



TURN GOOD IDEAS INTO BUSINESS

Making Offshore production and transport
green, clean and sustainable

D3.1
GreenOffshoreTech Call for Proposal documents

NOTE:

*This is a deliverable of the GreenOffshoreTech Consortium.
For the actual execution of the GreenOffshoreTech Call for Proposal
only the Call for Proposal documents provided
for downloading at the GreenOffshoreTech Proposal Platform are legally binding.*



*This project has received funding from the European Union's Horizon 2020
research and innovation programme under Grant Agreement No 101005541*

Project Acronym **GreenOffshoreTech**

Project title Cross-border and Cross-sectoral collaboration to support SMEs and the development of innovative products, processes or services for Green Offshore Production and Transport

Project start date 1 September 2021

Project duration 36 months

Deliverable **D3.1 GreenOffshoreTech Call for Proposal documents**

Work package WP3

Lead partner CENTRUM KOOPERACJI RECYKLINGU (CKR)

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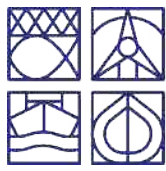
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0.1	18/01/2022	First pack of all documents.
0.1	04/02/2022	Additional documents (FAQ, Announcement of the Call)
0.2	25/02/2022	Second pack of all documents with updates after review by UL (SCA).
0.3	03/03/2022	Third pack of all documents with final updates after review by SW (BAL).
1.0	06/03/2022	Send for first feedback to EU Officer
1.1	10/03/2022	Update of topic description after agreement with Consortium.
1.1	13/03/2022	Fourth pack of all documents with final updates requested by Coordinator (HBP, MNU): insert table of history in all annexes, insert CCS to topic description. Send for 1st review to EU Officer.
1.2	15/03/2022	Update after feedback received from EU Officer (1 st review)
1.3	29/03/2022	Update after feedback received from EU Officer (2nd review, TEAMS) & final check by Technical Manager (UL, SCA), and Coordinator (HBP, MNU.) Send for 3rd review to EU Officer.
1.4	01/04/2022	Update after last comments from EU Officer (3rd review) & final check by Technical Manager (UL, SCA), and Coordinator (HBP, MNU)
1.4	03/04/2022	Last polishing of all individual documents before publication 6 April 2022.
1.4	07/04/2022	FINAL version. Submitted to EC.



Quality control

Version reviewed	Date of review	Review result - Approved or Request for changes
0.1	30/01-03/03/2022	Reviewer 1 (Dr. Ulrike H. Lueder, SCA): APPROVED after minor changes. Continuous 2-step review process of individual documents.
0.2	25/02-03/03/2022	Reviewer 2 (Stephan Wurst, BAL): APPROVED. Continuous review process of individual documents.
1.0	03/03-05/03/2022	Reviewer 1 (Dr. Ulrike H. Lueder, SCA): Final check. D3.1 and ALL individual documents: APPROVED.
1.0	06/03/2022	Final check by Coordinator (HBP, MNU): APPROVED.
1.0	07/03/2022	EU Officer (MS): First feedback. Agree with Consortium on Topics.
1.1	13/03/2022	Technical Manager (UL, SCA): APPROVED.
1.1	13/03/2022	Final check by Coordinator (HBP, MNU): APPROVED after minor changes: insert table of history in all annexes, insert CCS to topic description.
1.1	14/03/2022	EU Officer (MS): 1st review and request for changes.
1.2	21/03/2022	EU Officer (MS): 2nd review: TEAMS with EU Officer (MS), SP (CKR), Technical Manager (UL, SCA), Coordinator (HBP, MNU): agreement on all requested changes.
1.3	24/03/2022	Technical Manager (UL, SCA): APPROVED.
1.3	31/03/2022	EU Officer: 3 rd review: APPROVED; only minor last changes.
1.4	01/04/2022	Coordinator (HBP, MNU): APPROVED.
1.4	03/04/2022	Technical Manager (UL, SCA): APPROVED after final polishing.
1.4	07/04/2022	Final check for submission to EC (HBP, MNU): APPROVED.

Disclaimer

The content of this deliverable reflects only the author's view and that the Agency and the Commission are not responsible for any use that may be made of the information it contains.

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List of Abbreviations

EU	European Union
KET	Key Enabling Technologies
SME	Small and Medium-sized Enterprises
TRL	Technology Readiness Level
WP	Work Package

1. Executive Summary

This document is deliverable **D3.1 GreenOffshoreTech Call for Proposal documents** of the GreenOffshoreTech project. It is a document comprising all documents for publication and opening of the planned Call for Proposal by the GreenOffshoreTech Consortium and within the action of the GreenOffshoreTech project.

The entire pack of Call for Proposal documents comprises:

1. Documents for the SME APPLICANTS:

- 1.1 ANNOUNCEMENT OF OPEN CALL#1
- 1.2 GUIDE FOR APPLICANTS
- 1.3 TEMPLATE - APPLICATION FORM
- 1.4 TEMPLATE - DECLARATION OF HONOUR
- 1.5 TEMPLATE - SME DECLARATION
- 1.6 TEMPLATE - ACKNOWLEDGE OF RECEIPT
- 1.7 FREQUENTLY ASKED QUESTIONS (FAQ)

2. Documents for the EVALUATORS:

- 2.1 TEMPLATE - EVALUATION FORM (APPLICATION)
- 2.2 TEMPLATE - EVALUATION FORM (PHASE 1)
- 2.3 TEMPLATE - EVALUATION FORM (PHASE 2)
- 2.4 TEMPLATE - CONFIDENTIALITY AND CONFLICT OF INTEREST
DECLARATION FOR EVALUATORS

3. Documents for CONTRACTING with the winner SMEs:

- 3.1 TEMPLATE - INNOVATION SUPPORT CONTRACT
- 3.2 TEMPLATE - BANK ACCOUNT INFORMATION FORM

4. Documents for REPORTING by winner SMEs:

- 4.1 TEMPLATE - FINAL REPORT (PHASE 1)
- 4.2 TEMPLATE - PROGRESS REPORT (PHASE 2)
- 4.3 TEMPLATE - FINAL REPORT (PHASE 2)
- 4.4 TEMPLATE - FINAL REPORT (PHASE 3)
- 4.5 TEMPLATE - INNOVATION PERFORMANCE REPORT

2. Introduction

2.1 GreenOffshoreTech project

The GreenOffshoreTech project aims at supporting innovation in Small and Medium-sized Enterprises (SMEs) and fostering the development of the emerging Blue Economy industries by enabling **new cross-sectorial and cross-border value chains** based on **shared challenges** and the **deployment of key enabling technologies (KET)**.

Therefore, the GreenOffshoreTech project will provide EUR 3 million in funding for innovative SME projects in form of a competitive open “Call for Proposals”.

2.2 GreenOffshoreTech Call for Proposal

This Call for Proposal will be announced and managed by the **GreenOffshoreTech Consortium** and is financed by the European Union’s Horizon 2020 research and innovation programme under Grant Agreement no 101005541 (the **GreenOffshoreTech Project**) which is a cluster facilitated INNOSUP project aiming to support innovation in SMEs.

The GreenOffshoreTech Consortium will organise **two Open Calls** to support and fund at least **100 SME-driven Innovation Projects**. The total GreenOffshoreTech budget to fund SME-driven Innovation Projects is **€3 million**, The available budget per call is 1.5 M EUR. The GreenOffshoreTech Consortium reserves the right not to award all available funds or to transfer them to call 2, depending on the proposals received and the results of the evaluation. The maximum amount of funding that each SME may receive is €60.000.

In addition to the financial support, each selected SME-driven Innovation Project will be supported by tailored **Business Support Services** and an **Open Space for Innovation** to enable cross-sectorial and cross-border collaborations, to ease new market access, and to accelerate the market uptake.

Successful SME applicants will make a contract with the GreenOffshoreTech Consortium, which is de facto a **sub-grant agreement** of the GreenOffshoreTech project (Grant Agreement no 101005541).

2.3 The Ambition

This Call for Proposals aims to support SMEs and the development of new products, processes, or services for Green Offshore Production and Transport.

Overall objective is to boost cross-sectoral innovation among groups of SMEs from 8 different sectors:

- key enabling technology sectors - advanced materials, advanced manufacturing, Industry 4.0 and digitalisation, environmental technologies) and
- offshore sectors - offshore wind, offshore aquaculture, offshore oil & gas, waterborne transport

to stimulate the creation of new products, processes or services.

The main idea is the successful transfer of innovation from one sector into another and offering new solutions or opportunities by building new and reconfigure existing industrial value chains in Europe.

The main ambition is to support innovation in SMEs, fostering the development of the emerging Blue Economy industries towards a resource-efficient **Sustainable Blue Economy**, adopting the EU Green Deal, and fostering the reindustrialisation of Europe by enabling new cross-border and cross sectoral value chains based on **shared challenges** in a harsh marine environment (e.g. salt, corrosion, waves, strong winds, varying water depths) and the **deployment of Key Enabling Technologies (KETs)** in four offshore industry sectors with strong synergies and common challenges: offshore wind energy, offshore aquaculture, offshore oil and gas, and waterborne transport.

Our vision is to **make Offshore Production and Transport green, clean and sustainable.**

2.3 Call Document pack

This deliverable comprises the document pack for the **first Call for Proposals** (Open Call #1) with a total budget of €1.5 million aiming to select and fund **the first 50 SME-driven Innovation Projects.**

Following documents has been prepared and are attached as ANNEXES:

ANNEX1 - Document for the SME APPLICANTS:

- 1.1 ANNOUNCEMENT OF OPEN CALL#1
- 1.2 GUIDE FOR APPLICANTS
- 1.3 TEMPLATE - APPLICATION FORM
- 1.4 TEMPLATE - DECLARATION OF HONOUR
- 1.5 TEMPLATE - SME DECLARATION
- 1.6 TEMPLATE - ACKNOWLEDGE OF RECEIPT
- 1.7 FREQUENTLY ASKED QUESTIONS (FAQ)

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ANNEX 3 - Documents for CONTRACTING with the winner SMEs:

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- 3.2 TEMPLATE - BANK ACCOUNT INFORMATION FORM

ANNEX 4 - Documents for REPORTING by the winner SMEs:

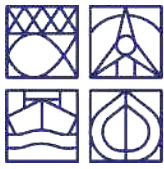
- 4.1 TEMPLATE - FINAL REPORT (PHASE 1)
- 4.2 TEMPLATE - PROGRESS REPORT (PHASE 2)
- 4.3 TEMPALTE - FINAL REPORT (PHASE 2)
- 4.4 TEMPLATE - FINAL REPORT (PHASE 3)
- 4.5 TEMPLATE - INNOVATION PERFORMANCE REPORT

IMPORTANT NOTE:

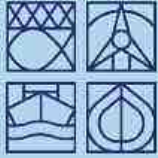
The content of these documnts might be subject to changes. Therefore, applicants are highly encouraged to download the legally binding version of the Call Documents at the GreenOffshoreTech Proposal Platform.

ANNEX 1 - Documents for the SME APPLICANTS

- 1.1 ANNOUNCEMENT OF AN OPEN CALL FOR RECIPIENTS OF FINANCIAL SUPPORT
- 1.2 GUIDE FOR APPLICANTS
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- 1.7 FREQUENTLY ASKED QUESTIONS (FAQ)



1.1 ANNOUNCEMENT OF AN OPEN CALL FOR RECIPIENTS OF FINANCIAL SUPPORT

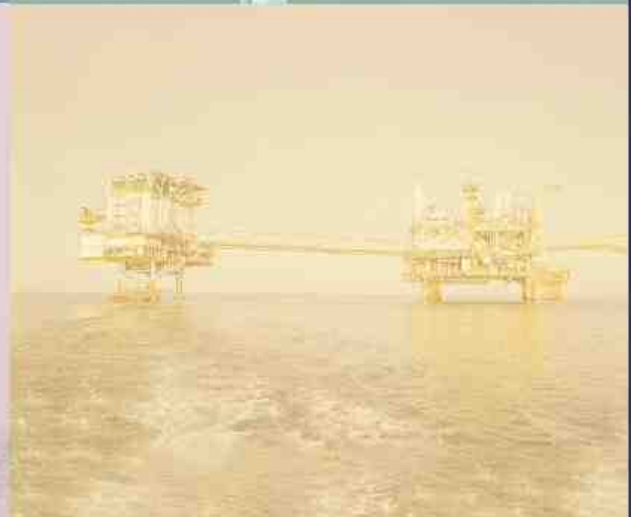


**Green
Offshore
Tech**

Call Announcement
OPEN CALL #1

Turn good ideas into business

Making Offshore Production and Transport
green, clean and sustainable



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101005541

GreenOffshoreTech – 1st Open Call for Applicants

Opening Date:

06 April 2022

Deadline model:

single-stage

Call deadline:

06 July 2022 17:00 (CET - Brussels time)

Expected duration of participation:

3-PHASE ACCELERATOR (PHASE 1: 2 months, PHASE 2: 7 months, PHASE 3: 2 months)

Total funding available:

1 500 000

Project acronym:

GreenOffshoreTech

Full name of the EU funded project:

Cross-border and Cross-sectoral collaboration to support SMEs and the development of innovative products, processes, or services for Green Offshore Production and Transport

Grant agreement number:

101005541

Topic:

INNOSUP-01-2018-2020 – Cluster facilitated projects for new industrial value chains

Submission & Evaluation process:

Submission is done online and includes the following steps:

Step 1: Go to <https://greenoffshoretech.com/call-for-proposals/> and click on “**Register your SME now**” which will automatically redirect you to the **GreenOffshoreTech Proposal Platform**.

Step 2: Register by completing the Company Profile Information in the GreenOffshoreTech Proposal Platform and **download all Call for Proposal documents**.

Step 3: Prepare your Application Form and requested Supporting documents (Declaration of Honour, Commercial register excerpts, SME Declaration). The Application must be completed in English, applications submitted in other languages will not be taken into consideration.

Step 4: Upload and submit the Application Form and requested supporting documents and confirm compliance being a SME or Start-up.

Step 5: After submission, the applicant will receive an automatically generated **acknowledge of receipt**. The acknowledge of receipt does not imply that the proposal has been accepted as eligible for funding.

Evaluation follows a 3-step approach:

1. Evaluation and selection of the 50 winner SME Innovation Projects for entering PHASE 1 of the GreenOffshoreTech accelerator.
2. Evaluation of the outcome of PHASE 1 and selection of 25 SME Innovation Projects out of the 50 winner SME projects to enter PHASE 2.
3. Evaluation of the outcome of PHASE 2 and selection of 13 SME Innovation Projects out of the 25 winner SME projects to enter PHASE 3.

In each PHASE, the evaluation is done by the GreenOffshoreTech Consortium and external experts and includes the following steps:

Evaluation of the Proposal:

Step 1: Check against the eligibility criteria.

Step 2: Evaluation of the proposal according to the award criteria by two experts.

Step 3: Ranking of the proposals according to their scores.

Step 4: Selection of the highest scored 50 proposals.

Step 5: Invitation of the SMEs with the highest scored 50 proposals for contracting and request to provide some further basic legal information and supporting documents.

Step 6: Review of supporting documents before the Innovation Support Contract signature.

Evaluation of the outcome of PHASE 1 and PHASE 2 to enter next phase:

Step 1: Evaluation of SME's PHASE 1/PHASE 2 Final report according to the award criteria.

Step 2: Ranking of SME's PHASE 1/PHASE 2 Final report according to their scores.

Step 3: Selection of the highest scored 25 projects to enter PHASE 2 or the highest scored 13 projects to enter PHASE 3.

Step 4: Invitation of the SMEs with the highest scored Final reports to enter the next phase (PHASE 2/PHASE 3).

For further information see the **Guide of Applicants Section 7, Section 8, and Section 10.**

Further information:

Application Form: <https://greenoffshoretech.com/call-for-proposals/>

IT-Helpdesk email: it-helpdesk@bal.eu

Project website: <https://greenoffshoretech.com>

Local Contact Points: **see Guide for Applicants, Annex 1.**

Task description:

Under this 1st Open Call GreenOffshoreTech, **up to 50 SME Innovation Projects** will be selected aiming to develop new products, processes, or services for Green Offshore Production and Transport and addressing at least one of the **Topics**:

Topic #1: Advanced Materials

Topic #2: Advanced Manufacturing & Digitalisation ((IoT, AI, Big data)

Topic #3: Environmental Technologies (Circular economy – Waste Prevention, Reuse, Recycle, Recovery)

Topic #4: New Energy Carriers (Hydrogen, Methanol, Ammonia, Lithium-ion Cell)

Different types of activities per topic for which a third party may receive financial support are described in the **Guide for Applicants (section 2)**.

The GreenOffshoreTech Consortium will offer a **3-phase accelerator programme**:

PHASE 1 – IDEA MATURATION:

TOP 50 ranked projects will receive a **lump sum of €5,000 per project** for developing a sound initial business plan that justify the feasibility of the project idea and will receive a basic pool of Business Support Services (#1, #2, #3).

PHASE 2 – IDEA VALIDATION

TOP 25 ranked projects will receive in addition a **lump sum of €45,000 per project** for developing a minimum viable prototype to validate the project idea, including its design description and will receive an advanced pool of Business Support Services (#4 to #8).

PHASE 3 – IDEA GROWTH

BEST 13 projects of the TOP 25 winner projects will receive in addition a **lump sum of €10,000 per project** for activities related to promotion and exploitation of the project results.

Funding: up to €60 000 per project (PHASE 1 + PHASE 2 + PHASE 3) (with a maximum up to €60 000 per SME).

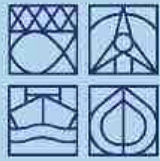
The expected TRL (Technology Readiness Level) at start of the project should lie between TRL 4-6 and at project end should lie between 5-8.

Additional information:

Our vision is to make Offshore Production and Transport green, clean and sustainable.



1.2 GUIDE FOR APPLICANTS

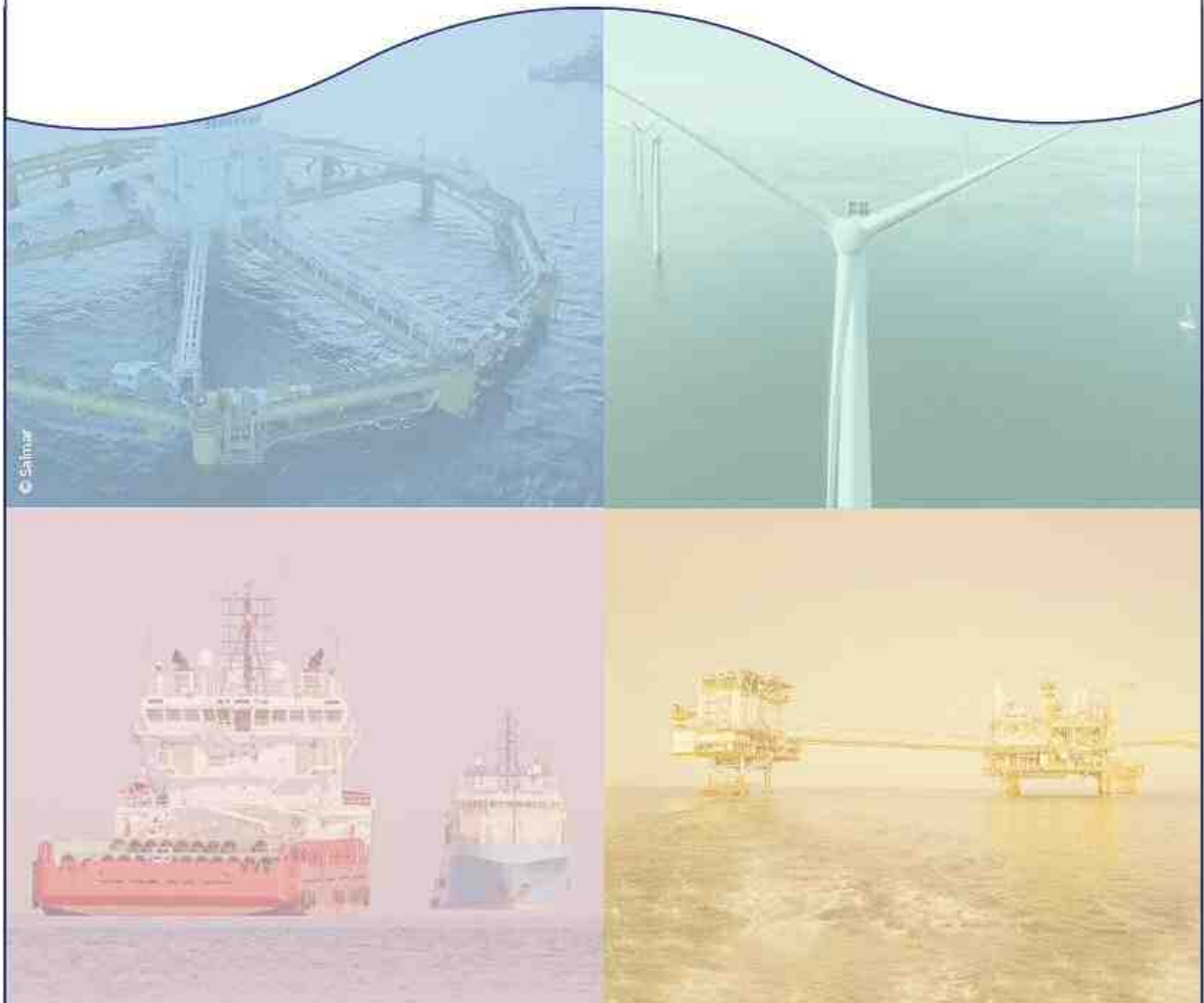


**Green
Offshore
Tech**

**GUIDE FOR APPLICANTS
OPEN CALL #1**

Turn good ideas into business

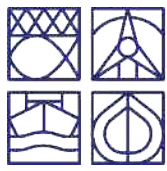
Making Offshore Production and Transport
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This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101005541

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HISTORY OF CHANGES

Version	Date	Changes
1.4	03.04.2022	First version published 6 April 2022 for OPEN CALL #1. (APPROVED by GreenOffshoreTech Coordinator (HBP, MNU))

ABREVIATIONS

KET	Key Enabling Technologies
SME	Small and Medium-sized Enterprises
TRL	Technology Readiness Level

GLOSSARY

Key Enabling Technologies (KET): In the context of GreenOffshoreTech, this comprises advanced materials, advanced manufacturing, Industry 4.0, digitalisation, environmental technologies (e.g., waste management, water management, recycling, circular economy).

Offshore sectors: In the context of GreenOffshoreTech, this comprises offshore wind, offshore aquaculture, offshore oil and gas, waterborne transport.

Technology Readiness Level (TRL):

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)

1 INTRODUCTION

This Call for Proposal is announced and managed by the **GreenOffshoreTech CONSORTIUM** (see **Annex 2**) and is financed by the European Union's Horizon 2020 research and innovation programme under Grant Agreement no 101005541 (the **GreenOffshoreTech Project**) which is a cluster facilitated INNOSUP-01 project aiming to support innovation in SMEs.

The GreenOffshoreTech Consortium will organise **two Open Calls** to support and fund at least **100 SME-driven Innovation Projects**. The total GreenOffshoreTech budget to fund SME-driven Innovation Projects is **€3 million**, The available budget per call is 1.5 M EUR. The GreenOffshoreTech Consortium reserves the right not to award all available funds or to transfer them to call 2, depending on the proposals received and the results of the evaluation. The maximum amount of funding that each SME may receive is €60.000.

In addition to the financial support, each selected SME-driven Innovation Project will be supported by tailored **Business Support Services** (see **Annex 5**) and an **Open Space for Innovation** to enable cross-sectoral and cross-border collaborations, to ease new market access, and to accelerate the market uptake.

Successful SME applicants will make a contract with the GreenOffshoreTech Consortium,

This is the first Call for Proposal (OPEN CALL #1) with a total available budget of €1.5 million aiming to select and fund **the first 50 SME-driven Innovation Projects**.

1.1 AMBITION

This Call for Proposals aims to support SMEs and the development of new products, processes, or services for Green Offshore Production and Transport.

Overall objective is to boost cross-sectoral innovation among groups of SMEs from 8 different sectors:

- 4 key enabling technology sectors - advanced materials, advanced manufacturing, Industry 4.0 and digitalisation, environmental technologies) and
- 4 offshore sectors - offshore wind, offshore aquaculture, offshore oil & gas, waterborne transport

to stimulate the creation of new products, processes or services.

The main idea is the successful transfer of innovation from one sector into another and offering new solutions or opportunities by building new and reconfigure existing industrial value chains in Europe.

The main ambition is to support innovation in SMEs, fostering the development of the emerging Blue Economy industries towards a resource-efficient **Sustainable Blue Economy**, adopting the EU Green Deal, and fostering the reindustrialisation of Europe by enabling new cross-border and cross sectoral value chains based on **shared challenges** in a harsh marine environment (e.g. salt, corrosion, waves, strong winds, varying water depths) and the **deployment of Key Enabling Technologies (KETs)** in four offshore industry sectors with strong synergies and common challenges: offshore wind energy, offshore aquaculture, offshore oil and gas, and waterborne transport.

Our vision is to **make Offshore Production and Transport green, clean and sustainable**.

1.2 EXPECTED OUTCOME

More specific, this Call for Proposals is financing **SME-driven Innovation Projects** using one or more of our key enabling technologies to develop new sustainable products, processes, or services for one or more of the targeted four offshore sectors while addressing **shared challenges** and **Topics** as defined in **section 2**.

The expected TRLs (Technology Readiness Level) at start of the project should lie between TRL 4-6 (TRL-In) and at project end should lie between 5-8 (TRL-Out)¹.

