



HELLENIC REPUBLIC
MINISTRY OF EDUCATION AND RELIGIOUS AFFAIRS
GENERAL SECRETARIAT FOR RESEARCH AND TECHNOLOGY

OPERATIONAL PROGRAMMES

«COMPETITIVENESS AND ENTREPRENEURSHIP»
AND REGIONS IN TRANSITION

NATIONAL STRATEGIC REFERENCE FRAMEWORK
NSRF 2007-2013

ACTION "CREATION OF INNOVATION CLUSTERS"

"A GREEK PRODUCT, A SINGLE MARKET: THE PLANET - PILOT OPERATION PHASE"

1st Amendment of the Guide for Applicants
February 2014

Proposal submission form under the provision of Chapter 18.3 of Application Guide, for Enterprises

Acronym of the Cluster:
Thematic area of the Cluster:

The form is submitted in both, paper and electronic form (cd or usb) for each ingoing enterprise



Ε. Π. Ανταγωνιστικότητα και Επιχειρηματικότητα (ΕΠΙΧΕΙΡΗΣΙΑΚΟ ΠΡΟΓΡΑΜΜΑ ΑΝΤΑΓΩΝΙΣΤΙΚΟΤΗΤΑ ΕΠΙΧΕΙΡΗΜΑΤΙΚΟΤΗΤΑ) - (Αυ. Μακεδονία-Θράκη, Θεσσαλία, Ήπειρος, Β. Αιγαίο, Κρήτη, Ιόν. Νησιά, Πελοπόννησος, Δυτ. Ελλάδα), ΠΕΠ Μακεδονίας-Θράκης, ΠΕΠ Αττικής, ΠΕΠ Θεσσαλίας - Στερεάς Ελλάδας (Στερεά Ελλάδα)

CLUSTER's DATA

A. Brief description of the proposed modifications or replacements

B.

A/a	Outgoing enterprise	Size	Approved Public Funding	New-comer Enterprise/s*	Replacing Enterprise/s**	Size	Proposed Total Budget	Proposed Public Funding***
1								
2								
3								

*Indicate if the ingoing enterprise is **Newcomer** to the cluster. A not funded member of the existing cluster is also allowed to apply

** Indicate if the enterprise is a **Replacing enterprise** which means that it is already funded under the current action and will implement the physical and financial subject (or part of it) of the outgoing enterprise

*** Public funding requested by Newcomer or Replacing enterprise should not exceed public funding already approved by the relevant outgoing enterprise. Total public funding for each enterprise should not exceed 800.000,00€, according to the provisions of the Guide for Applicants and should not be less than 50.000,00€

ENTERPRISE'S DATA - GENERAL

	Outgoing	A. Newcomer	B. Replacing
ENTERPRISE'S LEGAL NAME:			
SHORT NAME:			
UNIT INVOLVED in the project, e.g. Department, division, section:			
LEGAL FORM: ¹			
DATE OF ESTABLISHMENT [Prior to the 31/12/2013] :			
THEMATIC AREA ²			
SPECIALISED INNOVATIVE ACTIVITY SECTOR ³ :			
REGION ⁴ :			

If enterprises are more than one add columns

Note that the General Secretariat for Research and Technology bears no responsibility for any Intellectual Property Rights, possibly arising from the replacement of enterprises under this proposal.

¹ Societe Anonym (AE), or Limited Liability Company (EPE), or General Partnership (OE), or Industrial RTD Company, or Technology Park, or Other (please specify)

² Ingoing enterprise should be active in the specific thematic area of the cluster (mandatory requirement for the submission of the replacement proposal)

³ Describe the innovative products / services / technologies / processes / methods with high added value, where your organization is specialized, relevant to the Specialised Innovative Activity Sector of the cluster

⁴ For enterprises, the public expenditure is charged to the Region where the beneficiary production unit or the Branch of the enterprise benefiting from the project is located and operates, irrespective of where the enterprise is officially registered.

