

CEnTOUR Circular Economy in Tourism

TABLE OF CONTENTS

1. Summary of Information
2. Objectives of the project and description of the Support Scheme
3. Benefits for participating SMEs
4. List of eligible activities to be funded and types of costs
5. Target and eligibility criteria
6. Declarations and obligations of participants
 - 6.1 Liability, disputes, reduction and revocation of the grant
 - 6.2 Checks, reviews, audits and investigations-extension of findings
 - 6.3 Evaluation of the impact of the action
 - 6.4 Conflict of interests
 - 6.5 Confidentiality
 - 6.6 Promoting the action - visibility of EU funding
 - 6.7 National specific requirements
7. Form and amount of Financial Support
8. Submission Process
9. Evaluation Process and Commissions
10. Post selection
11. Award criteria
12. Payment Arrangements
 - 12.1 Cases of reduction and revocation of the grant

13. Reporting requirements
14. Personal Data protection

ANNEX 1 - Application Form (signed by Legal Representative)

ANNEX 2 - Pre assessment questionnaire (online)

ANNEX 3 - Third party beneficiary Agreement

ANNEX 4 - Bank details



Co-funded by the COSME programme
of the European Union

GLOSSARY

Commission: European Commission

Agency: the European Innovation Council and SMEs Executive Agency hereinafter referred to as "EISMEA" or the "Agency"

Consortium: CEnTOUR project consortium of country partners

Third party beneficiary: company beneficiary of grant

Agreement: Grant Agreement 951076 CEnTOUR (between European Commission and Consortium)



Co-funded by the COSME programme
of the European Union

1. SUMMARY OF INFORMATION

Call identifier: CEnTOUR_FSTP

Call title: CEnTOUR Call for Selection Support to Third Parties

Publication Date: Tuesday 27th July 2021

Deadline for Submission: Wednesday 29th September 2021, h 17.00 (local time of each country).

2. OBJECTIVES OF THE PROJECT AND DESCRIPTION OF THE SUPPORT SCHEME

A circular economy is an economic system that replaces the 'end-of-life' concept with reducing, alternatively reusing, recycling and recovering materials in production/distribution and consumption processes. It operates at the micro level (products, companies, consumers), meso level (eco-industrial parks) and macro level (city, region, nation and beyond), with the aim to accomplish sustainable development, thus simultaneously creating environmental quality, economic prosperity and social equity, to the benefit of current and future generations (Kirchherr et al, 2017).

Applied to the tourism sector, a Circular Economy (CE) can lead to drastic changes and promising innovations in existing businesses while holding great potential for tourism operators to achieve greater sustainability and profitability, as well as innovative marketing opportunities. It is therefore important to start raising awareness in companies and accompany them to develop and implement practical circular solutions.

CEnTOUR project (Circular Economy in Tourism) aims to support the implementation of capacity building also through a support scheme for SMEs in the tourism sector in 5 European countries (Italy, Spain, North Macedonia, Moldova, Greece) which will lead companies to reach different levels of circular economy innovations.

This route will also be linked to the idea of "place approach", essential in the tourism industry, which will help SMEs to develop marketing and promotion skills by leveraging the sustainability factor. The regions that have been selected have actual tourism capabilities (as well as well-defined destinations) and potential for improvement / development.

SMEs, in particular of the tourism sector, are slowly approaching the challenges of moving from a linear to a circular economic model and, given their average size, do not normally have the resources and skills to face it with the appropriate tools and methodologies.

The CEnTOUR scheme intends to support SMEs in the development and implementation of circular businesses (in terms of knowledge transfer, skills, innovation, certifications) and to realise them within an integrated system for local development.



Co-funded by the COSME programme
of the European Union

68 Tourism SMEs (Third Parties) will be selected in the 5 participant countries as follows:

- N. 18 SMEs in Italy,
- N. 14 SMEs in Spain,
- N. 12 SMEs in Moldova,
- N. 12 SMEs in North Macedonia,
- N. 12 SMEs in Greece.

The supported SMEs will be involved in:

- A **capacity building programme** through a specific training course made of online sessions and face to face sessions for each participant;
- A **transnational knowledge transfer programme** between companies lagging behind in terms of CE and companies that have already developed a more advanced approach to CE by peer to peer initiatives, study visits and international fairs;
- An **acceleration programme** aimed at developing a specific innovation strategy to implement circular solutions (including a Certification Scheme – ECOLABEL/EMAS - for a selection of participating SMEs).

The Support scheme will empower SMEs to integrate circular economy principles in their operations, while focusing specifically on the following 5 topics:

1. Recovery and reuse of Food waste;
2. Plastic free solutions and packaging rethinking;
3. Collaborative consumption as a communal way to find alternative and efficient business models and at the same time increase the community-lead tourism approach.
4. Improving competitiveness of traditional mature tourism markets and improving destinations attractiveness;
5. Improving visibility of Countries/Regions through emerging niche markets as highly CE oriented and innovative.

3. BENEFITS FOR PARTICIPANT SMES

The CEnTOUR project will develop innovative training courses, peer learning and knowledge transfer for SMEs and start-ups in the tourism sector. Selected companies will be able to learn the potential of implementing the Circular Economy in their activity (business benefits, business chains procurement, governance, business models, design, technologies, financing indicators, ...).



Co-funded by the COSME programme
of the European Union

The selected SMEs will be involved in interactive and experiential events such as study visits, fair visits and peer-to-peer activities, and will have the support from CE facilitators with a specific training background thought for each country / region of reference.