Description	TRL-In	TRL-Out
A range of new products, processes, or services for Green Offshore Production and Transport	TRL 4-6 At least TRL 4: technology validated in the lab	TRL 5-8 At least TRL 5: technology validated in industrially relevant environment

The funding of the *SME Innovation Projects* will follow a **funnel approach with three phases**, which will help the GreenOffshoreTech Consortium to select and focus on the best and most promising SME-driven Innovation Projects. For more details see **section 3**.

¹ TRL 6: technology demonstrated in industrially relevant environment; TRL 7: system prototype demonstration in operational environment; TRL 8: system complete and qualified.

1.3 TARGETED SMEs OR START-UPS

Targeted SMEs of this Call for Proposals are:

Key Enabling Technology providers, adapter, or users in the field of:

- **advanced materials,**
- **advanced manufacturing,**
- **Industry 4.0/ digital technologies,**
- **environmental technologies**

or from one or more of the four offshore sectors:

- **offshore wind**
- **offshore aquaculture**
- **offshore oil and gas,**
- **waterborne transport**

targeting to develop new or improved products, processes or services .

SMEs are from the offshore sectors (i.e., offshore wind, offshore aquaculture, offshore oil and gas, waterborne transport) and from other industries such as automotive, aeronautics, ICT, waste management, recycling or biotechnology wishing to explore the new market opportunities in the Blue Economy.

The application should have cross sectoral dimension.

Applicants must either be established in one of the **GreenOffshoreTech REGIONS** (see **Annex 3**) or be a member of one of the **GreenOffshoreTech CLUSTERS** (see **Annex 4**). For more details see **section 4 and in Annexes 3 and 4** .

2 TOPICS TO BE ADDRESSED BY THE APPLICANTS

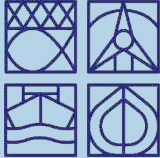
This Call for Proposal funds projects for the development of new sustainable products, processes, or services addressing challenges of one or more of the targeted four offshore sectors:

- offshore wind,
- offshore aquaculture,
- offshore oil & gas,
- waterborne transport.

By using one or more of the 4 key enabling technology sectors -

- advanced materials,
- advanced manufacturing,
- Industry 4.0/digital technologies,
- environmental technologies)

Project proposals must address at least **one of the following four topics**. In the topic, the project proposal must address at least **one of the fields**.

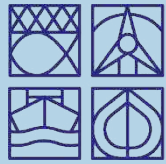
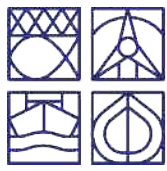


**Green
Offshore
Tech**

Topic #1
Advanced Materials

We are looking for projects in the following fields:

- Development and production of advanced materials and structures designed to function in the exposed offshore environment.
- Of particular interest are materials that are either eco-designed, corrosion resistant, light weight, cost-effective or durable. Solutions suitable include materials for offshore multi-use platforms, wind farms and aquaculture as well as vessels.

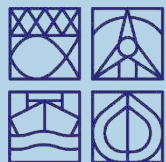


Advanced Manufacturing & Digitalisation

(IoT, AI, Big data)

We are looking for projects in the following fields:

- Digitalisation and data technologies for working in offshore environments.
- Inspection, monitoring, testing integrity.
- Robotic and digital solutions with a focus on improving operational and personnel health and safety.
- Satellite technologies for offshore applications and their supply chains.
- Innovative technologies supporting greater resilience of passenger, supply and emergency transport services.



Environmental Technologies

(Circular economy - Waste Prevention, Reuse, Recycle, Recovery)

We are looking for projects in the following fields:

- Reduction of waste and environmental impact through prevention, reuse, recycling and recovery.
- Innovative technologies supporting circular economy throughout the value chain, from design to decommissioning.
- Innovative technologies supporting energy efficiency and water efficiency throughout the value chain.
- Innovative technologies that provide solutions for and mitigate against the impacts of climate change and greenhouse gas emissions, including carbon capture and storage (CCS).



**Green
Offshore
Tech**

Topic #4

**New Energy Carriers
(Hydrogen, Methanol, Ammonia,
Lithium-ion Cell)**

We are looking for projects in the following fields:

- Innovative technologies to support the capture, storage and transportation of energy to the end user.
- Decarbonisation and modernisation of waterborne transport products, services and fleets.
- Development of complimentary onshore infrastructure.
- Development of onshore infrastructure, including requirements for clean energy waterborne transport, production, repairs, and maintenance.

Expected Impacts of proposals.

All Projects supported by GreenOffshoreTech shall deliver innovative solutions that contribute to one or more of the following:

- Meet the EU's targets to **reduce CO₂ emissions**. Such as by reducing CO₂ emission and increase of renewable energy sources.
- **Increase resource efficiency**. Such as through reduction of total energy usage, increasing energy efficiency, reducing waste (living and non-living), and reducing raw material usage (e.g., natural resources, water, minerals) to support the circular economy business model.
- **Reduce environmental footprint**, such as reducing air, soil, and water pollution, reducing hazardous substances and their disposal, reducing noise, and overfishing, as well foreign invasive aquatic species.
- **Improve work safety and work conditions** in the blue economy.

All projects supported by GreenOffshoreTech shall contribute to meeting the goals of the **European Green Deal** and the **UN's Sustainable Development Goals (SDGs)** and in one or more of the following areas:

- SDG #14: Conserve and sustainably use the oceans, seas, and marine resources for sustainable development.

- SDG #7: Ensure access to affordable, reliable, sustainable, and modern energy for all (renewable energy).
- SDG #12: Ensure sustainable consumption and production patterns (resource efficiency, pollution, waste).
- SDG #13: Take urgent action to combat climate change and its impacts (CO₂ emission).
- SDG #9: 'Build resilient infrastructure, promote inclusive and sustainable industrialization, foster innovation.

All projects supported by GreenOffshoreTech shall contribute to meeting the **goals of the EU's 2030 Climate & Energy Framework** within the following key targets:

- At least 55% cuts in greenhouse gas emissions (from 1990 levels).
- At least 27% share for renewable energy.
- At least 27% improvement in energy efficiency.

For more reading, go to the GreenOffshoreTech website (LIBRARY) and download: "**D1.1 Challenges, needs and trends of four offshore industrial sectors**"
<https://greenoffshoretech.com/library/>

3 ACTIVITIES TO BE FUNDED AND FUNDING SCHEME

The Call for Proposal will provide three types of innovation support measures to SMEs:

GreenOffshoreTech's Innovation Support to SMEs

<p>1 Financial support</p>	<p>Aiming to support SMEs directly by funding 100 SME-driven Innovation projects (by a single SME or a group of SMEs) for the development of new products, services, or processes addressing challenges of the four Offshore Industry sectors. The funding of the SME Innovation Projects will follow a funnel approach with three phases.</p>
<p>2 Business Support Services (non-financial support)</p>	<p>Aiming to enhance the innovation performance of SMEs and to enable access to markets and further external resources and financing through a business and technical supporting framework with Business Support Services dedicated to individual project phases:</p> <p>PHASE 1: IDEA MATURATION:</p> <ul style="list-style-type: none"> #1 Business & Tech Academy, #2 Brokerage & B2B matchmaking events, #3 Access to Finance, <p>PHASE 2: IDEA VALIDATION:</p> <ul style="list-style-type: none"> #4 One-to-One Mentoring/Coaching, #5 Branding, #6 Internationalisation, #7 Investor pitching, and #8 Investor rounds.
<p>3 Open space for Collaboration (non-financial support)</p>	<p>Aiming to connect Key Enabling Technology providers (i.e., advanced materials, advanced manufacturing, Industry 4.0 and digitalisation, environmental technologies) with potential users and customers in four Offshore Industry sectors (i.e., offshore wind energy, offshore aquaculture, offshore oil and gas, waterborne transport) and to support collaborations and technology transfer across sectors and borders (trans-regional and trans-national).</p>

- ✓ In total, 50 SME-driven Innovation projects will be supported.
- ✓ **TOP 50 ranked projects** will receive a **lump sum** of **€5,000 per project** for developing a sound initial business plan that justify the feasibility of the project idea and will receive the basic pool of Business Support Services (#1, #2, #3).

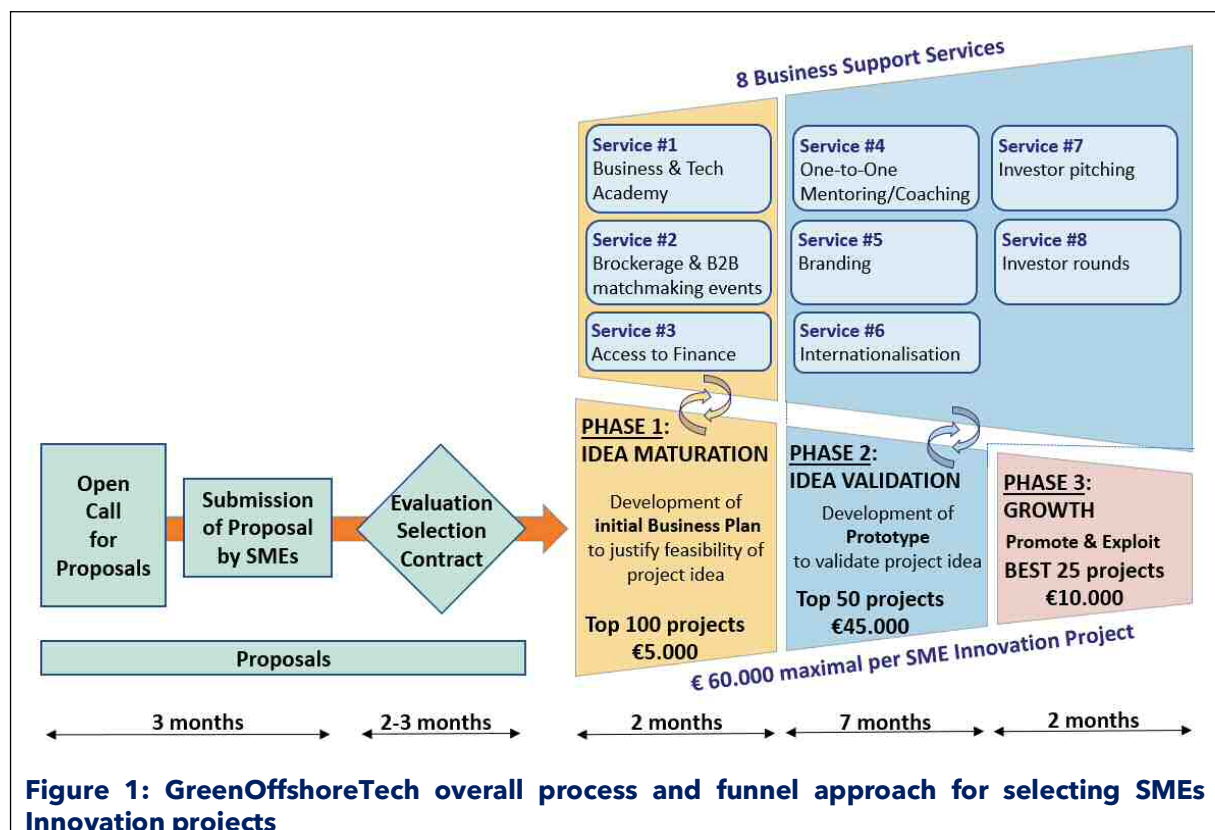
- ✓ **TOP 25 ranked projects** will receive in addition a **lump sum of €45,000 per project** for developing a minimum viable prototype to validate the project idea, including its design description and will receive an advanced pool of Business Support Services (#4 to #8).
- ✓ **BEST 13 projects** of the TOP 50 winner projects will receive in addition a **lump sum of €10,000 per project** for activities related to promotion and exploitation of the project results.

A detailed description of the Business Support Services is given in **Annex 5**.

GreenOffshoreTech's overall process and approach for selecting SMEs Innovation Projects.

The GreenOffshoreTech Consortium will offer a 3-phase accelerator programme designed for innovation support to SMEs that aims to mature and validate project ideas for the development of new cross-sectorial and cross-border value chains in **selected Topics** targeting offshore applications.

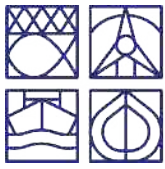
As illustrated in **Figure 1**, the selection of the SME Innovation Projects will follow a funnel approach with three phases, which will help the GreenOffshoreTech Consortium to focus on the best and most promising projects.



The **Call for Proposals** will be executed with two Open Call deadlines and equally distributed financial support.

For each Open Call deadline following program is foreseen:

<p>PHASE 1: IDEA MATURATION</p>	<p><u>Voucher: €5,000 (lump sum)</u> per project.</p> <p>The selected 50-winner SME projects of the Open Call deadline will receive a lump sum of €5,000 for developing a sound initial business plan that justify the feasibility of the project idea.</p> <p>The Initial Business Plan shall consider the technical feasibility, the economic, social, and environmental sustainability, and the chances of the innovation project to create new cross-sectoral and cross-border value chains in selected Topics (see section 2) targeting challenges/needs of the Offshore sectors. The Initial Business Plan shall describe in detail how the technology will be materialized into a new and successful solution of marketable quality.</p> <p><u>Business Support Services (non-financial support):</u></p> <p>In these activities, SMEs will be supported with a limited offer of Business Support:</p> <ul style="list-style-type: none"> • Service#1 Business & Tech Academy; • Service#2 Brokerage & B2B matchmaking events; • Service#3 Access to Finance. <p>These services shall help the SMEs to mature the project idea, provide guidance to carry out a deep viability assessment of their project idea, to support cross-sectoral and cross border collaboration, to improve their innovation performance and to access external financing.</p> <p><u>Expected outcome of SME activities:</u></p> <p>An Initial Business Plan (D1) describing the innovation and commercialization potential of the project idea for a new product, service, or process in selected Topics targeting challenges/needs of the Offshore sectors.</p> <p><u>Duration:</u> 2 months.</p> <p><u>Max. number of projects in PHASE 1 to be founded:</u></p> <p>50 projects in OPEN CALL #1.</p>
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**PHASE 2:
IDEA
VALIDATION**

Voucher: €45,000 (lump sum) per selected project.

The TOP 25 winner projects will receive in addition a lump sum of €45,000 for developing a prototype to validate the project idea according to the Initial Business Plan .

This is a proof of concept with a minimum viable new product, service or process prototype in selected Topics targeting challenges/needs of the Offshore sectors. In this sense, a minimum viable product, service or process prototype must address the following objectives: (i) verify some key functional aspects of the intended solution, (ii) demonstrate the technical feasibility of the proposed solution under a representative operational environment, and (iii) provide technical solutions for all critical functionalities, but usually does not have all the functionalities of a final product.

In the first two months, the SME shall provide a design of such a prototype and a broad description of the design characteristics, the scope of the prototype and the required activities to implement it within the project.

Successful evaluation of the deliverable will result in successful completion of the phase.

Business Support Services (non-financial support):

In these activities, SMEs will be support with an extended offer of Business Support Services :

- Service#4 One-to-One Mentoring/Coaching;
- Service #6 Internationalisation;
- Service#7 Investor pitching;
- Service#8 Investor rounds.

These services shall help the SME to achieve growth and market uptake.

Expected outcome of SME activities:

- a **design (D2)**
- a **prototype (D3)**

of a minimum viable new product, service, or process in selected Topics targeting challenges/needs of the Offshore sectors.

Successful evaluation of the deliverables will result in successful completion of the phase.

Duration: 7 months.

Max. number of projects in PHASE 2 to be founded:

25 projects in OPEN CALL #1.

PHASE 3: GROWTH	<p><u>Voucher:</u> €10.000 (lump sum) per selected project</p> <p>The BEST 13 projects of the TOP 25 winner projects will receive in addition a lump sum of €10,000 for activities related to promotion and exploitation of the project, its results and success aiming to engage potential customers, partners, and/or investors. These can be activities related to branding, communication, dissemination, internationalisation, or IP protection.</p> <p><u>Expected outcome of SME activities:</u></p> <p>A Report (D4) on their activities related to promotion and exploitation. Successful evaluation of the deliverables will result in successful completion of the phase.</p> <p><u>Duration:</u> 2 months,</p> <p><u>Max. number of projects in PHASE 3 to be funded:</u> 13 projects in OPEN CALL #1.</p>
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Evaluation to reach PHASE 2: The GreenOffshoreTech Innovation Board, consisting of experts nominated by consortium members from the areas advanced materials, advanced manufacturing, Industry 4.0, digital technologies, environmental technologies including circular economy or business development will evaluate the outcome of PHASE 1 (Initial Business Plan) and will select 25 SME Innovation Projects out of the 50 winner SME projects to enter PHASE 2 in the OPEN CALL #1.

Evaluation to reach PHASE 3: The GreenOffshoreTech Innovation Board, consisting of experts nominated by consortium members from the areas advanced materials, advanced manufacturing, Industry 4.0, digital technologies, environmental technologies including circular economy or business development will evaluate the outcome of PHASE 2 (design and prototype) and will select the best 13 SME Innovation projects to enter PHASE 3 in the OPEN CALL #1.

4 WHO MAY APPLY ? ELIGIBILITY CRITERIA

4.1 ELIGIBILITY CRITERIA FOR APPLICANTS

Beneficiaries are considered eligible for GreenOffshoreTech OPEN CALL #1 if they comply will **ALL** the following rules:

1. Applicants must be SMEs (Small and Medium-size Enterprises) according to the EU definition² (including start-ups and Public SMEs).
2. Applicants must be legal entities established and based in one of the **GreenOffshoreTech REGIONS in Latvia, Poland, Portugal, Germany, Norway, Iceland, and UK (see Annex 3)** or **members of one of the GreenOffshoreTech CLUSTERS (see Annex 4)**.
3. They must be technology providers or technology adopters/users focusing on the following Key Enabling Technologies: **advanced materials, advanced manufacturing, Industry 4.0/digital technologies, environmental technologies/ or adopters/user from** the Offshore Sectors : offshore wind, offshore aquaculture, offshore oil and gas, waterborne transport.
4. Start-ups that do not have yet annual turnover or balance sheets are also eligible given that they fulfil the criteria the SME definition at submission time according to the European Commission Recommendation 2003/361/EC. The criteria which define an SME are following:
 - I. Independent (not linked or owned by a large enterprise), in accordance to Recommendation 003/361/EC.
 - II. Headcount in Annual Work Unit (AWU) less than 250.
 - III. Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million

https://ec.europa.eu/growth/smes/sme-definition_en
5. In case an SME is awarded a lump sum, it will remain eligible even if, at a certain point during the project execution, it does not fulfil criteria (II) or (III) of the SME definition.
6. All SME applicants will need to **declare the status of being an SME** in electronic form and will need to include a signed **SME Declaration** and a signed **Honour Declaration**.

² An SME will be considered as such if complying with the European Commission Recommendation 2003/361/EC. The criteria which define an SME are following:

- I. Independent (not linked or owned by a large enterprise), in accordance to Recommendation 003/361/EC.
- II. Headcount in Annual Work Unit (AWU) less than 250.
- III. Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million

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

4.2 ELIGIBILITY CRITERIA FOR PROPOSALS

The following proposal eligibility criteria will also apply:

1. Proposals must have a **clear European dimension, facilitate innovation using Key Enabling Technologies** (i.e. advanced materials, advanced manufacturing, Industry 4.0/digital technologies, environmental technologies) that will foster the consolidation of the emerging Blue Economy industries by addressing the Call of Proposal **Topics** targeting solving challenges/needs of one or more of the four **Offshore sectors** (i.e. offshore wind energy, offshore aquaculture, offshore oil & gas, waterborne transport) and contribute **towards green solutions and EU's Green Deal, targeting clear economic and societal impact**.
2. Submitted proposals will only be considered as eligible, if the proposing organisation is qualified as an SME, following the definition in the Commission Recommendation 2003/361/EC https://ec.europa.eu/growth/smes/sme-definition_en
3. **A single SME** or a **group of SMEs** may submit a single proposal. Financial contribution for each awarded project should not exceed PHASE 1 - €5,000, PHASE 2- €45,000, PHASE 3- €10,000.
4. The direct recipients of financial support to third parties can be granted only to SMEs. Other innovation actors (e.g., **research centres, universities, large companies, or other SMEs**) could participate as subcontractors of the SME applicant or as **Project partner (s) not requesting funding**.
5. **Each SME may submit only one proposal under the call and may participate in maximum one project under GreenOffshoreTech open calls**. Multiple submissions are an exclusion criterion. In case an SME submits more than one proposal, all proposals that it has submitted will be automatically excluded from the evaluation process., the exception is the resubmission of an unaccepted application from the first open call for proposals in the second call (see point 6)
6. **SMEs may re-submit a proposal to the second Open Call deadline** but need to flag that this is a resubmission and explain the improvements that have been made.
7. The **maximum amount to be granted to each SME may not exceed EUR 60,000** accounting all three accelerator phases (PHASE 1, PHASE 2, and PHASE 3).
8. Proposals should primarily consist of activities directly aiming at producing plans and arrangements or designs for new, altered, or improved products, processes or services. For this purpose, they may include prototyping, testing, demonstrating, piloting, large-scale prototype validation and market replication.
9. The expected TRLs at start of the project should lie between TRL 4-6 (TRL-In)³.

³ TRL 6: technology demonstrated in industrially relevant environment; TRL 7: system prototype demonstration in operational environment; TRL 8: system complete and qualified.

4.3 ADMISSIBILITY CRITERIA FOR PROPOSALS

Proposals are admissible under the following conditions :

1. The Application is finalized in GreenOffshoreTech Proposal Platform:
<https://greenoffshoretech.com/call-for-proposals/>.
2. Application form with Proposal description has been submitted.
3. The signed Declaration of Honour has been submitted (ONE PER SME if applicable).
4. The signed SME Declaration has been submitted (ONE PER SME if applicable).
5. The application is written in the English Language.
6. The absence of the same entity in other applications under first GreenOffshoreTech call.
7. Declaration of SME Status in electronic form

5 FUNDING CONDITIONS and PAYMENT SCHEME

5.1 FUNDING CONDITIONS

Successful applicants shall receive the requested financial contribution in the form a lump sum. The lump sums are per project (not per SME). A group of SMEs in a single project needs to share the lump sum amount.

The costs must be related to the activities planned for the different phases: Initial Business Plan for PHASE 1, Design and Prototype of a new product, service or process for PHASE 2, activities related to promotion and exploitation for PHASE 3.

Subcontracting is permitted but should not exceed 50% of the planned activities in each PHASE (in terms of content). At proposal stage, the SME shall describe in detail any planned subcontracting work.

Subcontracting refers to the situation where the SME outsources part of the planned activities to other innovation actors (e.g., research centres, universities, large companies, other SMEs not being applicant). The SME will retail full liability for the performance of the subcontractor.

All expenses and procedures must comply with the applicant's national law.

The funding is result-driven and associated with the full achievement of the relevant milestones and deliverables.

Maximum amount of financial support for each SME is EUR 60,000.

The maximum amount of financial support is made up of the total amounts received by the SME applicant in all three phases of the acceleration program.

Table 2. Maximum amount of the financial support per SME

Accelerator programme	Funding (EUR)	Deliverable (D)
PHASE 1: IDEA MATURATION	5,000	A sound Initial Business Plan (D1) that justify the feasibility of the project idea.
PHASE 2: IDEA VALIDATION	45,000	A Prototype (D3) to validate the project idea (proof of concept with a minimum viable product, service or process prototype targeting offshore applications) and corresponding Design description (D2).
PHASE 3: GROWTH	10,000	Report on activities related to promotion and exploitation (D4).
MAXIMUM AMOUNT:	60,000	

5.2 PAYMENT SCHEME

All payments of direct financial support to SMEs will be done by the **GreenOffshoreTech Consortium**. The approval of the expected Final Report, Progress Report and Report on Innovation Performance are the trigger for the actual payment to the SMEs.

Table 3. Payment arrangements of the financial support to SMEs

Phase	Lump sum amount (EUR)	Payment instalments (EUR)	Expected date of payment
PHASE 1: IDEA MATURATION	5,000	5000	Latest 14 days after approval of the Final Report and the Report on Innovation Performance.
PHASE 2: IDEA VALIDATION	45,000	15,000	Latest 14 days after approval of the Progress Report.
		30,000	Latest 14 days after approval of the Final Report and Report on Innovation Performance.
PHASE 3: GROWTH	10,000	10,000	Latest 14 days after approval of the Report on activities related to promotion and exploitation (D4) and Report on Innovation Performance.
MAXIMUM AMOUNT:	60,000	60,000	See section 6 for reporting obligations.

6 REPORTING OBLIGATIONS

In order to receive the lump sum, each project must complete and submit following reports:

- I. **Final Report.** An overall performance report of the SME Innovation project at the end of each phase (PHASE 1, PHASE 2, PHASE 3), including a short description of achieved results, deliverables, milestones, obtained Business Support Services, other activities performed, and potential problems or delays.

Deadlines for submission of the Final Reports :

- PHASE 1 Final Report - 1 day after the end of PHASE 1.
The evaluation of the report should be completed in 3 weeks after submitting the report.
 - PHASE 2 Final Report - 1 week after the end of PHASE 2.
The evaluation of the report should be completed in 3 weeks after submitting the report.
 - PHASE 3 Final Report - 1 week after the end of PHASE 3.
The evaluation of report should be completed in 3 weeks after submitting the report.
- II. **Progress Report.** In PHASE 2, the SME shall provide the Design description (D2) of the envisaged prototype. The evaluation of the Progress Rreport should be completed in 3 weeks after submitting the report.
 - III. **Report on the Innovation Performance of the supported SMEs.** In addition to the Final Report, each supported SME needs to provide following Key Performance Indicators (KPIs):
 - Number of **new employments**
(before and at the end of the project, forecast for 3 years after project end)
 - Number of **safeguarded jobs**
(before and at the end of the project, forecast for 3 years after project end)
 - Increase in **Turnover & Profit**
(before and at the end of the project, forecast for 3 years after project end)
 - **Market share** acquired due to the project
(before and at the end of the project, forecast for 3 years after project end)
 - New or significantly improved **methods and processes developed**
(during the project)
 - Improve **resource efficiency** (e.g., water, energy, material consumption, recycling rate) (before and at the end of the project, forecast for 3 years after project end)
 - New or significantly improved **products/services/processes launched to market** (forecast for 3 years after project end)
 - Number of **new patent applications or other IP vehicles**

(before and at the end of the project, forecast for 3 years after project end)

- Changes in the **innovation practices**
- Advancement of **TRL**
- Other forms of **finance** (public funds by national /regional authorities, private capital, EU funds, risk capital, etc.) raised by the project.