A. NEWCOMER ENTERPRISE (TO BE FILLED BY ENTERPRISE/S NEW-COMER TO THE CLUSTER AS DEFINED IN PREVIOUS TEXT)

LEGAL ADDRESS (STREET NAME, NUMBER):
(Participants eligible for funding should be located in Greece)
CITY/TOWN:
POSTAL CODE:
REGION : (where the enterprise is officially registered)
PREFECTURE:
MUNICIPALITY:
TEL:
FAX:
WEBSITE:
TAX REGISTRY NO (AFM):
TAX AUTHORITY (DOY):
NAME OF LEGAL REPRESENTATIVE:
POSITION IN THE ORGANISATION:
TEL:
FAX:
E-mail:
NAME OF PROJECT MANAGER:
[This person belongs to the Enterprise and he/she is responsible for the supervision, implementation and coordination of the project the Enterprise will be invited to implement, as beneficiary of the aid]
POSITION IN THE ORGANISATION:
Specialty-Expertise:
TEL:
FAX:
E-mail:

Relocation: Is your enterprise foreseen to relocate to the Common Building, which will constitute the focal point of the cluster?

Yes/No :

Innovative Enterprise : if your enterprise is innovative according to Article 35 of GBER 800/2008, please tick

Innovative	Innovative spin off⁵	Innovative spin out⁶

[mark with V on the empty row the correct choice for your enterprise, if relevant]

⁵ Spin off: enterprise having as scope the commercial exploitation of research results and know-how produced from public organisations of knowledge production.

⁶ Spin out: sections of enterprises that become independent forming a new enterprise that appropriates part of the infrastructure, IPR, know-how and existing products of the parent enterprise.

Cumulation *

(Enterprise shall fill in the Table as many lines as the number of the official decisions for aid projects it implements, under any state aid regulation, in the last 3 years)

Number	Programming Period	Operational Program	Regulation / Funding Scheme	Approval Authority	Approval Protocol Number/Date	Approved Budget	Allocated Budget	Last Allocation Date

* if your company is already funded under this Action, relevant funding should be included in this table

A.1 PRESENTATION OF THE NEWCOMER ENTERPRISE

- 1.1 Brief background of the Enterprise/ products and services / Innovative character of the Enterprise** (max 2 pages)

Presentation. The existing experience in the implementation and management of RDI activities should also be mentioned. [Use the APPENDIX 1 attached to this form to list the research projects demonstrating the experience in the implementation and management of RDI activities].

- 1.2 Administrative and organisational structure of the Enterprise** (max 1 page)

- 1.3 Mapping of the domestic and international market targeted by the Enterprise, competitive advantage. Market position of the Enterprise** (max 1 page)

- 1.4 Export activities** (max ½ page)

- 1.5 Private Investments attracted by the Enterprise** (max ½ page)

- 1.6 Intellectual Property Rights owned by the Enterprise** (max ½ page)

- 1.7 Research and Commercial Collaborations developed by the Enterprise, especially with other organisations participating in the Cluster** (max 1 page)

- 1.8 Current technological problems and needs of the Enterprise, justifying clustering needs. Brief presentation of the actions and expenditures already undertaken by the Enterprise to address these problems (max ½ page)**

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- 1.9 Short presentation of the Enterprise's general development and quantitative objectives (max ½ page)**

- 1.10 Infrastructure and equipment available in the Enterprise to be utilised for the implementation of the project (max ½ page)**

A.2 TECHNICAL AND FINANCIAL IMPLEMENTATION PLAN (YOUR ENTERPRISE VS OUTGOING ENTERPIRSE)

The technical scope of the project, mainly as regards innovation related activities (prototypes, experimental development) should be identical to the technical scope of the outgoing enterprise/s project that has been approved as the part of the clusters’ business plan during the initial evaluation. (Modifications concerning participation to joint fairs, training activities as well as slight modifications of the technical scope are acceptable).

