

## Submission form for the IKAT Tourism Call for SMEs in Europe – Financial support for services

Before filling in this document, please refer to the guidelines for participation in the applicant's guide, which is the terms and conditions of the IKAT Tourism Call for SMEs in Europe – Financial support for services. In addition, open call will follow the conditions and guidelines of the Euroclusters call SMP-COSME-2021-CLUSTER – Joint Cluster Initiatives (EUROCLUSTERS) for Europe's recovery and the Regulation (EU) 2021/690 of the European Parliament and of the Council of 28 April 2021 establishing a program for the internal market, competitiveness of enterprises, including small and medium-sized enterprises, the area of plants, animals, food and feed, and European statistics, the so-called Single Market Programme.

### Participation conditions

- Applicants must be a SME ([as defined in the EU Recommendation 2003/361](#)) and declare their SME status in accordance with the SME definition of the European Union.
- Applicants must be SMEs from SMEs in the tourism industrial ecosystem. To be eligible for the IKAT Tourism Call for SMEs in Europe – Financial support for services, the main activity of the applicant SMEs must be included under one of the segments of the coastal and maritime tourism sector listed in Annex 3 of the IKAT guidelines for participation.
- To be eligible for the IKAT Tourism Call for SMEs in Europe – Financial support for services, an applicant must be an SME established or have a branch office in the IKAT territorial scope, described as follows:
  - a. Greece, Italy, Spain, Portugal
  - b. Other EU-27 countries
  - c. [Countries participating in the Single Market Programme \(SMP\)](#)
- Applications must be written in English (applications partially written in another language are not eligible) and must not exceed maximum number of characters stated in each text box of the pre-defined template found at <https://www.ikatproject.com/acerca-de>.
- Applications must be submitted through the web-based system by 17:00 CET of the deadlines indicated in section 3.3.3 of the IKAT guidelines for participation.
- Applicants must sign a declaration (To be provided by the applicant) that they have the technical and economic capacity to pre-finance the service, since all those selected to be financed will be issued a receipt that will be reimbursed after the service, on presentation of a signed declaration stating that it has received the service, that it has paid the cost of the service to the selected supplier and submit the invoice(s) with the corresponding proof of payment, as well as on presentation of the compulsory satisfaction survey of the service received.
- Applicant must select three types of services in order of priority and one service provider, for each type of service, from the catalogue of IKAT providers in its country (Annex 4 of Guide of Applicants). For supported SMEs from other EU regions out of Spain, Italy, Greece, and Portugal it is possible that the service provider will not be listed in the catalogue, however, the service provider will have to demonstrate the technical capacity, quality, and experience necessary to provide the service.



**Contact details.**

- **SME name:**
- **VAT number:**
- **Legal status: (Limited Liability Company, Stock Company, Limited Partnership, etc.)**
  
- **SME website:**
- **SME address:**
- **Country (drop-down list):**
- **Region (drop-down list):**
- **Are you a member of a IKAT cluster or another IKAT Partner? If yes, please select (drop-down list):**
  - CMIB
  - CWP
  - BIG
  - STRATEGIS
  - CMC
  - UPATRAS
  - ADRAL
- **If no, please select NO**
- **Contact person details:**
  - **Name:**
  - **Position:**
  - **Email address:**
  - **Phone number:**

## SME description and alignment with IKAT project

### For which service do you apply?

The applicant must select three types of services in order of priority and one service provider, for each type of service, from the catalogue of IKAT providers in its country (Annex 4 from the Guide of Applicants). For supported SMEs from other EU regions out of Spain, Italy, Greece, and Portugal it is possible that the service provider will not be listed in the catalogue, however, the service provider will have to demonstrate the technical capacity, quality, and experience necessary to provide the service. Only one service per selected SME will be funded, except for service No 7 (TRAINING) which may be selected and funded on top of another service.

(drop-down list)

TOPIC	DESCRIPTION	Budget per SME and service (€)
<b>1. BUSINESS MODEL</b>	<p>The business model of a company is the document where the first ideas about the company that you want to build are landed.</p> <p>This service will be to activate the ideas of diversification and new products and services in the tourist market and the entrepreneurial spirit.</p> <p><b>Example: Business Model document drafting</b></p>	3.000,00 €
<b>2. ACCELERATION</b>	<p>A business accelerator is an organization that helps promote ideas and startups in their early stages to accelerate their growth and adequately prepare themselves to be able to approach investors with a proven business idea.</p> <p>The development of SMEs that are beginning their career will be promoted by carrying out activities that provide knowledge and advice. This service will be focused on helping start-ups bring new innovative products/services to market.</p> <p><b>Example: optimization of their business strategies, technology coaching and business-finance advice, mentoring and access to financing rounds.</b></p>	8.000,00 €
<b>3. OPEN INNOVATION</b>	<p>Open Innovation, a term that Professor Henry Chesbrough developed, is a new business innovation strategy that takes the concept of innovation beyond the internal boundaries of the organization itself, so cooperation with external professionals comes to play a key role in the organization's innovation strategy. Open Innovation means, in other words, combining internal knowledge with external expertise to move research and development projects forward.</p>	10.000,00 €

