***Circulation restricted*** *to the contracting authority, the evaluation committee and the author of the document to protect the individual and to protect privacy, commercial and industrial secrecy*

**APPLICATION FORM**

CALL FOR INCUBATION SERVICES

Project title: Creative Entrepreneurs ACTing FOR the future MEDiterranean (CREACT4MED)

Call ref: CREACT4MED\_INC

Please remember to register to the [CREACT4MED Community Platform](https://platform.creativemediterranean.org/) before submitting your application. This step is **mandatory** if you want to apply for a sub-grant.

**Please submit only one signed Application Form** (including the signed declaration on honour statement and a de-minimis self-declaration), **together with the associated Technical and Financial proposals.**

All data included in this application must concern only the legal entity making the application.

All the guidelines and templates to apply to this call for proposals are available at: <https://creativemediterranean.org/call-for-proposals-to-develop-incubation-services/>

|  |
| --- |
| 1. **About the applicant**
 |

1. Official name of the applicant entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Type of organization (BSO/Accelerator/Incubator): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Organization address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Website (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Years active: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Target Segment(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Types of services/programs offered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Brief description of the main sources of funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Contact person (to this application):

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |

|  |
| --- |
| 1. **Technical capacity**
 |

Please fill in the tables below to summarise the main activities and projects related to this call carried out over the past 2 years by the legal entity applying for this call:

|  |  |  |  |
| --- | --- | --- | --- |
| **Incubation/Acceleration Programs** | **Current year****(2021)** | **Last year (2020)** | **Year before last year (2019)** |
| Number of applications to your programs and services |  |  |  |
| Number of applications from female-led projects  |  |  |  |
| Number of applications from youth-led projects[[1]](#footnote-1) |  |  |  |
| Number of projects/start-ups in the Cultural and Creative Industries (CCI)[[2]](#footnote-2) incubated |  |  |  |
| Total number of incubated[[3]](#footnote-3) projects and start-ups  |  |  |  |
| Number of start-ups funded |  |  |  |
| Total capital raised by incubated projects/start-ups[[4]](#footnote-4) |  |
| Total number of jobs created by graduated projects/start-ups |  |
| Number of exits[[5]](#footnote-5) |  |
| Exit value |  |
| Number of trainers in your network |  |
| Number of mentors in your network |  |
| Number of investors in your network |  |
| Number of users subscribed to Newsletter |  |
| Total number of followers on social media (Facebook, Twitter, Instagram, LinkedIn)[[6]](#footnote-6) |  |

Please provide a description of the key activities and programs offered by your structure since 2017 (add as many rows as needed):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the activity/program** | **Description of the program/service** | **Years of implementation** | **Number of projects/start-ups supported** |
|  | (<500 characters, without spaces) | E.g. 2017-Present |  |
|  | (<500 characters, without spaces) | E.g. 2017-Present |  |
|  | (<500 characters, without spaces) | E.g. 2017-Present |  |
|  | (<500 characters, without spaces) | E.g. 2017-Present |  |
|  | (<500 characters, without spaces) | E.g. 2017-Present |  |

Please provide a brief description of the selection strategy and criteria followed in your programs:

(<1,000 characters)

Please provide the following statistics on staff for the current year and the two previous years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Manpower** | **Year before past year (2019)** | **Past year (2020)** | **Current year (2021)** |
| Permanent staff |  |  |  |
| Other staff |  |  |  |
| Staff with experience relevant to the project |  |  |  |
| Percentage of female staff |  |  |  |
| Percentage of under 35 y/o staff |  |  |  |

Please fill in this table with information of 5 successful enterprises that have been incubated in the structure (preferably in the Cultural and Creative Industries, if any):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the project/start-up** | **Year of establishment** | **Brief description of the project/start-up** | **Website** | **Number of employees** |
|  |  | (<500 characters, without spaces) |  |  |
|  |  | (<500 characters, without spaces) |  |  |
|  |  | (<500 characters, without spaces) |  |  |
|  |  | (<500 characters, without spaces) |  |  |
|  |  | (<500 characters, without spaces) |  |  |

Please indicate the name of at least 3 key stakeholders in the Cultural and Creative Industries in your country that will be involved in the project (add as many rows as needed):

|  |  |  |
| --- | --- | --- |
| **Name of the stakeholder** | **Website** | **Degree of involvement**  |
|  |  | [High/Medium/Low] |
|  |  | [High/Medium/Low] |
|  |  | [High/Medium/Low] |