These data will be used by the GreenOffshoreTech Consortium to analyse the total impact of all winner SMEs and their funded Innovation Projects.

The Final Reports and the Progress Reports will be evaluated by the **GreenOffshoreTech Innovation Board** consisting of experts nominated by consortium members from the areas advanced materials, advanced manufacturing, Industry 4.0, digital technologies, environmental technologies including circular economy or business development that will validate the fulfilment of the planned objectives and work. They will also select the SMEs Innovation projects that will be invited to enter the next PHASE.

7 PREPARATION AND SUBMISSION OF PROPOSALS

The following chapter shows all the relevant information for a successful application to GreenOffshoreTech open call.

7.1 WHEN TO APPLY? Publication of the Call for Proposals

The GreenOffshoreTech Call of Proposal has two Open Call deadlines. For each Open Call deadline, the call will remain open for the submission of proposals for a period of **at least three months**.

The deadline of the Call for Proposals is **Wednesday July 6, 2022 at 17:00 CET** (Brussels time). The Call will be opened April 6, 2022, and proposals can be submitted until call closure (July 6, 2022, 17:00 CET).

Please note that opening and closing dates of the Call for Proposals can be subject to change in case of any modifications in the project's schedule.

Changes of call deadlines (or similar adaptations) will immediately be published on the call page on the Horizon 2020 Participant's Portal, on our own **GreenOffshoreTech's project website** <https://greenoffshoretech.com/call-for-proposals/> and all registered applicants will be informed of the change.

7.2 WHERE TO APPLY AND HOW? GreenOffshoreTech Proposal Platform

The entire Call for Proposal application, evaluation and contracting process will be managed by the **GreenOffshoreTech Proposal Platform** which is hosted and managed by the GreenOffshoreTech Consortium member BALance Technology Consulting GmbH in Germany.

7.2.1 Applicants' registration

Interested applicants (SMEs or start-ups) should visit "CALL FOR PROPOSALS" on the **GreenOffshoreTech website**:

<https://greenoffshoretech.com>

or directly use following link to reach the **GreenOffshoreTech Proposal Platform**:

<https://greenoffshoretech.com/call-for-proposals/>

In order to download the complete pack of Call for Proposal documents, each interested applicant needs to register its company (i.e., organisation name, applicant name, applicant email address) on the **GreenOffshoreTech Proposal Platform**. Then, click on “Register “or click on “Get Started”.

7.2.2 Call for Proposal documents

The following Call documents are available for downloading on the **GreenOffshoreTech Proposal Platform**:

- **Guide for Applicants** (this document):
Call text, call conditions, evaluation procedure & criteria.
- **Application Form with Proposal Template:**
Word template to be used for describing planned innovation project and to be submitted as PDF file. SME applicants should follow the instructions stated in this proposal template. The final proposal PDF file must be maximal 10 pages (A4, minimum 2 cm margins, font minimum Calibri 11) including tables, diagrams, photos and no larger than 10MB in size. Proposals with more than 10 pages (means 11 pages and more) are not eligible and will not be evaluated. The proposal must be submitted in English
- **Declaration of Honour (template) :**
Applicant’s declaration, which declares that all conditions of the open call are accepted by the applicant SME or start-up.
- **SMEs Declaration (template):**
Applicant’s declaration, which declares that the applying organisation is an SME or start-up and which needs to be signed and provided for contracting.
- **Frequently Asked Questions & Answers (FAQ):**
Most commonly asked questions.
There is also a FAQ page in the GreenOffshoreTech website which applicants can consult. This page will be updated accordingly.
- In addition, will be provided an **IT-Help Desk** (e-mail: it-helpdesk@bal.eu). Phone support will be offered if the problem cannot be solved by mail that will be maintained for proposers during the call

Applicants are expected to provide complete, accurate data and contact details.

7.2.3 Proposal submission

PART A - Company Profile Information

For proposal submission, first the SME applicant must:

- ✓ **Register by completing the Company Profile Information** in the **GreenOffshoreTech Proposal Platform**.

Requested information comprises organisation's place of establishment (address, city, country), organisation's phone number, organisation's registration number and VAT number.

PART B - Proposal and Supporting documents

After completing PART A, the SME applicant will receive access to upload and submit its proposal and requested supporting documents.

The SME applicant(s) must upload and submit following documents:

- ✓ **Application Form with Proposal Template (see template) as PDF file.**
Applicants who fail to submit documents will not be considered eligible.
Proposals with more than 10 pages (means 11 pages and more) will not be considered eligible.
- ✓ **Declaration of Honour (see template)** signed by each SME of the Consortium.
Applicants who fail to do so will not be considered eligible.
- ✓ **Commercial register excerpt:**
Certificate of Registration of your company, a copy not older than 6 months at date of proposal submission and in English. Source of origin in your country:
 - Germany: Handelsregister;
 - Iceland: RSK Register of Enterprises;
 - Latvia: Vienotais Reģistrācijas Numurs;
 - Norway: Brønnøysund Register;
 - Poland: REGON, KRAJOWY REJESTR SADOWY;
 - Portugal: Numero de identificação de pessoa colectiva (NIPC),
 - UK: Companies House

In case of application of a **group of SMEs** documents must be uploaded through the leader of consortium.

Applicants who fail to do so will not be considered eligible.

At any time, applicants can revoke their submissions and submit a new version until closure of the Call. The last version submitted will be considered for evaluation.

It is strongly recommended not to wait until the last minute to submit the application. Failure of the application to arrive in time for any reason, including network communications delays

or working from multiple browsers or multiple browser windows, is not acceptable as an extenuating circumstance. The time of receipt of the application as recorded by the submission system will be definitive.

7.2.4 Proposal Reception

Proposal submissions must be done ONLY via the **GreenOffshoreTech Proposal Platform** and must be submitted in English. Other forms of applications will not be considered eligible.

On receipt of each proposal, the SME applicant will receive an email for **Acknowledgment of receipt**.

The application reception will close on **Wednesday July 6, 2022, at 17:00 CET** (Brussels Time). Late submissions will not be considered eligible and late submitters will receive by return **email a "call closed" message**.

Proposals will be **evaluated as submitted** which means after the close of Call no additions or changes to received proposals will be taken into account.

A full list of SME applicants will be drafted containing their basic information for statistical purposes and clarity (which will be also shared with EC for transparency).

8 PROPOSAL EVALUATION & SELECTION

8.1 Admissibility and Eligibility Check of the Proposal

Before assigning external evaluators, each proposal will be subject to admissibility and eligibility check that will be performed by the GreenOffshoreTech Consortium in line with the criteria set in **section 4** of this Guide for Applicants. An application that does not meet the required criteria will be considered as non-eligible.

Proposals being marked as non-eligible will get a rejection letter that will include the reasons for being catalogued as non-eligible. Within **3 working days** of the delivery of a rejection letter considering the proposal as non-eligible proposer may submit a request for redress if s/he believes the results of the eligibility checks have not been correctly applied (see **point 8.3**).

8.2 Evaluation of the Proposal

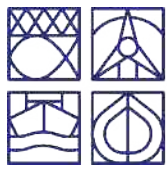
The GreenOffshoreTech Consortium and external experts will execute a trustworthy evaluation process. Each admissible and eligible proposal will be evaluated by a Review Panel consisting of representatives of the GreenOffshoreTech consortium and external evaluators with experience in advanced materials, advanced manufacturing, Industry 4.0, digital technologies, environmental technologies including circular economy or business development.

Each proposal will be evaluated and will be scored based on the following evaluation criteria:

- a) The **innovation potential** to create new value chains (weight 25%);
- b) The **technical excellence**, feasibility, and viability of the project (weight 25%);
- c) The socioeconomic **impact** of the proposed solution, including business potential (e.g. sustainability, and environment impact) (weight 50%).

Table 4 . Criteria for awarding financial support to SMEs

Evaluation criteria	Sub-criteria	Score (0-5)	Weight (%)
1. Innovation potential <i>Weight: 25%</i> <i>Threshold (3/5)</i>	1.1 Soundness of the concept , objectives of the innovation project and expected outcomes, how the proposed innovation aims at exploring the new market or business opportunity in the Blue Economy, which Call Topic does it address, which problem or challenge does it solve.	0-5	



	1.2 Novelty of the product, service or process proposed, in the light of beyond state-of-the art (e.g., ground-breaking objectives, novel concepts, and novel approaches), compared to known commercial solutions and competitors.	0-5	
	1.3 Added value of the innovation with focus on cost savings, quality, reliability, efficiency gain, environmental benefits, safety benefits or industrial modernization.	0-5	
	Threshold	<i>9/15</i>	<i>25%</i>
2. Technical excellence <i>Weight: 25%</i> <i>Threshold (3/5)</i>	2.1 Current Technology Readiness Level (TLR) in both origin and targeted sector	0-5	
	2.2 Targeted Technology Readiness Level (TLR) for this project.	0-5	
	2.3 Credibility of the technical approach or methodology to be followed during the project.	0-5	
	Threshold	<i>9/15</i>	<i>25%</i>
3. Impact <i>Weight: 50%</i> <i>Threshold (4/5)</i>	3.1 Contribution to addressing challenges/needs of the users or customers in the targeted offshore sectors (i.e. offshore wind, offshore aquaculture, offshore oil & gas, waterborne transport).	0-5	
	3.2 Contribution to reduce environmental impact, increase sustainability, and adopt EU's Green Deal towards a resource-efficient Sustainable Blue Economy.	0-5	
	3.3 Contribution to the deployment of Key Enabling Technologies (KETs) and industrial modernisation in the Blue Economy.	0-5	
	3.4 Contribution to develop cross-sectoral and cross-regional ideas/projects of new products, services, or processes	0-5	
	3.5 Other impact , including impact on regional development priorities (not already covered above)	0-5	
	3.6 Strengthening the competitiveness and growth of SMEs by developing innovations.	0-5	
	3.7 Enhancing the innovation capacity of SMEs. Effectiveness of the proposed measures for commercial exploitation of the project results (including management of knowledge and IP).	0-5	

	3.8 Capacity of the SME and team to carry out the proposed work in terms of knowledge, technological and business expertise, and a plan to acquire missing competences.	0-5	
	Threshold	32/40	50%

Each sub-criterion will have a mark between 0 and 5. Half point scores are not given. For each criterion under examination, score values will indicate the following assessments:

- ✓ **0 Fail:** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;
- ✓ **1 Poor:** The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;
- ✓ **2 Fair:** While the proposal broadly addresses the criterion, there are significant weaknesses;
- ✓ **3 Good:** The proposal addresses the criterion well, although improvements would be necessary;
- ✓ **4 Very good:** The proposal addresses the criterion very well, although certain improvements are still possible;
- ✓ **5 Excellent:** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

Important:

- A score of 0 on any of the criteria disqualifies the overall proposal.
- A score below threshold on any of the sub-criteria disqualifies the overall proposal.

Each proposal will be evaluated by **two experts** with expertise in the relevant technologies, sectors, and/or targeted markets.

Proposals that not only demonstrate cross-sectoral innovation but also cross-border potential involving actors from different European regions will get a higher ranking.(see **sub-criterion 3.4**)

Priority order for proposals with the same score

The following approach will be applied:

- (i) Proposals that address topics not otherwise covered by more highly ranked proposals, will be considered to have the highest priority.
- (ii) These proposals will themselves be prioritised according to the scores they have been awarded for the criterion *impact*. When these scores are equal, priority will be based on scores for the criterion *excellence*.
If necessary, any further prioritisation will be based on the following factors, in order: proposals allocated to regions; gender balance among the personnel

named in the proposal who will be primarily responsible for carrying out the innovation activities.

Under the OPEN CALL #1 in total 50 proposals will be selected for PHASE 1.

All applicants will be informed about the evaluation results. All proposals will receive an acceptance or rejection letter together with an anonymized version of their proposal Evaluation Summary Report (ESR).

8.3 Redress process

Within **3 working days** of the delivery of a rejection letter considering the proposal as non-eligible or the CER, a proposer may submit a request for redress if s/he believes the results of the eligibility checks have not been correctly applied, or if s/he feels that there has been a shortcoming in the way his/her proposal has been evaluated that may affect the final decision on whether to enter the Call or not.

In that case, an internal review committee of the GreenOffshoreTech Consortium will examine the request for redress. The committee's role is to ensure a coherent interpretation of such requests, and equal treatment of applicants.

Requests must be:

- ✓ Related to the evaluation process or eligibility checks,
- ✓ Clearly describe the complaint,
- ✓ Received within the time limit (3 working days) from the reception of a rejection letter considering the proposal as non-eligible or the CER,
- ✓ Sent by the SME legal representative that has also submitted the proposal.

The committee will review the complaint and will recommend an appropriate course of action. If there is clear evidence of a shortcoming that could affect the eventual funding decision, it is possible that all or part of the asset application will be re-evaluated.

Please note:

- ✓ This procedure is concerned only with the evaluation and/or eligibility checking process. The committee will not call into question the scientific or technical judgement of appropriately qualified experts,
- ✓ A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to fund it or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if an asset application has failed anyway on other criteria,
- ✓ The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.

Only one request for redress per application will be considered by the committee. All requests for redress will be treated in confidence and must be sent to the GreenOffshoreTech Consortium in written by email (redress@bal.eu).

8.4 Evaluation of PHASE 1 and selection of SME Innovation Projects for PHASE 2

PHASE 1 FINAL REPORT with Initial Business Plan (**D1**) will be evaluated by the **GreenOffshoreTech Innovation Board** consisting of experts nominated by consortium members from the areas advanced materials, advanced manufacturing, Industry 4.0, digital technologies, environmental technologies including circular economy or business development that will validate the fulfilment of the planned objectives and work.

The experts will score each PHASE 1 FINAL REPORT. The value of the score of each expert will be equal and the final evaluation score will be the average of the individual scores.

As applied for the evaluation of the proposal (**section 8.1**), each sub-criterion will have a mark between 0 and 5; priority order for proposals with the same score as applied for the proposal and redress within **3 working days** of the delivery of a rejection letter.

Table 5 . Criteria for selection of SME Innovation projects for PHASE 2

Evaluation criteria PHASE 1 -> PHASE 2	Sub-criteria	Score (0-5)
P1.1 Demand	Convincing description of substantial demand for the innovation.	0-5
P1.2 Target users or customers	Convincing description of targeted users or customers of the innovation, how their needs have been addressed, why the users or customers identified will want to use or buy the new product, process, service or business model, including compared to what is currently available if anything at all.	0-5
P1.3 Market	Convincing description of total available market size, growth-rate, targeted market share.	0-5
P1.4 Competitors and unique selling points	Convincing description of competitors, competitive offerings, key stakeholders and unique selling points.	0-5
P1.5 European/global dimension	European/global dimension of innovation with respect to both commercialisation and assessment of competitors and competitive offerings.	0-5
P1.6 IP strategy	Realistic and relevant description of knowledge protection status and strategy, possibility of commercial exploitation, and current IPR situation. Where relevant, description of potential regulatory requirements.	0-5
P1.7 Commercialization strategy	Convincing commercialisation strategy. How to bring the innovation from current TRL to market. Future financing.	0-5

P1.8 Capacity of the SME and team	Clear description of the team capacity. Description of the knowledge gap and measures to resolve these issues	0-5
	TOTAL score	0-40

8.5 Evaluation of PHASE 2 and selection of SME Innovation Projects for PHASE 3

PHASE 2 FINAL REPORT with prototype description (D3) will be evaluated by the **GreenOffshoreTech Innovation Board** consisting of experts nominated by consortium members from the areas advanced materials, advanced manufacturing, Industry 4.0, digital technologies, environmental technologies including circular economy or business development that will validate the fulfilment of the planned objectives and work.

The experts will score each PHASE 2 FINAL REPORT. The value of the score of each expert will be equal and the final evaluation score will be the average of the individual scores.

As applied for the evaluation of the proposal (**section 8.1**), each sub-criterion will have a mark between 0 and 5; priority order for proposals with the same score as applied for the proposal and redress within **3 working days** of the delivery of a rejection letter.

Table 6 . Criteria for selection of SME Innovation projects for PHASE 3

Evaluation criteria PHASE 2 -> PHASE 3	Sub-criteria	Score (0-5)
P2.1 Technology validation	Successful technical validation of the innovation and key performance indicators.	0-5
P2.2 TRL level reached	Convincing description of TRL level reached at the end of PHASE 2.	0-5
P2.3 Potential environmental impact	Convincing description of the environmental impact and sustainability measures reached.	0-5
P2.4 Up-scaling potential	Next development steps.	0-5
P2.5 User/customer feedback	Feedback received from potential users or customers.	0-5
	TOTAL score	0-25

9 TIMELINE AND DEADLINES

Call Opening Date	April 6, 2022
Proposal Submission Deadline Date	July 6, 2022 (17:00 CET)
Evaluation of Proposals	July - August 2022
Contracting with selected <i>SME Innovation Projects</i>	September 2022
PHASE 1 (duration: 2 months)	October - November 2022
Evaluation of PHASE 1 of <i>SME Innovation Projects</i> and selection of <i>SME Innovation Projects</i> to enter PHASE 2	December - January 2022
PHASE 2 (duration: 7 months)	February - August 2023
Evaluation of PHASE 2 of <i>SME Innovation Projects</i> and selection of <i>SME Innovation Projects</i> to enter PHASE 3	September 2023
PHASE 3 (duration: 2 months)	October - November 2023

10 ADMINISTRATIVE DUTIES

To validate the status information, the following documents will be required from each SME of the consortia invited for contracting:

- ✓ **SMEs Declaration (see template):** signed and stamped. In the event the applicant declares being non-autonomous, the balance sheet and profit and loss account (with annexes) for the last period for upstream and downstream organizations should also be provided.
- ✓ Legal existence. Copy of the original **extract of SME registration** (company Register, Official Gazette or other official document per country showing the name of the organisation, the legal address and registration number); a copy of a document proving **VAT registration** (in case the VAT number does not show on the registration extract or its equivalent); a copy of **ID card or passport of legal representative(s) of the SME**.
- ✓ In cases where the **number of employees and/or the ownership** is not clearly identified: any other supporting documents which demonstrate headcount and ownership such as payroll details, annual reports, national regional association records, etc.
- ✓ **Bank account information (see template):** The account where the funds will be transferred will be indicated via a form signed by the SME legal representative and the bank representative. The account should be a business bank account of the SME.

It should be emphasised that each SME should provide at Sub-Grant Agreement (Contract) preparation time a valid VAT⁴. Failure to provide the VAT number will automatically result in proposal rejection.

The request of the above documentation by the GreenOffshoreTech Consortium will be done including deadlines. In general, the Sub-Grant Agreement (Contract) preparation should be concluded within three weeks. An additional week may be provided by the GreenOffshoreTech Coordinator in case of significant reasoning. In case the contracting has not been concluded within the above period, the application is automatically rejected, and another SME applicant will be given the opportunity of acceptance.

⁴ https://ec.europa.eu/taxation_customs/vies/

11 CONTRACTING (GreenOffshoreTech Sub-Grant Agreement)

A Sub-Grant Agreement (Contract) will be signed between the GreenOffshoreTech Consortium and the winner SME or group of winner SMEs.

Please note:

- I. The Sub-Grant Agreement (Contract) will cover the complete 3 phases: PHASE 1, PHASE 2, PHASE 3 .
- II. The Sub-Grant Agreement (Contract) will automatically expire at the end of each phase, without any further notice from the GreenOffshoreTech Consortium, in case the SME Innovation Project does not enter or qualify for the next phase or if the SME is not considered eligible any more or if the Declaration of Honour has been violated.
- III. For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. In conformity with the EU-UK Withdrawal Agreement, the UK and persons or entities established in the UK continue to be eligible to receive Union funds under actions carried out in direct, indirect, or shared management, which implement Union programmes and activities committed under the MFF 2014-2020 until the closure of those Union programmes and activities. This includes Horizon 2020 actions.

12 DATA PROTECTION

In order to process and evaluate applications, the GreenOffshoreTech Consortium will need to collect Personal and Industrial Data. All applications and related data must be submitted through the GreenOffshoreTech Proposal Platform. The GreenOffshoreTech Proposal Platform's design and operational procedures ensure that data is managed in compliance with The **General Data Protection Regulation (EU) 2016/679 (GDPR)**⁵ and with the **national legal frameworks** of the countries (i.e., Germany, Portugal, Poland, Latvia, Norway, UK, Iceland) where the activities will take place.

Please check the GreenOffshoreTech Proposal Platform privacy policy. Before registering, each applicant will accept the GreenOffshoreTech Proposal Platform privacy policy to ensure coverage.

Please note that the GreenOffshoreTech Consortium requests the minimum information needed for respective voucher application to deliver the evaluation procedures. Personal data and information are provided in the application form for the immediate purpose of allowing a full and successful evaluation of applicants. This includes:

⁵ <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

- Legal name of the applicant and contact details of the applicant (telephone number, postal address, country, internet site)
- Name and details of the contact person (e-mail, telephone number)
- Company Registration number of the company
- VAT Registration Number of the company
- Financial information of the company (number of employees, annual turnover or balance)

In case that a project is awarded, the following additional information of the voucher recipient is required:

- Bank account reference (IBAN and BIC codes).
- Information about the voucher recipient's representative: Name and Surname, Position, Telephone number, Mail address, Signature.
- Data concerning the service provider is delivered in the application form and in the final reports with the purpose of permitting the evaluation of the action.

13 PROMOTING THE ACTION AND VISIBILITY OF THE EU FUNDING

Each supported SME is obligated for **promoting the action and give visibility to the EU funding**.

The SME shall throughout the duration of the project, take appropriate measures to engage with the public and the media to highlight the financial support of the European Union.

In addition, the SME shall authorise the GreenOffshoreTech Consortium to use its company details, received funding amount and public available project details or success stories for own communication and dissemination activities promoting the GreenOffshoreTech project, its results and its success.

14 CONFLICT OF INTEREST

The beneficiary SMEs must take all measures to prevent any situation where the impartial and objective implementation of the project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

15 DISCLAIMER

The sole responsibility of this publication lies with the GreenOffshoreTech Consortium. The European Union is not responsible for any use that may be made of the information contained therein.

The Reviewer Panel evaluating the applications commits to objectively assess all applications. The jury result decision cannot be challenged.

The Reviewer Panel evaluating the applications will not ask for any additional explanations or receive any supplemental information concerning the applications under evaluation. The sole and only document that will be used for the evaluation is the application as originally submitted.

The GreenOffshoreTech Consortium shall not be liable to any person for any damages, losses, costs, liabilities, or expenses of any kind which he or she may sustain as a result of participating or engaging in any other way with the GreenOffshoreTech Blue Economy Accelerator Programme.

The GreenOffshoreTech Consortium shall not be responsible towards any legal or natural person with regard to failure to inform of any inaccuracy, error, omission, or misleading statement contained in any kind of information of which it becomes aware after the date of release of such information.

ANNEX 1: LOCAL CONTACT POINTS FOR APPLICANTS

For further information on the Call for Proposals you may contact:









Local Contact Points

GERMANY	
Maritimes Cluster Norddeutschland e.V. (MCN)	Oliver Bretag Email: MCN@greenoffshoretech.com
MAI Carbon c/o Composites United e.V.	Sven Blanck Email: MAI@greenoffshoretech.com
Cluster Mechatronik & Automation Management (CMAB) c/o Bayern Innovativ	Heiko Bartschat Email: BI@greenoffshoretech.com
ICELAND	
Islenski Sjavarklasinn (IOC)	Alexandra Leeper Email: IOC@greenoffshoretech.com
LATVIA	
CLEANTECH LATVIA	Evija Pudane Email: CTLV@greenoffshoretech.com
NORWAY	
VIKEN Teknologiklynge 4.0	Hans Bjørn Paulsrud Email: MNU@greenoffshoretech.com
POLAND	
CENTRUM KOOPERACJI RECYKLINGU	Agnieszka Zdanowicz Email: WMRC@greenoffshoretech.com
PORTUGAL	
FORUM OCEANO Associação da Economia do Mar	Carla Domingues Email: FOC@greenoffshoretech.com
UNITED KINGDOM	
Highlands & Islands Enterprise (HIE)	Elaine Jamieson Email: HIE@greenoffshoretech.com

ANNEX 2: GreenOffshoreTech CONSORTIUM

The GreenOffshoreTech Consortium consists of following 12 partners (7 clusters, 2 regional development agencies, and 3 inter-cluster and innovation management experts):

GreenOffshoreTech CONSORTIUM

1		Maritimes Cluster Norddeutschland e.V. (MCN) www.maritimes-cluster.de GERMANY
2		Composites United e.V., facilitator of the Leading-Edge Cluster MAI Carbon www.composites-united.com GERMANY
3		Bayern Innovativ, facilitator of Cluster Mechatronik & Automation Management (CMAB) www.bayern-innovativ.de GERMANY
4		BALance Technology Consulting GmbH SME, innovation management expert www.bal.eu GERMANY
5		Islenski Sjavarklasinn Ehf. (IOC) Iceland Ocean Cluster www.sjavarklasinn.is ICELAND
6		CLEANTECH LATVIA Cluster www.cleantechlatvia.com . LATVIA
7		Mossregionens Næringsutvikling AS (MNU), facilitator of the VIKEN Technology Cluster 4.0 www.mnu-as.no NORWAY
8		Scaberia AS SME, innovation management expert www.scaberia.com NORWAY

9	 <p>Waste Management and Recycling Cluster</p>	<p>Centrum Kooperacji Recyklingu (CKR), facilitator of the elite National Key Cluster Waste Management and Recycling Cluster (WMRC) www.klasterodpadowy.com. POLAND</p>
10	 <p>Mineral and Energy Economy Research Institute Polish Academy of Sciences</p>	<p>Mineral and Energy Economy Research Institute of the Polish Academy of Science www.min-pan.krakow.pl. POLAND</p>
11	 <p>FÓRUM OCEANO Associação da Economia do Mar</p>	<p>FORUM OCEANO Associação da Economia do Mar www.forumoceano.pt PORTUGAL</p>
12	 <p>HIE</p>	<p>Highlands & Islands Enterprise (HIE) www.hie.co.uk UNITED KINGDOM</p>

ANNEX 3: GreenOffshoreTech REGIONS

To be eligible for the GreenOffshoreTech Call for Proposals, SME applicants must be a legal entity established and based in one of the **16 GreenOffshoreTech Regions** listed below or must be a member organisation of one of the **8 GreenOffshoreTech Clusters**.









