



Pilot Projects and Preparatory Actions (PPPA)

Call for proposals

The promotion of handicraft products and support of craftsmen
(PPPA-MOVE-2025-P032404)

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CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of tourism under preparatory actions.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2024/2509 ([EU Financial Regulation](#))¹

The call is launched in accordance with the Financing Decision² and will be managed by the **European Commission, DG MOVE**.

The call covers the following **topic**:

- **PPPA-MOVE-2025-P032404 — The promotion of handicraft products and support of craftsmen³**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement (Annex I), the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:

¹ Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024).

² Commission Decision on the financing of certain pilot projects and preparatory actions relating to the 'Single Market' and on the adoption of the work programme for 2024', C(2024) 1936 final.

³ Commission Decision on the financing of certain pilot projects and preparatory actions relating to the 'Single Market' and on the adoption of the work programme for 2024', C(2024) 1936 final.

- background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
- timetable and available budget (sections 3 and 4)
- admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
- criteria for financial and operational capacity and exclusion (section 7)
- evaluation and award procedure (section 8)
- award criteria (section 9)
- legal and financial set-up of the Grant Agreements (section 10)
- how to submit an application (section 11)
- the Online Manual outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

1. Background

The present call concerns projects in the area of the promotion of handicraft products and support of craftsmen.

Tourism is one of the key ecosystems of the European economy, with an increasingly positive impact on economic growth, regional development, and employment in the European Union (EU). The EU tourism ecosystem faces challenges that will influence its development for the next years. Resilience, sustainability, digitalisation, and innovation, including new business models, have been identified as some of these challenges, but also key success factors for the future of the tourism ecosystem.

In order to facilitate the ecosystem in its transition and in strict alignment with the priorities delineated in the Small and Medium Enterprise (SME) strategy⁴ and the updated European Industrial Strategy⁵, the European Commission published the Transition Pathway for Tourism⁶ in February 2022. This document outlines 27 areas of work aimed at propelling the ecosystem towards resilience, sustainability, digitalisation, and innovation.

⁴ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions An SME Strategy for a sustainable and digital Europe, COM(2020) 103 final.

⁵ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions Updating the 2020 New Industrial Strategy: Building a stronger Single Market for Europe's recovery, COM (2021) 350 final.

⁶ [Transition pathway for tourism. Publications Office of the EU \(Europa.eu\)](https://ec.europa.eu/economy_finance/transition-pathway-tourism_en)

The measures, actions, and programmes to support the increase of resilience, sustainability and digitalisation of the tourism ecosystem need to consider its cross-cutting nature and the interdependencies between the tourism and a range of other ecosystems.

Handicraft products play an important role in the development of regional and local tourism. Protection of geographical indications has been established at Union level for wines⁷, spirit drinks⁸ as well as agricultural products and foodstuffs⁹. Most recently the protection for geographical indications was extended to craft and industrial products¹⁰. Geographical indications refer to names of products linked to the natural environment and the know-how of local producers. They are part of Europe's cultural heritage and contribute to the social, environmental, and economic sustainability of the rural economy¹¹.

A harmonised system for the protection of geographical indications of products brings benefits for consumers, by improving awareness in relation to the authenticity of products. It also has a positive economic impact on micro- and small and medium-sized enterprises (MSMEs) by strengthening competitiveness, and it further positively impacts employment, development, and tourism in rural and less developed regions.

As found in the intellectual property action plan¹², intellectual property rights, and amongst them geographical indications, as well as trade secret protection rules, help entrepreneurs and companies valorise their intangible assets. Many of Europe's industrial ecosystems cannot thrive without effective intellectual property protection and effective tools to trade intangible assets.

However, an evaluation¹³ found that untapped potential still exists.

The current geographical indication protection at EU level which covers agricultural products, protection and enforcement rules could be more precise and the roles of Member States and the Commission in the registration process could be better

⁷ Regulation (EU) No 1308/2013 of the European Parliament and of the Council of 17 December 2013 establishing a common organisation of the markets in agricultural products and repealing Council Regulations (EEC) No 922/72, (EEC) No 234/79, (EC) No 1037/2001 and (EC) No 1234/2007 (OJ L 347, 20.12.2013, p. 671).

⁸ Regulation (EU) 2019/787 of the European Parliament and of the Council of 17 April 2019 on the definition, description, presentation and labelling of spirit drinks, the use of the names of spirit drinks in the presentation and labelling of other foodstuffs, the protection of geographical indications for spirit drinks, the use of ethyl alcohol and distillates of agricultural origin in alcoholic beverages, and repealing Regulation (EC) No 110/2008 (OJ L 130, 17.5.2019, p. 1).

⁹ Regulation (EU) No 1151/2012 of the European Parliament and of the Council of 21 November 2012 on quality schemes for agricultural products and foodstuffs (OJ L 343, 14.12.2012, p. 1).

¹⁰ Regulation (EU) 2023/2411 of the European Parliament and of the Council of 18 October 2023 on the protection of geographical indications for craft and industrial products and amending Regulations (EU) 2017/1001 and (EU) 2019/1753 (OJ L, 27.10.2023, p.1).

¹¹ See also the '[Farm to Fork](#)' strategy announced by the Commission to reinforce the sustainability of criteria for GI indications.

¹² Communication from the Commission to the European Parliament, the Council, The European Economic and Social Committee and the Committee of Regions: "Making the most of the EU's innovative potential. An intellectual property action plan to support the EU's recovery and resilience" (COM(2020) 760 final, 25.11.2020).

¹³ European Commission, Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs, Winkel, A., Taranic, I., Waichman, I. et al., *Economic aspects of geographical indication protection at EU level for non-agricultural products in the EU*, Publications Office, 2020, <https://data.europa.eu/doi/10.2873/58493>

identified. Based on these findings, for wine, spirits, and foodstuffs a new Regulation¹⁴ was enacted, amending existing Regulations (EU) No 1308/2013, (EU) 2017/1001 and (EU) 2019/787 and repealing Regulation (EU) No 1151/2012.

In addition, while geographical indication protection at EU level had been existing for more than 30 years for agricultural products, no uniform mechanism to protect the name of other products, like handicrafts, as geographical indications existed. For these products that are often an important part of local identity, attract tourism, retain unique skills and contribute to job creation, only some Member States had had rules in place to ensure geographical indication protection.

A harmonised system for craft and industrial products was seen as beneficial for the EU economy, since it could offer the same advantages as for the agricultural products to address this, for non-food products, Regulation (EU) 2023/2411¹⁵ was adopted concerning the geographical indication protection for craft and industrial products.

Relationship between handicraft products and tourism

Manufacturing products which are strongly linked to a specific geographical area often depends on local know-how and the use of local production methods that are rooted in the cultural and social heritage of the home region of such products. Efficient intellectual property protection has the potential to contribute to increased profitability and attractiveness for traditional craft professions. Specific protection of geographical indications is recognised to safeguard and develop cultural heritage in the agricultural and craft and industrial sectors.

For some regions, tourism is the most significant industrial ecosystem, providing income and employment and supporting the maintenance of local services. However, its value lies beyond the economic aspect, as tourism can play a key role for supporting local identities. It allows people to experience different ways of living and seeing life, helps learning about inter-cultural differences and different paths of histories, and overall contributes to personal and societal well-being.