The strengthening of the capacities of SMEs in the Circular Economy will also take place through the knowledge transfer between companies with best experiences in terms of sustainability:

- meeting with leading innovators, providers, experts;
- improve the supply chain and cross-sector collaborations;
- entering international networks;
- maximize resources, cutting costs linked to resource efficiency;
- being included in promotional and dissemination activities at both regional, national and EU level.

4. LIST OF ELIGIBLE ACTIVITIES TO BE FUNDED AND TYPES OF COSTS

Eligible activities relate to the following categories of costs:

- Sustainable and green investments
- Travel, registration and accommodation costs

and will include:

1) With reference to sustainable and green investments, supported SMEs will participate, within the duration of the Support Scheme, to the following activities:

- a personalised needs assessment for each participating SME carried out by the project's experts that will lead to a personalised innovation strategy for each SME;
- acceleration and strategy development, co-designed by the project and in accordance with the SME. Two out of the five countries will also be the testing area for a collective marketing strategy, based on the strategies developed; innovations implementation through a testing phase, as indicated in the innovation strategy that will be co-developed by the project and the SME. Implementation might include: certification compliance feasibility study (ECOLABEL, EMAS, ..) or feasibility and implementation of a certification scheme, supply chain definition and agreements, adaptation of processes and products, other activities to be defined as a result of the capacity building and acceleration period.

Eligible costs related to the above activities are:



Co-funded by the COSME programme
of the European Union

- compliance adaptations/documentation/data collection etc. in view of certification schemes; costs of certification/standardisation depending on feasibility (excluded consumable goods);
- activities related to the supply chain and adaptation of processes and products (e.g. improving of alternative sources utilization for energetic sustainability and energy contracts, water savings and wastewater reuse for circular water-loop management; transport schemes, information/marketing material, supplies for specialised services to guests. Investments in a physical infrastructure are not eligible) and costs of advisory services and skills improvement (for example: in mapping specific sustainability related needs to be addressed by an individual SME; in measuring the environmental and social impact of the operations of SMEs, in managing operations in a more environmentally-friendly manner etc.).

Within this category costs that can be considered eligible are those related for example to: acquisition of data/analysis, material and services related to tests/prototypes, acquisition of tools/instruments for the management of supply chains, costs for design and printing/digitalisation of sustainable communication materials about sustainability and digital devices/app for sustainable marketing (e.g. information cards and labels to be put in the rooms and in the lobbies to inform clients about public transport services or to suggest sustainable behaviours - policy for changing towels, suggestions for reducing food loss, etc.),

2) *With reference to travel, registration and accommodation costs, eligible activities are connected to the Capacity Building and Knowledge transfer programmes and include:*

- 22 hrs online training at own pace (no travel, registration and accommodation costs foreseen);
- 4 ½ day face to face training sessions in the country of activity and some individual work in between (travel costs and daily allowance foreseen);
- the participation to a study visit + fair at EU level – only for a restricted number of SMEs - indicatively 5 SMEs, one for each country (Travel and accommodation costs foreseen);
- 1 ½ day face-to-face local workshop, in the country of activity, to foster brainstorming and innovative solutions to become more circular (travel costs and daily allowance foreseen);
- 3 online webinars related to the topics of the focus thematic areas and 4 online conferences with international inspiring/leading stakeholders (no travel, registration and accommodation costs foreseen);
- active participation in the online Community of Practice (no travel, registration and accommodation costs foreseen).

Eligible costs related to the above activities are:



Co-funded by the COSME programme of the European Union

- travel costs (flight, train, bus, car, ...) allowing active participation of one selected tourism SMEs staff member in face-to-face support activities organised by the project consortium;
- daily allowance costs allowing active participation of tourism SMEs in face-to-face support activities organised by the project consortium;
- registration and accommodation costs allowing active participation in an event organized externally from the consortium (1 study visit + fair) for selected SMEs.

The maximum expense for travel, registration and accommodation costs is 40% of the maximum grant amount if the company participates in the study visit + fair, otherwise 20% of the total amount.

Study visit participants will be chosen among companies which do not aim to get an ECOLABEL or EMAS certification and whose referent has a fluent English, following the ranking reached in the present selection. If external conditions will constrain to organise only online events (study visits, fairs, ...), resources that cannot be spent for travels, registration and accommodation should be shifted to Sustainable and Green Investments.

Among the 68 third party beneficiary companies, the project aims at taking at least 20% of them through the feasibility study for certifications and 10% of SMEs to obtain certifications (EMAS or ECOLABEL).

5. TARGET AND ELIGIBILITY CRITERIA

SME that fall under the following categories (NACE Rev. 2 classification) of tourism industries can apply:

- 55.1 Hotels and similar accommodation;
- 55.2 Holiday and other short-stay accommodation;
- 55.3 Camping grounds, recreational vehicle parks and trailer parks;
- 79 Travel agency, tour operator reservation service and related activities.

To be admitted to the selection, the 68 SMEs will also encounter these requirements (see also paragraph 9 “Evaluation process and commissions”):

- be Small and Medium-sized Enterprises (SMEs) as defined in the EU recommendation 2003/361, having an independent legal status (consortiums will be excluded);
- originate from 5 countries: 18 from Italy, 14 from Spain, 12 from Moldova, 12 from North Macedonia, 12 from Greece.

