**CREACT4MED CALL FOR CREATIVE AND CULTURAL BUSINESS PROPOSALS**

**APPLICATION FORM**

Please read carefully the Guidelines for Applicants and the Proposal Outline Definitions and Rules before completing this Application Form. Questions marked with an asterisk (\*) are mandatory. Applicants must complete the parts in blue, respecting the word limits indicated. The rest of the template should be left unchanged.

**APPLICANT**

1. Name and email of the contact person**\***:
	* Full name: [Insert name]
	* Email: [Insert email]
2. Company name**\***: [Insert entity name]
3. Company sector**\***: [Insert sector from the list provided below][[1]](#footnote-1)
4. Country**\***: [*Mark with an X the country where the company is based*]

|  |  |  |  |
| --- | --- | --- | --- |
|  | Egypt |  | Morocco |
|  | Jordan |  | Palestine |
|  | Lebanon |  | Tunisia |

1. Business model**\***:
	* Your value proposition[[2]](#footnote-2):

[Describe company’s value proposition in less than 50 words]

* + The need addressed by your company:

[Describe market need in less than 100 words]

* + Your target market:

[Describe target market in less than 100 words]

* + Your solution and advantages against competitors:

[Describe solution in less than 100 words]

* + Your revenue model:

[Describe your revenue model in less than 100 words]

* + Current needs to move forward with your project:

[Describe the current needs of your business in less than 100 words]

1. Stage of development**\***: [*Mark with an X the business’ current stage of development*]

|  |  |
| --- | --- |
|  | Idea stage  |
|  | Prototype or MVP stage |
|  | Growth stage (business model is completed and generates revenue) |
|  | Scale-up stage (business is ready to expand to new markets) |

1. Years active:
	* Year of foundation**\***: [Insert the year your company started being active, with or without registration]
	* Year of registration: [Insert the year of registration, if applicable[[3]](#footnote-3)]
2. Team**\***:
	* Number of employees: [Insert number of employees]
	* Is the entity led by woman? [Yes/No]
	* Is the entity led by a young person (35 years or under)? [Yes/No]
	* Number of women in managerial positions: [Insert number; if none, type 0]
	* Number of young people (35 or under) in managerial positions: [Insert number; if none, type 0]
	* Experience of the managing team:

|  |  |  |  |
| --- | --- | --- | --- |
| Name & position | Area of expertise | Key experience/ achievements | Key qualifications |
| [Insert name and position] | [Insert area of expertise] | [Insert key experience/ achievements]  | [Insert key qualifications] |
|  |  |  |  |
| *Add as many rows as needed.* |

* + Have the managers or other staff members participated in training/capacity-building programs that are relevant to the implementation of the proposal?[[4]](#footnote-4)

|  |  |
| --- | --- |
|  | CREACT4MED Training Academy |
|  | The Creatives Hub bootcamp (Lebanon) |
|  | MINASSA Incubation Program (Tunisia) |
|  | Other  |
|  | [If “Other” was marked, describe here: * Name of the program: [Name]
* Link to the program’s website/summary of contents: [Link/Summary]
* Why is it relevant for the implementation of the project proposal? [Justification in less than 150 words]
 |

1. Yearly profit**\***: [*Mark with an X the business yearly profit*[[5]](#footnote-5)]

|  |  |  |  |
| --- | --- | --- | --- |
|  | < 0 EUR (loss) |  | 50,000 – 250,000 EUR |
|  | 0 - 10,000 EUR |  | 250,000 – 1,000,000 EUR |
|  | 10,000 – 50,000 EUR |  | > 1,000,000 EUR |

**PROPOSAL**

1. Which of the 3 call priorities does this proposal respond to?**\***: [*Mark with an X the priority/priorities addressed*]

|  |  |
| --- | --- |
|  | Innovation & digitalization |
|  | Social inclusion & job creation |
|  | Internationalization |

1. Objective(s) of the proposal**\***: [List one or more clear, measurable, and attainable project objective(s)]
2. Proposal summary**\***: [Describe in less than 250 words your proposal to this call (i.e. specify exactly what your business plans to do if awarded the sub-grant), including at least: methodology to address objective(s), key activities, expected output]
3. Expected results and impact**\***: [List one or more specific results that your proposal will result in and/or describe the impact that the grant will have on your business in less than 150 words]
4. Details of team members who will implement the proposal**\***: [Add details about the team members that will be involved in the implementation of the grant]

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Role in the project** | **Will a new job be created for this position?** | **Daily salary in local currency** |
|  |  | *Yes/No* |  |
|  |  | *Yes/No* |  |
| *Average daily salary* | *[Average daily salary*][[6]](#footnote-6) |

 (Add as many rows as needed)

1. Collaborations with other stakeholders: [(Optional) - Add details about any collaborations with external stakeholders that are expected to take place under this proposal]

|  |  |
| --- | --- |
| **Name & website of collaborator** | **Role of collaborator in the project**  |
|  |  |
|  |  |