Designing tourism that benefits the local community while remaining authentic is the most complex and important resilience-building element of all. International surveys propose that a significant number of travellers¹⁶ today seek authentic experiences representative of the local culture and would be interested to contribute to the local community. But if tourism changes the way the local community works or harms their living contexts, the key value elements they provide for the visitors will not remain in place. This requires designing tourism holistically as a tool to support local development and following that visitor economy keeps providing net benefits for all.

The Commission supports and facilitates social and proximity economy with its own transition pathway to develop cooperative and solidarity-based models building on the

¹⁴ Regulation (EU) 2024/1143 of the European Parliament and of the Council of 11 April 2024 on geographical indications for wine, spirit drinks and agricultural products, as well as traditional specialties guaranteed and optional quality terms for agricultural products, amending Regulations (EU) No 1308/2013, (EU) 2019/787 and (EU) 2019/1753 and repealing Regulation (EU) No 1151/2012 (L, 23.4.2024).

¹⁵ Regulation (EU) 2024/1143 of the European Parliament and of the Council of 11 April 2024 on geographical indications for wine, spirit drinks and agricultural products, as well as traditional specialties guaranteed and optional quality terms for agricultural products, amending Regulations (EU) No 1308/2013, (EU) 2019/787 and (EU) 2019/1753 and repealing Regulation (EU) No 1151/2012 (L, 23.4.2024).

¹⁶ Flash Eurobarometer 499 – Attitudes of Europeans towards tourism – October 2021 Report, p. 43-46.

premise of improving community well-being, and providing flexible, sustainable, and inclusive jobs developed in collaboration with the local communities.

By extending the geographical indications (GI) from wines, spirits, and other agricultural products and foodstuffs to crafts and industrial goods (CI)¹⁷, the traditional know-how, which is rooted in the cultural and social heritage of EU regions, is further supported, protected and made visible. This ensures that more people are attracted to learn about the origins and traditions of these places and consume local craft products. At least 17% of the regions in the EU (197 out of 1166) have a CIGI product, and 80% of the CIGI producers are micro-SMEs, so this provides important key potential for regional tourism through valorising local heritage and traditional skills as well as boosting the entrepreneurship in the CI sector.

As explained above, rural areas can provide unique experiences for visitors, but they may suffer from fluctuations in tourism¹⁸, making them vulnerable to disruption of tourism flows. The long-term resilience of regions can be boosted through smart and sustainable tourism strategies, based on the unique strengths of the regions. Local identities can be strengthened by encouraging the promotion and quality of local craftsmanship, drawing on the cultural resources of regions. Local knowledge and traditions such as those for foodstuffs in gastronomy as well as handicraft products can act as key economic drivers for rural areas and positively counteract unbalanced tourism growth. Overall, the diversification of tourism offers by including activities related to craft products can positively impact local communities and serve as a key economic driver also for regions not originally associated with tourism, in particular rural and remote regions.

2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

PPPA-MOVE-2025-P032404 — The promotion of handicraft products and support of craftsmen

Objectives

With this call the following objectives shall be met:

- To support craftsmen established within the entire European Union territory, regardless of the Member State they are from, in the process of creating traditional handicraft products.
- To support crafts with a view to attracting tourists to areas where handicraft and in particular artisanal and traditional products such as those with a geographical indication, are manufactured, and to promote the local purchase of these products by tourists and to stoke interest by tourists about associated traditional manufacturing methods.
- To provide incentives to said craftsmen and encourage them to carry on the tradition and continue to manufacture these products.
- To incentivise the pursuit of this occupation of young craftsmen to create artisanal and traditional products.
- To create new opportunities to collaborate with other craftsmen from other EU regions with whom they have similarities, including through the EU Tourism Platform.

¹⁷ See also https://single-market-economy.ec.europa.eu/industry/strategy/intellectual-property/geographical-indications-craft-and-industrial-products_en.

¹⁸ [Analysing spatiotemporal patterns of tourism in Europe at high-resolution with conventional and big data sources – ScienceDirect](#)

- To help promote and increase the sale of artisanal and handicraft products such as those with a geographical indication, including through digital means.

Themes and priorities (scope)

A transnational project consortium of public and private entities¹⁹ will act as an intermediary organising specific activities for craftsmen and tourism SMEs in different countries.

The applicant will organise and provide **direct support to craftsmen and SMEs producing handicrafts products to build their capacities** to launch and/or promote such and support craftsmen and will also facilitate cross-border/transnational cooperation to foster peer to peer learning as well as to exchange knowledge and good practices between craftsmen.

In turn, said support shall attract tourists to areas where handicraft and traditional products are being manufactured.

The proposed activities described in the below **work packages** shall contribute to the promotion of handicraft products and support of craftsmen, by providing both direct and indirect support, be it consultative or financial.

The support must be provided to craftsmen and also to tourism stakeholders, in particular to SMEs, including start-ups and entrepreneurs, who wish to develop new business concepts, new products or to implement proven efficient projects based on best practices, contributing to the transition on a more resilient and sustainable EU tourism ecosystem.

Activities that can be funded (scope)

Work packages

The tasks for this grant are divided into **3 work packages (WP)**. Applicants must explain how they plan to develop and execute these activities, ensuring broad reach and effective implementation.

WP I - Direct support for craftsmen

The applicant shall put in place a support mechanism to **provide direct financial**²⁰ and/or **technical support**²¹ and/or **ad-hoc mentoring to craftsmen**²². This support shall be tailored to the needs of craftsmen. It shall serve to enable craftsmen to launch and promote traditional products, including via digital means, in particular to tourists and/or purchase of materials for said products.

Applicants must include in their proposal at least the following elements:

¹⁹ The Consortium/Network can also include business incubators, accelerators and business support organisations providing business support to SMEs and start-ups cooperating with providers of sustainable solutions, recycling centres, environmental education centres, social economy associations, professional associations.

²⁰ For detailed information, see Section 6, **Form of direct financial support**.

²¹ For detailed information, see Section 6, **Form of technical support**.

²² For further information, see Section 6, **Definitions for the purpose of this call**.

- a fixed and exhaustive list of the different types of activities for which craftsmen may receive direct support.
- the definition of the craftsmen or categories of craftsmen which may receive direct support (as mentioned above).
- the conditions for participation to the selection procedure open to the eligible craftsmen to receive direct support.
- the criteria for calculating the exact amount of the financial support (in case the application concerns financial support, among others).
- the criteria and modalities for awarding financial support.
- the results expected to be reached by the selected craftsmen.

Considering that the goal is to provide support to craftsmen within the European Union territory, compliance with criteria of geographical balance when allocating funds is mandatory.

The direct support should reach **as a minimum**:

- 30 craftsmen established within the European Union (including overseas countries and territories (OCTs) established in at least six different eligible countries

Progress reports should be submitted at least every 6 months after the signature of the contract. More reports may be asked by the EU Project Officer during the lifetime of the grant.

A summary report should be submitted within 2 months after the end of the WP.

WP II - Establish a collaboration and exchange mechanism for craftsmen

The applicant shall establish a peer collaboration mechanism which facilitates horizontal relationships among craftsmen via the European Commission's EU Tourism Platform²³. The EU Tourism Platform provides technical functionalities for setting and managing online collaboration groups for this purpose, and the applicant can propose new technical features to be integrated in the EU Tourism Platform functionality based on their needs. The peer collaboration needs to be implemented as a self-standing functional element in the EU Tourism Platform in a manner which allows it to remain sustainable and functional through self-organisation beyond the lifetime of the Working Package.