6. DECLARATIONS AND OBLIGATIONS OF PARTICIPANTS



Co-funded by the COSME programme
of the European Union

Participants must respect the following declarations and obligations:

- declare not having received funding from other entities for the same costs;
- obligation to submit to reports, please refer to paragraph 13;
- obligation to keep records and other supporting documentations related to funded costs for at least 5 years;
- general obligation to properly participate to the activities (at least 90%);
- not being entrepreneur in difficulty (according to the point 14 of the Commission Regulation (EU) No 651/2014 of 17 June 2014);
- to be operating in one of the registered Business Activities listed in the Call for Announcement;
- not falling into any of the exclusion criteria applicable for participation in call for announcement;
- accepting their responsibility on accuracy and veracity of data and documents submitted, and all conditions and obligations stated in the Call;
- accepting to give the permission to CEnTOUR project partners to process the data only for management and statistical purposes (including publishing of general information) even through digital devices with respect to the security and privacy within the law. Data processing by CEnTOUR Project Partners will be made in accordance with the provisions of Regulation (EU) 2016/679 and the subsequent transposing laws (jointly, the "GDPR");
- not having submitted other applications pursuant to this call of CEnTOUR project. The aforementioned SME can submit only one application in this Open Call, in the case of multiple submissions, only the last application received will be considered;

6.1 LIABILITY, DISPUTES, REDUCTION AND REVOCATION OF THE GRANT

A) Liability of the Consortium

The Consortium cannot be held liable for any damage caused to the third party beneficiaries as a consequence of implementing the action, including for gross negligence.

The Consortium cannot be held liable for any damage caused by any of the third party beneficiaries involved in the action, as a consequence of implementing the Third Party Beneficiary Agreement.

B) Liability of the third party beneficiaries

Except in case of force majeure, the third party beneficiaries must compensate the Consortium for any damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Third Party Beneficiary Agreement.



Co-funded by the COSME programme
of the European Union

The contribution is reduced or withdrawn by Consortium members in the following cases:

- the third party beneficiary doesn't participate in at least 90% of the activities;
- implemented activities do not comply with quality standards required by the Consortium and set in each SME Innovation Strategy;
- reporting does not comply with requirements set in paragraph 13.

At any moment of implementation of the action and afterwards, the Consortium has the right to carry out checks, reviews and audits, to ascertain:

- the proper use of the financed goods and services;
- compliance with the obligations of the call;
- the truthfulness of the declarations and information produced by the third party beneficiary.

Occurring the above situations or in case of impossibility of carrying out the checks, reviews and audits for reasons attributable to the third party beneficiary, the contribution may be revoked or reduced and may lead to criminal prosecution under national law.

The contribution will be revoked in case of express renunciation of the contribution by the third party beneficiary.

In case of revocation, any pre-financing received by the third party beneficiary must be reimbursed, legal interests included, to the Consortium within 15 calendar days from the official communication.

6.2 CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS

A) Checks, reviews and audits by the Agency, the Commission and the Consortium

A.1 Right to carry out checks

The Agency, the Commission or the Consortium will — during the implementation of the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing deliverables and reports.

For this purpose, the Agency, the Commission or the Consortium may be assisted by external persons or bodies.

The Agency, the Commission or the Consortium may also request additional information. They may request the third party beneficiaries to provide such information to it directly.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.



Co-funded by the COSME programme
of the European Union

A.2 Right to carry out reviews

The Agency, the Commission or the Consortium may — during the implementation of the action or afterwards — carry out reviews on the proper implementation of the action (including assessment of deliverables and reports) in compliance with the obligations under the Third Party Beneficiary Agreement.

Reviews may be started up to five years after the payment of the balance from the Agency to the Consortium. They will be formally notified to the third party beneficiary concerned and will be considered to have started on the date of the formal notification.

In case of a review by the Agency or the Commission, reviews will be notified to the (Consortium and the Consortium must inform third party beneficiaries.

The third party beneficiary concerned must provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted (including information on the use of resources). The Agency or the Commission may request third party beneficiaries to provide such information to it directly.

The Consortium coordinator, beneficiaries or third party beneficiaries concerned may be requested to participate in meetings, including with external experts.

For on-the-spot reviews, the third party beneficiaries must allow access to their sites and premises, including to external persons or bodies, and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

A.3 Right to carry out audits

The Agency, the Commission and the Consortium may — during the implementation of the action or afterwards — carry out audits on the proper implementation of the action and compliance with the obligations under the third party beneficiary agreement.

Audits may be started up to five years after the payment of the balance by the Agency to the Consortium. They will be formally notified to the Consortium coordinator and the Consortium will notify third party beneficiaries concerned and will be considered to have started on the date of the formal notification.

If the audit is carried out on a third party beneficiary, the Consortium beneficiary concerned must inform the third party beneficiary.

The Agency or the Commission may carry out audits directly (using its own staff) or indirectly (using external persons or bodies appointed to do so). It will inform the Consortium coordinator, beneficiaries and third party beneficiaries concerned of the identity of the external persons or bodies. They have the right to object to the appointment on grounds of commercial confidentiality.



Co-funded by the COSME programme
of the European Union

The Consortium coordinator, beneficiaries and third party beneficiaries concerned must provide — within the deadline requested — any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the third party beneficiary agreement. The Agency or the Commission may request beneficiaries to provide such information to it directly. For on-the-spot audits, the third party beneficiaries must allow access to their sites and premises, including to external persons or bodies, and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

B) Investigations by the European Anti-Fraud Office (OLAF)

Under Regulations No 883/20137 and No 2185/968 (and in accordance with their provisions and procedures), the European Anti-Fraud Office (OLAF) may — at any moment during implementation of the action or afterwards — carry out investigations, including on-the-spot checks and inspections, to establish whether there has been fraud, corruption or any other illegal activity affecting the financial interests of the EU.

C) Checks and audits by the European Court of Auditors (ECA)

Under Article 287 of the Treaty on the Functioning of the European Union (TFEU) and Article 161 of the Financial Regulation No 966/20129, the European Court of Auditors (ECA) may — at any moment during implementation of the action or afterwards — carry out audits. The ECA has the right of access for the purpose of checks and audits.

