

INCIRCULAR

Financial Support for Third Parties - FSTP

GUIDELINE FOR APPLICANTS

Project INCIRCULAR (I3-2021-INV2a-MANU)
ID 101114988

Document History

Version	Date	Description
Version 1	5 September 2024	Document creation

R = Report, P = Prototype, D = Demonstrator, O = Other PU = Public PP = Restricted to other programme participants (including the Commission Services) RE = Restricted to a group specified by the consortium (including the Commission Services) CO = Confidential, only for members of the consortium (including the Commission Services) Restraint UE = Classified with the classification level "Restraint UE" according to Commission Decision 2001/844 and amendments Confidential UE = Classified with the mention of the classification level "Confidential UE" according to Commission Decision 2001/844 and amendments Secret UE = Classified with the mention of the classification level "Secret UE" according to Commission Decision 2001/844 and amendments



**Co-funded by
the European Union**

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Innovation Council and SMEs Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.

TABLE OF CONTENTS

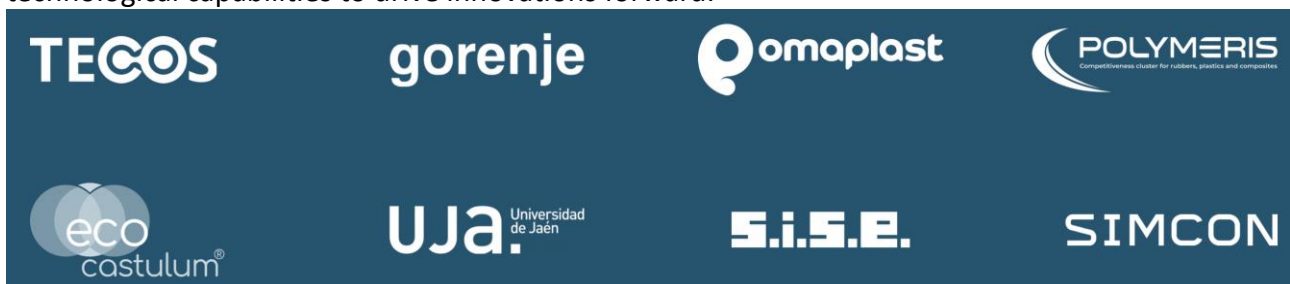
1. EXECUTIVE SUMMARY	4
Why Circular?	5
2. Introduction.....	6
The INCIRCULAR objective in a nutshell:	7
3. INCIRCULAR SME Open Call.....	8
Are you an SME with a game-changing idea in plastics research, innovation, and technology?	8
4. Which types of activities can be covered by the Open Call funding?.....	9
Challenge – Process Technology solutions.....	9
Challenge – Digital solutions.....	9
SOLUTIONS INCIRCULAR is seeking	10
5. Important Dates	11
6. Who can apply and may receive financial support?	11
7. Activities funded.....	12
8. Everything you need to know about the submission	13
How to submit the proposal?	13
How to calculate the budget?	14
What are the payment modalities?.....	14
Few more advices	15
9. How will the projects be evaluated?.....	16
What are the criteria for awarding financial support?	17
Communication	18
10. Intellectual property rights (IPR).....	19
11. FAQ	20
12. CONTACT	23

1. EXECUTIVE SUMMARY

This guideline for applicants provides important information to prospective applicants to the Open Call published by partners of the INCIRCULAR EU project. Its ambition is to guide applicants through the preparation of their proposals.

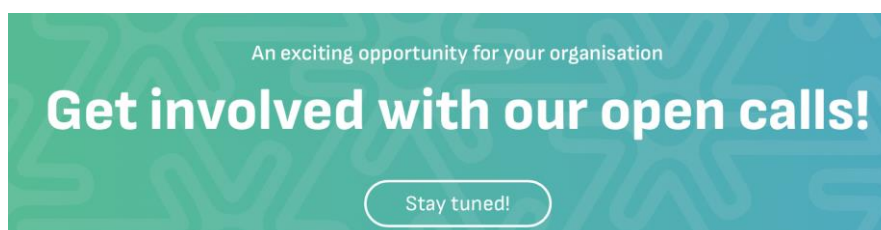
INtegrating Cybernated Innovation to Raise the Scale of Circular Units Looping Allied Regions – INCIRCULAR – is a 3-year project (2023-2026) that aims to build a collaborative HUB to speed up the adoption of eco-friendly practices for plastics in less developed areas of Slovenia and Spain, inspired by the successful model of the Andalusia region. The goal is to leverage cutting-edge technologies from the Auvergne-Rhône-Alpes Region (France) to enhance the plastic recycling efficiency along a specific value chain. The INCIRCULAR project is co-funded by the European Union’s ERDF under grant agreement No 101114988.