The applicant shall:

- Actively facilitate matchmaking among craftsmen with common challenges,
- develop interests on collaborating as to identify best-practices,
- Provide guidance to craftsmen to focus on how to motivate young talents to take up a career in craftsmanship,

²³ <https://transition-pathways.europa.eu/tourism>

- Organise at least 3 workshops for craftsmen covering their travel expenses and subsistence, as appropriate. Each workshop shall gather at least 20 craftsmen from at least five different eligible countries in a hybrid format. These workshops should focus on discussions around common challenges, good practices, motivating young talents to take up a career in craftsmanship, and collaboration.
- Actively facilitate initiating at least 20 collaborative projects in a manner which supports their successful continuation with mutual value and interest by participating craftsmen.
- By the end of the service, provide a list of at least 20 collaborative projects initiated among craftsmen with an initial plan of projects, visits, related resources, and actors. The list should include a summary of initiated collaboration projects between craftsmen with respect to their intentions to address key challenges and best practices.

Based on the lessons learnt from the collaborative projects, the applicant shall prepare a summary report for public use in all EU languages summarising identified good practices and challenges common to craftsmen among different regions. The report should, in a positive way, summarise the key benefits of the potential stemming from cooperation among craftsmen, provide guidance on how to find and connect with other craftsmen to approach similar challenges, identify and disseminate best practices on the way forward and show ways to motivate young talent to take up craftsmanship. The report should also provide information for craftsmen on how to register a product (foodstuff as well as non-food) for an EU quality scheme²⁴.

The English version of the report shall be presented for approval before translations by the applicant into 23 languages.

The progress report should be submitted at least every 6 months after the signature of the contract. More reports may be asked by the EU Project Officer during the lifetime of the grant.

The summary report should be submitted within two months after the end of the WP.

WP III - Incentivising tourism in regions where handicraft products are manufactured

The applicant shall put in place a support mechanism to **provide direct financial**²⁵ and/or **technical support** and/or **ad-hoc mentoring to collaborative projects** for the benefit of Destination Marketing Organisation (DMOs)²⁶, tourism SMEs and craftsmen.

²⁴ Products within the scope of Regulation of the European Parliament and of the Council on European Union geographical indications for wine, spirit drinks and agricultural products, and quality schemes for agricultural products, amending Regulation (EU) 2024/1143 of the European Parliament and of the Council of 11 April 2024 on geographical indications for wine, spirit drinks and agricultural products, as well as traditional specialities guaranteed and optional quality terms for agricultural products, amending Regulations (EU) No 1308/2013, (EU) 2019/787 and (EU) 2019/1753 and repealing Regulation (EU) No 1151/2012 or alternatively within the scope of Regulation (EU) 2023/2411 of the European Parliament and of the Council on the protection of geographical indications for craft and industrial products and amending Regulations (EU) 2017/1001 and (EU) 2019/1753, bearing an Union symbol as established under Commission Delegated Regulation (EU) No 664/2014.

²⁵ For detailed information, see **Form of direct financial support**, p. 30.

²⁶ For further information, see **Definitions for the purpose of this call**, p. 17.

The activity shall aim to increase tourism in regions where products are produced by craftsmen and to increase the sale of said products to tourists.

Examples of **consulting and coaching actions** for collaborative projects can include:

- Introducing tourists to traditional handicraft processes, illustrating them the works associated in the production of food and non-food products.
- Hands-on participation events for tourists for their entertainment and education.
- Marketing of foodstuff and craft and industrial products as potential unique selling points for a tourism destination.
- Farm-to-Fork initiatives with food produced for tourists being consumed by them.
- Initiatives to provide for a more sustainable exchange between tourists and local communities.

To be eligible, **collaborative projects** must comply with the following requirement:

Must be composed at least of:

- Two tourism SMEs;
- One entity falling under the scope of craftsman for the purpose of this call;
- Another business/entity²⁷ (such as an additional tourism or craftsmen, a larger company, a national or regional authority, a regional association, a DMO, etc.) other than the applicant itself which will be tasked with ad-hoc mentoring.

In addition:

- all involved entities are required to operate in the same region;
- Involved legal entities shall be independent from each other (e.g., no structural, legal or financial control between them);
- Each legal entity shall be involved in one collaborative project only.

The collaborative project may pre-exist (e.g., restaurant with their current food supplier) or may result from a match-making process supported by the applicant.

The applicant must ensure a balanced distribution of supported collaborative projects. For this reason, the projects must consist of at least 10 collaborative projects across at least 4 different eligible countries²⁸.

²⁷ When a collaborative project includes other partners than SMEs, the financial support provided to the collaborative projects must be directed principally towards the SMEs to address their needs and serve to reach their objectives in line with this call for proposals.

For example, in a partnership containing a DMO or regional authority, the role of the DMO or regional authority will be limited to providing guidance and eventual future scale-up of the project to further SMEs. It shall not serve to finance the DMO's or regional authority's activities in a form of a service fee, it shall not create profit or revenue for the DMO or regional authority as a principal objective of support.

²⁸ Applicants (beneficiaries and affiliated entities) must be established in either EU Member States or EEA countries and countries associated to the Single Market Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#)).

Selection process of the collaborative projects

The selection process to identify collaborative projects can be organised through various means, such as a call for proposals. Applicants must explain how they intend to select the collaborative projects and on which criteria, ensuring transparency and equal treatment, and avoiding conflicts of interest. E.g., staff members or subcontractors who supported tourism SMEs in activities such as advising and tailored consulting activities and technical support, cannot be part of the evaluation committees.

The criteria to select the collaborative projects must include amongst others:

- feasibility,
- replicability,
- collaboration potential, participants' capacity, competence and commitment,
- efficiency,
- importance of handicraft products for the region they are produced in, and
- marketability of handicraft products to tourists.

Applicants must include in their proposal at least the following elements about the direct support to entities forming a collaborative project:

- a fixed and exhaustive list of the different types of activities for which a third party may receive direct support.
- the definition of the SMEs or categories of SMEs which may receive direct support (as mentioned above).
- the criteria and modalities (form of financial support) for awarding financial support.
- the criteria for calculating the exact amount of the financial support.

If the financial support is awarded on the basis of an open call, it must comply with the following conditions:

- the calls must be open, published widely and conform to EU and national applicable rules on procurement procedures as well as EU legal principles of transparency, equal treatment, proportionality, conflict of interest and confidentiality.
- the calls must remain open for submission of proposals at least for two months; the outcome of the call must be published on the beneficiaries' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries.

A progress report detailing the plans, state and implementation of all the calls and decisions of support provided should be submitted at least every 6 months after the signature of the contract. More reports may be asked by the EU Project Officer during the lifetime of the grant.

A summary report should be submitted within 2 months after the end of the WP.

Expected impact

The proposal submitted by the applicant is expected to deliver the following results:

- Support for craftsmen²⁹ to launch, develop and promote traditional products, including via digital means.
- Attraction of tourists to the respective regions and subsequent contribution to economic growth.
- Improved collaboration and cooperation between craftsmen from different regions across the EU, promotion of social cohesion.
- Improved SMEs' usage of available tools and management strategies to increase their competitiveness and promote growth.
- Advanced green and digital transition of the tourism ecosystem, including SMEs.
- Boosted quality along the tourism value chain.
- Best practises adopted by craftsmen.