D) Consequences of non-compliance

If a third party beneficiary breaches any of its obligations under this Call, any insufficiently substantiated costs will be ineligible and will be rejected.

6.3 EVALUATION OF THE IMPACT OF THE ACTION

A) Right to evaluate the impact of the action



Co-funded by the COSME programme
of the European Union

The Agency, the Commission and the Consortium may carry out interim and final evaluations of the impact of the action measured against the objective of the EU programme.

Evaluations may be started during implementation of the action and up to five years after the payment of the balance from the Agency to the Consortium. The evaluation is considered to start on the date of the formal notification to the coordinator or beneficiaries.

The Agency or the Commission may make these evaluations directly (using its own staff) or indirectly (using external bodies or persons it has authorised to do so).

The Consortium coordinator, beneficiaries and third party beneficiaries must provide any information relevant to evaluate the impact of the action, including information in electronic format.

B) Consequences of non-compliance

If a third party beneficiary breaches any of its obligations under this Call, the Agency and the Consortium beneficiaries may apply measures as rejection of ineligible costs, reduction of the grant, recovery of undue amounts and potential administrative and financial penalties.

6.4 CONFLICT OF INTERESTS

A) Obligation to avoid a conflict of interests

The Consortium beneficiaries and third party beneficiaries take all measures to prevent any situation where the impartial and objective implementation of the action is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

B) Consequences of non-compliance

If a Consortium beneficiary or a third party beneficiary breaches any of its obligations under this Call, the grant may be reduced and the Agreement or participation may be terminated.

Such breaches may also lead to any of the other measures as rejection of ineligible costs, reduction of the grant, recovery of undue amounts and potential administrative and financial penalties.

6.5 CONFIDENTIALITY

A) General obligation to maintain confidentiality

During implementation of the action and for five years after the payment of the balance from the Agency to the Consortium, all parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at the time it is disclosed ('confidential information').

The confidentiality obligations no longer apply if:



Co-funded by the COSME programme
of the European Union

- a) the disclosing party agrees to release the other party;
- b) the information becomes generally and publicly available, without breaching any confidentiality obligation;
- c) the disclosure of the confidential information is required by EU or national law.

B) Consequences of non-compliance

If a third party beneficiary breaches any of its obligations under this Call, the grant may be reduced. Such breaches may also lead to any of the other measures as rejection of ineligible costs, reduction of the grant, recovery of undue amounts and potential administrative and financial penalties.

6.6 PROMOTING THE ACTION — VISIBILITY OF EU FUNDING

A) Communication activities by the third party beneficiaries

A.1 General obligation to promote the action and its results

The third party beneficiaries must promote the action and its results.

A.2 Information on EU funding — Obligation and right to use the EU emblem

Unless the Agency requests or agrees otherwise, any communication activity related to the action (including at conferences, seminars, in information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via social media, etc.) and any infrastructure, equipment or major result funded by the grant must:

- display the EU emblem
- include the following text: “This [insert appropriate description, e.g. report, publication, conference, infrastructure, equipment, insert type of result, etc.] was funded by the European Union’s COSME Programme.”

When displayed in association with another logo, the EU emblem must have appropriate prominence.

For the purposes of their obligations under this Call, third party beneficiaries may use the EU emblem without first obtaining approval from the Agency.

This does not, however, give them the right to exclusive use.

Moreover, they may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.

A.3 Disclaimer excluding Agency and Commission responsibility



Co-funded by the COSME programme
of the European Union

Any communication activity related to the action must indicate the following disclaimer:

“The content of this [insert appropriate description, e.g. report, publication, conference, etc.] represents the views of the author only and is his/her sole responsibility; it cannot be considered to reflect the views of the European Commission and/or the European Innovation Council and SMEs Executive Agency (EISMEA) or any other body of the European Union. The European Commission and the Agency do not accept any responsibility for use that may be made of the information it contains.”

B) Communication activities by the Agency and the Commission

Right to use third party beneficiaries’ materials, documents or information

The Agency, the Commission and the Consortium may use information relating to the action, documents notably summaries for publication and public deliverables as well as any other material, such as pictures or audio-visual material received from any third party beneficiary (including in electronic form).

This does not change the confidentiality obligations in paragraph 6.5, which still apply.

The right to use third party beneficiary’s materials, documents and information includes:

- a. use for its own purposes (in particular, making them available to persons working for the Agency, the Commission or any other EU institution, body, office or agency or body or institutions in EU Member States and the Consortium; and copying or reproducing them in whole or in part, in unlimited numbers);
- b. distribution to the public (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes);
- c. editing or redrafting for communication and publicising activities (including shortening, summarising, inserting other elements (such as meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g. audio or video files), dividing into parts, use in a compilation);
- d. translation;
- e. giving access in response to individual requests under Regulation No 1049/200110, without the right to reproduce or exploit;
- f. storage in paper, electronic or other form;
- g. archiving, in line with applicable document-management rules, and
- h. the right to authorise third parties to act on its behalf or sub-license the modes of use set out in Points (b), (c), (d) and (f) to third parties if needed for the communication and publicising activities of the Agency, the Commission and the Consortium.



Co-funded by the COSME programme
of the European Union

As the right of use is subject to rights of a third party beneficiary (including personnel), the third party beneficiary must ensure that it complies with its obligations under the Beneficiary third party agreement (in particular, by obtaining the necessary approval from the third parties concerned). Where applicable (and if provided by the beneficiaries), the Agency, the Commission and the Consortium will insert the following information: “© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the European Innovation Council and SMEs Executive Agency (EISMEA) and the European Union (EU) under conditions.”

C. Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Call, the grant may be reduced.

6.7 NATIONAL SPECIFIC REQUIREMENTS

Applicants must also consider following national specific requirements.

ITALY

The admission to the financial support of the present announcement is limited to those SMEs according to the Regulation EU 2014/651 that at the moment of the application:

- are active and registered in the Business Register of one Italian Chamber of Commerce;
- are in compliance with the payment of the annual fee (in the event of irregularities with the payment of the annual fee, the company may proceed with the regularization within the peremptory term of 10 days from the date of communication by the Chamber of Commerce, under penalty of exclusion from the contribution);
- are not subject to bankruptcy, composition with creditors, compulsory administrative liquidation, extraordinary administration, composition with creditors with liquidation effects;
- are in compliance with the contribution obligations regarding the correctness of payments and social security, welfare and insurance obligations towards INPS, INAIL and CNCE as evidenced by a specific DURC survey (consultation is recommended before submitting the application);
- don't have contracts for the supply of goods or services, even free of charge, with the Chamber of Commerce of Marche, according to the D.L. 95/2012 art. 4 comma 6.

The lack of the previous requirements leads to immediate exclusion from the call, except in the case of possible regularizations specified in detail. Requirements must be met at the time of submitting the application and maintained until the end of the financing period.

Financial contributions are granted according to the "de minimis" scheme, referring to Regulations EU2013/1407 and 2013/1408 (Official Journal of the European Union L 352, 24/12/2013) as



Co-funded by the COSME programme
of the European Union

modified by the Regulation 2019/316 (Official Journal of the European Union L 51, 22/2/2019) - otherwise to the Regulation EU/2014/717 (Official Journal of the European Union L 190, 28/6/2014).

In order to complete the De Minimis self-certification, the applicant company is invited to verify its position regarding the State aid granted by consulting the National Register of State Aids - RNA at the link [https://www.rna.gov.it / sites / PortaleRNA / it_IT / home](https://www.rna.gov.it/sites/PortaleRNA/it_IT/home), consulting the section Transparency / Individual Aids (enter VAT number or Fiscal Code and search).

SPAIN

SMEs eligible for financial award in Spain must include:

- Deed of constitution of the company and statutes;
- Deed appointing administrator, or legal representative;
- Identification of the administrator, or legal representative;
- Certificate to be up to date with the Public Treasury;
- Certificate to be up to date with the Social Security;
- Statement of responsibility declaring not being involved in the prohibition of hiring;
- The main business activities of applicants should be closely related to the activities for which the application is submitted, in the framework of the grant contests.

As a SME, you are able to be eligible IF:

- You are up to date with payments with the Public Treasury and Social Security;
- You have not been declared insolvent in any procedure (legal or administrative);
- You have not asked for a process of arrangement with creditors, or you are in bankruptcy;
- You are not affected by a prohibition to contract by administrative sanction according to the General Law 38/2003 of Subsidies, or the General Tax Law 58/2003;
- You have not been sanctioned for a serious infraction in professional or labour integration matters and equal opportunities and non-discrimination of people with disabilities, or for a very serious infraction in social (labour) or environmental matters;
- You are not convicted of crimes of: illicit association, influence peddling, bribery, fraud, embezzlement, reception, against the Public Treasury, Social Security or the rights of workers, related to the protection of the environment, or on penalty of disqualification special for the exercise of profession, trade, industry or trade.

MOLDOVA

SMEs eligible for financial award in Republic of Moldova have to:



Co-funded by the COSME programme
of the European Union

- to be enterprises defined by Law no. 179/2016 regarding the small and medium-sized enterprises;
- the main business activities of applicants should be closely related to the activities for which the application is submitted, in the framework of the grant contests;
- lack of debts to the state budget;
- lack of prescriptions or damage caused to the environment;
- to be enterprises that are not in bankruptcy procedure and have suspended their commercial activity.

The following legal entities specified in the Article 12 of Law no. 179/2016 regarding the small and medium-sized enterprises can't be eligible:

- a) holdings with dominant position on the market, a fact established by the competent authority;
- b) enterprises importing goods subject to excise duty;
- c) trust companies and insurance companies;
- d) financial institutions;
- e) microfinance organizations, savings and loan associations;
- f) foreign exchange enterprises and pawnshops;
- g) gambling enterprises;
- h) non-state pension funds;
- i) the enterprises in which the state control has repeatedly highlighted the same violations of the legislation.

NORTH MACEDONIA

SMEs eligible for financial award in North Macedonia have to:

- legal entity established in accordance with the Law on Trade Companies and registered in the Central Registry of the Republic of North Macedonia;
- To be a micro, small or medium sized enterprise according to the EU Recommendation 2003/361;
- To be with majority North Macedonian ownership structure (of 50,1% or more);
- The main business activities of applicants should be closely related to the activities for which the application is submitted, in the framework of the grant contests;
- No bankruptcy or liquidation procedure has been initiated against the company;
- Lack of prescriptions or damage caused to the environment;

Within the general eligibility criteria (see paragraph 5), eligibility for financing is open to all the economic activities except:



Co-funded by the COSME programme
of the European Union

- production, trade or service activities that are not in accordance with the law of North Macedonia;
- production and trade in weapons and ammunition of any kind;
- casinos and other legal entities for organizing games of chance and other fun games;
- coal production;
- trust companies and insurance companies;
- financial institutions;
- microfinance organizations, savings and loan associations;
- foreign exchange enterprises and pawnshops;

GREECE

Companies to be eligible to be part or to participate to the financed activities needs to have:

- Social Security clearance certificate;
- Tax clearance certificate;
- Operating License.