PLAN DURATION (Months) (*not beyond 30.10.2015*) :

2.1 Summary description of the project’s technical scope max. 2 pages)

2.2 Detailed description of activities – justification of the need for each financed activity – linkage to the Cluster’s objectives (max 3 pages)

*Detailed description of the distinct parts of the project.
 What need does each proposed activity meet, justification of each activity’s necessity. Feasibility, taking into account time limitations. Indicate and justify minor modifications, if any compared to the initial Business Plan. Please list indicatively the cost categories for each activity as well as the cost (approximately) per cost category. Experimental development / prototype development activities should be described thoroughly, since these activities usually require higher costs.*

2.3 PROTOTYPES or demonstration activities under development by the enterprise, relevant to the specialized innovative activity sector of the cluster. (Prototypes to be developed by the enterprise, under activity 8 or 9b)

Innovative Product	Innovative Service	Innovative Process

Innovative Technology	Innovative Method	Demo

2.4 List of Deliverables per Activity, for the financed period

For Outgoing Enterprise,

Activity No.	Deliverable No.	Title and Description of Deliverable	Delivery Month (from project start)

For New comer Enterprise,

Activity No.	Deliverable No.	Title and Description of Deliverable	Delivery Month (from project start)	Deliverables

2.5 Detailed implementation time –schedule of activities for the financed period

A work plan should be presented, broken down in quarters, showing distinctly and in sequence the activities that compose the logical phases of the project’s implementation.

Activity Name	Duration (in quarters)									
	0	3	6	9	12	15	18	21	24	
1.										
2.										

2.6. Indicate shortly the initial 5years Business Plan’s activities that are eventually affected by the participation of the newcomer enterprise (max 1 page)

2.7. Staff to be employed:

Fill in the following table

No	Full Name	Expertise/Studies level	Category *	Full / part-time employment	Position (if relevant)	Second employment organisation (if exists)	Tax registry no (AFM)	Labour Relationship	Compensation	Public Expenditure	New Personnel Yes/No
1									0.00	0.00	
2									0.00	0.00	

* Experienced Researchers (please attach short CVs), Early-stage Researchers, Administrative, Technical, Supporting Personnel

2.8. Indicators

Number	Indicator	Baseline (Value at the time of submission)	Short – term Target (Value at the end of the aided two-year period)	Mid – term Target (Value at the end of the 5-year period marking the completion of the Business Plan)
1	Total number of applications for patents filed by the Enterprise in the last three (3) years prior to the date of submission			
2	Quality certifications obtained by the Enterprise			
3	Enterprise turnover directly related to the Cluster's scope of activity (based on data for the previous accounting period)			
4	Enterprise overall turnover (based on data for the previous accounting period)			
5	Expenditure for research and development, as the Average of the amounts which the Enterprise has spent during the last three years (directly related to the Cluster's scope of activity) as a share of the total turnover (percentage)			
6	Number of employees working in the Enterprise under an open-end dependent employment relationship			
7	Percentage of persons holding a postgraduate or PhD degree in the Enterprise during the last 12 months prior to the submission of the proposal			
8	Total Enterprise income from exports, based on data for the previous accounting period			
9	Total Enterprise income from exports directly related to the Cluster's scope of activity, based on data for the previous accounting period			
10	Investments from private investors (amount)			
11	Total Operating Results, based on data for the previous accounting period			
12	Total Operating Results directly related to the Cluster's scope of activity, based on data for the previous accounting period			

A.3. BUDGET PER ACTIVITY - FINANCIAL

Funded proposal duration (in months latest until 30-10-2015):
Budget :
Public Funding :
Enterprise Own Contribution :