Applicants are also encouraged to contribute to the commitments and pledges for the transition of EU tourism³⁰, as part of Transition Pathway for Tourism. Contributions to the transition of EU tourism can be submitted on the level of the beneficiary, collaborative project, craftsmen, or tourism SMEs supported by the action.

3. Available budget

The estimated available call budget is **EUR 970 000**.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	2 September 2025
<u>Deadline for submission:</u>	<u>30 September 2025 – 17:00:00 CET</u> <u>(Brussels)</u>
Evaluation:	October 2025

²⁹ For further information, see **Definitions for the purpose of this call**, p. 17.

³⁰ https://single-market-economy.ec.europa.eu/sectors/tourism/eu-tourism-transition/tourism-transition-pathway/commitments_en

Information on evaluation results:	November 2025
GA signature:	December 2025

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Calls for proposals](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the grant project (*to be filled in directly online*).
- Application Form Part B — contains the technical description of the grant project (*template to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*).
- **mandatory annexes and supporting documents** (*templates to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
 - detailed budget table/calculator
 - CVs (standard) of core project team
 - activity reports of last year
 - Declaration on Honour (Annex II)
 - list of previous projects (key projects for the last 4 years) (*template available in part B*)

Please note that the amounts entered into the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In case of discrepancies, the amounts in the online summarised budget table will prevail.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that all participants comply with the conditions for receiving EU funding (*especially eligibility, financial and operational capacity, exclusion, etc*). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable** (please check carefully the layout of the documents uploaded).

Proposals are limited to maximum **70 pages**. Evaluators will not consider any additional pages. Shorter proposals are welcome.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs))

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (*see section 13*).

Specific cases and definitions

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are NOT eligible.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate —provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons³¹.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'³².  Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

EU restrictive measures — Special rules apply for entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)³³. Such entities are not eligible to

³¹ See Article 200(2)(c) EU Financial Regulation [2024/2509](#).

³² For the definitions, see Articles 190(2) and 200(2)(c) EU Financial Regulation [2024/2509](#).

³³ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

EU conditionality measures — Special rules apply for entities subject to measures adopted on the basis of EU Regulation 2020/2092³⁴. Such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties, etc.). Currently such measures are in place for , e.g. Hungarian public interest trusts established under the Hungarian Act IX of 2021 or any entity they maintain (see [Council Implementing Decision \(EU\) 2022/2506](#), as of 16 December 2022).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Definitions for the purpose of this call

For the purpose of this call, the definition of “tourism SME” includes any SME³⁵ carrying out economic activities in the NACE classes³⁶:

- o I5510 — Hotels and similar accommodation
- o I5520 — Holiday and other short-stay accommodation
- o I5530 — Camping grounds, recreational vehicle parks and trailer parks
- o I5610 — Restaurants and mobile food service activities
- o I5630 — Beverage serving activities
- o N79 — Travel agency, tour operator reservation service and related activities
- o R90 - Creative, arts and entertainment activities
- o R93 - Sports activities and amusement and recreation activities

Within the scope of this call, a business support organisation “BSO” relates to a business incubator/accelerator, start-up, lab, innovation hub, university or educational institution, research centre and any other relevant organisation with a proven capacity and experience in running business support activities focused on SMEs.

For the purpose of this call, “DMO³⁷” is defined as a public or private stakeholder, an authority that manages a local, regional or national tourism strategy in one of the countries forming part of the collaborative project. DMO responsibilities may include, but are not limited to, taking responsibility for the local tourism offer, sustainable tourism planning/development, and the impact tourism has on the territory. The DMO typically also undertakes additional activities such as business analysis, marketing, strategic and policy implementation, inter-institutional and international relationships.

For the purpose of this call, the definition of “Craftsmen” extends to SME both producing either of foodstuffs or non-food products.

For the purpose of this call, the definition of agricultural products, foodstuffs, wines and spirit drinks, covers any producer of a product falling under Regulation (EU) 2024/1143 of the European Parliament and the Council on geographical indications for wine, spirit drinks and agricultural products, as well as traditional specialities guaranteed and optional quality terms for agricultural products, amending Regulations (EU) No 1308/2013, (EU) 2019/787 and (EU) 2019/1753 and repealing Regulation (EU) No 1151/2012 and bearing the Union symbols “Protected design of origin”, “Protected

³⁴ Regulation (EU, Euratom) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget (OJ L 325, 20.12.2022, p. 94).

³⁵ As per Commission Recommendation 2003/361/EC.

³⁶ [Tourism industries - employment - Statistics Explained - Eurostat](#)

³⁷ Destination marketing organisation.

geographical indication” or “traditional specialty guaranteed” as laid down in Delegated Regulation (EU) No 664/2014 falls within the scope of the purpose of this call.

For the purpose of this call, crafts and industrial products - as Regulation 2023/2411 will enter into force on December 1st, 2025 – cover a wider scope than this Regulation, taking into account also registration procedures and a sufficient leeway period for craft SME to register.

For the purpose of this call, producer of craft and industrial products covers crafts and industrial products either³⁸

- produced entirely by hand or with the aid of manual or digital tools, or by mechanical means, whenever the manual contribution is an important component of the finished product;
- or
- produced in a standardised way, including serial production and by using machines;

which shall not necessarily bear the Union symbol “Protected geographical indication” but shall also fall under the definition of “Craftsmen” for the purpose of this call, given said products comply with the following requirements:

- the product originates in a specific place, region or country
- the product’s given quality, reputation or other characteristic is essentially attributable to its geographical origin
- at least one of the production steps of the product takes place in the defined geographical area.

Below is an indicative list of producers of products which should in any case be deemed as craftsmen for the purpose of this call. Other producers of craft and industrial products might also be eligible, provided they fulfil the above conditions.

Member State	Product name	Product class³⁹
AT	Alpenländischer Naturstein	Class 19
AT	Augarten / Wiener Porzellan	Class 21
AT	Ausseer Handdrucke	Class 24
AT	Ausseer Porzellan	Class 21
AT	Ausseer Trachten	Class 25
AT	Berndorfer Metalware	Class 8
AT	Burgenländischer Indigo-Handblaudruck	Class 24
AT	Embroidery of Vorarlberg	Class 26
AT	Ferlacher weapons	Class 13
AT	Frauenthaler Porzellanwaren/Porzellanisolatoren	Class 11

³⁸ In line with Regulation (EU) 2023/2411 of the European Parliament and of the Council of 18 October 2023 on the protection of geographical indications for craft and industrial products and amending Regulations (EU) 2017/1001 and (EU) 2019/1753.