GreenOffshoreTech REGIONS

1	Bremen	NORTHERN GERMANY
2	Hamburg	
3	Weser-Ems	
4	Hannover	
5	Lüneburg	
6	Schleswig Holstein	
7	Mecklenburg Vorpommern	
8	Schwaben	SOUTHERN GERMANY
9	Oberbayern	
10	The whole country	ICELAND
11	The whole country	LATVIA
12	Viken	NORWAY
13	Mazowieckie	POLAND
14	Swietokrzyskie	
15	Norte	PORTUGAL
16	Scotland	UNITED KINGDOM

ANNEX 4: GreenOffshoreTech CLUSTERS

To be eligible for the GreenOffshoreTech Call for Proposals, SME applicants must be a legal entity established and based in one of the **16 GreenOffshoreTech Regions** or must be a member organisation of one of the **8 GreenOffshoreTech Clusters** listed below.

GreenOffshoreTech CLUSTERS

1		Maritimes Cluster Norddeutschland (MCN) www.maritimes-cluster.de GERMANY
2		MAI Carbon c/o Composites United e.V. www.composites-united.com GERMANY
3		Cluster Mechatronik & Automation Management (CMAB) c/o Bayern Innovativ www.bayern-innovativ.de GERMANY
4		Islenski Sjavarklasinn (IOC) www.sjavarklasinn.is ICELAND
5		CLEANTECH LATVIA www.cleantechlatvia.com . LATVIA
6		VIKEN Teknologiklynge 4.0 https://vikenklynge.no NORWAY
7		Waste Management and Recycling Cluster c/o CENTRUM KOOPERACJI RECYKLINGU www.klasterodpadowy.com . POLAND
8		FORUM OCEANO Associação da Economia do Mar www.forumoceano.pt PORTUGAL

ANNEX 5: BUSINESS SUPPORT SERVICES (non-financial support)

In addition to the financial support, the winner SMEs of the Call for Proposals will be offered **a Framework of eight Business Support Services (free of charge)** as listed below. The Business Support Services are intended to strengthen the business opportunities of SMEs and to enable access to markets and further external resources and financing.

The Business Support Services will be provided by the members of the GreenOffshoreTech Consortium. Three Business Support Services (#1- #3) will be provided to the TOP 100 ranked winner SME-driven Innovation Projects and another five to the TOP 50 ranked.

BUSINESS SUPPORT SERVICES

Business Support Services	Service Scope	Service Provider	winner SMEs
#1 Business & Tech Academy	Webinar on GreenOffshoreTech's accelerator program, webinar on initial business plan making; webinar on tech support through cluster's own tech academies; B2B to mature project idea.	MAI Carbon (DE) & Cluster Mechatronik & Automation (DE)	TOP 100
#2 Brokerage & B2B matchmaking events	Face-to-face events to connect with potential users/customers and technology partners within the cluster/regional ecosystem.	Cluster Mechatronik & Automation (DE) & Forum Oceano (PT)	TOP 100
#3 Access to Finance	Webinar & individual Support on public funding opportunities	Highlands and Islands (UK)	TOP 100
#4 One-to-One Mentoring and Coaching	3-days tailored business coaching and mentoring for each winner SME	Scaberia AS (NO)	TOP 50
#5 Branding	Group & individual Training on branding	Forum Oceano (PT)	TOP 50
#6 Internationalisation	Group & individual Support on internationalisation	Maritimes Cluster Norddeutschland (DE)	TOP 50
#7 Investor pitching	Group & individual Investor pitching training	CLEANTECH LATVIA (LV)	TOP 50
#8 Investor rounds	Two live Investor Pitching Events where all TOP 50 winner SMEs Projects can present their ideas to real private investors	Mosseregionens Næringsutvikling (NO) & Maritimes Cluster Norddeutschland (DE)	TOP 50

All eight Business Support Services will be offered for each of the two Open Call deadlines. The Business Support Services will be provided in parallel to the execution of the SME Innovation Projects.

For this first Call of Proposals following schedule is foreseen:

Timing of BUSINESS SUPPORT SERVICES for the OPEN CALL #1

Business Support Services (Open Call #1)		20 22				20 23												20 24							
		S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M			
#1 Business & Tech Academy	TOP 100																								
#2 Brokerage & B2B matchmaking events	TOP 100																								
#3 Access to Finance	TOP 100																								
#4 One-to-One Mentoring/ Coaching	TOP 50																								
#5 Branding	TOP 50																								
#6 Internationalisation	TOP 50																								
#7 Investor pitching	TOP 50																								
#8 Investor rounds	TOP 50																								

A more detailed description of the services is presented below.

BUSINESS SUPPORT SERVICE #1 Business & Tech Academy

Responsible Organisation:	MAI CARBON (DE) CLUSTER MECHATRONIK & AUTOMATION (DE)
Partner Organisation:	BAL (DE), CTLV (LV), CKR (PL), FOC (PT), HIE (UK), IOC (IS), MCN (DE) MEERI (PL), MNU (NO), SCA (NO)
Time slot:	1 st Call deadline: Oct-Nov 2022
Duration:	Session 1, webinar: ca. 1,5 hours Session 2, webinar: ca. 1 hour Session 3, webinar: ca. 1 hour Session 4, one-to-one: ca. 1.5 hours per winner SME
Type :	Webinars & Individual B2B meetings to mature project idea.
Number of possible participants:	Ca. 100 (2 per winner SME)
Target group:	TOP 100

Description:

Session 1: Kick-off webinar introducing briefly the GreenOffshoreTech project, ambition, and expectations; summarizing the winner SMEs obligations regarding deliverables, reporting, conditions for payments and promotion of the GreenOffshoreTech project; introducing the GreenOffshoreTech Business Support Services programmes (Business Support Services #1-#8), Virtual Matchmaking platform, Support Desk, and the GreenOffshoreTech Delivery Support Team.

Session 2: Webinar on Initial Business Plan, that shall be developed by all TOP 100 winner SMEs in PHASE 1 and guidance on how to make a good Initial Business plan.

Session 3: Webinar on Tech Support available within the GreenOffshoreTech cluster/region ecosystem. This includes an introduction to cluster's own tech academies (Mechatronic Academy, Mittelstand 4.0 Academy, CU TechAcademy, Carbon Connected, etc.) and RTD partners (MEERI, BAL, SCA), but also clusters member R&D organisations that might give valuable guidance.

Session 4: B2B meetings with each of the TOP 100 winner SMEs Projects to mature their project ideas. This service will be delivered in online webinars and online B2B meetings though a GoToMeeting platform or similar.

BUSINESS SUPPORT SERVICE #2 Brokerage B2B matchmaking events

Responsible Organisation:	CLUSTER MECHATRONIK & AUTOMATION (DE) FORUM OCEANO (PT)
Partner Organisation:	BAL (DE), CTLV (LV), CKR (PL), HIE (UK), IOC (IS), MAI (DE), MCN (DE) MEERI (PL), MNU (NO), SCA (NO)
Time slot:	1 st Call deadline: Oct-Nov 2022
Duration:	½ day event
Type :	Brokerage event
Number of possible participants:	Ca. 100 (2 per winner SME)
Target group:	TOP 100

Description:

SME will have the opportunity to present shortly their SMEs Project idea, and to connect with established companies and industry leaders operating within the GreenOffshoreTech cluster/regional ecosystem and to meet the GreenOffshoreTech team. The brokerage events shall give the winner SMEs a real opportunity to make contact with potential users/customers and or partners for the proposed cross-sectoral/-border innovation. After successful matches, B2B meetings (partner & winner SME) will be organised.

The aim is to provide this service in the form of two face-to-face brokerage and matchmaking events; one event in the Norte region of Portugal for the winning SME projects of the first tender period and one event in the Schwaben region of Southern Germany for the winning SME projects of the second tender period. Portugal is a hotspot for the offshore industry and Southern Germany is a hotspot for cutting-edge technology developments.

BUSINESS SUPPORT SERVICE #3 Access to Finance

Responsible Organisation:	HIGHLANDS & ISLANDS ENTERPRISE (UK)
Partner Organisation:	CTLV (LV), CKR (PL), CMAB (DE), FOC (PT), IOC (IS), MAI (DE), MCN (DE), MNU (NO).
Time slot:	1 st Call deadline: Oct-Nov 2022
Duration:	Webinar: ca. 3 hours One-to-one: ca. 1.5 hours per winner SME
Type :	Group & Individual Support
Number of possible participants:	Webinar: ca. 100 (2 per winner SME)
Target group:	TOP 100

Description:

The training shall support winner SMEs to access opportunities for public funding and to facilitate financing of the continuation on the product development work.

The workshop will be done in two stages:

Stage 1:

A webinar on most relevant public funding schemes for SMEs and links to local support for all TOP 100 winner SME Projects

Stage 2:

Each of the TOP 100 winner SMEs Projects will have the opportunity to get guidance by their local cluster organization how to access public funding opportunities. This will be an individual support for each of the TOP 100 winner SMEs Projects

Additional Service:

A GreenOffshoreTech Public Funding Catalogue with a description and link to the most relevant funding schemes (European, international, national, and regional) for SMEs in the GreenOffshoreTech community and related to the GreenOffshoreTech Topics.

BUSINESS SUPPORT SERVICE #4 One-to-One Mentoring and Coaching

Responsible Organisation:	SCABERIA AS (NO)
Partner Organisation:	-
Time slot:	1 st Call deadline: Feb-Jun 2023
Duration:	Up to 3 days per winner SME
Type:	Individual coaching/mentoring
Number of possible participants:	One-to-one with each winner SME
Target group:	TOP 50

Description:

The business innovation coaching shall empower the winner SMEs toward successful commercialisation of their innovation. This includes strengthening the capability to deal with growth, and aspects such as strategy, organisation, management, financing to reach go-to-market, and resource development.

The business innovation coaching will be tailored to the needs of the winner SMEs. Therefore, it will start with an analysis and systematic mapping of the winner SMEs' need in order to identify business bottlenecks and the demand for coaching. This includes to analyse the SMEs context in terms of current and targeted position in the business life cycle (e.g. seed stage, upscaling stage, expansion stage, etc.) and its business innovation challenges (e.g. strategy, organisation, management, financing, resource development).

Based on this information, the winner SME's individual need and demand for coaching will be mapped and a tailored coaching scheme will be produced. The winner SMEs and coach will decide together which challenges shall be addressed within the frame of this mentoring and coaching service. The coach will 'sense' the need of the company and will provide guidance based on experience to identify solutions unique to the SME and to develop the relevant capability of the company in the long-term.

BUSINESS SUPPORT SERVICE #5 Branding

Responsible Organisation:	FORUM OCEANO - ASSOCIACAO DA ECONOMIA DO MAR (PT)
Partner Organisation:	-
Time slot:	1 st Call deadline: Jun-Aug 2023
Duration:	Webinar: ca. 2 hours One-to-one: ca. 1.5 hours per winner SME
Type:	Group & Individual Training
Number of possible participants:	Webinar: ca. 50 (2 per winner SME) Individual Training: B2B with each winner SME
Target group:	TOP 50

Description:

The training on branding shall empower the winner SMEs to generate awareness about the benefits of their innovation towards potential users, customers, or investors and to prepare market uptake. A good branding is the basic to develop a good investor pitch. The workshop will be done in two stages:

Stage 1: a webinar

A webinar on how to build a brand. This includes to develop a product and brand strategy both towards customers and internally to employees, to develop a brand identity and to develop a brand marketing through a strategic communication strategy.

Stage 2: individual training on branding

Each of the TOP 50 winner SMEs Projects will be asked to develop an own brand ID and strategy communication plan that will be reviewed by the branding trainer. This service will be delivered in form of an online webinar and online B2B meetings between trainer and winner SME.

BUSINESS SUPPORT SERVICE #6 Internationalisation

Responsible Organisation:	MARITIMES CLUSTER NORDDEUTSCHLAND (DE)
Partner Organisation:	CTLV (LV), CKR (PL), CMAB (DE), HIE (UK), IOC (IS), MAI (DE), MCN (DE), MNU (NO)
Time slot:	1 st Call deadline: Jun-Aug 2023
Duration:	Webinar: ca. 3 hours One-to-one: ca. 1.5 hours per winner SME
Type:	Group & Individual Support
Number of possible participants:	Webinar: ca. 50 (2 per winner SME) Individual Support: B2B with each winner SME
Target group:	TOP 50

Description:

The training on internationalisation shall support winner SMEs to access opportunities for internationalisation in terms of participation to events within the GreenOffshoreTech community and beyond (e.g. international trade fairs, etc). The workshop will be done in two stages:

Stage 1:

A webinar on most relevant events for collaborations and to reach out to potential users and customers for each of the TOP 50 winner SMEs

Stage 2:

Each of the TOP 50 winner SMEs Projects will have the opportunity to get support by their local cluster organization to participate in one of the relevant events. Note, the support does not cover the actual event fee.

Additional Service:

A GreenOffshoreTech Event Catalogue with a description and link to the most relevant events (international, national, and regional) related to the GreenOffshoreTech Topics.

BUSINESS SUPPORT SERVICE #7 Investor pitching

Responsible Organisation:	CLEANTECH LATVIA (LV)
Partner Organisation:	HIE (UK), MNU (NO), SCA (NO).
Time slot:	1 st Call deadline: Jun-Aug 2023
Duration:	Stage 1: One day Stage 2: One-to-one: ca. 1.5 hours Stage 3: One-to-one: ca. 1.5 hours
Type :	Group & Individual Training
Number of possible participants:	Group Training: ca. 50 (2 per winner SME) Individual Training: B2B with each winner SME
Target group:	TOP 50

Description:

The investor pitching training shall empower the winner SMEs to raise external finance from private investors, venture capital or corporate funds in our planned Investor rounds (BUSINESS SUPPORT SERVICE #8) and beyond GreenOffshoreTech. This includes strengthening their understanding of investor's interest and communication skills to get investor's confidence. The investor pitching training will focus on how to pitch the SMEs Projects to get investors, angels, partners, or customers interested in the brilliant idea. It will comprises both group and individual training and will be executed in three stages:

Stage 1: A webinar on how to perfect investor pitches. In the webinar winner SMEs will learn more about how investors identify an investment opportunity, the must-haves to get investors' confidence, how to prepare a pitch, and valuable tips on how to make the pitch from good to amazing. Must-haves include are: ability to recruit, a skilled team, underlying market growth, a scalable business model, a solid financial plan and long-term value. Key questions when preparing a pitch are: what are you selling, what are your customers, why should they pay for it. Key to win pitches are: great communication skills to engage with the investors

Stage 2: Preparation of pitches: Each winner SME will be asked and guided to prepare an own investor pitch training.

Stage 3: Life pitching of SMEs Projects: Each winner SME will live present its pitch to a small jury consistent of pitch trainer, business coach and two more experts of the GreenOffshoreTech consortium. The winner will receive feedback to her/his pitch and guidance for further improvements.

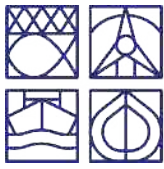
BUSINESS SUPPORT SERVICE #8 Investor rounds

Responsible Organisation:	MOSSEREGIONENS NAERINGSUTVIKLING (NO) MARITIMES CLUSTER NORDDEUTSCHLAND (DE)
Partner Organisation:	BAL (DE), CTLV (LV), CKR (PL), CMAB (DE), HIE (UK), IOC (IS), MAI (DE), MEERI (PL), MNU (NO), SCA (NO).
Time slot:	1 st Call deadline: Aug 2023
Duration:	One day
Type:	Investor Pitching Event
Number of possible participants:	Ca. 50 (2 per winner SME)
Target group:	TOP 50

Description:

The winner SMEs can present their investor pitches to real private investors. The investment rounds shall give the winner SMEs a real opportunity to raise external finance from private investors, venture capital or corporate investors. The investor pitches will also be published on the GreenOffshoreTech Cluster Collaboration Platform.

Potential investors will be invited to the platform by the clusters and their members based on their investment profile. This allows a continuous presentation of different business cases and networking with potential private investors. After successful matches, B2B meetings (investor & winner SME) will be organised.



1.3 TEMPLATE - APPLICATION FORM



**Green
Offshore
Tech**

TURN GOOD IDEAS INTO BUSINESS

Making Offshore production and transport
green, clean and sustainable

OPEN CALL #1

APPLICATION FORM

(Template, version 1.4, 03.04.2022)



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 101005541. This document reflects only the author's view and the Commission is not responsible for any use that may be made of the information it contains.

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HISTORY OF CHANGES

Version	Date	Changes
1.4	03.04.2022	First version published 6 April 2022 for OPEN CALL #1. (APPROVED by GreenOffshoreTech Coordinator [HBP, MNU])

ABBREVIATIONS

KET	Key Enabling Technologies
SME	Small and Medium-sized Enterprises
TLR	Technology Readiness Level

GLOSSARY

Key Enabling Technologies: In the context of GreenOffshoreTech, this comprises advanced materials, advanced manufacturing, Industry 4.0, digitalization, environmental technologies (e.g., waste management, water management, recycling, circular economy).

Offshore sectors: In the context of GreenOffshoreTech, this comprises offshore wind, offshore aquaculture, offshore oil & gas, waterborne transport.

Technology Readiness Level (TRL):

- 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)

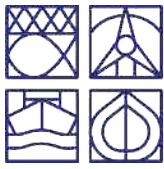
1 PART A – Administrative Information

1.1 Project info

PROJECT INFO	
Project acronym	
Project title	
Keywords (up to 10)	
Offshore sector to be addressed <i>Please select one or more:</i> <ul style="list-style-type: none"> - Offshore wind energy - Offshore aquaculture - Offshore oil and gas - Waterborne transport 	
Key Enabling Technology to be used <i>Please select one or more:</i> <ul style="list-style-type: none"> - Advanced materials - Advanced Manufacturing - Industry 4.0/digitalisation - Environmental technologies 	
TOPIC to be addressed <i>Please select one or more:</i> <ul style="list-style-type: none"> - Topic 1 - Topic 2 - Topic 3 - Topic 4 	

1.2 SME Applicant details

APPLICANT	
Organization type <i>Please select:</i> 1. SME 2. Start-up or Would-be entrepreneur	
Organization legal name	
Place of establishment (Street and number)	
Place of establishment (Postal code and town)	
Established in a GreenOffshoreTech REGION <i>Please select:</i> <ul style="list-style-type: none"> • Germany: Bremen • Germany: Hamburg • Germany: Hannover • Germany: Lüneburg • Germany: Mecklenburg-Vorpommern • Germany: Oberbayern • Germany: Schleswig-Holstein • Germany: Schwaben • Germany: Weser-Ems • Iceland: Iceland (entire country) • Latvia : Latvia (entire country) • Norway: Viken • Poland: Mazowieckie • Poland: Świętokrzyskie • Portugal: Norte • United Kingdom: Scotland OTHER: <ul style="list-style-type: none"> • Other region 	
Member of a GreenOffshoreTech CLUSTER <i>Please select:</i> GERMANY: <ul style="list-style-type: none"> • Maritime Cluster Norddeutschland • MAI Carbon • Cluster Mechatronik & Automation management ICELAND: <ul style="list-style-type: none"> • Iceland Ocean Cluster LATVIA: <ul style="list-style-type: none"> • CLEANTECH LATVIA NORWAY: <ul style="list-style-type: none"> • Viken Technology Cluster 4.0 	



POLAND: <ul style="list-style-type: none">• Waste Management Recycling Cluster PORTUGAL: <ul style="list-style-type: none">• FORUM OCEANO – ASSOCIACAO DA ECONOMIA DO MAR	
Core business	
Number of employees before the project (FTE)	
Turnover before the project (€)	
Main contact person – First name	
Main contact person – Last name	
Main contact person – Phone	
Main contact person – Email	
Second contact person – First name	
Second contact person – Last name	
Second contact person – Phone	
Second contact person – Email	

1.3 SME co-Applicant (if applicable)

CO-APPLICANT	
Organization type <i>Please select:</i> 1. SME 2. Start-up or Would-be entrepreneur	
Organization legal name	
Place of establishment (Street and number)	
Place of establishment (Postal code and town)	
Established in a GreenOffshoreTech REGION <i>Please select: same as in section 1.2</i>	
Member of a GreenOffshoreTech CLUSTER <i>Please select: same as in section 1.2</i>	
Core business	
Number of employees before the project (FTE)	
Turnover before the project (€)	
Main contact person – First name	
Main contact person – Last name	
Main contact person – Phone	
Main contact person – Email	
Second contact person – First name	
Second contact person – Last name	
Second contact person – Phone	
Second contact person – Email	

1.4 Project partner (s) not requesting funding (if applicable)

Project partner (s) not requesting funding	
Organization type <i>Please select:</i> 1. SME 2. Start-up or Would-be entrepreneur 3. Large enterprise 4. Research organization 5. Other	
Organization legal name	
Place of establishment (Street and number)	
Place of establishment (postal code and town)	
Established in a GreenOffshoreTech REGION <i>Please select: same as in section 1.2</i>	
Member of a GreenOffshoreTech CLUSTER <i>Please select: same as in section 1.2</i>	
Core business	

Project partner (s) not requesting funding	
Organization type <i>Please select:</i> 1. SME 2. Start-up or Would-be entrepreneur 3. Large enterprise 4. Research organization 5. Other	
Organization legal name	
Place of establishment (Street and number)	
Place of establishment (postal code and town)	
Established in a GreenOffshoreTech REGION <i>Please select: same as in section 1.2</i>	
Member of a GreenOffshoreTech CLUSTER <i>Please select: same as in section 1.2</i>	
Core business	

2 PART B - PROJECT PROPOSAL (maximal 10 pages)

IMPORTANT: The entire PART B should not exceed 10 pages (including figures, photos, tables, and explanatory notes in green). Keep the format (Calibri 11, single space, margins). Given page numbers per sub-section are only indications and not mandatory to keep.

NOTE: Project proposals exceeding 10 pages will be ineligible, not evaluated and disqualified for receiving funding.

Project publishable summary (ca. 1/3 page)

A short description of the project (objectives and expected outcome, highlighting the cross-sectoral aspect).

2.1 INNOVATION POTENTIAL (ca. 2-3 pages)

2.1.1 Soundness of the concept

Short description of the objectives of your innovation project and expected outcomes. Describe how your proposed innovation aims at exploring the new market or business opportunities in the Blue Economy, which Call Topic does it address, which problem or challenge does it solve.

2.1.2 Novelty of the product, service or process proposed

Short description of the novelty of your product, service or process in the light of beyond state-of-the art (e.g. ground-breaking objectives, novel concepts, and novel approaches), compared to known commercial solutions and/or competitors.

2.1.3 Added value of the innovation

Short description with focus on cost savings, quality/reliability, efficiency gains, environmental benefits, safety benefits, or industrial modernization.

2.2 TECHNICAL EXCELLENCE (ca. 2-3 pages)

2.2.1 Technology readiness level (TRL) – current stage

Short description of current stage of TRL in both origin and targeted sector. If appropriate, mention key milestone (e.g. lab trials, prototype, field trials, other R&D projects, or similar) that led to the current stage.

2.2.2 Technology readiness level (TRL) – targeted in this project

Short description of planned technical activities to achieve targeted TRL within this project.

2.2.3 Technical approach for this project

*Short description of the methodology to be followed during the project considering the following mandatory deliverables in PHASE 2: A Prototype (**D3, due after 7 months**) to validate your project idea and corresponding Design description (**D2, due after 2 months**). If applicable, describe the role of other project partners. If applicable, describe the reason for subcontracting, activities to be done by the subcontractor, and the percentage of the subcontracting work .*

2.3 IMPACT (ca. 2-3 pages)

2.3.1 Addressing challenges in the targeted Offshore sectors

*Contribution to address the challenges/needs of the **users or customers** in the targeted Offshore sectors (i.e., offshore wind, offshore aquaculture, offshore oil & gas, waterborne transport).*

2.3.2 Environmental impact

Contribution to reduce environmental impact, increase sustainability, and adopt EU's Green Deal towards a resource-efficient Sustainable Blue Economy.

2.3.3 Deployment of Key Enabling Technologies (KETs)

Contribution to the deployment of Key Enabling Technologies (KETs) and industrial modernization in the Blue Economy.

2.3.4 Cross-sectoral and cross-regional innovation

*Contribution to develop **cross-sectoral** and **cross-regional** ideas/projects of new products, services, or processes*

2.3.5 Other impact (not already covered above)

*For example, contribution to **regional development priorities** or rural development*

2.3.6 Strengthening the competitiveness and growth of SMEs

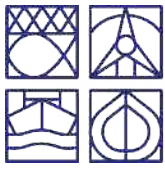
Short description of expected growth potential of your company in terms of market size, sales, profit, turnover, employment.