7. FORM AND AMOUNT OF FINANCIAL SUPPORT

Supported SMEs will receive an amount equal to the maximum amount indicated below or the actual costs incurred if less than the maximum amount.

Due to the non-negligible differences between the costs in each of the 5 countries where tourism SMEs are located, 3 levels of financial contribution have been considered:

12 SMEs Greece: 4,100.00 € for each company

18 SMEs Italy: 5,500.00 € for each company

12 SMEs Republic of Moldova: 4,100.00 € for each company

12 SMEs North Macedonia: 3,000.00 € for each company

14 SMEs Spain: 5,500.00 € for each company

Within the maximum amounts set out above, SMEs will be bound to participate in all the activities listed in paragraph 4. The contributions will be calculated:

- as a lump sum equal to the maximum amount if the actual costs are greater than the maximum amount OR
- as actual costs reimbursed at 100% if lower than the maximum amount.

For eligible costs see paragraph 4 List of Eligible Activities.



Co-funded by the COSME programme
of the European Union

8. SUBMISSION PROCESS

Applicants must send their proposals to the email address or certificated email address given by their own country Consortium member within the official deadline, scheduled on Wednesday **September 29th 2021, at 5.00 PM (local time of each country)**. Proposals sent after the deadline won't be considered. Submissions must be arranged according to the application form (Annex 1) signed by the Legal Representing of the company. Application must include:

Annex 1 - Application Form signed by Legal Representative

Annex 2 - Pre assessment questionnaire (online).

Only one proposal per applicant can be submitted to financing in this open call. Applicants will be asked to confirm that they are not submitting any other proposal to this same Open Call in the Declaration to be accepted before submitting the Application Form. If more than one proposal per applicant is identified by the Evaluating Commission, only the last proposal that has been submitted in order of time will be evaluated.

Submission Process

Application must be submitted by email as indicated here following:

Italy: cciaa@pec.marche.camcom.it

Greece: ebex@otenet.gr

Spain: internacional@camaracantabria.com

North Macedonia: bic@seeu.edu.mk

Moldova: centour@odimm.md

The applications must be submitted with the following object: Call for selection CEnTOUR project - NAME OF THE COMPANY

Language of submission: documents must be produced in the national languages of each partner

Application must be submitted with the following national specifications:

Italy: with digital signature or autograph signature with a copy of the identity document of the Legal Representative

Greece: with signature pdf file

Spain: PDF file with signed and stamped application

North Macedonia: autograph signature and company stamp, scanned pdf file.

Moldova: with signature and company's stamp, pdf. file



Co-funded by the COSME programme
of the European Union

Websites for call publication

Open Call Announcement will be published on the CEnTOUR project website www.circulartourism.eu and on each Consortium member website:

CCIAA Marche: www.marche.camcom.it

Università Politecnica delle Marche: www.univpm.it

Ecores: www.ecores.eu

ODIMM: www.odimm.md

BICT: <https://techpark.seeu.edu.mk/>

Chamber of Commerce of Xanthi: www.ebex.gr

Camara de Cantabria: www.camaracantabria.com

Forum AIC: www.forumaic.org

Progetto Arcadia: progettoarcadia.net

Moreover, within the dissemination activities of CEnTOUR, the project's Call for SMEs will be disseminated through:

- Social Media Channels of CEnTOUR and of all partners (Facebook, LinkedIn, Twitter);
- Email Campaign to directly interested Stakeholders of all partner;
- Databases/Networks of all partners (such as the following: European Circular Economy Stakeholder Platform; Necstour, Materia rinnovabile/ Renewable Matter International magazine; Consiglio Nazionale della Green Economy, Circularity - Business Europe, Network for cleaner production, Accenture Industry knowledge, Change Hackers Dissemination, Circle Economy Think tank – Network, Circular Economy for Food HUB (CEFF HUB) Research and Network, Enterprise Europe Network SMEurope, The Global Tourism Plastic Initiative, Eurochambres, Unioncamere, ...);
- Synergies with other Tourcoop COSME projects (**ETGG2030** - European Tourism Going Green 2030, **TouriSME** - Improving sustainability of tourism SMEs through knowledge transfer, international cooperation and multi-stakeholder engagement, **Tourban** - Accelerating SME capacity and inn Barcelona Chamber of Commerce, Industry, Services and Navigation (BCC), **SUSTOUR** – Promoting sustainability among the European tour operator sector through a business led approach, **EU ECO-TANDEM** programme).

Support for the applicants

For all questions related to the open call, please contact points of information at each Consortium member:

Italian contact point: Laura Melloni (laura.melloni@marche.camcom.it) - CEF

Andrea Mosconi (andrea.mosconi@marche.camcom.it)



Co-funded by the COSME programme
of the European Union

Paola Fogante (paola.fogante@marche.caocom.it)

Greek contact point: Anthi Panagiotou (anthi@ebex.gr)

Sofia Tselepidou (sofia@ebex.gr) - CEF

Spanish contact point: Antonio Molleda (amolleda@camaracantabria.com) - CEF

Blanca Gómez (bgomez@camaracantabria.com)

North Macedonian contact point: Gjorgji Rafajlovski (g.rafajlovski@seeu.edu.mk) - CEF

Avni Arifi (a.arifi@seeu.edu.mk)

Moldovan contact point: Tatiana Chiriac (tatiana.chiriac@odimm.md) - CEF

Silvia Cangea (silvia.cangea@odimm.md)

9. EVALUATION PROCESS AND COMMISSIONS

The evaluation process will take a maximum 30 calendar days from the deadline.