INCIRCULAR brings together 8 partners from 3 European countries led by TECOS. Our partnership covers the entire recycling process, connecting supply and demand while integrating the essential technological capabilities to drive innovations forward.



In view of overcoming tech-driven “upscaling” barriers, project partners organize an open call to select 6 promising proposals led by SMEs to develop over 12 months innovation projects within a large-scale industrial pilot (Gorenje IPC).

More information is available at <https://incircular-project.eu>



Why Circular?

Plastics production and end-of-life seriously damage the environment:

- Just 9% of all plastic produced is recycled.
- Approximately 8 million tons of plastic reach the oceans each year.
- Plastic production and incineration contribute to 850 million tons of GHG in 2021.

Our goals

- 1.** Create environmentally friendly and cost-effective recycled materials from waste plastics, using them in strong bio-composites for everyday products.
- 2.** Innovate new bio-based composites that can be easily used in plastic manufacturing processes, through innovative digital twinning injection moulding methods.
- 3.** Encourage cross-sectorial collaboration among bio-refineries, waste management and recycling, and bio-polymer industries for a more sustainable bio-based economy.
- 4.** Share knowledge within the interregional hub to turn recovered waste materials into various bio-composite formulations with specific qualities.
- 5.** Design eco-friendly bio-based products suitable for everyday use.
- 6.** Demonstrate the circular economy and sustainability of the INCIRCULAR value chain by creating eco-designed products from these materials and addressing their circular 'End of Life' through recycling assessments and re-manufacturing scenarios.
- 7.** Raise awareness among consumers about new bio-plastic products and guide them on responsible usage and disposal to minimise plastic's environmental impact.

2. Introduction

INCIRCULAR brings together three regional ecosystems with complementary capabilities to carry out the technological scale-up (TRL 6 to 8) of a unique process implemented by the TECOS technical center in Slovenia, while using technologies made available by the Spanish and French partners.

The aim is to produce plastic products made from 100% recycled plastic, 100% recyclable and with technical properties similar or superior to those of current plastics. This material will be directly integrated into the production chain at the Gorenje industrial site (Slovenia), in collaboration with Omaplast, which will collect, sort and recycle it on site. To optimize production, two SMEs (FR) contribute to the technological advance of the consortium.

Technological capabilities are however needed to further reinforce the innovativeness of the project. This is why INCIRCULAR Partners opted for the launch of a cascade funding scheme which would aim to provide complementary technological capabilities to the current project partners.

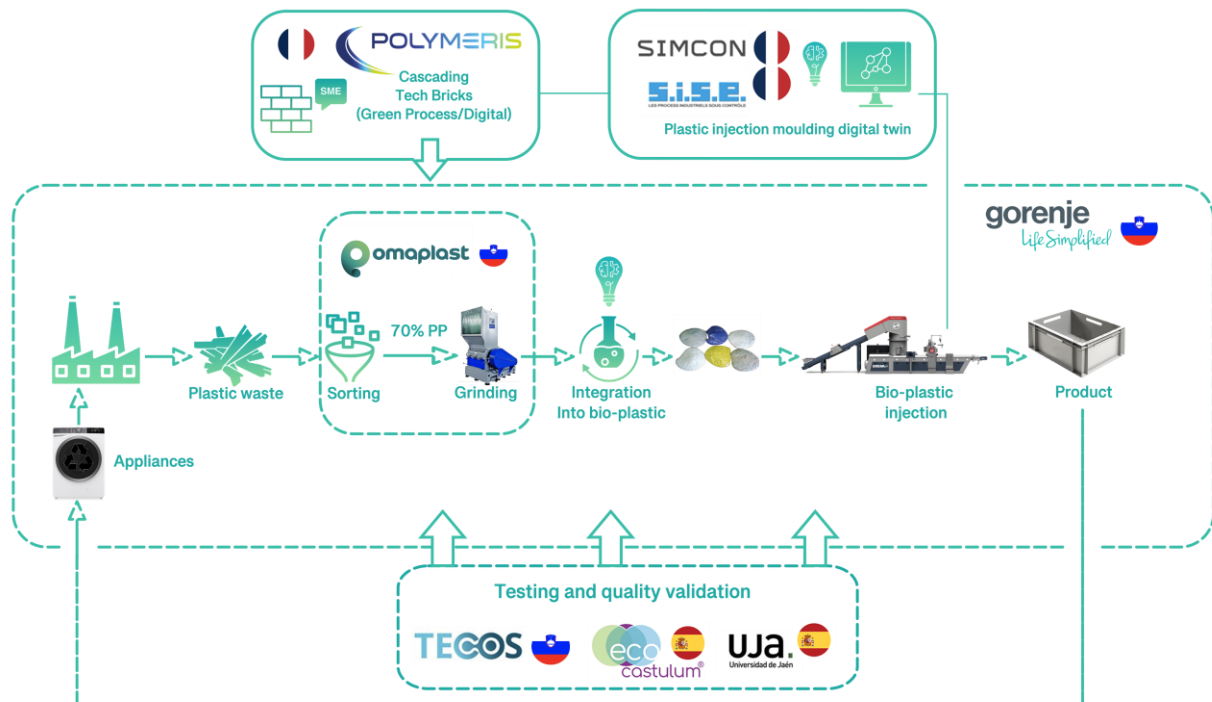
Through its cascade funding scheme, INCIRCULAR will promote the interregional transfer of best available technologies and the valorisation of SME innovations. The scheme shall support the sourcing of top-notch tech in four fields (automation, digital twins, sustainability and AI-based design) through an Open Call directed to innovative EU SMEs.