Type of aid / activity

No 1	Provision of consultancy and similar services or activities for reorganization and modernisation of the enterprise
No 2	Aid for innovation advisory services and aid for innovation support services SMEs 75% The amount of the aid does not exceed the maximum ceiling of €200,000 per beneficiary and per 3-year period
No 3	Aid for patent registration and other industrial property rights costs [Irrespective of the type of research that led to the establishment of the industrial property rights in question. A requirement for eligibility is that the patent leads to a product or service related to the Cluster's scope of activity. This relation shall be checked during the evaluation of the technical scope of the aid scheme implemented.]
No 4	Aid for participation in fairs All Enterprises (SMEs and Large ones)
No 5a	Aid for general training All Enterprises (SMEs and Large ones)
No 5b	Aid for specific training
No 6	Aid for remodelling of spaces and for purchases of equipment and software <i>[It is mandatory for enterprises qualifying as "young innovative enterprises" to obtain the aid through the respective General Block Exemption / RDI Regulation, instead of the "De minimis State Aid" Regulation, and only if the R&D expenditure of the enterprise represents at least 15 % of its total operating costs in at least one of the three years preceding the granting of the aid or, in the case of a start-up enterprise without any financial history, in the audit of its current fiscal period, as certified by an external auditor. The beneficiary may receive the aid only once during the period in which it qualifies as a young innovative enterprise.]</i>
No7	Aid for relocation and collocation in a Shared Building. The aid shall not exceed 40% of the public expenditure of the aid project of each enterprise. <i>[It is mandatory for enterprises qualifying as "young innovative enterprises" to obtain the aid through the respective General Block Exemption / RDI Regulation, instead of the "De minimis State Aid" Regulation, and only if the R&D expenditure of the enterprise represents at least 15 % of its total operating costs in at least one of the three years preceding the granting of the aid or, in the case of a start-up enterprise without any financial history, in the audit of its current fiscal period, as certified by an external auditor. The beneficiary may receive the aid only once during the period in which it qualifies as a young innovative enterprise.]</i>
No 8	Aid for experimental development (development of prototypes and demonstration activities) within the meaning of the definitions specified in article 30 of the General Block Exemption Regulation
No 9b	Aid for young, very small innovative enterprises that have been established less than 6 years before the granting of the aid for the development of prototypes. (Please see clarifications in chapter 9.1 of the Application Guide)

BUDGET PER ACTIVITY:

No	Eligible organisations	Aid Intensity (as a percentage of eligible costs)	EC Regulation	Regulation the Enterprise should comply with, and Applicable Aid Percentage	Total Budget	Public Expenditure	Beneficiary's Own Participation
1	All Enterprises (SMEs and Large ones)	40% for Medium-sized Enterprises 50% for Small Enterprises 30% for Large Enterprises	a)General Block Exemption Regulation Aid for consultancy in favour of SMEs, Article 26 (for use by SMEs) or b) De minimis State Aid Regulation (for use by Large Enterprises)				
2	SMEs	75% The amount of the aid does not exceed the maximum ceiling of 200,00 Euros per beneficiary and per 3 year period	General Block Exemption Regulation / RDI Costs for innovation advisory services and for innovation support services, Article 36				
3	All Enterprises (SMEs and Large ones)	35% for Medium-sized Enterprises 45% for Small Enterprises 25% for Large Enterprises	a) General Block Exemption Regulation Industrial property rights costs for SMEs, Article 33 (for use by SMEs) or b) De minimis State Aid Regulation (for use by Large Enterprises)				
4	All Enterprises (SMEs and Large ones)	40% for Medium-sized Enterprises 50% for Small Enterprises 30% for Large Enterprises	a) General Block Exemption Regulation SME participation in fairs Article 27 (for use by SMEs Enterprises) or b)De minimis State Aid Regulation (for use by Large Enterprises)				
5a	All Enterprises (SMEs and Large ones)	60% for Large Enterprises 70% for Medium-sized Enterprises 80% for Small Enterprises	General Block Exemption Regulation General Training, article 39				
5b	All Enterprises (SMEs and Large ones)	25% for Large Enterprises 35% for Medium-sized Enterprises 45% for Small Enterprises	General Block Exemption Regulation Specific Training, article 39				
6	All Enterprises (SMEs and Large ones)	30% for Large Enterprises 40% for Medium-sized Enterprises 50% for Small Enterprises	a)De minimis State Aid Regulation (For use by non-innovative SMEs and by Large Enterprises) or b)General Block Exemption Regulation /Aid to young innovative enterprises, article 35 (for use only by small young				

			innovative enterprises)				
7	All Enterprises (SMEs and Large ones)	40% for Large Enterprises 50% for Medium-sized Enterprises 60% for Small Enterprises	a) De minimis State Aid Regulation (for use by non-innovative SMEs and by Large Enterprises) or b) General Block Exemption Regulation /Aid to young innovative enterprises, article 35 (for use only by small young innovative enterprises)				
8	All Enterprises (SMEs and Large ones)	25% for Large Enterprises 35% for Medium-sized Enterprises 45% for Small Enterprises, +15% bonus ***	General Block Exemption Regulation /Research and development projects, article 31				
9b	Very small young existing innovative enterprises	80%	General Block Exemption Regulation / Aid to young innovative enterprises, article 35 with the relevant conditions provided therein				
				Totals	0,00	0,00	0,00

