

RE-CENTRE EUROCLUSTER

cRoss-sEctoral Cluster approach for higher
CompEtitiveNess through digiTal, gReen transition and
rEsilience

GUIDE FOR APPLICANTS
Financial Support to Third Parties:
Go International

Background of the RE-CENTRE Project

The project “cRoss-sEctoral Cluster approach for higher CompEtitiveNess through digiTal, gReen transition and rEsilience” - RE-CENTRE - Traditional manufacturing and technological sectors (IT&Green) SMEs teaming up, acquiring know-how and competences for future challenges has received funding from the European Union’s SMP-COSME-2021-CLUSTER — Joint Cluster Initiatives (EUROCLUSTERS) for Europe’s recovery programme.

The RE-CENTRE project, through the systemic cooperation of 2 clusters related to traditional sectors of furniture, furnishing, interiors, living environments (DID Italy, AMBIT Spain), 1 related to the Green sector (GSC Bulgaria) and 1 to the IT sector (Cluj IT Romania), develops around 5 main action areas, interpreted as 5 seeds for supporting SMEs in rooting on the market towards higher resilience and business stability.

- Map&Relate, Analysis&Feedback / NETWORK;
- Closing the loops towards autonomy / INNOVATE;
- From ideas to PoCs / ADOPT PROCESSES & TECHNOLOGIES;
- Growth of competences/acquisition of working tools / TRAIN;
- Expand, Promote, Compete / GO INTERNATIONAL

RE-CENTRE Consortium

More information on the RE-CENTRE EUROCLUSTER is available on the dedicated ECCP page:

<https://profile.clustercollaboration.eu/profile/cluster-partnership-initiative/75070c95-4462-4163-a705-6744f4e9da56>

The implementing consortium is formed by:

Distretto Interni e Design Cluster – Italy

AMBIT Cluster – Spain

Green Synergy Cluster – Bulgaria

Cluj IT Cluster – Romania

RE-CENTRE Facts & financial information

Project Acronym	RE-CENTRE
Project Title	“cRoss-sEctoral Cluster approach for higher CompEtitiveNess through digiTal, gReen transition and rEsilience”
Project Reference	SMP-COSME-2021-CLUSTER-01, Joint Cluster Initiatives (EUROCLUSTERS) for Europe’s recovery Grant nr. 101074542
Project Topic	Open Strand
Project Duration	30 months
Website	https://profile.clustercollaboration.eu/profile/cluster-partnership-initiative/75070c95-4462-4163-a705-6744f4e9da56
Overall Budget	€ 1.437.812,50 (EU contribution € 1.399.031,25) Financial support to third parties - FSTP € 1.050.000,00
Budget of this call	€ 250,00 / SME

Financial support to third parties (FSTP) - Target audience

The target audience for the RE-Centre Call for Proposals are SMEs active in one of the 3 sectors: the traditional furniture and living sector, the IT sector, the green/circular economy sector, activities taking place in the EU and non-EU countries eligible (list available at [list-3rd-country-participation_smp_en.pdf \(europa.eu\)](#)) for the support within the Single Market Programme.

Scope and schedule: FSTP for internationalization

RE-CENTRE Eurocluster is organizing a one time open call for the Financial Support to Third Parties: GO INTERNATIONAL. The main objective of this RE-CENTRE open call is to financially support eligible SMEs to approach one or two of the targeted countries – Mexico and Chile – via online B2B meetings and sign cooperation agreements envisioning international trade, investment and partnering with identified entities in at least one of the 2 markets.

Description	Amount available for the call	Amount of the estimated FSTP	Number of SMEs to be supported
GO INTERNATIONAL for participation in b2b meetings RE-CENTRE internationalization	750 EUR	250 EUR / SME	3 SMEs (NB more SMEs may be funded in case additional funds become available)

This open call financially supports SME active in one of the RE-CENTRE sectors:

1. the traditional furniture and living sector,
2. the IT sector,
3. the green/circular economy sector.