With a total budget of 360 000 EUR (co-funded 30% by our consortium), 6 EU SMEs from the three INCIRCULAR regions will receive up to 60 000 EUR to develop innovation projects within a core industrial pilot in view of addressing tech-driven “upscaling barriers”. This scheme will tap into the cross-regional potential of SMEs to develop new products, processes and/or technical services.

In practice, a single call for SME innovators will be launched in September 2024 and will be open for two months. This guideline presents the key information for successful application.

The INCIRCULAR objective in a nutshell:

1. Demonstrate the production of bioplastic sourced 100% from recycled plastic and presenting technical specificities (mechanical, optical, thermal, etc.) similar or better to current petro-plastics. This is based on the demonstration (TRL6 to TRL9) of a technical process developed by our Slovenian research partner, in collaboration with an innovative Spanish SME and meant to be installed and deployed at the industrial site of Gorenje.
2. Integrate this new second-life material directly into the production chain of the Gorenje site by collaborating with the waste management company Omaplast which will collect, sort and recycle (developed by TECOS) directly on the site. The innovative integration of the digital twinning of plastic injection molding developed by two French SMEs is necessary to ensure the use of this new second-life material in the Gorenje production chain.



3. INCIRCULAR SME Open Call

Are you an SME with a game-changing idea in plastics research, innovation, and technology?

The INCIRCULAR project invites you to apply to its cascade funding Open Call – a funding opportunity of up to 60 000 EUR for SMEs supported by the Interregional Innovation Investment (I3) Instrument.

INCIRCULAR will invest 360 000 EUR to source digital and process technology bricks meant to tackle its key challenges.

INCIRCULAR will select 6 promising SMEs to develop over 12 months innovation projects within a large-scale industrial pilot (Gorenje IPC) in view of addressing tech-driven “upscaling” barriers. Selected SMEs will be expected to develop innovations (technologies, processes, solutions) that present a clear societal and economic value in one of the areas presented below.

We provide funding for proposal providing solution-oriented innovations from SMEs to address key barriers in design, digital innovation, sustainability, resource efficiency, and automation interregional transfer of best available technologies and the valorisation of SME innovations (see areas presented below).

We source top-notch tech in four fields (automation, digital technology, sustainability and AI-based design).

We especially seek proposals having an interregional component, leveraging the potential of SMEs to develop new products, processes and/or technical services. In addition to the multi-value chain focus, we aim for projects having an interregional component and effect range.

The targeted projects will have to offer a focus on the uptake and/or deployment of one (or more) solution(s) by an SME willing to commercialise new products/services or transform its business model/processes.

Two tracks thus fall under that scope:

- 1) TRL6+ Demonstration Projects with a close-to-market commercialisation pathway; and/or
- 2) Adoption/Replication projects.

In total 6 SMEs will be selected for funding to test and adapt new process technologies solutions and digital solutions.

4. Which types of activities can be covered by the Open Call funding?

Proposals can be submitted to one challenge or cover both:

Challenge – Process Technology solutions

Upgrading of plastic recycling lines for industrial side-stream/residues

- Milling & Shredding Equipment with innovative potential (for example: advanced TB coatings for blades, superior alloys for knives, ...)
- Upgraded units/devices/screws/accessories for Recycled Materials Processing (extrusion, compounding equipment) and injection moulding technology (smart moulds, innovative sensors (in-line/off-line))

Challenge – Digital solutions

Digitalisation systems and advanced AI solutions

- Material Screening (efficient waste sorting, machine vision, input/output control etc.)
- Digitalisation of Recycling Processes (AI processing & smart digitalised mould/line, ...)

