

## CREACT4MED

# QUESTIONS AND ANSWERS

### CALL FOR PROPOSALS TO DEVELOP INCUBATION SERVICES

**Call deadline:**

13 October 2021 at 12 noon CET (EG, LB, MA, TN)  
15 November 2021 at 12 noon CET (JO)

**Questions deadline:** 10 days before call deadline



**Question 1:** Can you please further elaborate if the programme has any “environmental/ green” or “sustainability” focus? Or is it for any Cultural and Creative entrepreneur?

**Answer 1:** The CREAT4MED project is focused on boosting entrepreneurship and job creation through the Cultural and Creative industries (CCI). Proposals for this call must focus on supporting cultural and creative businesses.

We invite you to join the [CREACT4MED Community](#) to be up to date with the latest news and opportunities of the project.

**Question 2: Is an incubator with a For profit legal structure (SARL) eligible to apply?**

**Answer 2:** Yes, incubators with a profit legal structure (SARL) are eligible to apply. However, they may not generate any profit from this action.

**Question 3: Can we submit one proposal for 4 locations (e.g. Egypt, Tunisia, Lebanon & Jordan)?**

**Answer 3:** Applicants may submit proposals for all the countries where they are active, but separate applications must be sent for each country.

**Question 4: What is the expected number of startups incubated per location?**

**Answer 4:** The expected number of startups incubated per location is 4.

**Question 5: The call states a minimum 120 trainee applications, how many of those are you looking to graduate from the program?**

**Answer 5:**

- For the training programme, implemented by project partner iED, we expect to receive 120 applications per country and accept 30-40 entrepreneurs from each country.
- For the incubation programmes, implemented by the selected BSOs/accelerators/incubators, 4 of the abovementioned entrepreneurs will be selected and incubated in each country (i.e. 20 entrepreneurs from 5 countries).

**Question 6: Is the program in-person, online or hybrid?**

**Answer 6:** Online or hybrid formats are recommended, but no restrictions apply to this call with regards to the format of the program.

**Question 7: What is IPR Management services?**

**Answer 7:** We understand IPR Management services as providing support to entrepreneurs for the effective management of Intellectual Property Rights –e.g. providing guidance on how to apply for protection or to deal with infringement of industrial property rights.

**Question 8: How many cycles per country in 12 months?**

**Answer 8:** One cycle will be implemented in each country, with 4 entrepreneurs each. These cycles shall last a minimum of 6 months and a maximum of 12 months.

**Question 9: We registered our NGO on the CREAT4MED platform, but we are still listed as a start-up. How can we become listed as an NGO? Also, is it an issue for our application if our registration has not been reviewed yet?**

**Answer 9:** We are currently correcting some issues with the roles on the platform – We will proceed to manually change your role to “NGO” as soon as the issues have been resolved. You don’t need to take any action for this.

If you haven’t done it, please add your organization to the platform by filling in this form: <https://platform.creativemediterranean.org/submit-an-organization/#/>. You will need to be signed in in order to complete the form.

**Question 10: What does Registration number (on page 1 of the application) mean?**

**Answer 10:** By registration number we mean the number of registration in the national register of companies.

**Question 11: The application says that there must be a minimum of 120 trainee applications. Is there a minimum number of trainees that must be selected for the program?**

**Answer 11:** Subgrant applicants are requested to enhance the outreach and promotion of the **calls for trainees**. Selected trainees will participate in the **CREACT4MED Training Academy**, which will be developed and implemented by the project partner iED. We expect a total of 120 applications per country for the Training Academy, and a total of 30-40 entrepreneurs per country will be selected to participate.

From these 30-40 entrepreneurs per country, an indicative number of **4 entrepreneurs will participate in the incubation program funded through the present call for incubation services**.

To sum up, 120 trainee applications are expected. 30–40 trainees per country will be selected to participate in the CREAT4MED Training Academy. An indicative number of 4 of these entrepreneurs per country will be beneficiaries of the incubation services developed by subgranted incubators/accelerators/BSOs.

**Question 12: Is the reimbursement process only for external funds? Does the organization have to pay the personnel involved out of pocket and reimbursed**

**Answer 12:** The reimbursement process will be applied to all the costs incurred in the action, included human resources. Hence, personnel costs will be paid by the grant beneficiary and a 90% of the costs will then be reimbursed by the project on a tri-monthly or six-monthly basis (to be agreed at the time of signature of the contract)

**Question 13: Our human resources list requires mentors for the program (separate from the coaches we will have) – however, we do not know the specific names of the mentors we will hire until we also select the trainees. Can we leave the name of the employees who will be mentors blank?**

**Answer 13:** Yes, you may leave the name of the employees who will be mentors blank (please write “TBC”). If known, in the “Position” cell you may add some details on their topic of expertise – E.g. business mentor, legal mentor, creative mentor

**Question 14: As we understood from the guidelines document, we will be responsible as Regional CCI Med Hub to 1- create a full incubation program concept, 2- to promote the outreach for trainees only without any training delivery in this phase, 3- creation for action plan to outreach all stakeholders and actors.**

**Question 14:** This is correct, incubators are not expected to provide training through this action, but they are requested to promote the outreach for trainees.

**Question 15: “Local outreach activities (e.g., local campaigns, info days, online platforms, etc.) to promote and enhance CREAT4MED calls for trainees and subgrantees” – Is it our responsibility in this phase to create online platform for the project, or the meaning herein is to use different platforms including our owned one to promote the program?**

**Answer 15:** Applicants are expected to use different platforms to promote the program. It is not the applicant’s responsibility to create an online platform for the project, but there are no restrictions in this regard in case it is relevant for the development of the proposed action.

**Question 16: “Personalized coaching and mentoring services for a number of selected CCI entrepreneurs” Is your need in this paragraph just to be sure that we have a concept for this coaching and mentoring/methodology/material/ and sufficient expertise staff? We need elaboration for this paragraph, how many expected entrepreneurs?**

Answer 16: Incubators are expected to prepare a technical proposal (following the template provided at <https://creativemediterranean.org/call-for-proposals-to-develop-incubation-services/>) for an incubation program encompassing different support services for cultural and creative sector entrepreneurs. These include, for example, mentoring and coaching on key topics (such as financial management, marketing, regulatory compliance, IPR management, etc). The structure of the incubation programmes is to be developed by the applicant entities.

Incubation programmes shall last a minimum of 6 months and a maximum of 12 months. An indicative number of 4 CCI entrepreneurs per country will participate in the incubation programmes developed through this call.

Question 17: **Can the selected applicant allocate subgrants to BSOs managed by them? Do they have criteria to choose BSOs in further calls?**

Answer 17: No, CREAT4MED subgrants will be awarded by the Regional Selection Committee following an open call for proposals. Only members of the Regional Selection Committee can take part in this process in order to ensure compliance with the principles of transparency, proportionality, equal treatment and non-discrimination.

Question 18: **Will the selected incubator/BSO be responsible for selecting startups for the iED training program? And for the incubation program?**

Answer 18: For iED training program, the selection will be carried out by an internal selection committee. Subgranted incubators/BSOs will not participate in this process.

For the incubation program, local pitch sessions will be organized with 10 entrepreneurs per country and an indicative number of 4 entrepreneurs will be selected to receive a subgrant and participate in the incubation program funded through this call. The selected incubator will be invited to be part of the selection committee.

Question 19: **What is the duration of the training program implemented by iED?**

Answer 19: The training program implemented by iED will have a total duration of 13 weeks per country (80-hour course).