If existing, please describe any previous involvement in international or EU-funded projects (add as many rows as needed):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name and website** | **Period of implementation** | **Partners in the project**  | **Key project outcomes** | **Nature of your involvement** |
| E.g. CREACT4MED (<http://creativemediterranean.org>) | E.g. 2017-2021 | List of partners | (<500 characters, without spaces) | E.g. lead partner/ partner/ associate/ sub-grantee |
| E.g. CREACT4MED (<http://creativemediterranean.org>) | E.g. 2017-2021 | List of partners | (<500 characters, without spaces) | E.g. lead partner/ partner/ associate/ sub-grantee |
| E.g. CREACT4MED (<http://creativemediterranean.org>) | E.g. 2017-2021 | List of partners | (<500 characters, without spaces) | E.g. lead partner/ partner/ associate/ sub-grantee |

Please describe any relevant observations and clarifications on the information provided above:

(<1,500 characters)

|  |
| --- |
| 1. **Economic and financial capacity**
 |

Please complete the following table of financial data based on your annual closed accounts and your latest projections. If annual accounts are not yet available for the current year, please provide your latest estimates in the column marked with \*\*. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided.

Conversions into EURO shall be made using the monthly official accounting exchange rate of the European Commission for the month of submission of this Application Form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year[[7]](#footnote-7)****(2018)****EUR** | **Year before last year****(2019)****EUR** | **Last year****(2020)****EUR** | **[Current** **year(2021)****EUR]\*\*** |
| Annual turnover[[8]](#footnote-8), excluding this contract |  |  |  |  |
| Current assets[[9]](#footnote-9)  |  |  |  |  |
| Current liabilities[[10]](#footnote-10)  |  |  |  |  |

|  |  |
| --- | --- |
| **Signed on behalf of the applicant:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name:Position:Date:Signature: | **Official stamp of the legal entity applying to this call:** |

* Options [in roman in square brackets] to be left or deleted as appropriate by the entity signing the declaration;
* Comments [*in grey italics in square brackets*] to be deleted and/or replaced as appropriate by the entity signing the declaration.

**Declaration on honour**

**Ref: CREACT4MED Call for incubation services [*CREACT4MED\_ INC]***

**CREACT4MED – CReative Entrepreneurs ACTing FOR the future MEDiterranean [ENI/2019/412-505]**

The undersigned [*insert the name of the person signing this form*], representing the following entity:

|  |
| --- |
| Full official name:Official legal form: Statutory registration number**:** Full official address: VAT registration number: (‘the person’) |

declares that the person:

|  |
| --- |
| 1. is eligible in accordance with the criteria set out in the specific call for incubation services (sub-grant);
 |
| 1. has the required financial and operational capacity as set out in the specific call;
 |
| 1. has not received any other Union funding to carry out the subject of this sub-grant application and commits to declare immediately to the contracting authority any other such Union funding it would receive until the end of the action
 |

***If any of the above requirements is not satisfied, please indicate*** *in annex to this declaration which and*  ***the name of the concerned person with a brief explanation.***

**I – Situations of exclusion concerning the person**

|  |
| --- |
| 1. declares that the above-mentioned person is **not** in one of the following situations. ***If yes, please indicate in annex to this declaration which situation with a brief explanation*.**
 |
| 1. it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national legislation or regulations;
 |
| 1. it has been established by a final judgement or a final administrative decision that it is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
 |
| 1. it has been established by a final judgement or a final administrative decision that it is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility and selection criteria or in the performance of a contract, an agreement or a grant decision;(ii) entering into agreement with other persons with the aim of distorting competition;(iii) violating intellectual property rights;(iv) attempting to influence the decision-making process of the Commission/ the Agency during the award procedure;(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure; |
| 1. it has been established by a final judgement that it is guilty of any of the following:
 |
| (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995; |
| (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law; |
| (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA; |
| (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council; |
| (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision; |
| (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council; |
| 1. it has shown significant deficiencies in complying with the main obligations in the performance of a contract, an agreement or a grant decision financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
 |
| 1. it has been established by a final judgment or final administrative decision that it has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
 |
| 1. it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
 |
| 1. (*only for legal persons and entities without legal personality*) it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g);
 |
| 1. for the situations referred to in points (c) to (h) above the person is subject to:
2. facts established in the context of audits or investigations carried out by the European Public Prosecutor’s Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
3. non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
4. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;
5. information transmitted by Member States implementing Union funds;
6. decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
7. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
 |

II – **situations of exclusion concerning a natural person who is essential for the award or the implementation of the action or work programme subject to the grant application**[[11]](#footnote-11)

|  |
| --- |
| (5) declares that a natural person who is essential for the award or for the implementation of the action subject to the sub-grant application is **not** in one of the following situations ***If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation***:  |
| Situation (c) above (grave professional misconduct) |
| Situation (d) above (fraud, corruption or other criminal offence) |
| Situation (e) above (significant deficiencies in performance of a contract ) |
| Situation (f) above (irregularity) |
| Situation (g) above (creation of an entity with the intent to circumvent legal obligations) |
| Situation (i) above |

**III – Situations of exclusion concerning beneficial owners and natural or legal persons with power of representation, decision-making or control**