SOLUTIONS INCIRCULAR is seeking

Incircular is developing a value chain for circular plastic in Europe. The following missing digital and process technology bricks have been identified:

Major Obstacles	Current state of the art	Expected innovative bricks
Sorting of plastic side-stream	Currently a manual procedure	Automatic conveyers, in-line metal detectors and/or NIR/ Spectral imaging for easier sorting procedures between plastic types of streams and for assuring the relative clean streams are missing
Shredding of plastic lumps	New equipment required	Innovative equipment or renovated and upgraded machine hardware (blades, sieves, mills, etc.) & secondary online sorting of by-products within the shredded material)
Compounding of new material formulations	Extrusion compounding of plastic matrices with fiber reinforcement requires comprehensive characterization analyses of the resulting composite formulations.	While mechanical, chemical, thermal, and morphological analyses are covered, equipment for Vicat Softening Point (VSP) and Heat Deflection Temperature (HDT) analyses are missing. Innovative hardware equipment could also be welcome such as drying systems for compounds, rheological nozzle for homogenous distribution of reinforcing fillers, in-line process control for eliminating the material thermal degradation, etc.
Processing polymer side-streams, optimizing injection molding processes, synchronizing parameters with simulations	Recycling line for mono-materials (single screw extruder), injection molding machine with automatic control and virtual twin export, smart molds with innovative sensors	Digital solutions for hardware equipment, advanced machine vision for parts inspection (complete parts, burned parts, surface defects)
Producing final products from recycled materials	Part design and CAD models, simulations for design correction, part/demonstrators production, GD&T measurements supported by the consortium	Automation of final parts quality control (e.g., scan box), on-site installation, online data transfer, replication to other production lines or sectors at GORENJE

5. Important Dates

Type of Action	GRANT (non-repayable)
Call Opening Date	12 September 2024
Call Closing Date	13 November 2024 – 17h00 CET
Time to inform the applicants	15 December 2024
Project start	1 January 2025
Maximum budget	60 000 EUR per SME
Expected grants to be signed	6
Maximum project duration	12 months

Please note that proposals submitted after November 13th at 17h00 CET will be late and considered ineligible. Please submit your proposal only by email to:

fundingopportunities@incircular-project.eu

6. Who can apply and may receive financial support?

Expected applicants should be SMEs according to the EU definition:

SMEs are legal entities as defined by the European Commission as Small and Medium Enterprises			
Company category	Staff headcount	Turnover	Or Balance sheet
Medium-sized	<250	≤ € 50 m	≤ € 43 m
Small	<50	≤ € 10 m	≤ € 10 m
Micro	<10	≤ € 2 m	≤ € 2 m

The main factors determining whether an enterprise is an SME are: 1/ staff headcount, and 2/ either turnover or balance sheet total¹.

Legal entities that fall under the European SME definitions (above table) are eligible, this includes e.g. sole traders in Slovenia, micro-Entrepreneurs in France, etc. or other legal forms as long as the maximum thresholds in Staff headcount, turnover or balance sheet total are not exceeded.

¹ https://single-market-economy.ec.europa.eu/smes/sme-fundamentals/sme-definition_en

Applicants should be located in one of the following regions:

Spain - Andalusia

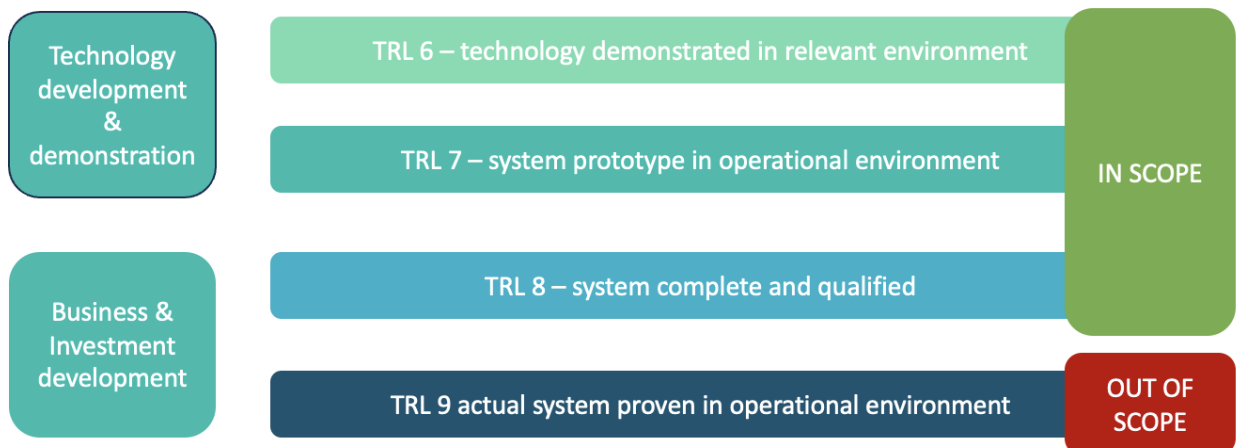
France - Auvergne-Rhône-Alpes

Slovenia – all regions



7. Activities funded

Activities funded are expected to be at the level of maturity of innovation #6 according to the TRL (Technology Readiness Level) scale as shown below:



8. Everything you need to know about the submission

How to submit the proposal?

