



INGENIOUS

INTERNATIONALISATION GRANT GUIDE FOR APPLICANTS



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Introduction

The Eurocluster INGENIOUS supports Europe's industry to gain sovereignty, to drive competitive sustainability, to be the world's first climate-neutral continent by 2050, and to shape Europe's digital future. INGENIOUS has a special focus on SME support as they are the backbone of the economy and will support them with the new steps on building resilience and on the green and digital transition.

The INGENIOUS project serves as a lever for the companies to implement highly innovative solutions via three financial instruments (Innovation Grants, Training Grants, and Internationalization Grants). The total amount of direct financial support for SMEs under INGENIOUS programme is 1.05 Million Euros.

The total budget reserved in the INGENIOUS project for the Financial support to third parties for internationalisation missions is € 25.000 = 10 grants á € 2 500.

The current document contains all the necessary information related to the Internationalisation Grants.

INGENIOUS partners

Logo	Member	Website	Country
 Mazovia Cluster ICT	Mazovia Cluster ICT	https://klasterict.pl/en/strona-glowna-english/	PL
	BalticNet-PlasmaTec	https://www.balticnet-plasmatec.org/	DE
	CLUSTER DE FABRICACION AVANZADA DE LA INDUSTRIA DEL METAL DE ASTURIAS-METAINDUSTRY4	https://metaindustry4.com/en/	SP
	NANOPROGRESS Z.S	https://www.nanoprog ress.eu/	CZ

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Financial support to third parties for missions

The applicants can apply only for one **Internationalisation Grant (one grant worth € 2500)** keeping in mind that the total **maximum funding will be € 60.000 per SME** including all financial support to third parties (Innovation grants and Training grants) within the INGENIOUS project.

Only Main Target countries below are available for funding from Ingenious project.

Target countries

Main Target countries	Specific options of target countries according to Ingenious experience (examples)
Africa	Cape Verde
	Mosambik
	South African Republic
	Senegal
	Guinea
	Maroco
Asia	Vietnam
	China
	Japan
	South Korea
	Singapur
	India
North America	Canada
Latin America	Chile
	Mexico
	Brasil
	Argentina
	Peru
	Bolivia

Main requirements for applicants

- The Internationalisation Grants address small and medium-sized enterprises (SME) that will choose any country from the main target countries mentioned above. Please check if your companies is an SME via https://single-market-economy.ec.europa.eu/smes/sme-definition_en or do the [SME self-assessment questionnaire](#).
- Applicants need to submit their application via the INGENIOUS website using the application form provided in the respective group: Internationalisation Grants: [Internationalisation grants – INGENIOUS \(ingenious-eurocluster.eu\)](#)
- A motivation letter (not exceeding two DIN A4 page) needs to be filled-in in the template from INGENIOUS: [Internationalisation grants – INGENIOUS \(ingenious-eurocluster.eu\)](#)

Application conditions

To be eligible for Internationalisation Grants, any submitted application should meet the following conditions:

- Internationalisation activities should meet one of the above mentioned main target destinations (Africa, Asia, North and Latin America)
- Applications must be written in English (applications partially written in another language are not eligible)
- Applicants must be a SME (see paragraph above for further information)
- Applicants must be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs)) and Ukraine
 - [EEA countries and countries associated](#) to the COSME part of the Single Market Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature¹
- Applicants can apply only for one INGENIOUS Internationalisation Grant, however, a total maximum funding of € 60.000 per applicant applies
- All required fields in the template needs to be filled-in (applications with not all filled-in fields are not eligible)
- Only given templates from the INGENIOUS website will be eligible (all other documents will not be eligible)
- Applicants will have to demonstrate the need for the mission to target country in a motivation letter, evaluated and approved by the INGENIOUS responsible
- Members of the cluster organisations participating in the project are eligible to apply, but project partners are not.

In addition, for the whole selection and evaluation process and the duration of the agreement with Mazovia Cluster ICT as INGENIOUS project coordinator, selected applicants must commit to:

- Comply with the obligations that the European Commission set in the Grant Agreement with Mazovia Cluster ICT, including, among others:
 - Avoid conflicts of interest (Article 12 GA)
 - Maintain confidentiality (Article 13 GA).
 - Promote the action and give visibility to the EU funding (Article 17 GA).
 - Liability for damages (Article 33 GA).
 - Allow the Agency, the Commission, the European Anti-fraud Office (OLAF) and the Court of Auditors to exercise their powers of control on documents, information, even stored on electronic media, or on the recipient's premises.
- Provide information on the internationalisation activities undertaken (non-confidential), for communication and dissemination purposes, to both the INGENIOUS project partners and EISMEA - European Innovation Council and SMEs Executive Agency

Payment terms

- All payments will be made in Euro's.
- The amount granted will not exceed € 2500 and will be disbursed to the beneficiary in one term
- Within 30 days after the internationalisation mission and upon approval of the confirmation of participation in the mission through INGENIOUS partner (copy of the travel documents and report from the mission including lessons learnt, confirmation needs to be send via email to marytova@nanoprogress.eu)
- Submission of an application does not constitute an entitlement for funding

¹ Please note that a minimum of 10% of selected organisations in the call must be established in a country other than the project partners' countries.