The evaluation process will be organised in 2 phases.

In the **first phase**, Consortium members' staff will check the eligibility of each candidate according to the criteria as in paragraphs 5.

The **second phase** will be based on the evaluation of the award criteria as specified in paragraph 11 and in the pre-assessment questionnaire (Annex 2).

In the five countries, the evaluation will be carried out firstly by national partners' evaluating commissions who will then report to the Project Steering Committee.

National evaluating commissions will consist of 3 members: the Project Manager, the CE Facilitator and one member of the Governing Board with experiences in either tourism or sustainability projects. Each national commission will evaluate only companies of its own country and will provide a final national report that will be submitted to the Steering Committee **by Friday 29th October 2021**.

Reference partners for national commissions are established as follows:

ITALY: CCIAAM, UNIVPM

SPAIN: COCIN

Moldova: ODIMM

Greece: CCIX

North Macedonia: BICT.

ECORES, CSI, Forum AIC, PA will support and can be invited to national commissions for the evaluation process for technical and scientific issues.



Co-funded by the COSME programme
of the European Union

The Steering Committee will establish the final ranking with five lists of SMEs admitted for each country; each national partners' commission will ratify the lists and will follow procedures for its selected third party beneficiaries.

The final ranking of selected candidates will be published on the project website <http://circulartourism.eu> and on the Consortium members' websites (see the list at paragraph 8) within Monday 15th November 2021.

The results of the assessments will be communicated to each candidate by e-mail or certified e-mail.

In each country applicants will be evaluated on the basis of the score obtained in the pre-assessment questionnaire and of the geographical origin.

Applicants with an operational office and that will implement the innovation strategy in one of the 5 Focus Regions - Marche (Italy); Cantabria (Spain); Polog Tetovo (North Macedonia); Orhei District (Moldova) and East Macedonia and Thrace (Greece) - will have absolute priority.

They will be divided into national lists and each ranking will be established on the basis of their score obtained in the pre-assessment questionnaire in the following order:

- SMEs with an operational office and that will implement the innovation strategy in one of the 5 Focus Regions with minimum score of 38 following a decreasing order from the highest score (maximum score 64 points);
- SMEs from other regions with minimum score of 38 following a decreasing order from the highest score (maximum score 64 points);

Grants will be assigned in compliance with the numerical limits set for each country, as in paragraph 2.

In case of companies with an equal score, commissions will follow the chronological order of applications.

In case of withdrawal of one or more third party beneficiaries, grants will be assigned to the following candidates in the same ranking list.

In case the Consortium will require additional information or documents to complete the application, participants must provide within 10 calendar days from the request, under penalty of revocation.

10. POST SELECTION

Selected candidates must send Annex 3 Third Party Beneficiary Agreement and Annex 4 Bank Details (duly signed) within 10 calendar days after admission, under penalty of revocation.



Co-funded by the COSME programme
of the European Union

11. AWARD CRITERIA

Exclusively through the online pre-assessment questionnaire, available [here](#), applicants must describe their aptitude to participate in CEnTOUR's program and their commitment in learning, adapting and achieving goals. The questionnaire is composed of the following sections:

- 1) Experience, Mindset/Propensity to innovation and Potential to obtain the best results in line with the specific objectives of the project, excluding certification: maximum 23 points;
- 2) Potential to obtain the best results in line with the specific objectives of the project, with reference to EMAS and ECOLABEL certifications: maximum 41 points.

Award criteria are detailed in Annex 2 Pre-assessment questionnaire.

12. PAYMENT ARRANGEMENTS

Grants can be delivered in either three or one tranches.

1. Three tranches:

% account	when	necessary documents	date of sending documents
20% of the maximum amount	within 30 calendar days from signing Agreement (Annex 3)	Signed Agreement (Annex 3)	10 calendar days after admission
30% of the maximum amount (including the expenses incurred)	September 2022	submission of the report with documentary evidence of expenses	August 2022
final settlement of maximum amount (including the expenses incurred)	within 60 calendar days after the submission of the final report with documentary evidence of expenses	submission of the report with documentary evidence of expenses	within 30 calendar days from the end of the activities established by Consortium



Co-funded by the COSME programme of the European Union

2. One tranche:

% account	when	necessary documents	date of sending documents
final settlement of maximum amount (including the expenses incurred)	within 60 calendar days after the submission of the final report with documentary evidence of expenses	submission of the report with documentary evidence of expenses	within 30 calendar days from the end of the activities established by Consortium

Third party beneficiaries requiring three payments arrangement should formally request this via email to the same address of the submission prior to the signature of the third party beneficiary Agreement (Annex 3).

The report must be sent to the same email address or certified e-mail address specified in paragraph 8. It must be duly filled in and signed by the Legal Representative of the company (see paragraph 13).

Payments will be made only by bank transfer to the account indicated by the third party beneficiary (Annex 4).

SMEs must participate in at least 90% of the activities listed in paragraph 4.

12.1 CASES OF REDUCTION AND REVOCATION OF THE GRANT

The contribution is reduced or withdrawn by Consortium members in the following cases:

- the third party beneficiary doesn't participate in at least 90% of the activities, as indicated in paragraph 6;
- Implemented activities do not comply with quality standards required by the Consortium and set in each SME Innovation Strategy;
- Reporting does not comply with requirements set in paragraph 13.

At any moment of implementation of the action and afterwards, the Consortium has the right to carry out checks, reviews and audits as stated in paragraph 6.