³⁹ According to the international Nice Classification of goods and services used for the purpose of trademark registration, <http://www.wipo.int/classifications/nice/en/>

AT	Friesacher Leinen	Class 24
AT	Gmundner Keramik	Class 21
AT	Hirtenberger Patronen	Class 13
AT	Ischler Hut	Class 25
AT	Karlsteiner Uhren	Class 14
AT	Linzer Goldhauben	Class 25
AT	Margarethner Kalksandstein	Class 19
AT	Montafon table	Class 20
AT	Mühlviertler Blaudruck	Class 24
AT	Mühlviertler Leinen	Class 24
AT	Naintscher Mineralprodukte	Class 19
AT	Neue Wiener Geigen	Class 15
AT	Original Wiener Schneekugeln	Class 28
AT	Österreichische Glasmanufaktur	Class 21
AT	Schladminger Socken	Class 25
AT	Schladminger Walkjanker (Lodenwalker), Schladminger Loden	Class 25
AT	St. Peter Keramik	Class 21
AT	Stoobar Tonwaren	Class 21
AT	Stubai Eisenwaren	Class 8
AT	Tauerngrün	Class 19
AT	Tiroler Loden	Class 25
AT	Treibacher Feuerzeuge / Auerbacher Zündsteine	Class 6
AT	Veitscher Magnesit	Class 19
AT	Viennese piano manufacturers	Class 15
AT	Vöcklabruck Keramik	Class 21
AT	Wachauer Goldhauben	Class 25
AT	Waldviertler Filetvorhänge, Tisch- und Bettdecken	Class 24
AT	Waldviertler handgestochene Zwirnknöpfe	Class 26
AT	Waldviertler Strickwaren	Class 25
AT	Wiener Modemacher	Class 25
BE	Coticule d'Ardenne	Class 19
BE	Dentelle de Binche	Class 26
BE	Diamant van Antwerpen	Class 14
BE	Etains de Huy	Class 21
BE	Pierre Bleue de Belgiu	Class 19
BE	Val Saint Lambert Glass and Crystal	Class 21
BG	Bulgarian Rose oil	Class 3

BG	Chiprovski kilim	Class 27
BG	Ivaylovgrad Gneiss	Class 19
BG	Mramor Ilindentci	Class 19
BG	Trojanska keramika	Class 21
BG	Vrachanski varovik	Class 19
CY	Fini pottery	Class 21
CY	Lefkara jewelry	Class 14
CY	Lefkaritika	Class 26
CY	Lemba Pottery	Class 21
CY	Phythkiotika	Class 24
CZ	Carlsbad thermal spring salt	Class 3
CZ	Czech garnet jewellery	Class 14
CZ	Duchcov porcelain	Class 21
CZ	Gablonz jewellery, wares, crystal ware	Class 14
CZ	Kaolin Sedlec	Class 1
DE	Berliner Porzellan	Class 21
DE	Dresdner Porzellan	Class 21
DE	Dürener Teppiche	Class 27
DE	Echt Kölnisch Wasser /Original Eau de Cologne	Class 3
DE	Freiberger Porzellan	Class 21
DE	Freiberger Präzisionsmechanik	Class 9
DE	Fürstenberg Porzellan	Class 21
DE	Gablonzer Industrie	Class 14
DE	Geigen aus Mittenwald	Class 15
DE	Glashütter Uhren	Class 14
DE	Gmündner Gold- und Silberschmiedekunst	Class 14
DE	Hohnsteiner Handspielpuppen	Class 28
DE	Holzkunst aus dem Erzgebirge	Class 20
DE	Jenaer Glas	Class 21
DE	Kannenbäcker Keramik/Westerwaldkeramik	Class 21
DE	Karlsruher Majolika	Class 21
DE	Krawatten aus Krefeld	Class 25
DE	Lauscha Glaskunst	Class 21
DE	Lausitzer Glas	Class 21
DE	Lausitzer Keramik	Class 21
DE	Medizintechnische Instrumente aus Tuttlingen	Class 10
DE	Meissner Porzellan	Class 21
DE	Musikinstrumente aus dem Vogtland	Class 15

DE	Nymphenburger Porzellan	Class 21
DE	Oberammergauer Schnitzkunst	Class 20
DE	Pforzheimer Uhren und Schmuckwaren	Class14
DE	Plauener Spitze	Class 26
DE	Pulsnitzer Blaudruck	Class 24
DE	Ravensburger Spiele	Class 28
DE	Remscheider Werkzeuge	Class 8
DE	Rhöner Holzschnitzereien	Class 20
DE	Rügener Heilkreide	Class 3
DE	Schmuck- und Edelsteinindustrie Idar-Oberstein	Class 14
DE	Schneidwaren aus Solingen	Class 8
DE	Schwarzwälder Kuckucksuhr	Class 14
DE	Schweinfurter Kugellager	Class 7
DE	Sebnitzer Kunstblumen	Class 26
DE	Sonneberger Spielzeug	Class 28
DE	Steinhuder Leinen	Class 24
DE	Wetzlarer Optik	Class 9
DK	Bornholm glass	Class 21
DK	Danish ceramics	Class 21
DK	Holmegaard	Class 21
DK	Royal Copenhagen porcelain	Class 21
EE	Haapsalu Ravimuda	Class 3
EE	Muhu tikand	Class26
EE	Saaremaa Sepad	Class 6
EE	Setu pits	Class 26
EE	Wendre textiles	Class 24
EL	Cretan knives	Class 8
EL	Greek marble	Class 19
EL	Greek olive oil soap	Class 3
EL	Greek sponges	Class 21
EL	Navarino icons, food products and art objects	Class 28
ES	Alfarería de Breda	Class 21
ES	Alfarería de Buño	Class 21
ES	Alfarería de Navarrete	Class 21
ES	Alfarería y cerámica de La Rambla	Class 21
ES	Alfarería artística y alfarería tradicional de Alba de Tormes	Class 21
ES	Alfombras de Crevillente	Class 27

ES	Alfombras de esparto de Úbeda	Class 27
ES	Azabache de Asturias	Class 14
ES	Belén de Murcia	Class 20
ES	Calzado de Elche	Class 25
ES	Calzado de Menorca	Class 25
ES	Cantería de Campaspero	Class 19
ES	Cerámica de la Bisbal	Class21
ES	Cerámica de Lorca	Class 21
ES	Cerámica de Manises	Class 21
ES	Cerámica de Muel	Class 21
ES	Cerámica de Totana	Class 21
ES	Cuchillería de Albacete	Class 8
ES	Cuchillería de Taramundi	Class 8
ES	Encaixe de Camariñas	Class 26
ES	Encajes de Zamora	Class 26
ES	Espadas y cuchillos de Toledo	Class 8
ES	Fallas de Valencia	Class 20
ES	Filigrana charra (Joyería de Salamanca – Botón Charro)	Class 14
ES	Goyescas, mantillas y velos de Granada	Class 25
ES	Jarapa de Lorca	Class 27
ES	Joyería de Cordoba	Class 14
ES	Madera de Olivo de Castro del Rio	Class 20
ES	Madera de Sènia	Class 20
ES	Marmol de Alicante	Class 19
ES	Marmol de Macael	Class 19
ES	Mueble de Sonseca	Class 20
ES	Mueble de Yecla	Class 20
ES	Muñeca de Onil	Class 28
ES	Piedra natural de Castilla y Leon	Class 29
ES	Piel de Ubrique	Class 18
ES	Puros de Canarias	Class 34
ES	Vidrio de Granja	Class 21
FI	Iittala glass	Class 21
FI	Luotolainen	Class 25
FI	Puukko	Class 8
FI	Rauman pitsi	Class 26
FI	Ryijy	Class 27