***Not applicable to natural persons, Member States and local authorities***

|  |
| --- |
| 1. declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned person(s), or who has powers of representation, decision or control with regard to the above-mentioned legal person(s) (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person(s) (as referred to in point 6 of article 3 of Directive (EU) No 2015/849) is **not** in one of the following situations. ***If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation.***
 |
| * situation (c) above (grave professional misconduct)
 |
| * situation (d) above (fraud, corruption or other criminal offence)
 |
| * situation (e) above (significant deficiencies in performance of a contract)
 |
| * situation (f) above (irregularity)
 |
| * situation (g) above (creation of an entity with the intent to circumvent legal obligations)
 |
| * situation (h) above (person created with the intent to circumvent legal obligations)
 |
| * situation (i) above
 |

**IV – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the person**

***This section applies only to declarations that include a person for which a natural or legal person assumes unlimited liability for debts***

|  |
| --- |
| 1. declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned person(s) is **not** in one of the following situations. ***If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation.***
 |
| * situation (a) above (bankruptcy)
 |
| * situation (b) above (breach in payment of taxes or social security contributions)
 |

**V – Grounds for rejection from this procedure**

|  |
| --- |
| (8) declares that the [above-mentioned] the person: |
| was **not** previously involved in the preparation of documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise. ***If yes, please indicate in annex to this declaration the name(s) of the concerned person(s) with a brief explanation.*** |

**VI – Remedial measures**

If the person(s) declare one of the situations of exclusion listed above, it/they must indicate measures it/they has/have taken to remedy the exclusion situation, thus demonstrating its/their reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

**VII – Evidence upon request**

The contracting authority may request any person subject to this declaration to provide information and the applicable evidence on any natural or legal person that is member of an administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners, as well as on a natural persons who are essential for the award or for the implementation of the action or work programme subject to the sub-grant application.

The contracting authorithy may request any person subject to this declaration to provide the applicable evidence concerning the person itself and the natural or legal persons which assume unlimited liability for the debts of the person.

Evidence may be requested as follows:

For situations described in (a), (c), (d) (f), (g) and (h) production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

If selected to be awarded a sub-grant, the person subject to this declaration accept(s) the terms and conditions laid down in the sub-grant contract.

**The above-mentioned person must immediately inform the contracting authority of any changes in the situations as declared.**

**The person subject to this declaration may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.**

Full name Date Signature

**De Minimis self-declaration for subgrant applicants**

Please complete this declaration of previous State aid received under the *de minimis* rule. Using this information we will assess your eligibility to receive funding. Please note that having received previous aid under the *de minimis* Regulation does not automatically disqualify you from receiving further *de minimis* aid from this Programme. Please include any aid received, from national or EU sources, in this declaration.

**Declaration**

I, the undersigned, representing name of the company and applying for aid within the framework of the project ENI/2019/412-505, CREACT4MED, declare that:

* the institution I represent and all other entities belonging to the same company group as my institution have not received any contribution falling under the *de minimis* Regulation during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years)
* the institution I represent and all other entities belonging to the same company group as my institution have received the following contribution(s) falling under the *de minimis* Regulation during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years):

|  |  |  |  |
| --- | --- | --- | --- |
| Beneficiary, project name and programme | Country granting the de minimis aid | Amount granted, in EUR | Date of granting |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total:** |  |

I acknowledge that untruthful/false declarations, in addition to the administrative sanctions and the request for refunding unduly received contribution charged with the interests, can also be prosecuted by the penal code.

Signature Date

*Name and function of the person signing for the beneficiary*

*(and official stamp of the project partner where applicable)*

1. Projects led by people that are under 35 years old [↑](#footnote-ref-1)
2. Eligible Cultural and Creative sectors: 1 – Arts and culture (cultural heritage, gastronomy, visual arts, performing arts, leisure and creation, crafts; 2 – Design (software, advertising, architecture, interior design, graphic design, industrial design, fashion); 3 – Media (publishing, TV & radio, digital media, film and video, music) [↑](#footnote-ref-2)
3. Incubated, accelerated or supported [↑](#footnote-ref-3)
4. Total money raised by all the start-ups incubated in the structure from 2019 to the present. Clarifications are welcome in the text box below [↑](#footnote-ref-4)
5. Number of graduated entrepreneurs that have successfully sold their business after the program [↑](#footnote-ref-5)
6. Sum of all the followers in the different active social media accounts [↑](#footnote-ref-6)
7. Last year = last accounting year for which the entity's accounts have been closed. [↑](#footnote-ref-7)
8. The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#footnote-ref-8)
9. A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash. [↑](#footnote-ref-9)
10. A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts. [↑](#footnote-ref-10)
11. Where the natural person has been defined in the grant application as essential for the award or for implementation of the legal commitment in the meaning of Article 136(4)(c) Financial Regulation (e.g. principal investigator in a research project) [↑](#footnote-ref-11)