2.3.7 Enhancing the innovation capacity of SMEs

Explain key knowledge (Intellectual Property) items and who owns them (e.g., patent applications, design applications trademark applications). Short description of your strategy for the commercialization of the project results (e.g., own commercialization or licensing; need for corporations (e.g., tech support, support for testing, suppliers, distributors, potential end-users or customers).

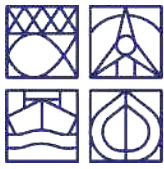
2.3.8 Capacity of your SME and team

Capacity of your SME and team to carry out the proposed work in terms of knowledge, technological and business expertise, and a plan to acquire missing competences. Which of the offered GreenOffshoreTech Business Support Services are most relevant for your company?



2.3.9 Project budget and planned subcontracting

Present a brief budget - describe how you will use the grant in each Phase of the project and any planned subcontracting as a percentage of the total budget . Remember that planned subcontracting should not exceed 50% of the planned activities for each Phase. Please note that the maximum amount that each project can receive is €60k in total (Phase 1: max. 5.000€; Phase 2: max. 45.000€; Phase 3: max. 10.000€)



1.4 TEMPLATE - DECLARATION OF HONOUR



**Green
Offshore
Tech**

TURN GOOD IDEAS INTO BUSINESS

Making Offshore production and transport
green, clean and sustainable

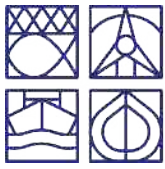
OPEN CALL #1

DECLARATION OF HONOUR FOR APPLICANTS

(Template, version 1.4, 03.04.2022)



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HISTORY OF CHANGES

Version	Date	Changes
1.4	03.04.2022	First version published 6 April 2022 for OPEN CALL #1. (APPROVED by GreenOffshoreTech Coordinator (HBP, MNU))

*This DECLARATION OF HONOUR must be filled out and signed by the legal representative of the applying SME. A scan of the signed DECLARATION OF HONOUR must be uploaded and submitted as PDF file together with the APPLICATION FORM on the **GreenOffshoreTech Proposal Platform** (see **GUIDE FOR APPLICANTS**).*

DECLARATION OF HONOUR FOR APPLICANTS

Proposal acronym:

On behalf of
(Legal company name)

established in.....
(Legal company address),

SME VAT¹ number.....

represented for the purposes of signing and submitting the proposal and the Declaration of Honour

by
(Name of legal representative, position in the company)

I. As a legal representative of the Legal person submitting this proposal, **I declare:**

- 1) I have the legally binding authorisation of the above-mentioned SME for submitting this proposal;
- 2) the legal status of the above-mentioned company is SME as defined in Commission Recommendation 2003/361/EC. Definition here:

http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

II. **I declare** that the Legal person, that I represent:

- 1) Is not **bankrupt** or being wound up, nor having its affairs administered by the courts or has entered into an arrangement with creditors or has suspended business activities or 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;

¹ VAT is mandatory during the contract preparation. Failure providing of a valid VAT of the specific SME will result in automatic rejection of the proposal.

- 2) has not been convicted of an **offence** concerning their professional conduct by a judgment which has the force of res judicata;
- 3) has not been guilty of grave professional **misconduct** proven by any means which the VAT is mandatory during the contract preparation. Failure providing of a valid VAT of the specific SME will result in automatic rejection of the proposal. contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- 4) complies 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;
- 5) no 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;
- 6) is not 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. **I declare** that the natural persons with power of representation, decision-making or control over the above-mentioned SME are not in the situations referred to in 1) to 6) above;

IV. **I certify** that the above-mentioned SME:

- 1) has not made false declarations in supplying the **information** required, as a condition of participation in the Open Call or does not fail to supply this information;
- 2) is **committed** to participate in the abovementioned project;
- 3) has the necessary resources as and when needed to carry out its involvement in the above-mentioned project.

.....
(Place)

.....
(Date)

.....
(Full name in capital letters)

.....
(Signature)

.....
(Stamp, if available)



1.5 TEMPLATE - SME DECLARATION



**Green
Offshore
Tech**

TURN GOOD IDEAS INTO BUSINESS

Making Offshore production and transport
green, clean and sustainable

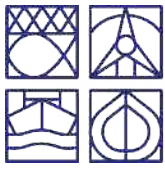
OPEN CALL #1

**SME DECLARATION
FOR APPLICANTS**

(Template, version 1.4, 03.04.2022)



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HISTORY OF CHANGES

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SME DECLARATION

I. IDENTIFICATION OF THE APPLICANT ENTERPRISE

Legal name of the Applicant enterprise	
Legal address	
Registration number	
VAT number	
Name of Legal representative	
Title of Legal representative	

I. TYPE OF ENTERPRISE (see explanatory note)

Tick to indicate which case(s) applies to your Applicant enterprise:

<input type="checkbox"/>	Autonomous enterprise	In this case, fill in this declaration only (without any annexes) . In this case, the data filled in the box below (BOX 1) result from the accounts of the Applicant enterprise only .
<input type="checkbox"/>	Partner enterprise	In this case, fill in and attach the ' Annex to the SME Definition ' for calculation of the share by Partner and/or Linked enterprises (and any additional sheets, Annex A, Annex B). Then copy the results of the calculation into the box below (BOX 1).
<input type="checkbox"/>	Linked enterprise	In this case, the data filled in the box below (BOX 1) result from the accounts of the Applicant enterprise including its share by Partner and/or Linked enterprises .

II. CATEGORY OF THE APPLICANT ENTERPRISE

Calculated according to Article 6 of the Annex to the Commission Recommendation 2003/361/EC¹ on the SME definition.

BOX 1 - Data used to determine the category of the applicant enterprise

Data used	Year*	Year-1	Year-2
Year	2021	2020	2019
Annual Turnover (EUR)			
Balance sheet total (EUR)			
Number of employees (AWU)			

* year. All data must be relating to the **last approved** accounting period and calculated on an annual basis. In the case of newly established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made in the course of the financial year

¹ <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>

III. ANY FORESEEN CHANGES OF THE COMPANY STATUS

I declare that compared to the previous accounting period there is a change regarding the data, which could result in a change of category of the applicant enterprise (micro, small, medium-sized or big enterprise).

Yes*	
No	

*Compared to the previous accounting period there is a change regarding the data, which could result in a change of category of the applicant enterprise (micro, small, medium-sized or big enterprise).

SIGNATURE:

Name and position of the signatory, being authorised to represent the Applicant enterprise:

Name of Legal representative: _____

Position of Legal representative: _____

I declare on my honour the accuracy of this declaration and of any annexes thereto.

I declare that the Applicant enterprise is an SME as defined in the EU Recommendation 2003/361/EC².

Date: _____ Place: _____

Signature of Legal representative: _____

Stamp of the organisation (if available):

² <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>

SME Definition:

Small and Medium-sized Enterprises (SMEs) is made up of enterprises:

- ✓ which employ fewer than 250 persons and
- ✓ which have an annual turnover not exceeding EUR 50 million,
- ✓ **and/or** an annual balance sheet total not exceeding EUR 43 million.'

IMPORTANT: If the enterprise is part of a group of Linked and/or Partner enterprises the above thresholds apply to the group as a whole.

A. EXPLANATORY NOTE ON THE TYPES OF ENTERPRISES TAKEN INTO ACCOUNT FOR CALCULATING THE HEADCOUNT AND THE FINANCIAL AMOUNTS

- I. TYPES OF ENTERPRISES
- II. THE HEADCOUNT AND THE ANNUAL WORK UNITS³

I. TYPES OF ENTERPRISES

The definition of an **SME**⁴ distinguishes three types of enterprise, according to their relationship with other enterprises in terms of holdings of capital or voting rights or the right to exercise a **dominant influence**⁵.

Type 1: Autonomous Enterprise:

This is by far the most common type of enterprise.

It applies to all enterprises which are not one of the two other types of enterprise (partner or linked).

An applicant enterprise is autonomous if it:

- does not have a **holding of 25%**⁶ or more in any other enterprise,
- and is **not 25%³ or more owned by** any enterprise or public body or jointly by several linked enterprises or public bodies, apart from **some exceptions**,
- and does not draw up consolidated accounts and is not included in the accounts of an enterprise which draws up consolidated accounts and is thus **not a linked enterprise**⁷.

Exceptions: see below 'Partner enterprise'

³ Definition, Article 5.

⁴ Henceforth in the text, the term "Definition" refers to the Annex to Commission Recommendation 2003/361/EC on the definition of SMEs.

⁵ Definition, Article 3

⁶ In terms of the share of the capital or voting rights, whichever is higher is applied. To this percentage should be added the holding in that same enterprise of each enterprise, which is linked to the holding company (Definition, Article 3 paragraph 2)

⁷ If the registered office of the enterprise is situated in a Member State which has provided for an exception to the requirement to draw up such accounts pursuant to the Seventh Council Directive 83/349/EEC of 13 June 1983, the enterprise should nevertheless check specifically whether it does not meet one or other of the conditions laid down in Article 3 paragraph 3 of the Definition.

- There are also some very rare cases in which an enterprise may be considered linked to another enterprise through a person or a group of natural persons acting jointly (Definition, Article 3 paragraph 3).
- Conversely, there are very few cases of enterprises drawing up consolidated accounts voluntarily, without being required to do so under the Seventh Directive. In that case, the enterprise is not necessarily linked and can consider itself only a partner.

To determine whether the enterprise is linked or not, in each of the three situations it should be checked whether or not the enterprise meets one or other of the conditions laid down in Article 3 paragraph 3 of the Definition, where applicable through a natural person or group of natural persons acting jointly.

Type 2: Partner Enterprise:

This type represents the situation of enterprises which establish major financial partnerships with other enterprises, without the one exercising effective direct or indirect control over the other. Partners are enterprises which are not autonomous, but which are not linked to one another.

The applicant enterprise is a **partner** of another enterprise if:

- it has a holding or voting rights **equal to or greater than 25%** in the other enterprise, or the other enterprise has a holding or voting rights equal to or greater than 25% in the applicant enterprise, the enterprises are not linked enterprises within the meaning defined below, which means, among other things, that the voting rights of one in the other do not exceed 50%,
- and the applicant enterprise does not draw up consolidated accounts which include the other enterprise by consolidation and is not included by consolidation in the accounts of the other enterprise or of an enterprise linked to it⁵.

Exceptions –still being ‘autonomous’

An enterprise may be ranked as autonomous, and thus as not having any partner enterprises, even if this 25 % threshold is reached or exceeded by the following investors, provided that those investors are not linked, within the meaning of paragraph 3, either individually or jointly to the enterprise in question:

- (a) **public investment corporations, venture capital companies, individuals or groups of individuals** with a regular venture capital investment activity who invest equity capital in unquoted businesses (**‘business angels’**), provided the total investment of those business angels in the same enterprise is less than EUR 1,250,000;
- (b) **universities or non-profit research centres;**
- (c) **institutional investors, including regional development funds;**
- (d) **autonomous local authorities** with an annual budget of less than EUR 10 million and fewer than 5,000 inhabitants.

Type 3: Linked Enterprise

This type corresponds to the economic situation of enterprises which form a group through the direct or indirect control of the majority of the voting rights (including through agreements or, in certain cases, through natural persons as shareholders), or through the ability to exercise a dominant influence on an enterprise. Such cases are thus less frequent than the two preceding types.

In order to avoid difficulties of interpretation for enterprises, the Commission has defined this type of enterprise by taking over – wherever they are suitable for the purposes of the Definition – the conditions set out in Article 1 of Council Directive 83/349/EEC on consolidated accounts⁸, which has been applied for many years.

An enterprise thus generally knows immediately that it is linked, since it is already required under that Directive to draw up consolidated accounts or is included by consolidation in the accounts of an enterprise which is required to draw up such consolidated accounts.

The only two cases, which are however not very frequent, in which an enterprise can be considered linked although it is not already required to draw up consolidated accounts, are described in the first two indents of endnote 5 of this explanatory note. In those cases, the enterprise should check whether it meets one or other of the conditions set out in Article 3 paragraph 3 of the Definition.

⁸ Seventh Council Directive 83/349/EEC of 13 June 1983, based on Article 54(3)(g) of the Treaty and concerning consolidated accounts (OJ L 193, 18/7/1983, p. 1), as last amended by Directive 2001/65/EC of the European Parliament and of the Council (OJ L 283, 27/10/01, p. 28).

II. THE HEADCOUNT AND THE ANNUAL WORK UNITS⁹

The headcount of an enterprise corresponds to the number of annual work units (AWU).

Who is included in the headcount?

- the employees of the applicant enterprise,
- persons working for the enterprise being subordinate to it and considered to be employees under national law,
- owner-managers,
- partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract are not taken into account in the headcount.

How is the headcount calculated?

One AWU corresponds to one person who worked full-time in the enterprise in question or on its behalf during the entire reference year. The headcount is expressed in AWUs.

The work of persons, who did not work the entire year, or who worked part-time - regardless of its duration - and seasonal work is counted as fractions of AWU.

The duration of maternity or parental leaves is not counted.

SME Definition - User Guide 2020

<https://ec.europa.eu/docsroom/documents/42921>

(in various languages: English, German, Polish, Portuguese)

- **SME Definition easy explained & good calculation examples** -

SME self-assessment Tool

https://ec.europa.eu/growth/tools-databases/SME-Wizard/smeq.do;SME_SESSION_ID=CSRbvzbiNBfmwvcsX4-qzgoaoJXH6G7d815rqQE3ROE1vf0aZ4M!2069433600?execution=e1s1

This is an IT-tool with a questionnaire (like the once to be answered in this template) which you can use to determine whether your organisation qualifies as a small and medium-sized enterprise.

⁹ Definition, Article 5.

ANNEX TO THE SME DECLARATION

CALCULATION FOR THE PARTNER AND/OR LINKED ENTERPRISES

1. Annexes to be enclosed if necessary:

- **Annex A – Applicant’s Partner enterprises**
if the applicant enterprise has at least one partner enterprise (and any additional sheets)
- **Annex B – Applicant’s Linked enterprises**
if the applicant enterprise has at least one linked enterprise (and any additional sheets)

2. Calculation for the partner or linked type of enterprise (see explanatory note)

BOX 2 - Data used to determine the category of the applicant enterprise
(including calculation for Partner and/or Linked enterprises)

	Number of employees (AWU)	Annual turnover (EUR)	Balance sheet total (EUR)
1. Applicant enterprise Data ¹⁰ of the applicant enterprise (only) or consolidated accounts (copy data from BOX B1 in Annex B ¹¹).			
2. Partner enterprises Proportionally aggregated data of all Partner enterprises (if any) (copy data from BOX A in Annex A)			
3. Linked enterprises Added up data of all linked enterprises (if any) – if not included by consolidation in line 1 (copy data from BOX B2 in Annex B)			
TOTAL for the Applicant enterprise			
Reference period (last approved accounting period; Year):			

The data entered in the "**TOTAL**" row of the above table should be entered in the **BOX 1 "Data used to determine the category of enterprise"** in the **SME declaration** (see page 1 of this document).

¹⁰ All data must be relating to the last approved accounting period and calculated on an annual basis. In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made in the course of the financial year (Definition, Article 4).

¹¹ The data of the enterprise, including the headcount, are determined on the basis of the accounts and other data of the enterprise or, where they exist, the consolidated accounts of the enterprise, or the consolidated accounts in which the enterprise is included through consolidation.

ANNEX A – Applicant’s Partner enterprises

For each enterprise for which a ‘**PARTNERSHEET**’ has been completed (**one sheet for each partner enterprise** of the applicant enterprise and for **any partner enterprises of any linked enterprise, of which the data is not yet included in the consolidated accounts of that linked enterprise**), the data in the ‘partnership box’ in question should be entered in the summary table below:

BOX A – All Partner enterprises (proportional results)

Partner enterprise (name / identification)	Percentage (%)	Number of employees (AWU)	Annual turnover (EUR)*	Balance sheet total (EUR)*
1.				
2.				
3.				
4.				
5.				
6.				
...				
TOTAL (all Partner enterprises)				

* Attach sheets or expand the present table, if necessary

Reminder:

This data is the **result of a proportional calculation** done on the ‘**PARTNERSHIP SHEET**’ for each direct or indirect partner enterprise.

The data entered in the "**TOTAL**" row of the above table should be entered in **BOX 2** of the ‘**Annex to the SME declaration**’ (row: ‘2. Partner enterprises’; see page 6 of this document).

PARTNERSHIP SHEET

(one sheet for each partner)

1. Precise identification of the Partner enterprise

Legal name of the Partner enterprise	
Legal address	
Registration number	
VAT number	
Names and titles of principle(s) director(s) ¹²	

2. Raw data regarding that Partner enterprise

	Number of employees (AWU)	Annual turnover (EUR)	Balance sheet total (EUR)
Raw data			
Reference period (last approved accounting period; Year):			

Reminder: These raw data are derived from the accounts and other data of the partner enterprise, consolidated if they exist. To them are added 100% of the data of enterprises which are linked to this partner enterprise unless the accounts data of those linked enterprises are already included through consolidation in the accounts of the partner enterprise¹³. If necessary, add “**LINKAGE SHEETS**” for the enterprises which are not yet included through consolidation.

3. Proportional calculation

a) Precisely indicate the holding¹⁴ of the enterprise drawing up the declaration (or of the linked enterprise via which the relation to the partner enterprise is established) in the partner enterprise to which this sheet relates:

.....
.....

Also indicate the holding of the partner enterprise to which this sheet relates in the enterprise drawing up the declaration (or in the linked enterprise):

.....
.....

b) The higher of these two holding percentages should be applied to the raw data entered in the previous box. The results of this proportional calculation should be given in the following table:

Partnership box – Proportional results
(These data should be entered in **Box A** in **Annex A**)

Percentage	Number of employees (AWU)	Annual turnover (EUR)	Balance sheet total (EUR)
%			

¹²Chairman (CEO), Director-General or equivalent

¹³Definition, Article 6 paragraph 3, first sub-paragraph

¹⁴ In terms of the share of the capital or voting rights, whichever is higher. To this holding should be added the holding of each linked enterprise in the same enterprise (Definition, Article 3 paragraph 2 first sub-paragraph).

ANNEX B – Applicant’s Linked enterprises

1. Determine the case applicable to the Applicant enterprise

<input type="checkbox"/>	Case 1 (use result of BOX B1)	The Applicant enterprise draws up consolidated accounts or is included by consolidation in the consolidated accounts of another enterprise.
<input type="checkbox"/>	Case 2 (use result of BOX B2)	The Applicant enterprise or one or more of the Linked enterprises do not establish consolidated accounts or are not included in the consolidated accounts.

Please note: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and their other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation¹⁵.

2. Case 1 - Calculation method

In case 1: the consolidated accounts serve as the basis for the calculation. Fill in Box B1 below.

BOX B1 – Linked enterprises (case 1)

	Number of employees (AWU) (*)	Annual turnover (EUR)	Balance sheet total (EUR)
TOTAL (all Linked enterprises – case 1)			
Reference period (last approved accounting period; Year):			

* Where in the consolidated accounts no headcount data appears, the calculation of it is done by adding the data from the enterprises to which the enterprise in question is linked.

The data entered in the "TOTAL" row of the above table should be entered in **BOX 2** of the ‘Annex to the SME declaration’ (row: ‘1. Linked enterprises’; see page 6 of this document).

Identification of the enterprises included through consolidation

Legal name of Linked enterprise	Legal address	Registration & VAT number	Names and titles of the principal director(s)*
A.			
B.			
C.			
D.			
...			

* Chairman (CEO), Director-General or equivalent

Important: Partner enterprises of such a linked enterprise, which are not yet included through consolidation, are treated like direct partners of the applicant enterprise. Their data and a ‘partnership sheet’ should therefore be **added in Annex A**.

¹⁵ Definition, Article 6 paragraph 3, second sub-paragraph

3. Case 2 - Calculation method

In case 2: For each linked enterprise (including links via other linked enterprises), complete a "**linkage sheet**" and simply add together the accounts of all the linked enterprises by filling in **Box B2** below.

BOX B2 – Linked enterprises (case 2)

Legal name of Linked enterprise	Number of employees (AWU)	Annual turnover (EUR)	Balance sheet total (EUR)
1. (*)			
2. (*)			
3. (*)			
...			
TOTAL (all Linked enterprises – case 2)			

* Attach one "**LINKAGE SHEET**" per enterprise

The data entered in the "**TOTAL**" row of the above table should be entered in **BOX 2** of the '**Annex to the SME declaration**' (row: '3. Linked enterprises'; see page 6 of this document).

LINKAGE SHEET

(only for linked enterprises not included by consolidation in BOX B; one sheet for each linked partner)

1. Precise identification of the Linked enterprise

Legal name of the Linked enterprise	
Legal address	
Registration number	
VAT number	
Names and titles of principle(s) director(s) ¹⁶	

2. Data on the Linked enterprise

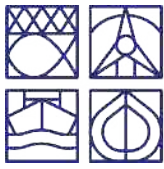
	Number of employees (AWU)	Annual turnover (EUR)	Balance sheet total (EUR)
Total			
Reference period (last approved accounting period; Year):			

These data should be entered in **BOX B2 (Linked enterprises, case 2)** in **Annex B**.

Important: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and their other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation¹⁷.

Such partner enterprises are treated like direct partner enterprises of the applicant enterprise. Their data and a 'partnership sheet' have therefore to be added in **Annex A**.

¹⁷ If the data of an enterprise are included in the consolidated accounts to a lesser proportion than the one determined under Article 6 paragraph 2, the percentage rate according to that article should be applied (Definition, Article 6 paragraph 3, second sub-paragraph).



1.6 TEMPLATE - ACKNOWLEDGE OF RECEIPT



**Green
Offshore
Tech**

TURN GOOD IDEAS INTO BUSINESS

Making Offshore production and transport
green, clean and sustainable

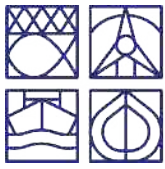
OPEN CALL #1

**ACKNOWLEDGE OF RECEIPT
FOR APPLICANTS**

(Template, version 1.4, 03.04.2022)



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 101005541. This document reflects only the author's view and the Commission is not responsible for any use that may be made of the information it contains.



HISTORY OF CHANGES

Version	Date	Changes
1.4	03.04.2022	First version published 6 April 2022 for OPEN CALL #1. (APPROVED by GreenOffshoreTech Coordinator (HBP, MNU))

ACKNOWLEDGE OF RECEIPT

Each SME APPLICANT will automatically receive following automatic email reply when submitting its APPLICATION on the GreenOffshoreTech Proposal Platform:

Dear [NAME OF APPLICANT],

Thank you for the submission of your proposal on the "GreenOffshoreTech - Proposal Platform" website.

Call for proposal: [OPEN CALL #1]

Your proposal identifier is: [PROPOSAL ID]

Proposal submission date: [DATE OF SUBMISSION]

You can update, or revoke your submission until: [DATE OF SUBMISSION DEADLINE; 17:00h]

--

GreenOffshoreTech - Proposal platform - Technical secretariat
c/o BALance Technology Consulting GmbH Contrescarpe 33, 28203 Bremen, Deutschland
Fon +49 421 33 517 0,
Fax +49 421 33 517 11
URL: <http://www.bal.eu>

Managing Partners:

Dr. Reinhard Ahlers, Joachim Brodda, Markus Lehne Trade Register: Bremen HRB 16830

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1.7 FREQUENTLY ASKED QUESTIONS (FAQ)



**Green
Offshore
Tech**

TURN GOOD IDEAS INTO BUSINESS

Making Offshore production and transport
green, clean and sustainable

OPEN CALL #1

FREQUENTLY ASKED QUESTIONS FOR APPLICANTS

(Version 1.4, 03.04.2022)



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 101005541. This document reflects only the author's view and the Commission is not responsible for any use that may be made of the information it contains.

HISTORY OF CHANGES

Version	Date	Changes
1.4	03.04.2022	First version published 6 April 2022 for OPEN CALL #1. (APPROVED by GreenOffshoreTech Coordinator (HBP, MNU))

FREQUENTLY ASKED QUESTIONS

1. What is GreenOffshoreTech fund?

GreenOffshoreTech initiative is a fund based in the attribution of Vouchers to foster the deployment of key enabling technologies and environmental technologies in the emerging sectors offshore wind energy and offshore aquaculture, and the established sectors offshore oil & gas and waterborne transport.

2. What is the aim of this Open Call?

The GreenOffshoreTech Consortium will organise **two Open Calls** (two cut-off deadlines) with the aim to support and fund at least **100 SME-driven Innovation Projects**. The total GreenOffshoreTech budget to fund SME-driven Innovation Projects is **€3 million**. The available budget per call is 1.5 M EUR. The GreenOffshoreTech Consortium reserves the right not to award all available funds or to transfer them to call 2, depending on the proposals received and the results of the evaluation. The selected SME-driven Innovation Project will receive direct funding of **up to €60.000 as a lump sum**; means with no need to report costs. In addition to the financial support, each selected SME-driven Innovation Project will be supported by tailored **Business Support Services** and an **Open Space for Innovation** to enable **cross-sectoral and cross-border collaborations**, to ease new market access, and to accelerate the market uptake.

Successful SME applicants will make a contract with the GreenOffshoreTech Consortium.

This is the first Call for Proposal (OPEN CALL #1) with a total available budget of €1.5 million aiming to select and fund **the first 50 SME-driven Innovation Projects**.

3. What is the total amount of direct financial support for SMEs, in this Call?

The total amount of direct financial support for SMEs in this OPEN CALL #1 is 1,5 million of euros.

4. What is the submission deadline?

The submission deadline is July 6, 2022, Wednesday, until 17:00 CET.

5. Will an extension of the proposal submission deadline be possible?

No. The proposals must be submitted until July 6, 2022, Wednesday, until 17:00 CET.

