

# CALL FOR SELECTION OF INNOVATIVE TOURISM SMEs Stage 1

## Annex V - Guide for Applicants

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23 November, 2022

# GUIDE FOR APPLICANT

*These guidelines set out some information related to specific rules for the submission and the selection of the applications, as well as rules for reporting by the “Third Parties Beneficiaries” co-financed, in conformity with the Call for Proposals [COS-TOURINN-2020-3-04 GRO/SME/20/C/07. The conditions to award financial support to Third Parties Beneficiaries are laid down in Article 11a of the **Model Grant Agreement**.*

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## 1. SME DEFINITION

According to the SME definition user guide, SME is to be considered an enterprise. According to the Definition, an enterprise is 'any entity engaged in an economic activity, irrespective of its legal form'. This wording reflects the terminology used by the European Court of Justice in its judgments. It is the economic activity that is the determining factor, not the legal form. In practice, this means that the self-employed, family firms, partnerships and associations or any other entity that is regularly engaged in economic activity may be considered as enterprises. Economic activity is usually seen as 'the sale of products or services at a given price, on a given/direct market'.

The SME definition takes into account the following three criteria:

- **The staff headcount**

The staff headcount is a compulsory criterion for determining whether an enterprise can be considered an SME and, if so, in which category the SME falls. If an enterprise does not meet it, it cannot be considered an SME.

- ◆ Included in staff headcount: the staff headcount criterion covers full-time, part-time, temporary and seasonal staff and includes the following:
  - ◆ employees;
    - ➔ persons working for the enterprise who have been seconded to it and are considered to be employees under national law (this can also include temporary or so-called interim employees);
    - ➔ owner-managers;
    - ➔ partners engaged in a regular activity in the enterprise and deriving financial advantages from the enterprise.

Not included in staff headcount:

- ◆ apprentices or students who are engaged in vocational training and have an apprenticeship or vocational training contracts;
- ◆ employees on maternity or parental leave.

- ◆ **The annual turnover**

Annual turnover is determined by calculating the income that an enterprise received during the year in question from the sale of products and provision of services falling within the company's ordinary activities, after deducting any rebates. Turnover should not include value-added tax (VAT) or other indirect taxes.

- ◆ **The balance sheet total**

The annual balance sheet total refers to the value of a company's main assets. The category of micro, small and medium-sized enterprises consists of enterprises which:

- ◆ employ fewer than 250 persons; and
- ◆ have either an annual turnover not exceeding EUR 50 million or an annual balance sheet total not exceeding EUR 43 million.

Meeting the staff headcount criterion is mandatory to be considered an SME. However, an enterprise may choose to meet either the turnover or the balance sheet total ceiling. It does not need to satisfy both requirements and may exceed one of them without impact on its SME status.

The Definition offers the above choice since, by their nature, enterprises in the trade and distribution sectors have higher turnover figures than those in manufacturing. Providing an option between this criterion and the balance sheet total, which reflects the overall wealth of an enterprise, ensures that SMEs engaged in different types of economic activity are treated fairly. By comparing its data with the thresholds for the three criteria, an enterprise can determine whether it is a micro, small or medium-sized enterprise.

**To sum up:**

- Micro-enterprises are defined as enterprises that employ fewer than 10 persons and whose annual turnover or annual balance sheet total does not exceed EUR 2 million.
- Small enterprises are defined as enterprises that employ fewer than 50 persons and whose annual turnover or annual balance sheet total does not exceed EUR 10 million.
- Medium-sized enterprises are defined as enterprises that employ fewer than 250 persons and either have an annual turnover that does not exceed EUR 50 million, or an annual balance sheet not exceeding EUR 43 million.