Please submit the complete application by e-mail ONLY to fundingopportunities@incircular-project.eu by November 13th at 17h00 CET

Based on the SME proposal template Part 2 applicants can describe (limited to 10 pages) their innovative deployment. The description of work will be the main document (besides the administrative information Part 1 and a short company/team description Part 3) to be reviewed by the evaluators.

A complete submission includes the duly filled and signed template sent per email including:

- Part 1: Administrative Data Sheet (incl. signed consent forms of all partners and Ethics and security self-assessment)
- Part 2: Technical Description - Proposal Template, including the budget (max. 10 pages)
- Part 3: Company/Project Description and CVs

This Proposal must describe the activities to be undertaken by SME applicant(s) within their existing product or service portfolio or for developing solutions for commercial use (at time of application these should be at least TLR6 (see above), meaning that the prototype has already been demonstrated in an operational environment) and should demonstrate that the funding will be used to reach TRL8 – system completed and qualified.

Please follow the structure of the template when preparing your proposal. It has been designed to ensure that the important aspects of your innovation and planned work are presented in a way that will enable the evaluators to make an effective assessment against the award criteria.

If you upload a Technical Description (Part 2) longer than 10 pages (including cover page and executive summary), excess pages will be made invisible and will not be taken into consideration. Please, do not consider the page limit as a target! It is in your interest to keep your text as concise as possible, since evaluators rarely view unnecessarily long proposals in a positive light.

Proposals must be submitted in **English**. Please respect the following formatting constraints: Times New Roman, Arial or similar, at least font size 11, page size A4, margins (2.0 cm side and 1.5 cm top and bottom), at least single line spacing. On receipt of each application, the applicant will receive an **Acknowledgment of Receipt**. Late submissions will receive by return email a "**call closed**" message.

How to calculate the budget?

Form of costs	Costs	INCIRCULAR grant amount Lump sum
Staff costs		(min. 50 000 EUR)
Equipment (Consumables or depreciation ²)		
Other Costs: Subcontracting		(max. 10 000 EUR)
Other Costs: Commercialization activities		
Other costs: travel costs		
TOTAL	60 000 EUR	60 000 EUR

What are the payment modalities?

The grant amount will be transferred in two instalments: a first instalment of 50% pre-financing (January 2025) and the balance after completion of the project and approval of the final report (January 2026). **Applicants need to showcase their ability to cover relevant costs from their own cashflow (or funding) to cover the project cost for the period between selection and the moment the final payment is made** in agreement with the EC. To do so, the applicant should provide the latest financial statements (balance sheet, income statement, and if available cashflow statement) for at least the last two years prior to submission.

The final subgrant payment will be paid after completion of the programme and is subject to the fulfilment of major milestones, which must be defined in the application proposal (namely Part 2) and will also be included into the subgrant agreement. These milestones are summarized in a final report, including a simple cost statement with explanations of expenditure.

² The beneficiary cannot charge the full cost of equipment, but only its depreciation. Equipment depreciation can only be claimed for the number of days during which the equipment is used for the project and depreciate following the depreciation rules of your country.

The subgrant agreement will specify payment modalities, indicative timing of payments and requirements to be fulfilled by subgrantees to qualify for both payments.

Few more advices

✓ **Multiple submissions:** Though applicants can submit multiple applications, one SME can receive the INCIRCULAR grant only once. If several consortia which have the same composition or the same members (1, 2 or 3) will be selected, only the best proposal (decided by the 'Selection Committee') will be considered for funding.