6. How do I apply?

The applications must be submitted digitally using the GreenOffshoreTech Proposal Platform, that can be found following this url: <https://greenoffshoretech.com/call-for-proposals/>. Or simply look at our website (www.greenoffshoretech.com) under CALL FOR PROPOSAL.

7. How many steps does the call have?

This is a one-step call.

8. Who is the target audience for GreenOffshoreTech call?

SMEs working in the area of advanced materials, advanced manufacturing, Industry 4.0, digitalisation, IoT or environmental technologies to provide innovative technology solutions in selected Topics targeting following four Offshore sectors: offshore wind, offshore aquaculture, offshore oil & gas, waterborne transport.

SMEs should be a technology provider or technology adopter/user focusing on following Key Enabling Technologies: advanced materials, advanced manufacturing, Industry 4.0/ digital technologies, environmental technologies.

9. Is there a limitation in the number of actors participating in an application?

GreenOffshoreTech will fund activities of :

- a single SME
- a group of SMEs submitting a single proposal.
- a single SME or a group of SMEs submitting a single proposal together with other innovation actors (e.g. research centres, universities, large companies).

Important : Only one proposal per SME can be selected for funding.

The applying SME organisation must be established and based in one of the GreenOffshoreTech REGIONS in Latvia, Poland, Portugal, Germany, Norway, Iceland, and UK or it is a member of one of the GreenOffshoreTech CLUSTERS.

10. Who may submit the proposals?

The final proposal must be submitted by a SME or Start-up, in the case of partnership projects is the coordinator of the consortium a SME.

11. What are the eligibility criteria of SMEs?

The GreenOffshoreTech innovation vouchers are open to SMEs meeting the following criteria:

- The applicants must be SMEs (Small and Medium-size Enterprise) according to the EU definition (including start-ups, young companies, Public SMEs);
- Applicants must be legal entities established and based in one of the **GreenOffshoreTech REGIONS** in Latvia, Poland, Portugal, Germany, Norway, Iceland, and UK or members of one of the **GreenOffshoreTech CLUSTERS**.
- They must be technology providers or technology adopters/users focusing on the following Key Enabling Technologies: advanced materials, advanced manufacturing, Industry 4.0/digital technologies, environmental technologies/ or adopters/user from the Offshore Sectors : offshore wind, offshore aquaculture, offshore oil and gas, waterborne transport.
- have not been declared bankrupt or have initiated bankruptcy procedures.
- has not been convicted for fraudulent behaviour, other financial irregularities, unethical or illegal business practices.
- are not under liquidation or under difficulty accordingly to the Commission Regulation No 651/2014 art. 2.18.
- Companies revealing economic difficulties only due to the pandemic situation will be analysed and considered even if they provide a negative balance of year 2020/2021.

12. Is a newly registered start-up eligible to apply?

Yes, supporting new innovative companies, even any without audited accounts, is in line with this funding scheme and rules.

13. Can more than one SMEs apply apply?

Yes. According to the rules can apply :

- a group of SMEs
- a single SME together with other innovation actors (e.g. research centres, universities, large companies)
- a group of SMEs together with other innovation actors (e.g. research centres, universities, large companies).

14. Can single SME submit more than one application

No. Each SME may submit only one proposal and may participate in maximum one project, either in the first or second Open Call . Multiple submissions are a disqualify factor. In case an

SME submit more than one proposal, all proposals that they have submitted will be automatically excluded from the evaluation process. The exception is the resubmission of an unaccepted MSP application in the first open call for proposals in the second call.

15. What is the maximum amount of support for the SME?

The maximum amount of direct funding that an SME may receive is EUR 60,000.

16. What support offer GreenOffshoreTech acceleration program:

The innovation support for the SMEs will be financial Vouchers and non-financial Business Support Services.

a) financial support : a 3-phase programme designed for innovation support to SMEs that aims to mature and validate project ideas for the development of new cross-sectorial and cross-border value chains in the previously **selected Topics** targeting offshore applications.

b) non-financial **Business Support Services** : Aiming to enhance the innovation performance of SMEs and to enable access to markets and further external resources and financing through a business and technical supporting framework with **Business Support Services eight:**

- #1 Business & Tech Academy,
- #2 Brokerage & B2B matchmaking events,
- #3 Access to Finance,
- #4 One-to-One Mentoring/Coaching,
- #5 Branding,
- #6 Internationalisation;
- #7 Investor pitching, and
- #8 Investor rounds

Under the first Call for Proposal (OPEN CALL #1) a total of 50 SME-driven Innovation projects will be supported.

17. What support can the SME count on under the program?

- TOP 50 ranked projects will receive a lump sum of €5,000 per project for developing a sound initial business plan that justify the feasibility of the project idea and will receive the basic pool of Business Support Services (#1, #2, #3)
- TOP 25 ranked projects will receive in addition a lump sum of €45,000 per project for developing a prototype to validate the project idea, including its design description and will receive an advanced pool of Business Support Services (#4 to #8).

- BEST 13 projects of the TOP 25 winner projects will receive in addition a lump sum of €10,000 per project for activities related to promotion and exploitation of the project results.

18. Can the SME apply only for one Phase of the acceleration program?

No. Application should apply for all 3 phases of the acceleration program.

19. What are the GreenOffshoreTech Topics that can be funded under this open call?

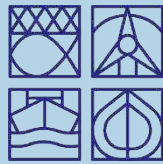
This Call for Proposal funds projects for the development of new sustainable products, processes, or services addressing challenges of one or more of the targeted four offshore sectors:

- offshore wind,
- offshore aquaculture,
- offshore oil & gas,
- waterborne transport.

by using one or more of the 4 key enabling technology sectors -

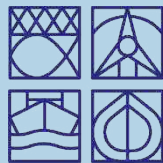
- advanced materials,
- advanced manufacturing,
- Industry 4.0/digital technologies,
- environmental technologies)

Project proposals must address at least **one of the following four topics**. In the topic, the project proposal must address at least **one of the fields**.



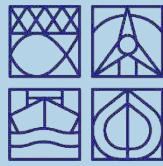
We are looking for projects in the following fields:

- Development and production of advanced materials and structures designed to function in the exposed offshore environment.
- Of particular interest are materials that are either eco-designed, corrosion resistant, light weight, cost-effective or durable. Solutions suitable include materials for offshore multi-use platforms, wind farms and aquaculture as well as vessels.



We are looking for projects in the following fields:

- Digitalisation and data technologies for working in offshore environments.
- Inspection, monitoring, testing integrity.
- Robotic and digital solutions with a focus on improving operational and personnel health and safety.
- Satellite technologies for offshore applications and their supply chains.
- Innovative technologies supporting greater resilience of passenger, supply and emergency transport services.

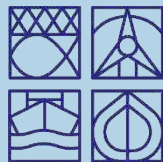


Environmental Technologies

(Circular economy – Waste Prevention, Reuse, Recycle, Recovery)

We are looking for projects in the following fields:

- Reduction of waste and environmental impact through prevention, reuse, recycling and recovery.
- Innovative technologies supporting circular economy throughout the value chain, from design to decommissioning.
- Innovative technologies supporting energy efficiency and water efficiency throughout the value chain.
- Innovative technologies that provide solutions for and mitigate against the impacts of climate change and greenhouse gas emissions, including carbon capture and storage (CCS) .



New Energy Carriers

(Hydrogen, Methanol, Ammonia, Lithium-ion Cell)

We are looking for projects in the following fields:

- Innovative technologies to support the capture, storage and transportation of energy to the end user.
- Decarbonisation and modernisation of waterborne transport products, services and fleets.
- Development of complimentary onshore infrastructure.
- Development of onshore infrastructure, including requirements for clean energy waterborne transport, production, repairs, and maintenance.

Expected Impacts of proposals

All Projects supported by GreenOffshoreTech shall deliver innovative solutions that contribute to one or more of the following:

- Meet the EU's targets to **reduce CO₂ emissions**. Such as by reducing CO₂ emission and increase of renewable energy sources.
- **Increase resource efficiency**. Such as through reduction of total energy usage, increasing energy efficiency, reducing waste (living and non-living), and reducing raw material usage (e.g., natural resources, water, minerals) to support the circular economy business model.
- **Reduce environmental footprint**, such as reducing air, soil, and water pollution, reducing hazardous substances and their disposal, reducing noise, and overfishing, as well foreign invasive aquatic species.
- **Improve work safety and work conditions** in the blue economy.

All projects supported by GreenOffshoreTech shall contribute to meeting the goals of the **European Green Deal** and the **UN's Sustainable Development Goals (SDGs)** and in one or more of the following areas:

- SDG #14: Conserve and sustainably use the oceans, seas, and marine resources for sustainable development.
- SDG #7: Ensure access to affordable, reliable, sustainable, and modern energy for all (renewable energy).
- SDG #12: Ensure sustainable consumption and production patterns (resource efficiency, pollution, waste).
- SDG #13: Take urgent action to combat climate change and its impacts (CO₂ emission).
- SDG #9: 'Build resilient infrastructure, promote inclusive and sustainable industrialization, foster innovation.

All projects supported by GreenOffshoreTech shall contribute to meeting the **goals of the EU's 2030 Climate & Energy Framework** within the following key targets:

- At least 55% cuts in greenhouse gas emissions (from 1990 levels).
- At least 27% share for renewable energy.
- At least 27% improvement in energy efficiency.

For more reading, go to the GreenOffshoreTech website (LIBRARY) and download: "**D1.1 Challenges, needs and trends of four offshore industrial sectors**"
<https://greenoffshoretech.com/library/>

20. How many main topics must the proposal address?

It is mandatory to address one topic, however, the proposal can cover several of the topics and several fields listed.

21. What is a TRL level?

TRL means Technology Readiness Level and it's a method for estimating the maturity a technology solution during the acquisition phase of a program.

22. What are the expected TRLs for activities to be funded?

The expected TRLs at start of the project should lie between TRL 4-6 (TRL-In) and at project end should lie between 5-8 (TRL-Out); means TRL-In should be at least TRL 4 and TRL-Out at least TRL5.

23. What are the specific activities under TRL 4, TRL 5, TRL 6, TRL 7 and TRL 8?

- 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

24. What is the maximum GreenOffshoreTech contribution?

The maximum possible financial support for any SME in all calls is limited to €60.000,00 but is dependent of the phase of accelerator program.

Accelerator programme	Funding (EUR)
Phase 1: IDEA MATURATION	5,000
Phase 2: IDEA VALIDATION	45,000
Phase 3: GROWTH	10,000
MAXIMUM AMOUNT:	60,000

25. What is a Lump-sum?

A Lump-sum is a fixed amount of money which can be used by 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 (personnel, subcontracting, travels, 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.

26. What are the eligible costs?

Eligible costs under the lump sum for PHASE 1, PHASE 2, PHASE 3 are the eligible costs for the development of the Initial Business Plan (D1), the Design (D2) and Prototype (D3) of a new product, service or process, and for activities related to promotion and exploitation (D4).

This includes related personnel costs, costs for building the prototype (i.e. consumables or other goods and services) or costs for renting of equipment needed to test or build the prototype, travel costs for meetings.

27. Is it allowed to subcontract other SMEs, large companies, universities, RTDs, other entities etc.?

Subcontracting is permitted but should not exceed 50% of the planned activities in each PHASE (in terms of content). At proposal stage, the SME shall describe in detail any planned subcontracting work.

Subcontracting refers to the situation where the SME outsources part of the planned activities to other innovation actors (e.g., research centres, universities, large companies, other SMEs not being applicant). The SME will retail full liability for the performance of the subcontractor.

28. How do the lump-sum payment work?

Four instalments are foreseen, which are triggered by achievements and delivery of small reports:

Phase	Lump sum amount (EUR)	Payment instalments (EUR)	Expected date of payment
PHASE 1: IDEA MATURATION	5,000	5000	Latest 14 days after approval of the Final Report and the Report on Innovation Performance.

PHASE 2: IDEA VALIDATION	45,000	15,000	Latest 14 days after approval of the Progress Report.
		30,000	Latest 14 days after approval of the Final Report and Report on Innovation Performance.
PHASE 3: GROWTH	10,000	10,000	Latest 14 days after approval of the Report on activities related to promotion and exploitation (D4).
MAXIMUM AMOUNT:	60,000	60,000	.

29. How to apply?

The SME submits an application as PDF files on the GreenOffshoreTech Proposal Platform that can be found at the GreenOffshoreTech website (www.greenoffshoretech.com) or directly at: <https://greenoffshoretech.com/call-for-proposals/>

- The submission language is English.
- Applicants are expected to provide complete, accurate data and contact details.
- The application reception will close on July 6, 2022, Wednesday, at 17:00 CET.
- It is highly recommended to submit the application before the deadline to avoid any failures in applications because of technical issues.
- Only full and correct applications submitted will be considered.

30. Are extra forms or documents necessary to accompany the proposal?

Yes. The following documents are all needed to be properly completed and submitted electronically through GreenOffshoreTech platform to answer the call

- Application form
- A signed Declaration of Honour
- A signed SME Declaration
- Copy of company registration extract

31. How will confidentiality be ensured? Is there a guarantee that my data is not handed over automatically to third parties like private investors or others?

The GreenOffshoreTech Consortium will sign with the applicants a project agreement where the Confidentiality and proper Data Management will be guaranteed.

32. What is the expected time-to-inform and time-to-grant?

Call Opening Date	April 6, 2022
Proposal Submission Deadline Date	July 6, 2022 (17:00 CET)
Evaluation of Proposals	July - August 2022
Contracting with selected <i>SME Innovation Projects</i>	September 2022
PHASE 1 (duration: 2 months)	October - November 2022
Evaluation of PHASE 1 of <i>SME Innovation Projects</i> and selection of <i>SME Innovation Projects</i> to enter PHASE 2	December - January 2022
PHASE 2 (duration: 7 months)	February - August 2023
Evaluation of PHASE 2 of <i>SME Innovation Projects</i> and selection of <i>SME Innovation Projects</i> to enter PHASE 3	September 2023
PHASE 3 (duration: 2 months)	October - November 2023

33. Who will evaluate my proposal?

The GreenOffshoreTech Consortium and external experts will execute a trustworthy evaluation process. Each admissible and eligible proposal will be evaluated by a Review Panel consisting of representatives of the GreenOffshoreTech consortium and external evaluators with experience in advanced materials, advanced manufacturing, Industry 4.0, digital technologies, environmental technologies including circular economy or business development

34. What is going to be evaluated?

Eligible proposals will be evaluated and ranked according to the following three evaluation criteria:

- a) The **innovation potential** to create new value chains (weight 25%);
- b) The **technical excellence**, feasibility, and viability of the project (weight 25%);
- c) The socioeconomic **impact** of the proposed solution, including business potential (e.g. sustainability, and environment impact) (weight 50%).

Proposals that not only demonstrate **cross-sectoral** innovation but also **cross-border** potential involving actors from different European regions will get a higher ranking.

The following table explains the different aspects which will be considered for each evaluation criteria.

Evaluation criteria	Sub-criteria
1. Innovation potential <i>Weight: 25%</i> <i>Threshold (3/5)</i>	1.1 Soundness of the concept , objectives of the innovation project and expected outcomes, how the proposed innovation aims at exploring the new market or business opportunity in the Blue Economy, which Call Topic does it address, which problem or challenge does it solve.
	1.2 Novelty of the product, service or process proposed, in the light of beyond state-of-the art (e.g., ground-breaking objectives, novel concepts, and novel approaches), compared to known commercial solutions and competitors.
	1.3 Added value of the innovation with focus on cost savings, quality, reliability, efficiency gain, environmental benefits, safety benefits or industrial modernization.
2. Technical excellence <i>Weight: 25%</i> <i>Threshold (3/5)</i>	2.1 Current Technology Readiness Level (TLR) in both origin and targeted sector
	2.2 Targeted Technology Readiness Level (TLR) for this project.
	2.3 Credibility of the technical approach or methodology to be followed during the project.
c) Impact <i>Weight: 50%</i> <i>Threshold (4/5)</i>	3.1 Contribution to addressing challenges/needs of the users or customers in the targeted offshore sectors (i.e. offshore wind, offshore aquaculture, offshore oil & gas, waterborne transport).
	3.2 Contribution to reduce environmental impact, increase sustainability, and adopt EU's Green Deal towards a resource-efficient Sustainable Blue Economy.
	3.3 Contribution to the deployment of Key Enabling Technologies (KETs) and industrial modernisation in the Blue Economy.
	3.4 Contribution to develop cross-sectoral and cross-regional ideas/projects of new products, services, or processes
	3.5 Other impact, including impact on regional development priorities (not already covered above)
	3.6 Strengthening the competitiveness and growth of SMEs by developing innovations.
	3.7 Enhancing the innovation capacity of SMEs. Effectiveness of the proposed measures for commercial exploitation of the project results (including management of knowledge and IP).
	3.8 Capacity of the SME and team to carry out the proposed work in terms of knowledge, technological and business expertise, and a plan to acquire missing competences.

35. Can the application be submitted in any language?

No, only English applications will be accepted

36. Is this voucher under de minimis-rules?

No, the De-minimis funding cap does not apply to funding received in GreenOffshoreTech. Therefore, if your organization already reached its limit under the EU De-minimis rules, it can still receive funding from GreenOffshoreTech.

37. What are the basic requirements for the applying company?

The applying company has to follow all the EU and national rules and regulations e.g., taxation, public procurement etc.

38. Which are the GreenOffshoreTech REGIONS?

The GreenOffshoreTech REGIONS comprise following 16 regions in Germany, Iceland, Latvia, Norway, Poland, Portugal and United Kingdom:

GreenOffshoreTech REGIONS

1	Bremen	NORTHERN GERMANY
2	Hamburg	
3	Weser-Ems	
4	Hannover	
5	Lüneburg	
6	Schleswig Holstein	
7	Mecklenburg Vorpommern	
8	Schwaben	SOUTHERN GERMANY
9	Oberbayern	
10	The whole country	ICELAND
11	The whole country	LATVIA
12	Viken	NORWAY
13	Mazowieckie	POLAND
14	Swietokrzyskie	
15	Norte	PORTUGAL
16	Scotland	UNITED KINGDOM

39. Which are the GreenOffshoreTech CLUSTERS?

The GreenOffshoreTech CLUSTERS comprise following 8 clusters in Germany, Iceland, Latvia, Norway, Poland, Portugal and United Kingdom:









GreenOffshoreTech CLUSTERS

1		Maritimes Cluster Norddeutschland (MCN) www.maritimes-cluster.de GERMANY
2		MAI Carbon c/o Composites United e.V. www.composites-united.com GERMANY
3		Cluster Mechatronik & Automation Management (CMAB) c/o Bayern Innovativ www.bayern-innovativ.de GERMANY
4		Islenski Sjavarklasinn (IOC) www.sjavarklasinn.is ICELAND
5		CLEANTECH LATVIA www.cleantechlatvia.com . LATVIA
6		VIKEN Teknologiklynge 4.0 https://vikenklynge.no NORWAY
7		Waste Management and Recycling Cluster c/o CENTRUM KOOPERACJI RECYKLINGU www.klasterodpadowy.com . POLAND
8		FORUM OCEANO Associação da Economia do Mar www.forumoceano.pt PORTUGAL

40. Which partner belongs to the GreenOffshoreTech CONSORTIUM?

The GreenOffshoreTech Consortium consists of following 12 partners (7 clusters, 2 regional development agencies, and 3 inter-cluster and innovation management experts):

GreenOffshoreTech CONSORTIUM

1		Maritimes Cluster Norddeutschland e.V. (MCN) www.maritimes-cluster.de GERMANY
2		Composites United e.V., facilitator of the Leading-Edge Cluster MAI Carbon www.composites-united.com GERMANY
3		Bayern Innovativ, facilitator of Cluster Mechatronik & Automation Management (CMAB) www.bayern-innovativ.de GERMANY
4		BALance Technology Consulting GmbH SME, innovation management expert www.bal.eu GERMANY
5		Islenski Sjavarklasinn Ehf. (IOC) Iceland Ocean Cluster www.sjavarklasinn.is ICELAND
6		CLEANTECH LATVIA Cluster www.cleantechlatvia.com . LATVIA
7		Mossregionens Næringsutvikling AS (MNU), facilitator of the VIKEN Technology Cluster 4.0 www.mnu-as.no NORWAY
8		Scaberia AS SME, innovation management expert www.scaberia.com NORWAY

9	 <p>Waste Management and Recycling Cluster</p>	<p>Centrum Kooperacji Recyklingu (CKR), facilitator of the elite National Key Cluster Waste Management and Recycling Cluster (WMRC) www.klasterodpadowy.com. POLAND</p>
10	 <p>Mineral and Energy Economy Research Institute Polish Academy of Sciences</p>	<p>Mineral and Energy Economy Research Institute of the Polish Academy of Science www.min-pan.krakow.pl. POLAND</p>
11	 <p>FÓRUM OCEANO Associação da Economia do Mar</p>	<p>FORUM OCEANO Associação da Economia do Mar www.forumoceano.pt PORTUGAL</p>
12	 <p>HIE</p>	<p>Highlands & Islands Enterprise (HIE) www.hie.co.uk UNITED KINGDOM</p>

41. Where do I find further information about this Call?

You can find more information in the **GUIDE FOR APPLICANTS (EN)** for the GreenOffshoreTech Call for Proposals.

Check out the GreenOffshoreTech website: www.greenoffshoretech.com.

Or contact one of our local contacts:

Local Contact Points

GERMANY	
Maritimes Cluster Norddeutschland e.V. (MCN)	Oliver Bretag Email: MCN@greenoffshoretech.com
MAI Carbon c/o Composites United e.V.	Sven Blanck Email: MAI@greenoffshoretech.com
Cluster Mechatronik & Automation Management (CMAB) c/o Bayern Innovativ	Heiko Bartschat Email: BI@greenoffshoretech.com
ICELAND	
Islenski Sjávarklasinn (IOC)	Alexandra Leeper Email: IOC@greenoffshoretech.com

LATVIA	
CLEANTECH LATVIA	Evija Pudane Email: CTLV@greenoffshoretech.com
NORWAY	
VIKEN Teknologiklynge 4.0	Hans Bjørn Paulsrud Email: MNU@greenoffshoretech.com
POLAND	
CENTRUM KOOPERACJI RECYKLINGU	Agnieszka Zdanowicz Email: WMRC@greenoffshoretech.com
PORTUGAL	
FORUM OCEANO Associação da Economia do Mar	Carla Domingues Email: FOC@greenoffshoretech.com
UNITED KINGDOM	
Highlands & Islands Enterprise (HIE)	Elaine Jamieson Email: HIE@greenoffshoretech.com

42. Who can I contact when I have technical issues to submit the applications ?

In case, you might experience any IT issues while submitting your application on the GreenOffshoreTech Proposal Platform please contact our **IT-Help Desk** (it-helpdesk@bal.eu).

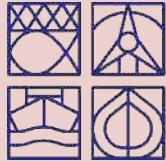
Phone support will be offered if the problem cannot be solved by mail that will be maintained for proposers during the opening of the Call.

ANNEX 2 - Documents for the EVALUATORS

- 2.1 TEMPLATE - EVALUATION FORM (APPLICATION)
- 2.2 TEMPLATE - EVALUATION FORM (PHASE 1)
- 2.3 TEMPLATE - EVALUATION FORM (PHASE 2)
- 2.4 TEMPLATE - CONFIDENTIALITY AND CONFLICT OF INTEREST
DECLARATION FOR EVALUATORS



2.1 TEMPLATE - EVALUATION FORM (APPLICATION)



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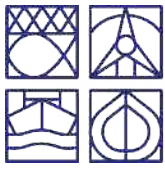
OPEN CALL #1

EVALUATION FORM - APPLICATION (FOR EVALUATORS)

(Pre-draft Template, version 1.4, 03.04.2022)



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HISTORY OF CHANGES

Version	Date	Changes
1.4	03.04.2022	Pre-draft Template published 6 April 2022 for OPEN CALL #1. (APPROVED by GreenOffshoreTech Coordinator [HBP, MNU])

DISCLAIMER

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INDIVIDUAL EVALUATION

Proposal No:	Acronym:
Name of applying organisation:	

Sub-criteria	Score (0-5)	YOUR Score	Weight (%)
AWARD CRITERION 1 – INNOVATION POTENTIAL			
<i>Note: when a proposal only <u>partially addresses the TOPICS</u>, this condition will be reflected in the scoring of this criterion.</i>			
1.1 Soundness of the concept , objectives of the innovation project and expected outcomes, how the proposed innovation aims at exploring the new market or business opportunity in the Blue Economy, which Call Topic does it address, which problem or challenge does it solve. (max. 500 characters)	0-5		
1.2 Novelty of the product, service or process proposed, in the light of beyond state-of-the art (e.g., ground-breaking objectives, novel concepts, and novel approaches), compared to known commercial solutions and competitors. (max. 500 characters)	0-5		
1.3 Added value of the innovation with focus on cost savings, quality/reliability, efficiency gains, environmental benefits, safety benefits, or industrial modernization. (max. 500 characters)	0-5		
Threshold	9/15		25%
AWARD CRITERION 2 – TECHNICAL EXCELLENCE			
<i>Note: when a proposal only <u>partially addresses the TOPICS</u>, this condition will be reflected in the scoring of this criterion.</i>			
2.1 Current Technology Readiness Level (TRL) in both origin and targeted sector (max. 500 characters)	0-5		
2.2 Targeted Technology Readiness Level (TRL) for this project. (max. 500 characters)	0-5		
2.3 Credibility of the technical approach or methodology to be followed during the project. (max. 500 characters)	0-5		
Threshold	9/15		25%
AWARD CRITERION 3 – IMPACT			
<i>Note: when a proposal only <u>partially addresses the TOPICS</u>, this condition will be reflected in the scoring of this criterion.</i>			
3.1 Contribution to addressing challenges/needs of the users or customers in the targeted offshore sectors (i.e. offshore wind, offshore aquaculture, offshore oil & gas, waterborne transport. (max. 500 characters)	0-5		
3.2 Contribution to reduce environmental impact, increase sustainability, and adopt EU's Green Deal towards a resource-efficient Sustainable Blue Economy. (max. 500 characters)	0-5		

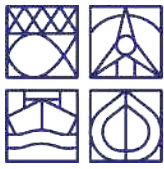
3.3 Contribution to the deployment of Key Enabling Technologies (KETs) and industrial modernisation in the Blue Economy. (max. 500 characters)	0-5		
3.4 Contribution to develop cross-sectoral and cross-regional ideas/projects of new products, services, or processes (max. 500 characters)	0-5		
3.5 Other impact , including impact on regional development priorities (not already covered above) (max. 500 characters)	0-5		
3.6 Strengthening the competitiveness and growth of SMEs by developing innovations (max. 500 characters)	0-5		
3.7 Enhancing the innovation capacity of SMEs. Effectiveness of the proposed measures for commercial exploitation of the project results (including management of knowledge and IP). (max. 500 characters)	0-5		
3.8 Capacity of the SME and team to carry out the proposed work in terms of knowledge, technological and business expertise, and a plan to acquire missing competences. (max. 500 characters)	0-5		
Threshold	32/40		50%
Overall score Threshold:	10/15		
REMARKS:			

I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this proposal.