Company category	Staff headcount	Turnover	OR	Balance sheet total
Medium sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro <	< 10	≤ € 10 m		≤ € 2 m

Table 1, the source: [https://ec.europa.eu/growth/smes/sme-definition\\_en](https://ec.europa.eu/growth/smes/sme-definition_en)

**IN CASE THE EU tourism SME goes under a particular threshold:**

*Article 4.2 provides stability and certainty to companies that are close to the ceilings and risk exceeding them temporarily during an exceptional year and/or in volatile markets. Thus, if an enterprise exceeds the headcount or financial ceilings during the reference year, this will not affect its situation and it will retain the SME status with which it began the accounting year. However, it will lose SME status if it goes above the ceilings for two consecutive accounting periods. Conversely, an enterprise may gain SME status if it was previously a large enterprise but then fell below the ceilings for two consecutive accounting periods.*

### 3. HOW TO APPLY

1. **Where and how to send applications.** All applicants who would like to participate to the Call for Selection of Innovative Tourism SMEs are requested to:
  - 1.1. **[dedicated platform]** Apply via the dedicated platform (Good Grants).
  - 1.2. **[Application form]** Fill in the information requested in the Application form (template Annex I).
  - 1.3. **[Submission]** Complete and submit the Application Form (template Annex I) over the Good Grants<sup>1</sup> platform; an “Acknowledgment of Receipt” email will be sent to the applicant.
  - 1.4. **[appeal inadmissible]** Applicants who fail to do so will not be considered eligible. All necessary documentation in the form of templates can be found attached to the present Call for Participation and under the EU DigiTOUR Project website [www.eudigitour.eu](http://www.eudigitour.eu)
2. **Deadline for submissions of applications:** The Call for applications will be open from 23rd of November 2022 at 17:00 CEST (Brussels Time) to the 15th of February 2023 at 17:00 CEST (Brussels Time). Thereafter the submission platform will be closed. It is strongly recommended not to wait until the last minute to submit the application. *Note that failures to submit it on time for any reasons, including network communication 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 on-line platform (Good Grants) and the “Acknowledgment of Receipt” email will be definitive. Late submitters will receive a “call closed” email.*
3. **Further information about applications:** Questions may be sent by e-mail no later than 7 days before the deadline for the submission of applications to the following e-mail address [info@eudigitour.eu](mailto:info@eudigitour.eu), indicating clearly the reference of the Call for Participation and the question. The EU DigiTOUR Project Consortium partners have no obligation to provide clarifications to questions received after this date. Replies will be given no later than 5 days before the deadline for the submission of applications.

**The applicants are also encouraged to visit the FAQ page for further info.**

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<sup>1</sup> See at the URL: <https://x23eupro.grantplatform.com>

## 4. GLOBAL MAP OF THE DOCUMENTS PROVIDED

The following documents will be signed by the awarded companies throughout their participation to the EU DigiTOUR High Growth Transformation programme different phases:

- DOC1. The **Application Form** (*template Annex I*): it will be used to apply to the Call for Selection
  - DOC2. The **EU DigiTOUR Programme Agreement** (*template Annex II*): it will be signed as soon as the company will be selected, before accessing the programme.
  - DOC3. **The Declaration on Honour** (*template Annex III*): it will be signed by the selected company, before the programme starts.
  - DOC3. **The Financial Agreement** (*template Annex IV*): it will be signed by the awarded company, including financial and quality reporting obligations by the Third-Party Beneficiary.
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## 6. GLOBAL TIMETABLE OF THE PROCESS REQUIRED.

- Submission opening date: November 23, 2022, 09:00 CET
- Submission deadline: February, 15 2023, 17:00 CET.
- External Experts in 2 weeks time (by February 24 2023).
- Programme is delivered from April to June 2023
- Demo Days are celebrated in July 2023
- Funds need to be reported by October 2023.

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## 7. PERSONAL DATA PROTECTION.

Any personal data under the Call for Selection and provided in any of the documents or forms on to the on-line platform, and mentioned below:

- (A) The Application Form (template Annex I)**
- (B) The The Declaration on Honour (template Annex II)**
- (C) The Programme Agreement (template Annex III)**
- (D) The Financial Agreement (template Annex IV)**

will be processed by each Consortium partner, in compliance with article 13 of EU Regulation 2016/679. In the forms, filled in by the participants, the Consortium will indicate specific information about Personal Data responsibilities and roles of each national partner. Information or facilities supplied to any applicant will be equally available to all. All invoices and accounting documents must be in the name of the Third-Party Beneficiary contribution. The Third-Party Beneficiaries must process personal data under the agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements). The Third-Party Beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the agreements. The Third-Party Beneficiaries must inform the person whose personal data are collected and processed by the Consortium. For this purpose, they must provide them with the Consortium privacy statement, before transmitting their data to the Consortium.

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