- Submission of applications with the same name are going to be considered duplicates, and the latest version will be assessed
- The recipients of the (financial) support from INGENIOUS must ensure that the European Commission, the European Anti-fraud Office (OLAF) and the Court of Auditors (ECA) can exercise their powers of control, on documents, information, even stored on electronic media, or on the final recipient's premises as detailed in [Article 22 and 23 of the Annotated Model Grant Agreement of the H2020 Programme](#)
- Note on VAT (Value Added Tax): deductible VAT is not considered as an eligible cost, non-deductible and non-identifiable VAT is considered as an eligible cost
- Mission costs incurred before the date of submission the application are ineligible for remuneration. The submission of an application does not constitute an entitlement for funding.

Evaluation criteria and timeframe

Two neutral INGENIOUS consortium partners will assess submitted applications. The evaluation process starts with the assessment of the eligibility of the applicant, according to the criteria above (see chapter: Main requirements for applicants and Application conditions). The assessment period takes max. 4 weeks starting from the application date. The applicant will receive an email about the outcome of the assessment and then the results will be published. The validity of the Internationalisation Grant is 6 months starting from the approval email date. The entirety of the lump sum must be utilized by the conclusion of the project.

The evaluation of applications for Internationalisation Grants is based on three criteria in addition to the above-mentioned main requirements and application conditions. After the positive evaluation of these main requirements, the following criteria will be applied to evaluate the applications:

Category	Explanation	Max. Score	Thresh old
Target country	Please explain why you chose mission in one of the target countries and what are your expectation from the mission	40 Points	20 Points
Importance	Please explain why this mission is so important to you and your SME	40 Points	20 Points
Motivation	Please explain your motivation to the mission and to join the Internationalisation Grants	20 Points	10 Points
TOTAL		100 Points	70 Points

Based on these criteria the applicant must provide relevant information and descriptions in the application form. To be considered for funding, the application must pass a threshold of 70 points out of a maximum score of 100 points. To ensure a consistent minimum quality for all award criteria, each sub-criterion needs to score at least half of the points available for the criteria.

Redress procedure

For any enquiries and/ or complaints regarding the INGENIOUS lump sum scheme, please contact marytova@nanoprogess.eu or your local contact point (page 2). A request for redress can only be based on objective, clear, and well-documented evidence of the reasons for the complaint. It must clearly identify the application and be submitted by someone legally authorised to represent the applicant within ten calendar days of receiving notice of your evaluation results to the following email address: marytova@nanoprogess.eu. A redress committee, including representatives from INGENIOUS partnership members, will review the case and recommend an appropriate course of action. Its role is to ensure a coherent legal interpretation of requests and equal treatment of applicants. The redress procedure is concerned only with the evaluation process, and the scientific or technical judgement of the qualified experts is not in doubt. Only one request for redress per application will be considered. All requests for redress will be treated in confidence.

Overview of Internationalisation Grants

Number of internationalisation grants: 10

Call Opening Date: May 22nd, 2023 at 09.00 hrs CEST

Call Closing Date: September 30th, 2024 at 17.00 hrs CEST.

The consortium retains the option to end the open call ahead of schedule if the budget is exhausted, but it will remain accessible for a minimum period of two months.

Grant amount: € 2.500 (financial support)

INGENIOUS budget: € 25.000

Participants (SME's): 1

Gender equality

INGENIOUS seeks gender balance. Therefore, applicants are invited to take all measures to promote equal opportunities between men and women in the implementation of the action. They must aim for a gender balance at all levels of personnel assigned to the action, including supervisory and managerial levels to the extent possible.

Data processing

Data included in the application forms will be used solely for the purpose of the evaluation process of the call, and may be shared among the INGENIOUS partners. In order to receive the financial support, the selected organisations must consent that their data are used within the whole duration of the project, including with the European Commission and for communication and dissemination purposes. Details about this will be included in the agreement between the selected organisations and Mazovia Cluster ICT (INGENIOUS Coordinator). Terms and conditions of the processing of personal data and the requirements of [GDPR in Poland](#). For any questions regarding the privacy policy, please contact: Ewa Rekosz erekosz@gmail.com

Consent to publication

The INGENIOUS consortium shall be granted the authorization to disclose the subsequent information:

- Description of actions undertaken by the beneficiaries
- Date of the grant allocation
- Duration of the funding
- Name of the beneficiaries and corresponding websites.

Disclaimer

Purpose: This guide serves solely for informational purposes, providing an explanation of the INGENIOUS Internationalisation Grants. No rights can be derived from this document. This document does not reflect the views of the European Commission.

Mistakes or inconsistencies: The INGENIOUS consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the INGENIOUS Steering committee will determine the steps to be taken, in cooperation with the applicant concerned.

Consequential Damages: In no event shall either party be liable to the other or any of its affiliates for any consequential, incidental, indirect, special, punitive or exemplary damages (including, without limitation, lost profits, business or goodwill) suffered or incurred by such other party or its affiliates in connection with this voucher scheme, even if advised of the possibility of such damages.