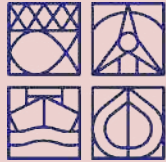
Name	
Signature	
Date	

Each criterion will have a mark between 0 and 5. Half point scores are not given. For each criterion under examination, score values will indicate the following assessments:

- **0 Fail:** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;
- **1 Poor:** The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;
- **2 Fair:** While the proposal broadly addresses the criterion, there are significant weaknesses;
- **3 Good:** The proposal addresses the criterion well, although improvements would be necessary;
- **4 Very good:** The proposal addresses the criterion very well, although certain improvements are still possible;
- **5 Excellent:** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.



2.2 TEMPLATE - EVALUATION FORM (PHASE 1)



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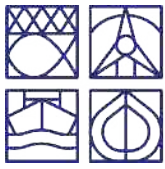
OPEN CALL #1

EVALUATION FORM – PHASE 1 (FOR EVALUATORS)

(Pre-draft Template, version 1.4, 03.04.2022)



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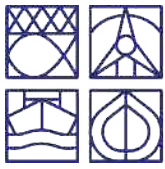
INDIVIDUAL EVALUATION – PHASE 1

Proposal No:	Acronym:
Name of applying organisation:	

Sub-criteria	Score (0-5)	YOUR Score
P1.1 Demand. Convincing description of substantial demand for the innovation. (max. 500 characters)	0-5	
P1.2 Target users or customers. Convincing description of targeted users or customers of the innovation, how their needs have been addressed, why the users or customers identified will want to use or buy the new product, process, service or business model, including compared to what is currently available if anything at all. (max. 500 characters)	0-5	
P1.3 Market. Convincing description of total available market size, growth-rate, targeted market share. (max. 500 characters)	0-5	
P1.4 Competitors and unique selling points. Convincing description of competitors, competitive offerings, key stakeholders and unique selling points. (max. 500 characters)	0-5	
P1.5 European/global dimension. European/global dimension of innovation with respect to both commercialisation and assessment of competitors and competitive offerings. (max. 500 characters)	0-5	
P1.6 IP strategy. Realistic and relevant description of knowledge protection status and strategy, possibility of commercial exploitation, and current IPR situation. Where relevant, description of potential regulatory requirements. (max. 500 characters)	0-5	
P1.7 Commercialization strategy. Convincing commercialisation strategy. How to bring the innovation from current TRL to market. Future financing. (max. 500 characters)	0-5	
P1.8 Capacity of the SME and team. Clear description of the team capacity. Description of the knowledge gap and measures to resolve these issues. (max. 500 characters)	0-5	
Threshold	24/40	
Overall score Threshold:	3/5	

I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this proposal.

Name	
Signature	
Date	

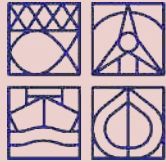


Each criterion will have a mark between 0 and 5. Half point scores are not given. For each criterion under examination, score values will indicate the following assessments:

- **0 Fail:** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;
- **1 Poor:** The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;
- **2 Fair:** While the proposal broadly addresses the criterion, there are significant weaknesses;
- **3 Good:** The proposal addresses the criterion well, although improvements would be necessary;
- **4 Very good:** The proposal addresses the criterion very well, although certain improvements are still possible;
- **5 Excellent:** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.



2.3 TEMPLATE - EVALUATION FORM (PHASE 2)



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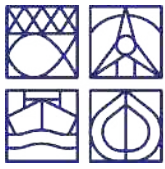
OPEN CALL #1

EVALUATION FORM – PHASE 2 (FOR EVALUATORS)

(Pre-draft Template, version 1.4, 03.04.2022)



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DISCLAIMER

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INDIVIDUAL EVALUATION – PHASE 2

Proposal No:	Acronym:
Name of applying organisation:	

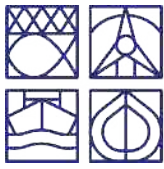
Sub-criteria	Score (0-5)	YOUR Score
P2.1 Technology validation. Successful technical validation of the innovation and key performance indicators. (max. 500 characters)	0-5	
P2.2 TRL level reached. Convincing description of TRL level reached at the end of PHASE 2. (max. 500 characters)	0-5	
P2.3 Potential environmental impact. Convincing description of the environmental impact and sustainability measures reached. (max. 500 characters)	0-5	
P2.4 Up-scaling potential. Convincing description of next development steps. (max. 500 characters)	0-5	
P2.5 User/customer feedback. Feedback received from potential users or customers. (max. 500 characters)	0-5	
Threshold	15/25	
Overall score Threshold:	3/5	

I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this proposal.

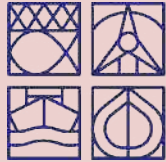
Name	
Signature	
Date	

Each criterion will have a mark between 0 and 5. Half point scores are not given. For each criterion under examination, score values will indicate the following assessments:

- **0 Fail:** The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;
- **1 Poor:** The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;
- **2 Fair:** While the proposal broadly addresses the criterion, there are significant weaknesses;
- **3 Good:** The proposal addresses the criterion well, although improvements would be necessary;
- **4 Very good:** The proposal addresses the criterion very well, although certain improvements are still possible;
- **5 Excellent:** The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.



2.4 TEMPLATE - CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION FOR EVALUATORS



**Green
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TURN GOOD IDEAS INTO BUSINESS

Making Offshore production and transport
green, clean and sustainable

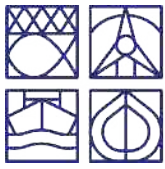
OPEN CALL #1

CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION FOR EVALUATORS

(Pre-draft Template, version 1.4, 03.04.2022)



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 101005541. This document reflects only the author's view and the Commission is not responsible for any use that may be made of the information it contains.



HISTORY OF CHANGES

Version	Date	Changes
1.4	03.04.2022	Pre-draft Template published 6 April 2022 for OPEN CALL #1. (APPROVED by GreenOffshoreTech Coordinator [HBP, MNU])

DISCLAIMER

This is a 'Pre-draft Template'. The text of this document is being updated and final version will be made available as appropriate before the Call closure.

CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION

I the undersigned declare that, in participating as an **independent expert in the evaluation of proposals** received in the open call of the action GreenOffshoreTech:

- I undertake to treat as confidential all information contained in the proposals which I am asked to evaluate, both during the evaluation and afterwards.
- I do not, to the best of my knowledge, have any interest in any of the proposals submitted in this call, I have not been involved in their preparation and I do not benefit either directly or indirectly from the eventual selection. Should I discover a conflict of interest during the evaluation, I undertake to declare this and to withdraw from the evaluation.
- Furthermore, I confirm that I will respect the principle of professional secrecy. I will not communicate to any third party any confidential information that may be disclosed to me intentionally or unintentionally in the context of my work in relation to the above selection round. I will not make any unauthorised use of the information that may be disclosed to me.

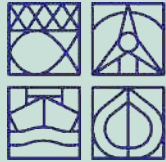
Name	
Signature	
Date	

ANNEX 3 - Documents for CONTRACTING with the winner SMEs

3.1 TEMPLATE - INNOVATION SUPPORT CONTRACT

3.2 TEMPLATE - BANK ACCOUNT INFORMATION FORM

3.1 TEMPLATE - INNOVATION SUPPORT CONTRACT



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OPEN CALL #1

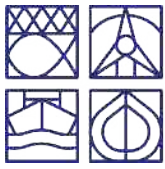
**INNOVATION SUPPORT CONTRACT
FOR THE SME BENEFICIARY**

(Model Sub-Grant Agreement)

(Pre-draft Template, version 1.4, 03.04.2022)



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HISTORY OF CHANGES

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DISCLAIMER

This is a 'Pre-draft Template'. The text of this document is being updated and final version will be made available as appropriate before the Call closure.

GreenOffshoreTech Innovation Support Contract No [...] for the provision of Vouchers

This Contract (“the *Contract*”) is between the following parties:

on the one part,

[*GreenOffshoreTech Partner*], established in [...], with registration number [...], represented for the purposes of signing of this Contract by [...] (hereinafter the "*GreenOffshoreTech Partner*")

and

on the other part,

[SME Name], established in [...], with registration number [...], represented for the purposes of signing this Contract by [...] (hereinafter the "*SME Beneficiary*"),

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

The *Parties* referred to above have agreed to enter into this *Contract* under the terms and conditions below.

By signing the *Contract* or the Accession Form, each individual *SME Beneficiary* accepts the grant and agrees to implement it under its own responsibility and in accordance with the *Contract*, with all the obligations and conditions it sets out.

This *Contract* is composed of:

TERMS AND CONDITIONS

Annex 1: PROJECT PROPOSAL

Annex 2: GENERAL CONDITIONS

Annex 3: PUBLISHABLE SUMMARY

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TERMS AND CONDITIONS

Article 1 – Scope

The European Union has granted financial contribution for the implementation of the GreenOffshoreTech Grant Agreement No 101005541 under the INNOSUP component of *the European Union's Horizon 2020 Research and Innovation Programme*. The GreenOffshoreTech Grant Agreement No 101005541 includes the provision of Vouchers to SMEs being third parties.

The *GreenOffshoreTech Consortium* has decided to provide a financial contribution via respective Voucher(s) as specified in **Annex 1** for the implementation of the *SME Innovation Project* called [...] (hereinafter the "**SME Innovation Project**") within the framework of GreenOffshoreTech and under the conditions laid down in this *Contract*.

Article 2 – Duration and start date of the project

The duration of the *SME Innovation Project* shall be [...] months from [...] (hereinafter the "**Start Date**").

Article 3 – Reporting periods

The *SME Innovation Project* is divided into reporting periods corresponding to the respective work and, in accordance with the procedures laid down in **Annex 1**.

Article 4 – Maximum financial contribution

1. The maximum financial contribution of GreenOffshoreTech to the *SME Innovation Project* shall be **EUR [...] ([...] (written in words EURO))**. The actual financial contribution of GreenOffshoreTech shall be calculated in accordance with the provisions of this *Contract*.
2. Details of the financial contribution of GreenOffshoreTech are contained in Annex 1 to this *Contract* which at least includes a table of the estimated breakdown of budget and activities to be carried out by the *SME Beneficiary* under the *SME Innovation Project*.
3. Expenditure incurred before or after the duration of the *SME Innovation Project* shall be deemed ineligible for remuneration.

Article 5– Payment scheme

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

Phase	Lump sum amount (EUR)	Payment instalments (EUR)	Expected date of payment
PHASE 1: IDEA MATURATION	5,000	5000	Latest 14 days after approval of the Final Report and the Report on Innovation Performance.
PHASE 2: IDEA VALIDATION	45,000	15,000	Latest 14 days after approval of the Progress Report.
		30,000	Latest 14 days after approval of the Final Report and Report on Innovation Performance.
PHASE 3: GROWTH	10,000	10,000	Latest 14 days after approval of the Report on activities related to promotion and exploitation (D4).
MAXIMUM AMOUNT:	60,000	60,000	See section 6 of the Guide for Applicants for reporting obligations.

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

SME Beneficiary name: [...]
 Address : [...]
 VAT number: [...]
 Contract number: [...]
 SME Innovation Project acronym: [...]

Bank account details
 Name of account holder: [...]
 Name of Bank: [...]
 Address of Bank: [...]
 IBAN: [...]
 BIC: [...]
 SWIFT CODE: [...]

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 *GreenOffshoreTech Partner*:

[Name]

[Address]

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

For the *SME 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 *GreenOffshoreTech 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 *SME Beneficiaries*

It is recommended that *SME Beneficiaries*, in case of a consortium, envisage internal arrangements regarding their operation and co-ordination to ensure that the *SME Innovation Project* is implemented properly. These internal arrangements might be set out in a written ‘consortium agreement’ between the *SME 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 [...] law. Any disputes in connection or arising out of this *Contract* which cannot be settled amicably shall be exclusively brought to competent court in [...].

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 2** shall take precedence over the provisions of **Annex 3**.

Article 10 – Entry into force

This *Contract* shall enter into force after its signature by the *GreenOffshoreTech Partner* and the *SME 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 *GreenOffshoreTech Partner* or the *SME Beneficiary* requests a termination of the *Contract* upon written notice in accordance with the provisions and procedures laid down in **Annex 2**.

SIGNATURES

This *Contract* is only in English and supersedes all other translation in any language what's of ever. Done in two originals,

For the *SME Beneficiary*:

SME Beneficiary name: [...]
Name of legal representative: [...]
Position of legal representative: [...]

Date: _____ Place: _____

Signature of Legal representative: _____

Stamp of the organisation:

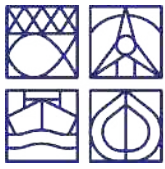
For the *GreenOffshoreTech Partner*:

GreenOffshoreTech Partner organisation name: [...]
Name of legal representative: [...]
Position of legal representative: [...]

Date: _____ Place: _____

Signature of Legal representative: _____

Stamp of the organisation:



Annex 1 – Project Application

Pre-draft Template

Annex 2 – General Conditions

1. Definitions

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

Agency: European Innovation Council and SMEs Executive Agency (EISMEA) under the powers delegated by the European Commission.

Background: means information which is held by *the SME 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.

Contract: means the *Contract* signed by the *GreenOffshoreTech Partner* and the *SME Beneficiary* which subject is the realization of a project selected in response to *GreenOffshoreTech Call for Proposals*.

Demonstrator: means testing product, process and/or service concepts under real-life conditions that serves the purpose of demonstrating the possibilities afforded by a product, a process or a service, generally at the prototype level, in order to provide a proof-of-concept for the aforementioned product, process or service.

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 *SME Innovation Project* phase by the GreenOffshoreTech Innovation Board in order to review the progress of on-going *Projects*.

Final payment: means the remaining payment to be executed after the perfect completion of the *SME Innovation Project* as evaluated by the GreenOffshoreTech Innovation Board.

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.

GreenOffshoreTech: means the project which has received funding from the European Union's Horizon 2020 Research and Innovation Programme under Grant Agreement No 101005541.

GreenOffshoreTech Consortium: means the members of the project consortium of the GreenOffshoreTech Project which has received funding from the European Union's Horizon 2020 Research and Innovation Programme under Grant Agreement No 101005541.

GreenOffshoreTech Call for Proposals: means the invitation issued by the *GreenOffshoreTech Consortium* towards applicable SMEs, start-ups or Would-be entrepreneurs for submitting a project proposal requesting innovation vouchers and Business Support Services as per GreenOffshoreTech's statement of work.

GreenOffshoreTech Partner: A member of the GreenOffshoreTech Consortium representing the GreenOffshoreTech Consortium as a Party to this Contract.

Individual entrepreneur: means an independent professional, duly declared according to the law of the country where it is established (Business Register, Social security register, etc.).

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

SME Beneficiary: in this Contract, a SME Beneficiary means a SME, start-up or Would-be entrepreneur with whom this Contract has been signed in response to the Call for Proposals.

SME Innovation Project: in this Contract, a SME Innovation Project means the amount of work proposed by the SME Beneficiary in response to the GreenOffshoreTech Call for Proposals as described and detailed in **Annex 1**.

Technology Readiness Level (TRL): European Commission's definition of Technology Readiness Level as defined in Annex G of the General Annexes to the Work Programme 2018-2020¹

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

Voucher: means a financial support provided to SMEs, start-ups or Would-be entrepreneurs covering some of their internal and/or external expenses in order for them to develop an innovative solution for a Sustainable Blue Economy according to the Rules and Conditions set in the GreenOffshoreTech Call for Proposals by the GreenOffshoreTech Consortium.

¹ https://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-ga_en.pdf

2. General Principles

2.1 Eligibility conditions

By signing this *Contract*, the *SME 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 *SME 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 *SME Beneficiary*, are not in the situations referred to in II.b) and II.e) above;
- IV) Declares that the *SME Beneficiary*:
 - (a) has not made false declarations in supplying the information required by the *GreenOffshoreTech Call for Proposals* as a condition of participation in the Call or does not fail to supply this information;
 - (b) is committed to participate in the *SME Innovation Project*;
 - (c) has the necessary financial capacity and resources as and when needed to carry out its involvement in the *SME Innovation Project*.

3. Specific performance obligations of the *SME Beneficiary*

The *SME Beneficiary* shall:

- I) carry out the work to be performed, as identified in **Annex 1**
- 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 *SME Innovation Project*.

3.1 Reports and deliverables

The *SME Beneficiary* shall provide:

- **Final Report.** An overall performance report of the *SME Innovation Project* at the end of each phase (PHASE 1, PHASE 2, PHASE 3), including a short description of achieved results, deliverables, milestones, obtained Business Support Services, other activities performed, and potential problems or delays.
- **Progress Report.** In PHASE 2, the *SME Beneficiary* shall provide the Design description (D2) of the envisaged prototype
- **Report on the Innovation Performance of the supported SMEs.** In addition to the Final Report, each supported SME needs to provide following Key Performance Indicators (KPIs):
 - **Number of new employments**
(before and at the end of the project, forecast for 3 years after project end)
 - **Number of safeguarded jobs**
(before and at the end of the project, forecast for 3 years after project end)
 - **Increase in Turnover & Profit**
(before and at the end of the project, forecast for 3 years after project end)
 - **Market share** acquired due to the *SME Innovation Project*
(before and at the end of the project, forecast for 3 years after project end)
 - **New or significantly improved methods and processes developed**
(during the project)
 - **Improve resource efficiency** (e.g. water energy, material consumption, recycling rate)
(before and at the end of the project, forecast for 3 years after project end)
 - **New or significantly improved products/services/processes launched to market**
(forecast for 3 years after project end)
 - **Number of new patent applications or other IP vehicles**
(before and at the end of the project, forecast for 3 years after project end)
 - **Changes in the innovation practices**
 - **Advancement of TRL**
 - **Other forms of finance** (public funds by national /regional authorities, private capital, EU funds, risk capital, etc.), raised by the project.

The **Final Reports** and the **Progress Reports** will be evaluated by GreenOffshoreTech's Innovation Board that will evaluate the fulfilment of the planned objectives and work. They will also select the *SMEs*

Innovation Projects that will be invited to enter the next PHASE. The **Report on the Innovation Performance** will be used by the GreenOffshoreTech Consortium to analyse the total impact of all winner SMEs and their funded *SME Innovation Projects*.

3.2 Reporting Periods

The reporting periods shall be the following for **Annex 1** of the *Contract*, corresponding to the work carried out as part of the respective Vouchers granted to the *SME Beneficiary*:

- One (1) reporting period covering PHASE 1:
covering the period from [dd/mm/yyyy] till [dd/mm/yyyy]
for the Voucher#[VOUCHER NUMBER(S) TO BE INSERTED]
- Two (2) reporting periods covering PHASE 2:
one covering the period from [dd/mm/yyyy] til [dd/mm/yyyy] and
one covering the period from [dd/mm/yyyy] til [dd/mm/yyyy]
for Voucher #[VOUCHER NUMBER(S) TO BE INSERTED]
- One (1) reporting period covering PHASE 3:
covering the period from [dd/mm/yyyy] till [dd/mm/yyyy]
for Voucher #[VOUCHER NUMBER(S) TO BE INSERTED]

3.3 Approval of reports and deliverables

At the end of each reporting period, the *GreenOffshoreTech Innovation Board* will evaluate the *SME Innovation Project* by comparing its current progress with the pre-defined milestones and work indicated in **Annex 1**.

The **Final Reports** and the **Progress Reports** will be evaluated by the *GreenOffshoreTech Innovation Board* that will evaluate the fulfilment of the planned objectives and work. Their decision will be as follows:

- (a) "PositivePLUS" evaluation of Final Report:
SME Innovation Project [VOUCHER NUMBER(S) TO BE INSERTED] has fulfilled milestone and targeted deliverables and will be invited to enter the next PHASE and can continue as planned.
- (b) "POSITIVE" evaluation of Final Report:
SME Innovation Project [VOUCHER NUMBER(S) TO BE INSERTED] has fulfilled milestone and targeted deliverables but will be not qualified for the next PHASE.
- (c) "NEGATIVE" evaluation of Final Report or Progress Report:
SME Innovation Project [VOUCHER NUMBER(S) TO BE INSERTED] has not fulfilled milestones and/or targeted deliverables and will be not qualified for the next PHASE and cannot continue.

3.4 Payment modalities

1. Payment of the financial contribution will be executed as per Article 5 of the *Contract*.
2. In the case of negative evaluation, the *GreenOffshoreTech Innovation Board* may decide to withhold part or the whole of following payments to the *SME Beneficiary*.
3. Payments shall be executed by the *GreenOffshoreTech Partner* to the *SME Beneficiary* as per the GreenOffshoreTech Grant Agreement No 101005541.
4. Payments by the *GreenOffshoreTech Partner* to the *SME Beneficiary* shall be made in Euro.

4. Implementation

4.1 Confidentiality

1. During the *SME Innovation 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 *SME Innovation Project* (“confidential information”). Upon a duly substantiated request by the *SME Beneficiary*, the *GreenOffshoreTech 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 obligation 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 an 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 *SME Innovation 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.

4.2 Information and communication

1. The *SME Beneficiary* shall, throughout the duration of the *SME Innovation Project*, take appropriate measures to engage with the public and the media about the *SME Innovation Project* and to highlight the financial support of the European Union. Unless the Commission 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 *SME Innovation Project* has received funding from the European Union and display the European Union emblem as well as the *GreenOffshoreTech 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 *SME Beneficiary* is exempted from the obligation to obtain prior permission from the Commission 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 *SME Beneficiary* in respect of the *SME Innovation 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 and the *GreenOffshoreTech Consortium* is not liable for any use that may be made of the information contained therein.

2. The *GreenOffshoreTech Consortium* and/or the *Commission* shall be authorised to publish, in whatever form and on or by whatever medium, the following information:
 - (a) the name of the *SME Beneficiary*;
 - (b) the contact address of the *SME Beneficiary*;
 - (c) the general purpose of the *SME Innovation Project* in the form of a summary provided by the *SME Beneficiary*;
 - (d) the amount of the financial contribution of the European Union foreseen for the *SME Innovation Project*; after the final payment, the amount of the financial contribution of the European Union accepted by *GreenOffshoreTech*;
 - (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 a *GreenOffshoreTech Partner* in the framework of the *SME Innovation Project*.

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

Upon a duly substantiated request by the *SME Beneficiary*, the *GreenOffshoreTech Consortium* and/or the *Commission* may agree to forego such publicity if disclosure of the information indicated above would risk compromising the *SME Beneficiary's* security, academic or commercial interests.

5. General Financial Provisions

5.1 Eligible costs of the project

1. Costs incurred for the implementation of the *SME Innovation Project* must be incurred by the *SME Beneficiary*, must be used for the sole purpose of achieving the objectives of the *SME Innovation 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.
2. Eligible costs under the lump sum for PHASE 1, PHASE 2, PHASE 3 are the eligible costs for the development of the Initial Business Plan (D1), the Design (D2) and Prototype (D3) of a new product, service or process, and for activities related to promotion and exploitation (D4). This includes related personnel costs, costs for building the prototype (i.e. consumables or other goods and services) or costs for renting of equipment needed to test or build the prototype, travel costs for meetings. Subcontracting is permitted but should not exceed 50% of the total eligible costs for each PHASE. At proposal stage, the SME shall describe any planned subcontracting work. Subcontracting refers to the situation where the Beneficiary subcontract part of the planned activities to other innovation actors (e.g. research centres, universities, large companies, other SMEs not being applicant). The *SME Beneficiary* will retail full liability for the performance of the subcontractor.

5.2 Upper funding limits

The total amount of payments by GreenOffshoreTech to the *SME 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 *GreenOffshoreTech* to the *SME Innovation Project* shall be determined by applying the upper funding limits indicated below.

