services the SME receives?
A21: No, the voucher does not cover VAT. Budget indications in the application should not include VAT costs.
Q22: In case of applications enclosing two or more SMEs, is it allowed that they are in the same GALATEA region?
A22: Yes, it is possible as a one (1) nationality consortia is allowed. However, cross-border consortia are favoured and will receive a bonus of +5% during the evaluation process.
Q23: We are already receiving funds under Horizon 2020 in another EU funded project. Are we still eligible for funding from the GALATEA scheme?
A23: Yes, as long as you do not receive funding for the same project actions since this would be considered double funding, which is against the H2020 rules.
Q24: If the application is granted, is a GALATEA consortium agreement template available for the financially supported SME and its partner(s)?
A24: No, there will be no consortium agreement template, beneficiaries are allowed to choose the consortium agreement model that they wish.
Q25: Would it be possible that a SME allocates part of its funding to the other SME in the project through subcontracting costs?
A25: A SME cannot be both a voucher beneficiary and a subcontractor at the same time. It is against the Horizon 2020 rules. Participating SMEs which are considered as partners within a consortium will both directly receive the grant. More generally, refer to the Horizon 2020 programme article 13.1 " Rules for subcontracting action tasks " for further information on subcontracting rules.
Q26: A consortium formed by 2 SMEs: one from Romania + one from France, both IT companies, is eligible for a total of 120.000-euro project?
A26: No, a consortium of 2 ICT companies is not eligible as the consortium must be intersectoral (2 SMEs from 2 different sectors). If one of the ICT SMEs is active/ experienced in the Maritime sector, then the consortium is considered eligible. Regarding the budget, it is correct to say that 2 SMEs from 2 different sectors may benefit from up to 60.000€ each (up to 60.000€ per SME).

10. GALATEA ONLINE SUBMISSION SYSTEM

<https://galatea.fundingbox.com/>



galatea-vouchers.fundingbox.com/edit/f4edcc83a0836548eff7af35/basic_info

GALATEA vouchers > Apply > Application > Basic Information

Basic Information

Guides and Documents GALATEA Project

I am applying for: *

☐ Development and technology transfer voucher

☐ Prototyping voucher

☐ Large-scale demonstrator voucher

Title of project proposal *

Acronym of project proposal *

Total requested budget in euros *

Duration (months) *

Contact person details

Name and Surname *

galatea-vouchers.fundingbox.com/edit/f4edcc83a0836548eff7af35/basic_info

GALATEA vouchers > Apply > Application > Basic Information

Basic Information

Guides and Documents GALATEA Project

Participation in other GALATEA activities *

☐ B2B sessions

☐ Application for Services

☐ Other – please specify

Which GALATEA domain(s) are related to your project? *

☒ Smart port

☐ Smart ship

☐ Smart shipyard

☐ Maritime surveillance

Which GALATEA challenge(s) are tackled by your innovative projects

☐ Smart Port – Energy: Development of clean energy resources

☐ Smart Port – Logistics: Improvement of flow management

☐ Smart Port – Logistics: Development of security in the port

☐ Smart Port – Environment: Optimisation of resources consumption

☐ Smart Port – Environment: Elimination and recycling of waste and wastewater

☐ Smart Port – Environment: Protection of natural resources

☐ Smart Port – Digitalisation: Digitalisation of the port


☐ Smart Port – Service development: Development of a digital service platform (for marinas)




☐ Smart Port – Service development: Optimisation of the water surface

☐ Smart Port – Service development: Improvement of the links between the city and the port

Required fields *

Save and continue

 GALATEA Services > Apply > Application

Guides and Documents   

This application was NOT submitted

Fill in all the required form sections to submit your application.

Status: Draft
Started a few seconds ago by @cgaroufalia

Show history

+ Add a contributor

★ 1 Contact details*

Fill

★ 2 SME description and alignment with GALATEA project*

Fill

★ 3 Other*

Fill


★ 4 Declarations*




Fill

★ Required sections. Fill in all marked sections to submit the application.

Export this application as PDF

Delete this application

 GALATEA Services > Apply > Application > SME description and alignment with GALATEA project

Guides and Documents   

Back to application

SME description and alignment with GALATEA project

For which GALATEA service addressed by the project do you apply? *

☐ Business model elaboration

☐ Technology expertise


☐ Internationalisation




☐ Funding Opportunities

Please provide a brief description for the reason of the requested service. How the requested service will help you improve your status and contribute to carry out your innovation activity? (max. 2000 characters) *

How are your activities related to the GALATEA project (domains, challenges)? (max. 2000 characters) *

← → ↻ 🏠 galatea-services.fundingbox.com/edit/5f0b85d91c80713ecd2815fe/statements ☆ ⚙️ 🌐

 GALATEA Services > Apply > Application > Declarations

Guides and Documents   

Declarations

Confidentiality and Data Protection

GDPR compliance:

The General Data Protection Regulation (2016/679/EU) guarantee 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 on the storage and use of its personal data for the execution of the GALATEA objectives and work plan. The GALATEA consortium commits to handling personal data confidentially except for the call results, which will contain the following information: Information about successful GALATEA Services applications that will be made publicly available before and after the end of the project containing: SME name, type of service provided and motivation for the requested service (as provided by the applicant).

The processing of data that GALATEA intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

Applications selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.


Privacy declaration




With submitting the application form you give your consent that the content of the application form will be shared with the GALATEA partners. All partners will treat your information as confidential, according to the Confidentiality and Data Protection described above.

The Applicant declares that his legal status is SME, as defined by the [EU SME definition](#).

The Applicant declares to have the explicit consent of all partners on their participation and on the content of the application form.

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 GALATEA Services

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Interested in applying to the GALATEA Open Call?

You will find here all necessary documents to ensure the best understanding of GALATEA expectations and requirements and to answer all your questions.

Before applying, please read carefully the Guide for Applicants to get all information on the scope, the application process, and the evaluation criteria. You can download the application form to understand what we expect from each application.

We are of course available as well by email if needed: info@galateaproject.eu.

Guide for Applicants:

[GALATEA Services Call](#)

Submission form:

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