1. Next steps to ensure the medium/long-term financial sustainability of your business**\***: [Describe the steps to ensure financial sustainability following the finalization of the grant]

*Please complete the tables below following the guidelines provided in* ***Annex I – Proposal outline – Definitions and rules***

**PROPOSAL OUTLINE**

|  |
| --- |
| **ACTIVITIES AND OUTPUTS**\* |
| **Activities**  | **Outputs** | **Sources of verification** |
| **Milestone 1: [Name of the Milestone]** |
| **Activity 1.1. [Title of the activity] [Timeframe (e.g. M1-M2)]**[Activity description] | **Output 1:** [Output] [Deadline] | * [Source of verification 1]
* [Source of verification 2]
 |
| **Activity 1.2. [Title of the activity] [Timeframe (e.g. M1-M2)]**[Activity description] | **Output 2:** [Output] [Deadline] | * [Source of verification 1]
* [Source of verification 2]
 |
| *Add as many activities as needed* |  |  |
| **Milestone 2: [Name of the Milestone]** |
| **Activity 2.1. [Title of the activity] [Timeframe (e.g. M1-M2)]**[Activity description] | **Output 3:** [Output] [Deadline] | * [Source of verification 1]
* [Source of verification 2]
 |
| **Milestone 3: [Name of the Milestone]** |
| **Activity 3.1. [Title of the activity] [Timeframe (e.g. M1-M2)]**[Activity description] | **Output 4:** [Output] [Deadline] | * [Source of verification 1]
* [Source of verification 2]
 |
| *Add or delete as many rows as needed.*  |
| **RESOURCES REQUESTED**\* |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Output**  | **HR** | **EQU. & RM** | **CONS. SER** | **OTHER DIR.**  | **TRAVEL** | **TOTAL COST** |
| **Output 1: [Output 1].** [Justify the requested budget following the instructions below] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR] |
| **Output 2: [Output 2].** [Justify the requested budget following the instructions below] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR] |
| **Output 3: [Output 3].** [Justify the requested budget following the instructions below] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR or N/A] | [COST IN EUR] |
| **TOTAL COST** | [TOTAL HR] | [TOTAL EQU. & RM] | [TOTAL CONS. SER] | [TOTAL OTHER DIR.] | [TOTAL TRAVEL] | **[TOTAL REQUESTED]** |
| *Add or delete as many rows as needed.* |

 |
| **Instructions for justification of costs:**1. **Human resources:** please indicate the number and position of the employees that will be involved in the implementation of the project, their main tasks and the estimated days of dedication for each of them.
2. **Equipment/raw materials, training/consulting services and other costs:** please describe the resources to be acquired, how they will be used to attain project outputs and how costs have been estimated.
3. **Travel:** please describe the purpose and expected outcomes of any travel requested, which should be calculated following the rules set out in the document “Proposal outline definitions and rules”, and how it will be relevant for the attainment of project outputs.
 |

**ATTACHMENTS:**

**Mandatory\*:** Registration document or declaration of commitment to register the company within the 30 days following the notification of the award of the sub-grant (if selected).

**Optional**:

1. Business Model Canvas or pitch deck;
2. Certificate of participation to a training/capacity building program relevant to the implementation of the proposal
3. Collaboration agreement(s) with other stakeholders

|  |  |
| --- | --- |
|  | In the event this application is selected for funding, I hereby confirm my commitment to register the company in the [name of the commercial registry] of [Country] within 30 days following the notification of the award of the sub-grant. |
|  | I am aware that no payments will be made until this requirement is met and failing to comply with it will lead to the cancellation of the award. [Mark the box with an X if no registration document is provided with the application]. |

|  |  |
| --- | --- |
| **Signed on behalf of the applicant:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name:Position:Date: | **Stamp of the entity:** |

* 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 of honour**

**Ref: CREACT4MED Call for cultural and creative business proposals [*CREACT4MED\_ MSME]***

**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**[[7]](#footnote-7)

|  |
| --- |
| (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: [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 applicant]*

1. (Q3) Eligible sectors:

(Arts & Culture): Cultural Heritage, Gastronomy, Visual Arts, Performing Arts, Leisure & Recreation, Crafts

(Design): Software, Advertising, Architecture, Interior Design, Graphic Design, Fashion

(Media): Publishing, TV & Radio, Digital Media, Film & Video, Music [↑](#footnote-ref-1)
2. (Q4) Short statement that communicates why buyers should choose your products or services. [↑](#footnote-ref-2)
3. Unregistered applicants must declare below in the application that, should their application be successful, their entity will be registered before the Sub-grant Agreement is signed. No funds will be transferred to a non-registered entity. [↑](#footnote-ref-3)
4. If yes, proof of attendance/completion is requested as an attachment to the application. [↑](#footnote-ref-4)
5. Conversion to local currency may be made using the [InforEuro currency converter](https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en) [↑](#footnote-ref-5)
6. This information will be checked by the Sub-grant Managing Committee prior to the signature of the subgrant agreement to ensure that the costs correspond fairly to the actual costs incurred [↑](#footnote-ref-6)
7. 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-7)