The SME status is assessed according to the European Commission SME definition (EU recommendation 2003/361). SMEs can use the SME self-assessment questionnaire: https://ec.europa.eu/growth/tools-databases/SME-Wizard/smeq.do;SME_SESSION_ID=1sN-sNtcy7xcbNoO0A83lqtG34f2ngqWbepvXWPuV41icaCTTOW9!881054478?execution=e1s1

Financial support to third parties-FSTP- Scheme Description

The Call is defined, implemented and managed in steps on a dedicated form: [https://ec.europa.eu/eusurvey/runner/2024 Re-Centre Internationalization OpenCall](https://ec.europa.eu/eusurvey/runner/2024_Re-Centre_Internationalization_OpenCall)

- 1) submission of applications;
- 2) evaluation process: eligibility & requirements check done by the ReCentre Consortium
- 3) the applications that comply to the call requirements and eligibility criteria, will be selected for funding on a first-come-first-served basis, until the budget of the open call is exhausted, but not later than the open call end date.

Each interested SME can participate in maximum one proposal for this type of FSTP in the RE-CENTRE Eurocluster.

The SME applicant cannot apply for and/or receive funding outside of RE-CENTRE for a similar project that could lead to a potential double funding of the same action.

The above-mentioned statements regarding the double-funding must be confirmed by the SME applicant in the self declaration included in the application form.

Eligibility conditions and application procedure

Applications for the GO International FSTP are eligible if all of the following conditions are met:

- 1) To be funded, the applicant must be an SME and declare their SME status (e.g. staff headcount below 250, turnover below or equal to 50M€ or balance sheet total below or equal to 43M€) in accordance with the SME definition of the European Union. Please check the Commission recommendation for SME definition in the following link: EU recommendation 2003/361. If unsure, please check and carry out a quick SME self-assessment via as part of the application via this [link](#);
- 2) The SME must be registered in one of the EU or non-EU countries eligible for the support from the Single Market Programme, applicants must check eligibility of their country prior to applying https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/smp/guidance/list-3rd-country-participation_smp_en.pdf¹
- 3) The SME must be active in at least one of the 3 targeted sectors: 1) the traditional furniture and living sector, 2) the IT sector, and 3) the green/circular economy sector
- 4) Each SME can participate in maximum one proposal under the present FSTP call
- 5) The application must be written in English, using the provided template.
- 6) The application must be submitted through the online submission tool available at [https://ec.europa.eu/eusurvey/runner/2024 Re-Centre Internationalization OpenCall](https://ec.europa.eu/eusurvey/runner/2024_Re-Centre_Internationalization_OpenCall) before the deadline of the open call.
- 7) The SME must indicate its main objective of internationalization related to the targeted countries (Mexico or Chile) within the scope of the RE-CENTRE open call (choose one of the options below):
 - explore and understand opportunities to open a new market, in which to expand and promote SME's products and services by collaborating with local entry points and networking operators (b2b meeting and MOU signing with any of the following type of entities: clusters, business associations, commerce chambers, other entities active in business development areas)
 - consolidate international trade: identify new potential clients and / or providers ((b2b meeting and MOU signing with at least one potential client or provider)
 - invest in new markets – expand the business for increased competitiveness (b2b meeting and MOU signing with potential partners for business expansion)
 - other (please indicate)

Important: the applicant will upload the filled and signed Declaration of Honor (Annex 1) as a proof of the compliance with the eligibility criteria.

Where you can apply

Applicants must use the online submission tool available here: [https://ec.europa.eu/eusurvey/runner/2024_Re-Centre Internationalization OpenCall](https://ec.europa.eu/eusurvey/runner/2024_Re-Centre_Internationalization_OpenCall) and follow the directions provided.

After submission, the applicant will receive an automatic acknowledgement / receipt of proposal submission with date and time.

¹ List valid on 16 June 2024. Applicants must check the EC official information for updates, prior to applying.

When you can apply

The RE-Centre Open Call Go International is launched on **12th of July 2024**.

Applications must be submitted prior to the open call deadline **at 17:00 CET on 12th of September 2024**.

This is an ongoing open call to allocate at least 3 vouchers, with applications evaluated and funded on a first come - first basis. The RE-CENTRE consortium retains the option to close the open call ahead of schedule if the budget is meanwhile depleted.