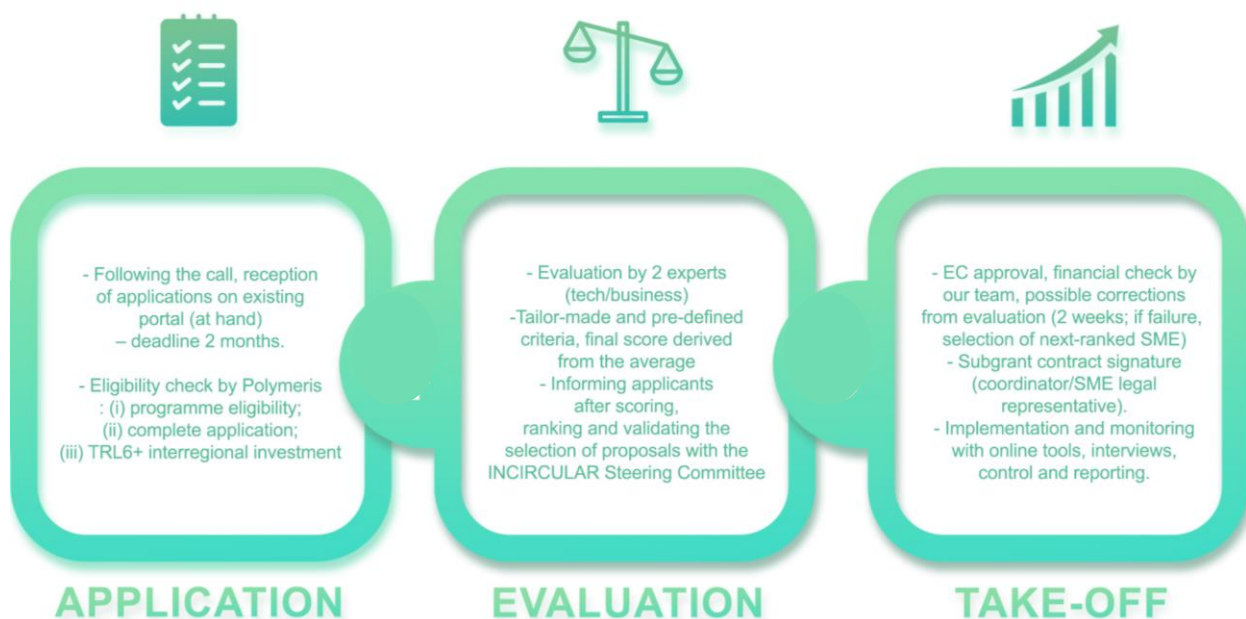
✓ **Healthy finances and a clean sheet:** We won't accept entities that are under liquidation or enterprises in difficulty according to the Commission Regulation No 651/2014, art. 2.18. Neither will we accept proposals from entities that are excluded from the possibility of obtaining EU funding under the provisions of both national and EU law or by a decision of both national or EU authority.

✓ **Absence of conflict of interest:** The existence of a potential conflict of interest among you and one or more of the INCIRCULAR Consortium partners will be taken into consideration. The INCIRCULAR Consortium partners, their affiliated entities, employees and permanent collaborators cannot take part in the INCIRCULAR programme. All cases of potential conflict of interest will be assessed case by case.

✓ **It is your proposal:** Your project should be based on your original work. If not, please make sure your right to use the IPR is 100% certain. Going forward, any foreseen developments must be free from third-party rights and if not, these third-party rights must be clearly stated

9. How will the projects be evaluated?

The evaluation procedure will guarantee that the selected SME projects fit the objectives of INCIRCULAR and its Open Call; and that independent experts having different (complementary) expertise will evaluate the soundness and impact of the application cases, ensuring the confidentiality, transparency and avoiding any conflict of interest.



It is crucial to ensure that each project and candidate is subject to an open and transparent evaluation. Two steps are therefore foreseen:

1. **All applications received will be checked for formalities and completeness.** All incomplete submissions or submissions in disregard of the call requirements and necessary (outlined) formalities will be rejected.
2. The submissions that fully comply with the call requirements will be passed on **to carefully selected independent evaluation experts.** An open call for expression of interest for evaluators will ensure a wide distribution in order to select high quality evaluators. Experts will be selected according to their impartial assessment background – based on the evaluation criteria as defined in the Open Call. Each submission will be reviewed independently by at least 2 experts.

What are the criteria for awarding financial support?

Evaluators will grade projects along the following three criteria, on a scale from 1 to 5. Each criterion will be scored out of 5 (half marks can be given), with an additional qualitative explanation for the ranking for each criterion.

In addition to the multi-value chain focus, we aim for projects having an interregional component and effect range.

- SMEs can apply individually or in small consortia (maximum 2 SMEs from the 3 eligible regions). Therefore, an interregional application will receive an extra point additionally to the score resulting from the Evaluation Summary Report (ESR) (see table below).
- The maximum grant amount is 60 000 EUR per legal entity. In case of consortia, a project can receive up to 120 000 EUR

Criteria	Weight	Score
Relevance: The proposal provides a realistic and relevant description of how it will contribute to the call topics and INCIRCULAR Key Challenges. Relevance <ul style="list-style-type: none"> - Innovation potential - Adaptation to Incircular consortium 	40%	/5
Implementation: The SME has the relevant resources and the ability to carry out the proposed activities? <ul style="list-style-type: none"> - Workplan - Team - Resource allocation 	30%	/5
Impact: The proposal lines out a sound exploitation strategy as well as a societal and economic value of the targeted product/service <ul style="list-style-type: none"> - In the project - After the project, for the interregional collaboration 	30%	/5
TOTAL	100%	/15
Extra point for interregional demonstration?		/1

The information on the evaluation will be compiled into an Evaluation Summary Report (ESR) which will be sent to applicants after being approved by the evaluators.