Co-funded by the COSME programme
of the European Union

Occurring the above situations or in case of impossibility of carrying out the checks, reviews and audits for reasons attributable to the third party beneficiary, the contribution may be revoked or reduced and may lead to criminal prosecution under national law.

The contribution will be revoked in case of express renunciation of the contribution by the third party beneficiary. In case of revocation any pre-financing received by the third party beneficiary must be reimbursed, legal interests included, to the Consortium within 15 calendar days from the official communication.

13. REPORTING REQUIREMENTS

With reference to reporting requirements, participating SMEs will:

- submit, with support from the project partnership, 2 technical and financial reports in 1. August 2022 and 2. by 30 days from the end of the activities established by Consortium, highlighting a. technical progresses, b. cost incurred in the reporting period, c. receipt and supporting documents of the reported costs incurred.
- collaborate with the project partnership to the evaluation and technical reporting due at the end of the project, providing throughout the period of participation data, information and reply to evaluation instruments (questionnaires, survey, interviews, ..)

Report templates will be provided by the Consortium and they have to be filled in according to the indications.

Eligible costs should be reported as follows:

- compliance, adaptations and innovation implementation:
 - goods and services: contract/order, invoices/receipts; proof of payments;
 - activities related to the supply chain and adaptation of processes and products (e.g. improving of alternative sources utilization for energetic sustainability and energy contracts, water savings and wastewater reuse for circular water-loop management; transport schemes, information/marketing material, supplies for specialised services to guests. Investments in a physical infrastructure are not eligible) and costs of advisory services and skills improvement (for example: in mapping specific sustainability related needs to be addressed by an individual SME; in measuring the environmental and social impact of the operations of SMEs, in managing operations in a more environmentally-friendly manner etc.).



Co-funded by the COSME programme
of the European Union

- travel and accommodation costs + subsistence allowances for face-to-face activities (as described in paragraph 5): third party beneficiary's internal rules on travel, if any; booking, receipts; other documents (proofs of attendance such as minutes of meetings, reports; proof of payments).

Travel, accommodation costs and subsistence allowances must be in line with usual SME practices or respect any maximum ceiling for travel and hotel costs established at National level, whichever prevails.

Travel arrangements must prioritise the use of public and collective transport modes. The most cost-efficient means of transportation shall be used.

No business or first-class tickets for air transport are eligible irrespective of the fact that this may be allowed by internal rules of the third party beneficiary institution. Business-or first class train tickets are allowed if it can be proved that they are the most economic travel option when booking the ticket (e.g. through screenshots of booking webpages).

Daily rates for hotels are considered as cost-adequate, if not ruled at national or internal level, when they are below the amounts mentioned in the Commission Delegated Regulation (EU) 2016/1611 of July 2016 which are available at: <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R1611&from=EN>

Higher daily rates shall be considered as exceptional and must be duly justified. Daily subsistence allowances must be in line with national and internal rules of the third party beneficiary. If not ruled at national or internal level, as well as in case of international organisations, the maximum eligible daily allowances are those defined in the official list available on <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R1611&from=EN>

All costs must be clearly linked to the project activities (see paragraphs 4 and 5)

Costs incurred in another currency must be converted into euros at the average of the daily exchange rates published in the C series of the EU Official Journal determined over the corresponding reporting period. If no daily euro exchange rate is published in the EU Official Journal for the currency in question, the rate used must be the average of the monthly accounting exchange rates established by the Commission and published on its website: https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en

All applicants will receive fair and equal treatment.

Information or facilities supplied to any applicant will be equally available to all.

All invoices and accounting documents must be in the name of the applicant company contribution.

All costs to be reimbursed must:

- be actually incurred (and traceable, cash payments are not allowed);



Co-funded by the COSME programme of the European Union

- be necessary to implement the action which is the subject of the grant;
- be reasonable and justified, and comply with the requirements of sound financial management, in particular as regards economy and efficiency;
- have been incurred during the action, as defined in Article 3 of Annex 3 (Third party beneficiary agreement);
- not be covered by another EU grant (see below ineligible costs);
- be identifiable, verifiable and, in particular, recorded in the third party beneficiary accounting records and determined according to the applicable accounting standards of the country where it is established and its usual cost-accounting practices;
- comply with the requirements of applicable national laws on taxes, labour and social security;
- be supported by adequate records and other documentation to prove the costs declared, such as contracts, subcontracts, invoices and accounting records. In addition, the beneficiaries' usual cost accounting practices and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documentation.

In case reports are incomplete in any part and documents, the consortium can ask for additional information; participants must provide within 10 calendar days from the request, otherwise the report will be rejected and grant revoked.

In case reports are incomplete in any part and documents, the Consortium can ask for additional information; participants must provide within 10 calendar days from the request, otherwise the report will be rejected and grant revoked.

14. PERSONAL DATA PROTECTION

Any personal data under the Call and the Third party beneficiary Agreement will be processed by each Consortium partner, in compliance with the article 13 of EU Regulation 2016/679.

In the Third party beneficiary Agreement (Annex 3) the Consortium will indicate specific information about Personal Data responsibilities and roles of each national partner.

Information or facilities supplied to any applicant will be equally available to all.

All invoices and accounting documents must be in the name of the applicant company contribution. The third party beneficiaries must process personal data under the Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

The third party beneficiaries may grant their personnel access only to data that is strictly necessary for implementing, managing and monitoring the Agreement.



Co-funded by the COSME programme
of the European Union

The third party beneficiaries must inform the personnel whose personal data are collected and processed by the Consortium. For this purpose, they must provide them with the Consortium privacy statement(s) (see Third party beneficiary Agreement), before transmitting their data to the Consortium.



Co-funded by the COSME programme of the European Union