FI	Sutorraniibi /Lapinleuku / Saamenpuukko	Class 8
FR	Ardoise de Pyrénées	Class 19
FR	Béret basque	Class 25
FR	Carrelage de Saint Samson la Poterie	Class 19
FR	Charentaise de Charente-Périgord	Class 25
FR	Chaussures/Cuir de Romans	Class 25
FR	Couteaux de Laguiole	Class 8
FR	Couteaux de Thiers	Class 8
FR	Cuirs de Saint Junien	Class 18
FR	Dentelle de Calais	Class 26
FR	Dentelle du Puy	Class 26
FR	Emaux de Longwy	Class 14
FR	Espadrille de Mauléon – Mauleko espartina	Class 25
FR	Espadrilles catalanes	Class 25
FR	Faïence de Moustiers	Class21
FR	Faïence de Nevers	Class 21
FR	Faïence de Quimper	Class 21
FR	Faïences de Martres Tolosane	Class 21
FR	Granit de Bretagne	Class 19
FR	Grenat de Perpignan	Class 14
FR	Grès de Vosges	Class 19
FR	Imagerie d'Epinal	Class 16
FR	Monoï de Tahiti	Class 3
FR	Perles de Tahiti	Class 14
FR	Pierre de Bourgogne	Class 19
FR	Plastique d'Oyonnax	Class 1
FR	Porcelaine de Limoges	Class 21
FR	Porcelaine/Céramique de Sèvres	Class 21
FR	Poterie de Betschdorf	Class 21
FR	Poterie de Vallauris	Class 21
FR	Sabots Bressans	Class 25
FR	Sandales de Saint Tropez	Class 25
FR	Savon de Marseille	Class 3
FR	Siège de Liffol	Class 200
FR	Soie/Soieries de Touraine	Class 24
FR	Soieries de Lyon	Class 24
FR	Tapis et tapisserie d'Aubusson	Class 27
FR	Tissue des Pyrénées	Class 23

FR	Toile de Gérardmer	Class 24
FR	Tuiles et Carreaux de Gironde	Class 19
FR	Vannerie de Vallabrègues	Class 21
FR	Vannerie de Villaines	Class 20
FR	Vases d'Anduze	Class 21
HR	Benkovac stone	Class 19
HR	Brač stone	Class 19
HR	Čipkarstvo u Hrvatskoj	Class 26
HR	Samobor kristal	Class 14
HR	Šestinski kišobran	Class 25
HR	Wooden toys from Hrvatsko Zagorje	Class 28
HU	Enamelled pots from Bonyhád	Class 21
HU	Halas Lace	Class 26
HU	Herendi Porcelain	Class 21
HU	Kékfestés	Class 24
HU	Lace from Hövej	Class 26
HU	Porcelain, pot and fancy goods from Hollóháza	Class 21
IE	Borris Lace	Class 26
IE	Donegal tweed	Class 25
IE	Newbridge silverware	Class 12
IE	Tipperary crystal	Class 21
IE	Waterford crystal	Class 21
IT	Alabastro di Volterra	Class 20
IT	Basalto lavico dell'Etna	Class 19
IT	Biella - the art of excellence	Class 24
IT	Campane di Agnone	Class 15
IT	Cappello di paglia di Firenze- Signa	Class 25
IT	Cardato Pratese	Class 23
IT	Carta di Amalfi	Class 16
IT	Ceramica Artistica e Tradizionale del territorio di Ascoli Piceno	Class 21
IT	Ceramica Artistica e Tradizionale di Albissola Superiore, Liguria	Class 21
IT	Ceramica Artistica e Tradizionale di Albissola Marina, Liguria	Class 21
IT	Ceramica Artistica e Tradizionale di Bassano del Grappa	Class 21
IT	Ceramica Artistica e Tradizionale di Caltagirone	Class 21
IT	Ceramica Artistica e Tradizionale di Castelli	Class 21

IT	Ceramica Artistica e Tradizionale di Deruta	Class 21
IT	Ceramica Artistica e Tradizionale di Faenza	Class 21
IT	Ceramica Artistica e Tradizionale di Grottaglie	Class 21
IT	Ceramica Artistica e Tradizionale di Montelupo Fiorentino	Class 21
IT	Ceramica Artistica e Tradizionale di Nove	Class 21
IT	Ceramica Artistica e Tradizionale di Vietri sul mare	Class 21
IT	Ceramiche artistiche e tradizionali di Napoli-Capodimonte	Class 21
IT	Coltellerie di Maniago	Class 8
IT	Coltelli di Frosolone	Class 8
IT	Coltello artigiano Sardegna	Class 8
IT	Cremona liuteria	Class 15
IT	Divalenza	Class 14
IT	Filigrana artigiana Sardegna	Class 14
IT	Gioielli di Torre del Greco	Class 14
IT	Imbarcazioni in legno tipiche e tradizionali della laguna di Venezia	Class 12
IT	Le borse di Tolfa	Class 18
IT	Marmo Botticino Classico	Class 19
IT	Marmo di Carrara	Class 19
IT	Merletto di Burano	Class 26
IT	Merletto di Offida	Class 26
IT	Merletto di Orvieto (Ars Wetana)	Class 26
IT	Merletto Goriziano	Class 26
IT	Mobile d'arte del Bassanese	Class 20
IT	Mobile d'arte in stile della pianura veronese	Class 20
IT	Ocarina di Budrio	Class 15
IT	Orificeria di Vicenza	Class 14
IT	Pelle Conciata al Vegetale in Toscana (Conceria toscana)	Class 18
IT	Pietra della Lessinia	Class 19
IT	Pietra di Cuneo	Class 19
IT	Pietre originali della Bergamasca	Class 19
IT	Riviera del Brenta	Class 25
IT	Vetro di Murano	Class 21
LT	Baltic amber	Class 14
LT	Lietuviška tekstilė	Class 24
LT	Lietuviški kryžiai (kryždirbystė)	Class 20

LT	Vilniaus krašto verbos	Class 26
LU	Duch vum Séi	Class 24
LU	Péckvillchen	Class 15
LU	Stained glass	Class 20
LU	The Slate of Haute Martelange	Class 19
LV	Baltic block	Class 19
LV	Latvian mittens	Class 25
LV	Lielvārde Belt	Class 25
LV	Pampalu pots	Class 21
LV	Latvian mittens	Class 14
LV	Lielvārde Belt	Class 26
LV	Pampalu pots	Class 26
NL	Arlogg Tal-Lira clocks	Class 21
NL	Bizzilla	Class 21
NL	Ganutell	Class 21
NL	Gozo glass	Class 21
NL	Mdina glass	Class 21
NL	Boerenbont servies	Class 21
NL	Delfts blauw	Class 21
NL	Leerdam kristal	Class 21
NL	Makkumer	Class 21
NL	Texelwool	Class 24
PL	Bursztyn bałtycki (biżuteria)	Class 14
PL	Ceramika Bolesławicka	Class 21
PL	Koronki Koniakowskie	Class 26
PL	Porcelana Ćmielów	Class 21
PL	Szkło Krośnieńskie	Class 21
PT	Black clay of Olho Marinho	Class 21
PT	Blankets wool of Mertola	Class 24
PT	Flower sticks of Vila Nova de Poiares	Class 20
PT	Madeira embroidery	Class 26
PT	Mask of Vinhais	Class 25
RO	Ceramică de Cucuteni	Class 21
RO	Ceramică de Horezu	Class 21
RO	Ceramică de Marginea	Class 21
RO	Ceramică de Săcel	Class 21
RO	Covoare oltenești	Class 27
SE	Dalahäst	Class 28