Eligible applicants will be contacted directly with a formal confirmation. Subsequent applications will be included in a reserve list and will be contacted if previously selected applicants fail to sign the Sub-Grant Agreement.

Evaluation and selection of proposals

An assessment procedure will be followed safeguarding the principles of transparency and equal treatment.

The evaluation process starts with the assessment of the eligibility of the applicant, according to the criteria above (see chapter: Eligibility conditions). Only those applications fulfilling all eligibility criteria, completing all mandatory fields in the application form and providing all required documents will be considered eligible. The applications are evaluated and funded on a “first come first served” basis.

In order to comply with the conditions set out in the Eurocluster call for proposals, to ensure that a minimum of 10 % of the selected SMEs are registered in EU countries other than the RE-CENTRE consortium countries, that is other than Bulgaria, Italy, Romania and Spain, at least 1 voucher is reserved for SMEs compliant with this requirement.

The assessment period takes max. 2 (two) weeks starting from submission. The applicant will receive an email about the outcome of the assessment and then the results will be published.

Redress Procedure

In case an applicant consortium considers that their application was rejected due to a mistake, they can send (via email at info@csm.toscana.it , in English) an appeal for redress within 3 calendar days after the receipt of the e-mail with the evaluation outcome. The appeal must include :

- Name of application and contact details
- Subject of the redress appeal
- Clear and detailed argumentation related to the application outcome, including evidence

The RE-CENTRE consortium will review the appeals in maximum seven calendar days from its reception. In case more time is needed, the RE-CENTRE consortium will inform the applicant via email.

Payment conditions

In maximum 60 days after the receipt of the selection letter, the selected SME will provide to the RE-CENTRE consortium the following documents:

1. Present at least one MOU signed with an entity active in at least one of the targeted countries, Mexico or Chile, as a result of their internationalization efforts. The MOU entity can be an SME, a company who can become a potential client, cluster or business association, commerce chamber, or other entities active in business development areas. A template for the MOU is available in Annex 4.
2. Present a short descriptive report of the internationalisation action (one page)
3. Present the filled and signed SME Financial information RE-CENTRE Beneficiary (Annex 5)
4. Present the filled and signed SME GDPR Agreement (Annex 6)

Important: in order for the action to be eligible for funding, it must take place after the submission of the application under this call and within 60 days from the receipt of the selection result.

All payments between the Eurocluster RE-CENTRE consortium and the selected SMEs will be made in Euro (€) in the SMEs bank account, in maximum 30 days after the receipt of the above-mentioned documents (points 1, 2, 3, 4). Expenses documents are not required.

Submission of an application does not constitute an entitlement for funding.

The recipients of FSTP from Re-Centre (“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 if stored on electronic media, or on the final recipient's premises.

Beneficiaries’ main obligations include:

- The SME must acknowledge the EU support in their communication activities related to the project, as described in the Annex 3
- They must keep records and other supporting documentation for at least five years and 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 grant agreement (including the extension of funding), the SME must keep the records and other supporting documentation until the end of these procedures.
- The SME 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.

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.

Re-Centre consortium is implementing an efficient and fair data protection process in accordance to the General Data Protection Regulation implemented in the European Union (GDPR) on the 25th of May 2018.

By applying, the applicant can agree or disagree on the storage and use of its personal data for the execution of the Re-Centre objectives and work plan, by ticking the relevant box. The Re-Centre consortium commits to handling personal data confidentially except for the call results, which will contain the following information:

- Information about successful Re-Centre FSTP scheme types applications that will be made publicly available before the end of the project containing: project title, names of selected SMEs;
- Information about a successful Re-Centre FSTP scheme that will be made publicly available after the end of the project: project title, names of selected SMEs, success stories and outcomes of the internationalization actions.

The processing of data that Re-Centre 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 et seq of the GDPR. For any inquiries regarding the processing of your personal data, please contact the RE-CENTRE Eurocluster by email at info@csm.toscana.it

Gender equality, diversity and social inclusion

Re-Centre seeks gender balance and social inclusion. Therefore, applicants are invited to take all measures to promote equal opportunities between men and women in their activities. 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. Applicants are also invited to take all measures to address diversity and social inclusion issues including lower income consumers, disabled people, and older people.