A maximum of 10 proposals will be shortlisted at this stage out of which up to 6 will be invited to sign a contract (sub-grantee agreement).

The procedure for prioritizing proposals which have been awarded the same score within a ranked list is described below. It will be applied successively to every group of proposals requiring prioritization, starting with the highest scored group, and continuing in descending order:

- Proposals will be prioritized according to the scores they have been awarded for the criterion “quality of team”.
- When these scores are equal, priority will be based on the scores for the criterion “quality of team” and “impact”.
- When these scores are equal, any further prioritization will be based on other appropriate characteristics such as e.g. interregional or gender and will be decided by the Evaluation committee.

Communication

Every applicant will receive 4-6 weeks after closing the Open Call via e-mail:

- A letter informing of either: the rejection decision, or the invitation to negotiate and the following steps. A reserve list will also be drawn for projects not funded due to budget constraints but with good evaluations. They will be contacted in case one of the selected projects cannot sign the Grant Agreement.
- An Evaluation Summary Report (ESR): all applicants in the call (successful or not) will receive an unsigned version of the ESR, the consensus report of the evaluation of their application.

10. Intellectual property rights (IPR)

The beneficiary of the sub-grant will retain the ownership of their background knowledge declared in the specific consortium sub-grant agreement/contract.

The INCIRCULAR partners involved in the implementation of the submitted projects will retain the ownership of their background knowledge declared in the specific agreement/contract.

If the background is subject to the rights of a third party, the beneficiary or the INCIRCULAR partners must ensure that it is able to comply with its obligations.

The specific sub-grant agreement/contract that disciplines the IPR on the results coming out from the collaboration between the beneficiary or the INCIRCULAR partners (foreground knowledge) will be defined and signed BEFORE the collaboration begins.

Such an agreement/contract will be customized on a case-by-case basis, according to the specific activities included in the proposed action plans and the expected engagement of the beneficiary or the INCIRCULAR partners in the collaboration.

As a general condition, results will be owned by the actors (the beneficiary and the INCIRCULAR partners) that generate them and if it is not possible to establish their respective contribution, a joint ownership agreement will be signed by the actors.

If an agreement is not reached before the collaboration begins, the grant might not be assigned to the beneficiary.

The beneficiary and the INCIRCULAR partners must adequately protect their results for an appropriate period and with appropriate territorial coverage if protection is possible and justified.

The beneficiary and the INCIRCULAR partners must ensure that the results of their collaboration are not subject to control or other restrictions by a Country (or entity from a country) that is not one of the eligible countries or target countries set out in the call conditions, neither they may transfer ownership of their results or grant licenses to third parties which are established in countries which are not eligible countries or target countries set out in the call conditions.

The beneficiary and the INCIRCULAR partners must grant access to their results — on a royalty-free basis — to the granting authority and other EU institutions, for non-commercial and non-competitive use.

11. FAQ

The INCIRCULAR consortium started a short list of potential FAQs. This list will be continuously elaborated and updated, based on feedback and questions from interested SMEs. Thus, we will ensure to cover all relevant questions in one section.

- **Who is eligible for the application to the Open Call?**

Legal entities with the status of SME, with headquarter or branch offices in the following EU regions are eligible:

- Andalusia (Spain), Auvergne Rhône-Alpes (France), Slovenia
- SMEs can apply individually or in small consortia (maximum 2 SMEs).
- In case the above-mentioned SME has submitted more than one proposal in this Open Call, only one proposal will be financed.

- **What is the SME status?**

Small and Medium-sized Enterprises (SMEs) refers to the official definition provide by the EC. https://single-market-economy.ec.europa.eu/smes/sme-definition_en

You also checked your status of SMEs to this link https://ec.europa.eu/growth/tools-databases/SME-Wizard/smeq.do;SME_SESSION_ID=Ymzk6ccmKdgeR0s5-rtMhYOTtg97GK0_7aP4TJepKPZCgBwPNubG!-1697150755?execution=e1s1

- **What activities can be funded?**

The overall aim of the call is to increase the effectiveness and impact of INCIRCULAR by developing digital and process technology bricks meant to tackle its key challenges. These activities should focus on demonstration activities (TRL6+) and provide innovative solutions to overcome the said challenges.