SE	Duodji	Class 20
SE	Falsterbotofflan	Class 25
SE	Lovikkavantar	Class 25
SE	Morakniv	Class 8
SI	Beehive panel (Panjske končnice)	Class 20
SI	Idrija Lace	Class 26
SI	National costume from Gorenjska	Class 25
SI	Ribnica woodenware (Ribniska suha roba)	Class 20
SI	Rogaska Crystal	Class 21
SK	Golden onyx of Levice	Class 14
SK	Lace of Solná Baňa	Class 26
SK	Majolica of Modra	Class 21
SK	Piešťany mud	Class 3
SK	Slovenský Magnezit	Class 1
UK	Harris Tweed	Class 24
UK	Irish linen	Class 24
UK	North Staffordshire Pottery	Class 21
UK	Nottingham lace	Class 24
UK	Shetland woollen wear	Class 25

Consortium composition

Proposals must be submitted by a consortium of at least six (6) applicants (beneficiaries; not affiliated entities), which complies with all following conditions:

- minimum six (6) independent entities (no affiliated entities) from minimum three (3) different eligible countries, among which:
 - o minimum two (2) business support organisations (BSO) from two (2) different eligible countries
 - o minimum two (2) destination management organisations (DMO) from two (2) different eligible countries
 - o minimum one (1) training institution with training or research as principal function, such as an education institution, university, training centre or research centre.

Eligible activities

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.

Eligible activities are the ones set out in section 2 above.

The type of activities and costs that can be funded via **direct financial support** from the funds of the support to craftsmen (WP I) and the collaborative project partnerships⁴⁰ (WP III) (exhaustive list):

- Implementation of new business ideas, new products launch and development, market studies.
- Development and analysis of business plans.
- Intellectual property development⁴¹ such as support to drafting products specifications.
- Design and implementation of measures on corporate social responsibility, ethic and conduct codes; due diligence (OECD guidelines⁴²) women's role in management jobs, accessibility (disable, elderly, children), LGBT, socially responsible job offers, value chain integration of social responsibility.
- Digital innovative projects that promote accessibility.
- Acquisition of software licenses.
- Development and implementation of new digital tools such as artificial intelligence, augmented reality, fine tuning algorithms.
- Entry fees and travel costs to business meetings, trade fairs, training, provided that these are related specifically to the activities eligible for the financial support and they are organised externally to the consortium.
- Certification costs and implementation costs related to the certification schemes compliance relevant to sustainability, digitalisation and resilience.
- Promotion and communication activities relevant to the activities in this list.
- Purchase costs of consumables/goods are eligible only if they arise from capacity building actions carried out by the consortium such as training, or coaching.
- Purchase of materials for craftsmen

Costs incurred for fees related to the registration of geographical indications for foodstuffs and craft and industrial products can NOT be funded.

Form of direct financial support from the beneficiary to craftsmen and collaborative projects

The direct financial support for craftsmen:

- must be in a form of a lump sum. It is recommended to plan for a break-down of the lump sum for different types of activities, costs, outcomes and partners, where applicable.
- must **range between minimum EUR 5 000 and maximum EUR 25 000 per project.**

⁴⁰ Mandatory activities I & III

⁴¹ In particular, for craft and industrial products, the date of entry into force of Art. 73 of Regulation (EU) 2023/2411 of the European Parliament and of the Council of 18 October 2023 on the protection of geographical indications for craft and industrial products and amending Regulations (EU) 2017/1001 and (EU) 2019/1753 (OJ L, 27.10.2023, p.1) shall be explicitly mentioned here.

⁴² <https://mneguidelines.oecd.org/OECD-Due-Diligence-Guidance-for-Responsible-Business-Conduct.pdf>

- **cannot be used to reimburse or purchase services provided by the consortia.**

The direct financial support for collaborative projects:

- must be in a form of a lump sum. It is recommended to plan for a break-down of the lump sum for different types of activities, costs, outcomes and partners, where applicable.
- must **range between minimum EUR 15 000 and maximum EUR 35 000 per collaborative project.**
- **cannot be used to reimburse or purchase services provided by the consortia.**

As direct financial support to craftsmen and collaborative projects is understood a monetary, financial transaction from the beneficiaries directly to the supported collaborative projects. Costs for non-financial support or support given in-kind (e.g., vouchers for services paid to the service providers different from the partners involved in the collaborative project) must be declared under other categories (e.g., as a cost for purchases of vouchers) and must comply with the rules of that category⁴³.

If applicable to the specific type of costs and activities, the service provider(s) from whose services or products entities will benefit shall be identified freely and autonomously by said entities themselves. If beneficiaries want to advise the collaborative projects on the selection of service providers or products, the list(s) of such providers must be established in a transparent way, with a pre-defined criterion, e.g., via a publication of an open call for service providers. The consortium cannot impose the use of any particular provider on the collaborative projects.

Monitoring of the collaborative projects

The applicant must monitor closely the partnerships participating in the support scheme.

As regards WP I, sound financial management should ensure the fair, timely and effective distribution of the budget among the selected craftsmen (either direct or through technical support); the support should be provided to the departments/activities in need of it and not just generically (unless justified); statistics should be provided to the European Commission.

As regards WP II the progress of the implementation of their collaborative projects should be formally reported regularly (at least every 6 months) to the Commission, although communication with the Commission is anyway expected in more regular basis. The consortium must also support the collaborative projects to ensure their successful outcome and achievement of the expected results.

As regards WP III, applicants must set up and impose **indicators** for the supported collaborative projects to ensure their monitoring and to measure their outcome and impacts. Here are some examples of (but not limited to) areas that these indicators and impacts should target:

- Promote the work of craftsmen producing handicraft and industrial products and/or foodstuff products with geographical indication.

⁴³ Budget categories and cost eligibility rules are fixed in the Grant Agreement (Data Sheet, point 3, art 6 and Annex 2)

- Help design and implement measures to increase tourism to areas where handicraft and industrial products as well as foodstuff products with geographical indication are produced.
- Promote and help designing partnerships between craftsmen and tourism enterprises to enable synergies between different ecosystems.
- Develop cooperation between tourism companies and other companies to increase resilience.
- Enable an exchange between tourists and local community to increase sustainability.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*). Projects must also respect EU values and European Commission policy regarding reputational matters (*e.g. activities involving capacity building, policy support, awareness raising, communication, dissemination, etc*).

Financial support to third parties is allowed under the following conditions:

The proposal must clearly specify why financial support to craftsmen is needed, how it will be managed and provide a list of the different types of activities for which a craftsman may receive financial support. The proposal must also clearly describe the results to be obtained.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (*see above*).

Duration

Grants should normally range between 18 and 24 months.

Extensions are possible, if duly justified and through an amendment.

Grant budget

Grant budget (requested grant amount) is expected to be up to 970.000 UR.

The grant awarded may be lower than the amount requested.

Ethics

Projects must comply with:

- highest ethical standards and
- applicable EU, international and national Law.

Projects involving ethics issues will have to undergo an ethics review to authorise funding and may be made subject to specific ethics rules (which become part of the Grant Agreement in the form of ethics deliverables, *e.g. ethics committee opinions/notifications/authorisations required under national or EU law*).