Disclaimer

Purpose: This text is explaining the Re-Centre FSTP GO INTERNATIONAL scheme type for information purposes only. No rights can be claimed on the basis of this document. This document does not reflect the views of the European Commission and EISMEA.

Mistakes or inconsistencies: The Re-Centre consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the Re-Centre consortium will determine the steps to be taken, in cooperation with the applicant concerned.

Consequential damages: In no event shall either party be liable to the other or any of its affiliates for any consequential, incidental, indirect, special, punitive or exemplary damages (including, without limitation, lost profits, business or goodwill) suffered or incurred by such other party or its affiliates in connection with this FSTP scheme type scheme, even if advised of the possibility of such damages.

Helpdesk support services offered by the RE-CENTRE Eurocluster.

The helpdesk is provided via email at contact@clujit.ro.

Further information can be asked to the RE-CENTRE EUROCLUSTER project partners via the dedicated ECCP page: <https://profile.clustercollaboration.eu/profile/cluster-partnership-initiative/75070c95-4462-4163-a705-6744f4e9da56> or via email at: info@csm.toscana.it

Annexes

1. DECLARATION OF HONOUR
2. RECENTRE Contact points
3. Communication — Dissemination – Visibility — European flag and funding statement
4. Template for Internationalization MOU
5. SME Financial information RE-CENTRE Beneficiary
6. SME GDPR Agreement

Annex 1 DECLARATION OF HONOUR

I, [NAME SURNAME]
the representative of the applicant SME

.....[NAME OF SME],

I confirm that the company I am representing:

- ✓ is a Small Medium Enterprise
- ✓ is registered in an eligible country
- ✓ is active in an eligible sector
- ✓ is not under liquidation nor under difficulty according to the Commission Regulation No 651/2014, art. 2.18.
- ✓ is not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law.
- ✓ is not ineligible to apply for funding by a decision of both national or EU authorities.
- ✓ is committed to participating in internationalization activities towards the targeted countries.
- ✓ has or will have the necessary resources to carry out their involvement in the internationalization activities.
- ✓ has stable and sufficient funding sources to maintain its activity throughout its participation in the project.
- ✓ has not submitted any other proposal for the RE-CENTRE GO INTERNATIONAL open call.
- ✓ has no conflict of interest in submitting this proposal.
- ✓ declares that no ethical issue is associated with this proposal or solution.

Date

Signature

Annex 2 RECENTRE Contact points

Distretto Interni e Design Italy www.distrettointerniedesign.it

Contact Person: Irene Burroni email irene@csm.toscana.it

AMBIT Spain <https://ambitcluster.org/>

Contact Person: Julio Rodrigo email julio.rodrigo@ambitcluster.org

GSC Bulgaria www.greensynergycluster.eu

Contact Person: Petar Kisyov email petar@greensynergycluster.eu

CLUJ IT Cluster Romania www.clujit.ro

Contact Person: Diana Campian email: diana.campian@clujit.ro

Annex 3. Communication — Dissemination – Visibility — European flag and funding statement - Disclaimer

Communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the sub-grant must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Funded by the
European Union



Funded by the
European Union

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.

Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.



Co-funded by
the European Union

For the purposes of their obligations, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

Any communication or dissemination activity related to the action must use factually accurate information. Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):
“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or RE-CENTRE Eurocluster. Neither the European Union nor the RE-CENTRE Eurocluster can be held responsible for them.”

Annex 4. Template MOU

MEMORANDUM OF UNDERSTANDING TO EXPLORE FUTURE COLLABORATIONS

RE-CENTRE project (cross-sectoral cluster approach for higher competitiveness through digital, green transition and resilience) aims to support SMEs from the three sectors involved (furnishings - living spaces, IT and green) in the development of innovation projects and new business models to become more competitive and resilient through collaboration.