Proposals can be submitted to one challenge or cover both:

Challenge 1: Upgrading of plastic recycling lines for industrial side-stream/residues

- Milling & Shredding Equipment with innovative potential (for example: advanced TB coatings for blades, superior alloys for knives, ...)
- Upgraded units/devices/screws/accessories for Recycled Materials Processing (extrusion, compounding equipment) and injection moulding technology (smart moulds, innovative sensors (in-line/off-line))

Challenge 2: Digitalisation systems and advanced AI solutions

- Material Screening (efficient waste sorting, machine vision, input/output control etc.)

- Digitalisation of Recycling Processes (AI processing & smart digitalised mould/line, ...) new circular business models and fostering new technological solutions in the composite sectors.

The call supports projects that propose innovative solutions aligned with INCIRCULAR's objectives and show a high Technology Readiness Level (TRL>6). Projects should focus on technology advancement, process improvement, or development of digital applications. More details are specified in the Annex 1 of the Open call.

- **What is the maximum duration of a project?**
The maximum project duration is 12 months, with no extensions allowed. Projects exceeding this duration will be considered ineligible.
- **How many projects are going to be funded?**
The total budget allocated for the open call is 360 000 EUR. The 6 best scoring projects passing the threshold will be funded.
- **What is the maximum grant amount per project?**
The maximum grant amount is 60 000 EUR per legal entity. In case of consortia, a project can receive up to 120 000 EUR (in case of 2 entities).
- **What is the funding rate?**
Project costs are funded 100% by the INCIRCULAR projects Financial Support to Third Parties
- **What are the eligible costs?**
There are no specific restrictions on cost categories; however, proposed costs must be reasonable, not excessive, and in line with the project's proposed activities. The grants will be provided on a lump sum basis, therefore applicants will not be required to demonstrate eligibility of costs.
- **How can I submit an application?**
Applications must be submitted exclusively through email at fundingopportunities@incircular-project.eu before November 13th at 17:00 CET, using the provided templates.
- **How many open calls are planned under INCIRCULAR?**
1 open call is planned.
- **What happens to projects that are not funded due to budget limitations?**

Projects not funded due to budget constraints will be included in a reserve list and will be contacted in case one of the selected projects cannot sign the Grant Agreement.

- **What are the obligations of the beneficiaries?**

Beneficiaries must comply with contractual obligations related to conflict of interest, confidentiality, ethics, visibility, and record-keeping, among others, and submit technical reports detailing progress and compliance with the action plan. Details cf. Sub-grant Agreement. The recipients of FSTP must also ensure access to information to the granting authority and other EU control bodies (OLAF, Court of Auditors (ECA), etc.).

The SME shall also bear the risks in connection with the work provided by it and for which financial support is granted and forwarded by TECOS. The SME shall indemnify TECOS and the other INCIRCULAR Partners for all damages, penalties, costs and expenses which TECOS or a INCIRCULAR Partners as a result thereof would incur or have to pay to the European Commission or to any third parties with respect to the SME's work financially supported and/or for any damage in general which TECOS or the INCIRCULAR Partners incur as a result there (liability for damages).

- **What are the reporting requirements for funded projects?**

Beneficiaries must submit mid-project and final technical reports detailing their progress, achievements, and any deviations from the initial action plan. Failure to meet expected results or comply with the action plan may affect the final payment. For any cost incurred, a reasonable explanation should be provided and evidence in form of invoices, bank transfers etc. should be provided with the final report.

12. CONTACT

THE **GUIDE FOR APPLICANTS, FAQ SECTION, AND SUBMISSION OF THE APPLICATION TO THE EU PARTICIPANT PORTAL** ARE AVAILABLE AT: <https://incircular-project.eu/>

BRIEFING WEBINAR FOR THE OPEN CALL. Three Open Call Briefing webinars will be organized. The dates for the webinars are:

- **SEPTEMBER 12TH 2024 – 09H00 CEST**
 - o [REGISTER HERE](#)
- Other regional presentations are foreseen, please follow us at <https://incircular-project.eu/>

SUBMISSION: PLEASE SUBMIT YOUR PROPOSAL BY SENDING THE FULL APPLICATION PER E-MAIL BEFORE 13 NOVEMBER 2024 – 17H00 CET TO:
fundingopportunities@incircular-project.eu

CONTACT: For every feedback or question you have, please write us an email to fundingopportunities@incircular-project.eu
We will collect the questions and publish the answers within our FAQ section.

REDRESS REQUESTS: in case you like to submit a request for non-successful applicants
fundingopportunities@incircular-project.eu