TOPIC	DESCRIPTION	Budget per SME and service (€)
	<p>The service will be developed to the challenge-based pairing of startups/SMEs with innovative solutions and large corporations operating in the tourism ecosystem, with the aim of developing collaborative pilot projects.</p> <p><b>Example: mentoring to develop collaborative pilot projects.</b></p>	
<b>4.EXPERIENCE IN DIGITAL, SUSTAINABLE, AND INCLUSIVE TECHNOLOGY</b>	This service comprises a broad set of possible services: green and digital business transitions (environmental quality certificates, tourism quality certificates, Sustainable Development Goals (SDGs) certificate and company digitalization plan), innovation readiness and registration (patents), risk management and inclusion (equality and diversity plans) associated with Corporate Social Responsibility (CSR).	6.000,00 €
<b>5.FUNDING OPPORTUNITIES</b>	This service will be given for the preparation of the SME's participation in investment rounds (pitch deck, fee-based participation), preparation of documentation for the application for equity loans and other public grants at regional, national, or international level.	4.200,00 €
<b>6.INTERNATIONALIZATION</b>	This service comprises a broad set of possible services: internationalization plan, market analysis, participation in trade fairs on EU, Africa, or Latin America (matchmaking agenda, B2B meetings, legal advice for the signing of a commercial agreement/contract and travel and accommodation expenses).	6.000,00 €
<b>7.TRAINING (including mentoring and seminars for services 1 to 6)</b>	Tailor-made training services to the companies selected in the call for the rest of the services. They will be offered in 2 modalities: face-to-face and remote and in group or individual format.	5.080,00 €

**Services chosen by the SME (please write below, in order of priority, the 3 services in which you are interested.** Please, select only the number and the title, as expressed in the table above and also the provider chosen (For those SMEs that come from regions of the EU other than the countries and/or regions of the individual IKAT partners that wish to apply as applicants in the call, selecting services to be provided by providers that do not appear in the catalogue, they must prove the technical capacity, quality and necessary experience of the provider(s) chosen to provide the service for which they apply.

**SERVICE CHOSEN**

**PROVIDER CHOSEN**

1.....1.....  
 2.....2.....  
 3.....3.....



**Please provide a description of the SME requesting the service (core business, competences, experience).**

*(max. 2000 characters)*

**Please provide a brief description for the reason of the requested service. How will the requested service help you improve your status and contribute to carry out your innovation activity?**

*(max. 2000 characters)*

**VIABILITY OF THE PROPOSAL.** Does your proposal have a real potential market? Does the value proposition have a real competitive advantage?

Please ask yourself the following questions when including the required description in this section: Will the requested service improve the competitiveness of my company?; Does the service contribute to facilitating innovation?; Will the requested service improve the status of my company?; Will I need externalities (partners, investments, special permissions, suppliers, additional resources, etc.) to implement the results of the service?; Will the service have an impact on my company's market potential?.

*(max. 3000 characters)*

**FEASIBILITY OF THE PROPOSAL.** The SME has a complete team with a CEO, and it is the right time to introduce the innovation.

Please ask yourself the following questions when including the required description in this section: Can the requested service help my company to consolidate or complete its team?; Is the service I request consistent with the current status of my SME?; Is the team I currently have in place suitable to support the implementation of the service I am requesting?; Is it now appropriate to consider the service in relation to my company's development/capacity to implement innovations?; How long do you think it will take to implement the requested service?.

*(max. 3000 characters)*

**INVERTIBILITY OF THE PROPOSAL.** The proposal is as global as possible, it is scalable and with clear possibilities of multiplying the investment.

Please ask yourself the following questions when including the required description in this section: What do you think will be the influence of the service on the overall activity of your SME?; What would be the scalability of the proposal to other entities/other departments of your entity?; What would be the SME's capacity to attract investment after implementing the service?; Does the entity have experience in raising traditional financing (bank, private funds, etc.)?