Among other results, the project aims to achieve the following ones: develop cross sectoral collaborations to connect SMEs and other stakeholders (networking); increase knowledge and awareness on existing solutions for the three sectors' challenges (innovation); and enhance the adoption of digital and green practices by providing proofs of concepts (adoption); internationalization towards Mexico and / or Chile.

To achieve these results, the project encourages, facilitates and supports collaboration between entities. **By signing this Memorandum of Agreement (MoU), the entities herein agree to explore potential future collaborations in the areas covered by the RE-CENTRE project.** Entities agree to inform the RE-CENTRE partnership of the results that these collaborations accrue.

IDENTIFICATION OF ENTITIES AND REPRESENTATIVES	
Name of entity #1:	Name of entity #2:
Name of representative:	Name of representative:
Job title:	Job title:
Date:	Date:
Signature:	Signature:

ANNEX 5 SME Financial information RE-CENTRE Beneficiary - Financial Support to Third Parties: Go International

SME INFORMATION			
COMPANY NAME			
ADDRESS			
		TOWN/CITY	
POST CODE		COUNTRY	
CONTACT NAME			
TELEPHONE		FAX	
E-MAIL			

BANK ACCOUNT INFORMATION			
BANK NAME			
BANK IDENTIFICATION CODE (BIC)			
BRANCH ADDRESS			
	TOWN/CITY		
POST CODE		COUNTRY	
ACCOUNT NAME ²			

² The name or title under which the bank account has been opened and not the name of any authorised agent



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**ACCOUNT
NUMBER**

IBAN NUMBER³

**DATE + SIGNATURE
ACCOUNT HOLDER**

Signature:.....Date:
I certify that the above information declared is complete and true.

³ International Bank Account Number

ANNEX 6 SME GDPR Agreement - - Financial Support to Third Parties: Go International

Right of individuals implicated in RE-CENTRE and use of Data

It includes that under the GDPR, implicated individuals have the right to:	
1.	<u>Privacy</u> With a restricted access to the data collected dedicated to the realization of the tasks.
2.	<u>Protection of personal data</u> With no sharing without consent.
3.	<u>Know what data are process</u> With a clear indication of the information to provide to register to the calls.
4.	<u>Know who has the data, what they use them for and how they do</u> Name, surname, email, and information willing to share to candidates for the calls.
5.	<u>Receive clear information</u> With direct communication tools from RE-CENTRE project team.
6.	<u>Correct an inaccurate data or delete it</u> By advising the DPO ⁴ .
7.	<u>Be heard from the DPO and the EDPS</u> By contacting with email the DPO.
8.	<u>To formulate a reclamation</u> To do so, DPO contact is clearly accessible
To assure the respect of those principles, the RE-CENTRE consortium will monitor the data for:	
9.	<u>The well-functioning of RE-CENTRE project</u>
10.	<u>To inform about the different steps of the RE-CENTRE project</u>

⁴ Data Protection Officer

11.	<u>Will not use the data against the will of SMEs</u>
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GDPR Consent Form SME Beneficiary

I, the undersigned:

	Affirmations	Y e s	N o
1 .	I have read and understood the information about the project.	<input type="checkbox"/>	<input type="checkbox"/>
2 .	I have been given the opportunity to ask questions about the project and my participation.	<input type="checkbox"/>	<input type="checkbox"/>
3 .	I voluntarily agree to participate in the project.	<input type="checkbox"/>	<input type="checkbox"/>
4 .	I understand I can withdraw my consent at any time without giving reasons and without being penalized.	<input type="checkbox"/>	<input type="checkbox"/>
5 .	The procedures regarding data processing have been clearly explained to me/us.	<input type="checkbox"/>	<input type="checkbox"/>
6 .	I understand how my data will be used.	<input type="checkbox"/>	<input type="checkbox"/>
7 .	I agree to be audio and/or video recorded and/or photographed. I understand that I can withdraw this agreement at any time without explanation.	<input type="checkbox"/>	<input type="checkbox"/>
8 .	I, along with my partners, agree to sign and date this informed consent form.	<input type="checkbox"/>	<input type="checkbox"/>

Name

Date

DPO of RE-CENTRE Partner:

Name

Signature

Date

Name:

Surname:



RE-CENTRE

Organization:

Email



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