Accelerator programme	Funding (EUR)	Deliverable (D)
PHASE 1: IDEA MATURATION	5,000	A sound Initial Business Plan (D1) that justify the feasibility of the project idea.
PHASE 2: IDEA VALIDATION	45,000	A Prototype (D3) to validate the project idea (proof of concept with a minimum viable product, service or process prototype targeting offshore applications) and corresponding Design description (D2).
PHASE 3: GROWTH	10,000	Report on activities related to promotion and exploitation (D4).
MAXIMUM AMOUNT:	60,000	

5.3 Controls and Sanctions

1. The *SME Beneficiary* shall ensure that the *Commission* may, at any time during the implementation of the *SME Innovation Project* and up to five years after the end of the *SME Innovation Project*, 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 eight years after the end of the Project), by external auditors, or by the Commission services themselves including OLAF⁴. The respective procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the Commission (either directly or via the *GreenOffshoreTech 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 *SME Beneficiary* shall make available directly to the Commission all detailed information and data that may be requested by the Commission 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 No 101005541 concluded between European Union and the *GreenOffshoreTech Consortium*, 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 *SME 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 *SME Innovation Project*. These shall be made available to the Commission where requested during any assessment (audit, review and/or check) under the *Contract*.
 4. In order to carry out the aforementioned assessments, the *SME Beneficiary* shall ensure that the Commission's services and any external body(ies) authorised by it have on-the-spot access at all reasonable times, notably to the *SME 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, including information on individual salaries of persons involved in the *SME Innovation Project*. 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 its authorised representative to the *SME Beneficiary* concerned, which may make observations thereon within one month of receiving it. The Commission may decide not to take into account observations conveyed or documents sent after that deadline. The final report shall be sent to the *SME 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 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.
 7. The European Court of Auditors shall have the same rights as the *Commission*, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.
 8. In addition, the *Commission* 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)² Council Regulation (Euratom) No 1074/1999 of 25 May 1999 concerning investigations conducted by the European Anti-Fraud Office (OLAF)³.

5.4 Termination

1. The *GreenOffshoreTech 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 *SME Beneficiary* has materially failed to comply with any eligibility conditions or other contractual provisions under this *Contract*;
- The *SME Beneficiary* has breached or defaulted in the performance of its obligations under this *Contract*, including improper implementation of the *SME Innovation Project*, failure to provide required information or submission of false information, etc;
- Implementation of the *Contract* is prevented by force majeure that is not possible to remedy during the *GreenOffshoreTech* time-frame;
- Upon explicit written request of the *Commission*.

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 *GreenOffshoreTech Partner*.

In case of termination, the *GreenOffshoreTech Partner* shall cease immediately any support services provided under this *Contract* and shall claim back any amount that was paid to the *SME 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 *SME 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 *SME Beneficiary* must — within 30 days from when termination takes effect — submit all progress reports and deliverables due for the open reporting period until termination, in order to justify the work carried out and/or any payments received in this period.

The *GreenOffshoreTech Partner* will calculate the overall amount due to the *SME Beneficiary* for implementation of the *SME Innovation Project*, on the basis of the reports and deliverables actually carried out, submitted and accepted. If the payments already received by the *SME Beneficiary* exceed the overall amount due, the *SME Beneficiary* must repay to the *GreenOffshoreTech 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 *SME Beneficiary* as per the payment provisions of this *Contract*.

² OJ L 136, 31.5.1999

³ OJ L 136, 31.5.1999

6. Intellectual Property Rights, Use and Dissemination

6.1 Ownership

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

6.2 Transfer

1. Where the *SME 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 *SME 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.

6.3 Protection - Use

1. Patent applications relating to foreground, filed by or on behalf of the *SME Beneficiary* must include the following statement to indicate that said foreground was generated with the assistance of financial support from the Union:
*"The work leading to this invention has received funding from the European Union's Horizon 2020 Research and Innovation Program under Grant Agreement No 101005541."*⁴
2. Furthermore, all patent applications relating to foreground filed shall be reported, upon prior request, to *GreenOffshoreTech*, including sufficient details/references to enable the Commission 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 *SME Beneficiary* shall use the foreground which it owns or ensure that it is used.

6.4 Dissemination

1. The *SME 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 may disseminate that foreground.

⁴ This statement will have to be translated into the language of the dissemination activity. Translations in all European Union languages will be provided.

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's Horizon 2020 Research and Innovation Program under Grant Agreement No 101005541.”
4. Any dissemination activity shall be reported to *GreenOffshoreTech* upon prior request, including sufficient details/references to enable the Commission to trace the activity.

6.5 Access Rights

The *SME 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 *SME Beneficiary's* background.

7. Final Provisions

7.1 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 *SME Beneficiary* is subject to force majeure liable to affect the fulfilment of its obligations under this *Contract*, it shall notify the *GreenOffshoreTech Partner* without delay, stating the nature, likely duration and foreseeable effects.
3. If the *GreenOffshoreTech Partner* is subject to force majeure liable to affect the fulfilment of its obligations under this *Contract*, it shall notify the *SME 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 *SME 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.

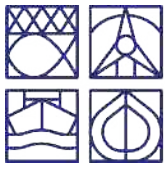
7.2 Liability

1. The *SME Beneficiary* expressly agrees that GreenOffshoreTech and/or European Union cannot be held liable for any acts or omissions of the *SME 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 *SME Beneficiary* shall be liable for the definition of its needs, the accuracy and precision of any information it provides and the suitability of the *SME Innovation Project* in relation to its needs.
2. The *SME Beneficiary* fully guarantees GreenOffshoreTech and/or European Union, and agrees to indemnify it, in case of any action, complaint or proceeding brought by a third party against GreenOffshoreTech 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 *SME 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 *SME Beneficiary* concerned.
3. The *SME Beneficiary* shall bear sole responsibility for ensuring that their acts within the framework of this project do not infringe third parties rights.
4. GreenOffshoreTech and/or European Union cannot be held liable for any consequences arising from the proper exercise of the rights of GreenOffshoreTech and/or European Union under this *Contract*.

7.3 Miscellaneous

1. This *Contract* may not be modified or amended without the prior written consent of the *Parties*.
2. 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.
3. 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.

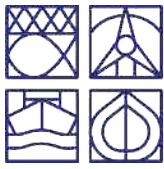


Annex 3 – Publishable Summary

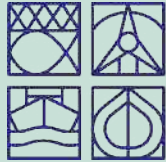
Publishable summary (maximum half a page):

<TO BE INSERTED>

Pre-draft Template



3.2 TEMPLATE - BANK ACCOUNT INFORMATION FORM



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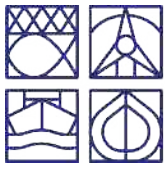
OPEN CALL #1

BANK ACCOUNT INFORMATION FORM FOR SME BENEFICIARY

(Pre-draft Template, version 1.4, 03.04.2022)



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HISTORY OF CHANGES

Version	Date	Changes
1.4	03.04.2022	Pre-draft Template published 6 April 2022 for OPEN CALL #1. (APPROVED by GreenOffshoreTech Coordinator [HBP, MNU])

DISCLAIMER

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BANK ACCOUNT INFORMATION FORM

ACCOUNT HOLDER INFORMATION

Account Name Holder <i>(The name or title under which the account has been opened and NOT the name of the authorized agent)</i>	
Holder's Address <i>Street & Number</i>	
Postcode	
Town/City	
Country	
Contact Person <i>(It does not need to be an authorised agent.)</i>	

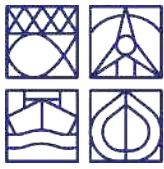
BANK ACCOUNT INFORMATION

Bank Name	
Bank branch Address <i>Street & number</i>	
Postcode	
Town/City	
Country	
IBAN number / Account number	
BIC/SWIFT code <i>(8 to 11 characters)</i>	

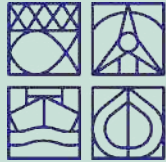
<p style="text-align: center;">BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE</p> <p style="text-align: center;"><i>The bank stamp + signature of bank representative can be substituted by the attachment of a recent bank statement (less than 2 months).</i></p>	<p style="text-align: center;">DATE + SIGNATURE OF ACCOUNT HOLDER (OBLIGATORY)</p>
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ANNEX 4 - Documents for REPORTING by winner SMEs

- 4.1 TEMPLATE - FINAL REPORT (PHASE 1)
- 4.2 TEMPLATE - PROGRESS REPORT (PHASE 2)
- 4.3 TEMPALTE - FINAL REPORT (PHASE 2)
- 4.4 TEMPLATE - FINAL REPORT (PHASE 3)
- 4.5 TEMPLATE - INNOVATION PERFORMANCE REPORT



4.1 TEMPLATE - FINAL REPORT (PHASE 1)



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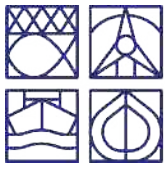
OPEN CALL #1

**FINAL REPORT (PHASE 1)
(FOR THE SME BENEFICIARY)**

(Pre-draft Template, version 1.4, 03.04.2022)



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FINAL REPORT (PHASE 1)

Instruction

The *GreenOffshoreTech Consortium* is conducting this report under the *GreenOffshoreTech Project*, which has received funding from the *European Union's Horizon 2020 research and innovation programme* under *Grant Agreement No 101005541*.

This report is mandatory for all SME Beneficiaries benefited by vouchers of the GreenOffshoreTech Project, during the development of the SME Innovation Project activities (see SME obligations under the Innovation Support Contract of the voucher).

All information you provide will remain confidential. Results will be used for statistical uses on evaluating and validating project progress and results.

Please make sure that your contact details are correct, and all questions are answered

PROJECT ACRONYM	
VOUCHER ID	
SME COMPANY NAME	
NAME OF THE PERSON RESPONSIBLE FOR THIS REPORT	
EMAIL ADDRESS OF THE RESPONSIBLE PERSON	
POSITION OF THE RESPONSIBLE PERSON WITHIN THE SME	
DATE (mm/dd/yyyy):	

1. PROJECT START AND END DATE

PHASE	PHASE NAME	PLANNED START MONTH	PLANNED END MONTH	ACTUAL START MONTH	ACTUAL END MONTH
PHASE 1	IDEA MATURATION				

2. DELIVERABLES ACHIEVED IN THIS REPORTING PERIOD

DELIVERABLE no	NAME	RELATED PHASE	PLANNED DUE MONTH	ACTUAL DELIVERY MONTH
D1	Initial Business Plan	PHASE 1		

3. ESTIMATE OF COSTS AND SUBCONTRACTING IN THIS REPORTING PERIOD

BUDGET	PLANNED ESTIMATED COSTS (EUR)	ACTUAL ESTIMATED COSTS (EUR)
COSTS		
SUBCONTRACTING COSTS <i>as a percentage of the total budget</i>		

4. SUMMARY OF PROJECT RESULTS

ACHIEVED OBJECTIVES	<i>(Short description)</i>
KEY RESULTS	<i>(Short description)</i>
POTENTIAL IMPACT	<i>(Short description)</i>
ANY DELAYS OR PROBLEMS	<i>(Short description)</i>
EXPLANATIONS FOR DEVIATIONS FROM THE PLANNED ACTIVITIES	<i>(Short description)</i>
OPTAINED BUSINESS SUPPORT SERVICES	<i>(List and timing of Business Support Service (#1-#8) obtained. Add short comment if the service is/was useful; rank 1-5 with 5 very useful).</i>
Other activities performed relevant to the project	<i>(Short description)</i>

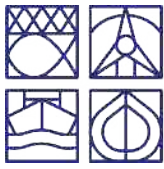
5. DELIVERABLE D1 – INITIAL BUSINESS PLAN (maximal 10 pages)

Please provide an Initial Business Plan describing the innovation and commercialization potential of the project idea for a new product, service, or process in selected Topics targeting challenges/needs of the Offshore sectors.

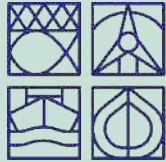
6. EVALUATION OF THE SME INNOVATION PROJECT

This section will be filled out by the GreenOffshoreTech Consortium.

EVALUATION OF THE SME INNOVATION PROJECT	EVALUATION RESULT
<p>POSITIVE PLUS <i>This SME Innovation Project has fulfilled milestone and targeted deliverable and will be invited to enter the next PHASE and can continue as planned.</i></p>	
<p>POSITIVE <i>This SME Innovation Project has fulfilled milestone and targeted deliverable but will be not qualified for the next PHASE.</i></p>	
<p>NEGATIVE <i>This SME Innovation Project has not fulfilled milestones and/or targeted deliverable and will be not qualified for the next PHASE and cannot continue.</i></p>	
<p>Comment by the evaluator:</p>	
<p>Evaluation done by:</p> <p>Name:</p> <p>Date:</p> <p>Signature:</p>	



4.2 TEMPLATE - PROGRESS REPORT (PHASE 2)



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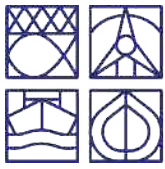
OPEN CALL #1

**PROGRESS REPORT (PHASE 2)
(FOR THE SME BENEFICIARY)**

(Pre-draft Template, version 1.4, 03.04.2022)



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PROGRESS REPORT (PHASE 2)

Instruction

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This report is mandatory for all SME Beneficiaries benefited by vouchers of the GreenOffshoreTech Project, during the development of the SME Innovation Project activities (see SME obligations under the Innovation Support Contract of the voucher).

All information you provide will remain confidential. Results will be used for statistical uses on evaluating and validating project progress and results.

Please make sure that your contact details are correct, and all questions are answered

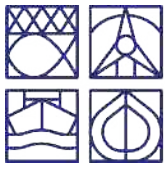
PROJECT ACRONYM	
VOUCHER ID	
SME COMPANY NAME	
NAME OF THE PERSON RESPONSIBLE FOR THIS REPORT	
EMAIL ADDRESS OF THE RESPONSIBLE PERSON	
POSITION OF THE RESPONSIBLE PERSON WITHIN THE SME	
DATE (mm/dd/yyyy):	

1. PROJECT START AND END DATE

PHASE	PHASE NAME	PLANNED START MONTH	PLANNED END MONTH	ACTUAL START MONTH	ACTUAL END MONTH
PHASE 2	IDEA VALIDATION		N/A		N/A

2. DELIVERABLES ACHIEVED IN THIS REPORTING PERIOD

DELIVERABLE no	NAME	RELATED PHASE	PLANNED DUE MONTH	ACTUAL DELIVERY MONTH
D2	Design description	PHASE 2		



4. SUMMARY OF PROJECT RESULTS

ACHIEVED OBJECTIVES	<i>(Short description)</i>
KEY RESULTS	<i>(Short description)</i>
ANY DELAYS OR PROBLEMS	<i>(Short description)</i>
EXPLANATIONS FOR DEVIATIONS FROM THE PLANNED ACTIVITIES	<i>(Short description)</i>
OPTAINED BUSINESS SUPPORT SERVICES	<i>(List and timing of Business Support Service (#1-#8) obtained. Add short comment if the service is/was useful; rank 1-5 with 5 very useful).</i>
Other activities performed relevant to the project	<i>(Short description)</i>

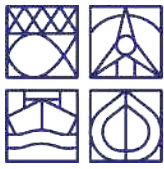
5. DELIVERABLE D2 – DESIGN OF PLANNED PROTOTYPE (maximal 2 pages)

Please provide s design of the planned prototype to be developed and a broad description of the design characteristics, the scope of the prototype and the required activities to implement it within the project.

6. EVALUATION OF THE SME INNOVATION PROJECT

This section will be filled out by the GreenOffshoreTech Consortium.

EVALUATION OF THE SME INNOVATION PROJECT	EVALUATION RESULT
<p>POSITIVE PLUS This SME Innovation Project has fulfilled milestone and targeted deliverable and can continue as planned.</p>	
<p>POSITIVE This SME Innovation Project has fulfilled milestone and targeted deliverable but cannot continue as planned.</p>	
<p>NEGATIVE This SME Innovation Project has not fulfilled milestones and/or targeted deliverable and will be not qualified to continue as planned.</p>	
<p>Comment by the evaluator:</p>	
<p>Evaluation done by:</p> <p>Name:</p> <p>Date:</p> <p>Signature:</p>	



4.3 TEMPLATE - FINAL REPORT (PHASE 2)



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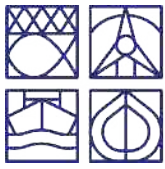
OPEN CALL #1

**FINAL REPORT (PHASE 2)
(FOR THE SME BENEFICIARY)**

(Pre-draft Template, version 1.4, 03.04.2022)



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Please make sure that your contact details are correct, and all questions are answered

PROJECT ACRONYM	
VOUCHER ID	
SME COMPANY NAME	
NAME OF THE PERSON RESPONSIBLE FOR THIS REPORT	
EMAIL ADDRESS OF THE RESPONSIBLE PERSON	
POSITION OF THE RESPONSIBLE PERSON WITHIN THE SME	
DATE (mm/dd/yyyy):	

1. PROJECT START AND END DATE

PHASE	PHASE NAME	PLANNED START MONTH	PLANNED END MONTH	ACTUAL START MONTH	ACTUAL END MONTH
PHASE 2	IDEA VALIDATION				

2. DELIVERABLES ACHIEVED IN THIS REPORTING PERIOD

DELIVERABLE no	NAME	RELATED PHASE	PLANNED DUE MONTH	ACTUAL DELIVERY MONTH
D3	Prototype	PHASE 2		

3. ESTIMATE OF COSTS AND SUBCONTRACTING IN THIS REPORTING PERIOD

BUDGET	PLANNED ESTIMATED COSTS (EUR)	ACTUAL ESTIMATED COSTS (EUR)
COSTS		
SUBCONTRACTING COSTS <i>as a percentage of the total budget</i>		

4. SUMMARY OF PROJECT RESULTS

ACHIEVED OBJECTIVES	<i>(Short description)</i>
KEY RESULTS	<i>(Short description)</i>
POTENTIAL IMPACT	<i>(Short description)</i>
ANY DELAYS OR PROBLEMS	<i>(Short description)</i>
EXPLANATIONS FOR DEVIATIONS FROM THE PLANNED ACTIVITIES	<i>(Short description)</i>
OBTAINED BUSINESS SUPPORT SERVICES	<i>(List and timing of Business Support Service (#1-#8) obtained. Add short comment if the service is/was useful; rank 1-5 with 5 very useful).</i>
Other activities performed relevant to the project	<i>(Short description)</i>

5. DELIVERABLE D3 – PROTOTYPE (maximal 3 pages)

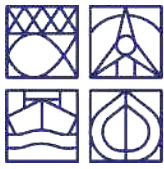
Please provide a description of a minimum viable new product, service or process prototype in selected Topics targeting challenges/needs of the Offshore sectors as a proof of concept. In this sense, a minimum viable product, service or process prototype must address the following objectives: (i) verify some key functional aspects of the intended solution, (ii) demonstrate the technical feasibility of the proposed solution under a representative operational environment, and (iii) provide technical solutions for all critical functionalities, but usually does not have all the functionalities of a final product.

If appropriate, provide photos of the developed prototype.

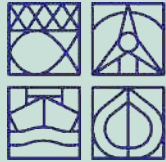
6. EVALUATION OF THE SME INNOVATION PROJECT

This section will be filled out by the GreenOffshoreTech Consortium.

EVALUATION OF THE SME INNOVATION PROJECT	EVALUATION RESULT
<p>POSITIVE PLUS This SME Innovation Project has fulfilled milestone and targeted deliverable and will be invited to enter the next PHASE and can continue as planned.</p>	
<p>POSITIVE This SME Innovation Project has fulfilled milestone and targeted deliverable but will be not qualified for the next PHASE.</p>	
<p>NEGATIVE This SME Innovation Project has not fulfilled milestones and/or targeted deliverable and will be not qualified for the next PHASE and cannot continue.</p>	
<p>Comment by the evaluator:</p>	
<p>Evaluation done by:</p> <p>Name:</p> <p>Date:</p> <p>Signature:</p>	



4.4 TEMPLATE - FINAL REPORT (PHASE 3)



**Green
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TURN GOOD IDEAS INTO BUSINESS

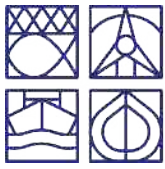
Making Offshore production and transport
green, clean and sustainable

**OPEN CALL #1
FINAL REPORT (PHASE 3)
(FOR THE SME BENEFICIARY)**

(Pre-draft Template, version 1.4, 03.04.2022)



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 101005541. This document reflects only the author's view and the Commission is not responsible for any use that may be made of the information it contains.



HISTORY OF CHANGES

Version	Date	Changes
1.4	03.04.2022	Pre-draft Template published 6 April 2022 for OPEN CALL #1. (APPROVED by GreenOffshoreTech Coordinator [HBP, MNU])

DISCLAIMER

This is a 'Pre-draft Template'. The text of this document is being updated and final version will be made available as appropriate before the Call closure.

FINAL REPORT (PHASE 3)

Instruction

The *GreenOffshoreTech Consortium* is conducting this report under the *GreenOffshoreTech Project*, which has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 101005541.

This report is mandatory for all SME Beneficiaries benefited by vouchers of the *GreenOffshoreTech Project*, during the development of the SME Innovation Project activities (see SME obligations under the Innovation Support Contract of the voucher).

All information you provide will remain confidential. Results will be used for statistical uses on evaluating and validating project progress and results.

Please make sure that your contact details are correct, and all questions are answered

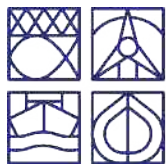
PROJECT ACRONYM	
VOUCHER ID	
SME COMPANY NAME	
NAME OF THE PERSON RESPONSIBLE FOR THIS REPORT	
EMAIL ADDRESS OF THE RESPONSIBLE PERSON	
POSITION OF THE RESPONSIBLE PERSON WITHIN THE SME	
DATE (mm/dd/yyyy):	

1. PROJECT START AND END DATE

PHASE	PHASE NAME	PLANNED START MONTH	PLANNED END MONTH	ACTUAL START MONTH	ACTUAL END MONTH
PHASE 3	GROWTH				

2. DELIVERABLES ACHIEVED IN THIS REPORTING PERIOD

DELIVERABLE no	NAME	RELATED PHASE	PLANNED DUE MONTH	ACTUAL DELIVERY MONTH
D4	Report on activities related to promotion and exploitation	PHASE 3		



3. ESTIMATE OF COSTS AND SUBCONTRACTING IN THIS REPORTING PERIOD

BUDGET	PLANNED ESTIMATED COSTS (EUR)	ACTUAL ESTIMATED COSTS (EUR)
COSTS		
SUBCONTRACTING COSTS <i>as a percentage of the total budget</i>		

4. SUMMARY OF PROJECT RESULTS

ACHIEVED OBJECTIVES	<i>(Short description)</i>
KEY RESULTS	<i>(Short description)</i>
POTENTIAL IMPACT	<i>(Short description)</i>
ANY DELAYS OR PROBLEMS	<i>(Short description)</i>
EXPLANATIONS FOR DEVIATIONS FROM THE PLANNED ACTIVITIES	<i>(Short description)</i>
OPTAINED BUSINESS SUPPORT SERVICES	<i>(List and timing of Business Support Service (#1-#8) obtained. Add short comment if the service is/was useful; rank 1-5 with 5 very useful).</i>
Other activities performed relevant to the project	<i>(Short description)</i>

5. DELIVERABLE D4 – REPORT ON ACTIVITIES RELATED TO PROMOTION AND EXPLOITATION (maximal 3 pages)

Please provide a description of activities done and further planned related to promotion and exploitation of the project, its results and success aiming to engage potential customers, partners, and/or investors. These can be activities related to branding, communication, dissemination, internationalisation, or IP protection.

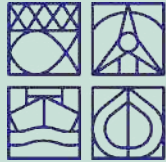
If appropriate, provide photos, graphics or similar.

6. EVALUATION OF THE SME INNOVATION PROJECT

This section will be filled out by the GreenOffshoreTech Consortium.

EVALUATION OF THE SME INNOVATION PROJECT	EVALUATION RESULT
POSITIVE This SME Innovation Project has fulfilled milestone and targeted deliverable.	
NEGATIVE This SME Innovation Project has not fulfilled milestones and/or targeted deliverable.	
Comment by the evaluator:	
Evaluation done by: Name: Date: Signature:	

4.5 TEMPLATE - INNOVATION PERFORMANCE REPORT



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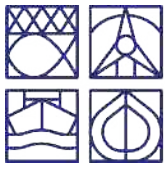
OPEN CALL #1

REPORT ON THE INNOVATION PERFORMANCE (FOR THE SME BENEFICIARY)

(Pre-draft Template, version 1.4, 03.04.2022)



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HISTORY OF CHANGES

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REPORT ON THE INNOVATION PERFORMANCE

Instruction

The GreenOffshoreTech Consortium is conducting this report under the GreenOffshoreTech Project, which has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement No 101005541.

This questionnaire is mandatory for all SME Beneficiaries benefited by vouchers of the GreenOffshoreTech Project, during the development of the SME Innovation Project activities (see SME obligations under the Innovation Support Contract of the voucher).

All information you provide will remain confidential. Results will be used for statistical uses on evaluating and validating project progress and results.

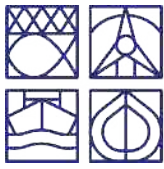
Most questions involve closed questions or more than one-word answers. Just explain clearly and concisely.

Filling out the questionnaire will take about 20 minutes.

PROJECT ACRONYM	
VOUCHER ID	
SME COMPANY NAME	
NAME OF THE PERSON RESPONSIBLE FOR THIS REPORT	
EMAIL ADDRESS OF THE RESPONSIBLE PERSON	
POSITION OF THE RESPONSIBLE PERSON WITHIN THE SME	
DATE (mm/dd/yyyy):	

KEY PERFORMANCE INDICATORS	Before the project (basic)	At the End of the project	3 years after project end (forecast)
Number of new employments			
Number of safeguarded jobs in the four offshore sectors			
Increase of Turnover			
Increase of Profit			
Market share acquired due to the project			
Improve resource efficiency (e.g. water energy, material consumption, recycling rate)			
New or significantly improved products/ services/ processes launched to market	N/A	N/A	
Number of new patent applications or other IP vehicles	N/A	N/A	

KEY PERFORMANCE INDICATORS	Short description
New or significantly improved methods and processes developed (during the project)	
Changes in the innovation practices	
Advancement of TRL (during the project)	
Other forms of finance (public funds by national /regional authorities, private capital, EU funds, risk capital, etc.), raised by the project	



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D3.1 GreenOffshoreTech
Call for Proposal documents

END