*(max. 2000 characters)*

**COHERENCE OF THE PROPOSAL.** Two aspects will be analyzed: Internal Coherence (the adequacy of the proposal with the fulfilment of the specific and general objectives of the SME) and External Coherence (the adequacy of the proposal with the objectives of the IKAT Eurocluster and the plan to recover the pre-pandemic Gross Domestic Product and contribute to reestablishing the value and collaboration chains that have been broken:

[https://single-market-economy.ec.europa.eu/sectors/tourism\\_en](https://single-market-economy.ec.europa.eu/sectors/tourism_en)

[https://ec.europa.eu/info/strategy/recovery-plan-europe\\_en](https://ec.europa.eu/info/strategy/recovery-plan-europe_en).

Please ask yourself the following questions when including the required description in this section: Does the proposal fit the selected service?; Does the proposal match the objectives and scope of the SME?; Will the implemented service contribute to recovering pre-pandemic Gross Domestic Product?; Will the implemented service contribute to recovering broken pre-pandemic value chains and collaboration?; Are the activities of the SME related to the IKAT project (areas, challenges)?.

*(max. 2000 characters)*

**IMPACT OF THE PROPOSAL.** Define the short, medium, and long-term effects of the proposal. Does the proposal aim to trigger change/innovation?

Please ask yourself the following questions when including the required description in this section: What do you think will be the impact on the activities of your SME?; What do you think will be the impact on your SME's customers?; What do you think will be the impact on society?; What do you think the environmental impact will be?.

*(max. 2000 characters)*

### Other information

The following questionnaire will not be considered in the evaluation of the proposal. However, its completion is required as the information provided will be used for statistical purposes for the IKAT Eurocluster project.

### Gender Equality, Diversity and Social Inclusion

The IKAT project seeks gender balance, diversity protection and social inclusion. Therefore, applicants to the Services are invited to take all measures to promote equal opportunities between men and women in the implementation of the action as well as address diversity including poorer consumers, disabled people, and older people.

Are there any female participants employed in your SME? YES  NO

If YES, how many females are employed (number)? [ ]

### Did you submit a similar application to another call?

## Compliance Declaration

### Confidentiality and Data Protection. GDPR compliance:

*GDPR compliance:* The [General Data Protection Regulation \(2016/679/EU\)](#) guarantee that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with reference to confidentiality, personal identity and the right to data protection.

By applying, the applicant agrees on the storage and use of its personal data for the execution of the IKAT objectives and work plan. The IKAT consortium commits to handling personal data and company data confidentially except for the call results, which may contain information about successful IKAT Services' applications (service title, names of project partners and scope description (as provided by the project partner).

The processing of data that IKAT intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR and its art. 24. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

The applicants can exercise their rights towards the data controller, pursuant to article 12 of the GDPR. For any inquiries regarding the processing your personal data, please use the contact form from <https://www.ikatproject.com/> (EUROCLUSTERING PLATFORM)

Applications selection and evaluation will be performed under the appropriate ethical conduct and will respect the confidentiality of the information received.

### IKAT terms and conditions

I understand and agree with IKAT guidelines for participation in the applicant's guide, which is the terms and conditions of the IKAT Tourism Call for SMEs in Europe – Financial support for services, and with the conditions and guidelines of the Euroclusters call SMP-COSME-2021-CLUSTER — Joint Cluster Initiatives (EUROCLUSTERS) for Europe's recovery and with the Regulation (EU) 2021/690 of the European Parliament and of the Council of 28 April 2021 establishing a program for the internal market, competitiveness of enterprises, including small and medium-sized enterprises, the area of plants, animals, food and feed, and European statistics, the so-called Single Market Programme.

### Privacy declaration

With submitting the application form you give your consent that the content of the application form will be shared with the IKAT partners. All partners will treat your information as confidential, according to the Confidentiality and Data Protection described above.

I understand and agree with the IKAT privacy declaration.

The Applicant declares that his legal status is SME, as defined by the [EU SME definition](#).

The Applicant declares that the company is part of the tourism industrial ecosystem and main activity is included under one of the segments of the coastal and maritime tourism sector listed in Annex 3 of the IKAT guidelines for participation.

The Applicant declares to have the explicit consent of all partners on their participation and on the content of





the application form.

The Applicant declares that the information contained in the application form is correct and complete.

The Applicant declares that the content of the current application form complies with ethical principal (including the highest standards of research integrity – as set out, for instance, in the [European Code of conduct for Research Integrity](#) – and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).

### **Financial Stability**

I confirm that the company is not “in difficulty” as defined at 2.1 of the [Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty \(2004/C22/02\)](#) at the date of this declaration.

I confirm that the company have the technical and economic capacity to pre-finance the service requested, if finally selected.

### **Attach documents.**

*In this section you can upload the information you consider to be relevant (previous experience, company's commercial dossier, etc.)*

**It is mandatory to attach the statutes/contracts/legal document, which proves that it is a company with legal status. (If applicable)**

**VAT number proof.**