*** Provided that after this increase the total intensity of the aid shall not exceed 80%, for the effective collaboration between at least two enterprises, which are independent to each other of which at least one is an SME and provided that no single enterprise bears more than 70 % of the aid of the intensity in the collaboration project.

For each enterprise note that compliance is binding for the three mandatory actions of the Guide for Applicants

A.4. COLLABORATIVE PROJECTS / SUBCONTRACTING

4.1. Title of the collaborative project.....

4.2 Coordinator.....

4.3 Please update the pdf file of the collaborative project, where the newcomer enterprise will participate, in the relevant points

4.4. Subcontractor :.....

4.4.1. Related Activity (8 or 9b) :

4.4.2. Budget :.....

4.4.3. Duration.....

A.5 INCENTIVE EFFECT (FOR LARGE ENTERPRISES ACCORDING TO THE PROVISIONS OF GBER 800/2008, PARAGRAPH 29)

If the newcomer is a large enterprise, an analysis of the incentive effect of the aid should also be submitted.

This analysis should provide well documented evidence that the requested aid leads to :

- A material increase in size or scope of the project/activity,
- A material increase in the total amount spent by the beneficiary on the subsidized project or activity or
- A material increase in the speed of completion of the project/activity concerned

A.6.FEASIBILITY AND BENEFITS (MAX 1 PAGE)

Feasibility and benefits to the Enterprise from the project's implementation. Utilisation of the results of the project. Linkage to the Cluster's objectives.

The results should generate net economic benefit for the participating enterprise and improve its competitiveness by penetrating in new markets or expanding into existing ones (penetration to markets at the national or international level, cost reductions, quality improvements, pollution reduction, registration/utilisation of patents etc.)

APPENDIX 1: LIST OF RESEARCH, DEVELOPMENT AND INNOVATION PROJECTS

Please give a list of the most significant research, development and innovation projects of the Enterprise which are financed by the Greek State or by the European Union or which have been submitted for financing and have not been rejected, in order to **demonstrate the Enterprise's experience in the implementation and management of RDI activities**. Please highlight the projects relevant to the scope of the business plan and of the proposed Cluster activity in the last 5 years.

Project title 1	
Title of Programme under which the project is included	
Financing Code for Operation/Project	
Project end year	
Financing organisation	
Scientific Manager	
Project Budget	
Indicative participation percentage in the project	
Summary description of the organisation's role in the project	
Project title 2	
Title of Programme under which the project is included	
Financing Code for Operation/Project	
Project end year	
Financing organisation	
Scientific Manager	
Project Budget	
Indicative participation percentage in the project	
Summary description of the organisation's role in the project	
Project title ...	
Title of Programme under which the project is included	
Financing Code for Operation/Project	
Project end year	
Financing organisation	
Scientific Manager	
Project Budget	
Indicative participation percentage in the project	
Summary description of the organisation's role in the project	

B. ONLY FOR REPLACING ENTERPRISES - FOR WHICH IS PROPOSED REDISTRIBUTION OF THE PHYSICAL AND FINANCIAL SUBJECT.

Please update the details of the relevant pdf files and the approved Technical Annex of the financing decision and attach them here with. Moreover you should update the relevant indicators

FOR ALL ENTERPRISES

C. SUPPORTING FILES

1. Newcomer Enterprises should submit all the necessary documents and files required in Chapter 14.2 of the Guide for Applicants and in Chapter 18.3 of the Amended Guide for Applicants
2. Replacing Enterprises should submit only documents and files that need to be updated according to the current proposal