Security

Projects involving EU classified information must undergo security scrutiny to authorise funding and may be made subject to specific security rules (detailed in a security aspects letter (SAL) which is annexed to the Grant Agreement).

These rules (governed by Decision [2015/444](#)⁴⁴ and its implementing rules and/or national rules) provide for instance that:

- projects involving information classified TRES SECRET UE/EU TOP SECRET (or equivalent) can NOT be funded
- classified information must be marked in accordance with the applicable security instructions in the SAL
- information with classification levels CONFIDENTIEL UE/EU CONFIDENTIAL or above (and RESTREINT UE/ EU RESTRICTED, if required by national rules) may be:
 - created or accessed only on premises with facility security clearance (FSC) from the competent national security authority (NSA), in accordance with the national rules
 - handled only in a secured area accredited by the competent NSA
 - accessed and handled only by persons with valid personnel security clearance (PSC) and a need-to-know
- at the end of the grant, the classified information must either be returned or continue to be protected in accordance with the applicable rules
- action tasks involving EU classified information (EUCI) may be subcontracted only with prior written approval from the granting authority and only to entities established in an EU Member State or in a non-EU country with a security of information agreement with the EU (or an administrative arrangement with the Commission)
- disclosure of EUCI to third parties is subject to prior written approval from the granting authority.

Please note that, depending on the type of activity, facility security clearance may have to be provided before grant signature. The granting authority will assess the need for clearance in each case and will establish their delivery date during grant preparation. Please note that in no circumstances can we sign any grant agreement until at least one of the beneficiaries in a consortium has facility security clearance.

Further security recommendations may be added to the Grant Agreement in the form of security deliverables (*e.g. create security advisory group, limit level of detail, use fake scenario, exclude use of classified information, etc*).

Beneficiaries must ensure that their projects are not subject to national/third-country security requirements that could affect implementation or put into question the award of the grant (*e.g. technology restrictions, national security classification, etc*). The granting authority must be notified immediately of any potential security issues.

7. Financial and operational capacity and exclusion

⁴⁴ See Commission Decision 2015/444/EU, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the grant projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities)
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
 - an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
 - prefinancing paid in instalments
 - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
 - request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the **know-how, qualifications and resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project

- description of the consortium participants
- applicants' activity reports of last year
- list of previous projects (key projects for the last 4 years) (*template available in Part B*).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate⁴⁵:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct⁴⁶ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

⁴⁵ See Articles 138 and 143 of EU Financial Regulation [2024/2509](#).

⁴⁶ 'Professional misconduct' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

- intentionally and without proper justification resisted⁴⁷ an investigation, check or audit carried out by an EU authorising officer (or their representative or auditor), OLAF, the EPPO, or the European Court of Auditors.

Applicants will also be rejected if it turns out that⁴⁸:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call, and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.
- 2) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'.
- 3) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.
- 4) After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

All proposals will be informed about the evaluation result (**evaluation result letter**). The successful proposal will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

⁴⁷ 'Resisting an investigation, check or audit' means carrying out actions with the goal or effect of preventing, hindering or delaying the conduct of any of the activities needed to perform the investigation, check or audit, such as refusing to grant the necessary access to its premises or any other areas used for business purposes, concealing or refusing to disclose information or providing false information.

⁴⁸ See Article 143 EU Financial Regulation [2024/2509](#).

 **No commitment for funding** — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Full compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a complaint (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)).

9. Award criteria

The **award criteria** for this call are as follows:

1. Relevance (40 points):

- Clarity and consistency of the action
- Objectives and extent to which they match the themes and priorities and objectives of the call
- Contribution to the EU strategic and legislative context
- European/trans-national dimension
- Impact/interest for several countries (EU or eligible non-EU countries); possibility to use the results in other countries; potential to develop mutual trust/cross-border cooperation

2. Quality (40 points):

- Logical links between the identified problems, needs and solutions proposed (logical frame concept)
- Quality of the consortium and project teams
- Appropriate procedures and problem-solving mechanisms for cooperating within the project teams and consortium
- Methodology for implementing the project (concept and methodology, organisation of the work (procedures and allocation of resources), management, involvement of subcontractors, timetable, risks and risk management, monitoring and evaluation)
- Cost effectiveness (sufficient/appropriate budget for proper implementation; best value for money)

3. Impact (20 points):

- Ambition and expected long-term impact of results on target groups/general public.

- Appropriate dissemination strategy.
- Possibility to use the results in other countries.
- Sustainability of results after EU funding ends.

Award criteria	Minimum pass score	Maximum score
Relevance	21	40
Quality	21	40
Impact	11	20
Overall (pass) scores	60	100

Maximum points: 100 points.

Individual thresholds per criterion: 21/40, 21/40 and 11/20 points.

Overall threshold: 60 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: see section 6 above.

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Grant budget (requested grant amount): see section 6 above.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat rates, you can charge the amounts calculated as explained in the Grant Agreement (see *art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**100 %** for the costs for providing financial support to third parties and **90 %** for all other cost categories).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (see *art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (e.g. *improper implementation, breach of obligations, etc*).

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment
 - C.3 Other goods, works and services
- D. Other cost categories
 - D.1 Financial support to third parties
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost⁴⁹: Yes
 - volunteers unit cost⁵⁰: No

⁴⁹ Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7115).

⁵⁰ Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

- travel and subsistence unit cost⁵¹: Yes⁵²
- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: allowed for grants; maximum amount per third party EUR 60 000, *see under Eligible activities*
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible/non-refundable VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost.
 - kick-off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed.
 - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for separate project websites are not eligible.
 - other ineligible costs: No.

Costs and activities not eligible under costs of direct financial support under the work packages:

- Coaching and consulting services provided by the consortium itself.
- Other services provided by the consortium or subcontractors.
- Vouchers or other non-financial support (see further below for the definition of the financial support).
- Purchase of infrastructure.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally 50 % of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.

There will be no interim payments

⁵¹ Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

⁵² See [EU Grants AGA — Annotated Grant Agreement](#), art 6 on eligible costs: travel and subsistence costs must be declared using the unit cost according to Annex 2a of the grant agreement. If a particular instance of travel, accommodation or subsistence in the action is not covered by one of the unit costs mentioned in Decision C(2021)35 the actual costs may be used.

In addition, you will be expected to submit progress reports not linked to payments.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if you or one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (see art 22).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement (*art 23*).

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet, point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

- individual financial responsibility — *each beneficiary only for their own debts.*

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: see *Model Grant Agreement (art 16 and Annex 5)*:

- rights of use on results: Yes

Communication, dissemination and visibility of funding: see *Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: see *Model Grant Agreement (art 18 and Annex 5)*:

- durability: No

Other specificities

Consortium agreement: Yes

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA — Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Calls for proposals](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online

- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (see *section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (see *section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System, otherwise the proposal may be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (see *section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- Topic Q&A on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: EC-MOVE-TOURISM-CALLS@ec.europa.eu .

Please indicate clearly the reference of the call and topic to which your question relates (see *cover page*).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last-minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No cumulation of funding/no double funding** — It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants; projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded funding for them).
Organisations may participate in several proposals.
BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call document (and the documents it refers to). Proposals that do not comply with all the call conditions will be rejected. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced, or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).