



CALL FOR THE SELECTION OF SMEs INTERESTED IN A TECHNICAL ASSISTANCE SERVICE FOR THE SUBMISSION OF NATIONAL/INTERNATIONAL APPLICATIONS AND PROPOSALS IN THE FIELD OF BIOECONOMY AND CIRCULAR ECONOMY, WITHIN THE FRAMEWORK OF THE INBEC PROJECT (POCTEP)

1. INTRODUCTION

Article 3 of Decree 67/2011, of December 15, which approves the General Regulations of the Castilla y León Agency for Business Innovation, Financing and Internationalization (today the Castilla y León Institute for Business Competitiveness, hereinafter ICE or Institute, Final Provision Twentieth of Law 2/2017, of July 4, on Tax and Administrative Measures), attributes to ICE the development of actions to promote and support the improvement of the competitiveness of companies in Castilla y León, corresponding within the organizational structure, approved by the Board of Directors of ICE on November 28, 2015, to the Department of Innovation and Entrepreneurship the functions of promoting improvement and competitiveness actions in innovation in SMEs in Castilla y León.

In relation to the actions indicated, ICE is the main beneficiary of the INBEC project (BIO-CIRCULAR ECONOMY, PROMOTION AND DEVELOPMENT OF A SUSTAINABLE ECONOMY THROUGH INNOVATION AND BUSINESS COOPERATION), which is included in the European initiative INTERREG VA Spain- Portugal (POCTEP) 2014-2020.

The project aims to identify existing resources and agents in the Bioeconomy and Circular Economy sector in the field of cross-border regions, and promote the development of R&D projects and cross-border cooperation, favoring the generation of knowledge and the development of biotechnological solutions for their incorporation into the market and the regional industry.

INBEC aims to promote the creation of new industries and economic activities and the diversification of productive activities, based on the transformation of biological resources and the development of new bioproducts and services, as well as maximizing the potential of the Bioeconomy and the Circular Economy in Castilla y León and Portugal, promoting the presence in new markets and the demand for this type of resources and products.

Within the activities that ICE is going to develop, within the framework of the INBEC project, and through Activity 3 "**Project Bank**" A technical assistance service will be provided, and advice to SMEs in each of the project's areas of action, to attend national or international calls to obtain financing when starting new projects or new business areas, in the field of bioeconomy and circular economy.



This call for selection of companies refers to the preparation and presentation of proposals, which attend funding calls

2. PURPOSE AND ACTIONS

The purpose of this call is to select companies (SMEs and/or freelancers), whose business activity is related to the bioeconomy and the circular economy, and develops it in one of the municipalities included in the areas of action of the project: provinces of Ávila, León, Salamanca, Valladolid and Zamora in Castilla y León; and Douro, Terras de Tras-ós-Montes, Região de Coimbra and Beiras and Serra da Estrelha in Portugal.

The selected companies will undergo the following actions:

- Advice, design and assistance in drafting projects co-financed by different organizations.
- Search for suitable partners, if any.
- Drafting and presentation of projects.
- Drafting of a profile for each of the companies to include in the EEN-Castilla y León Network, whether it is a commercial profile, technology transfer or participation in consortiums (more information at <https://empresas.jcyl.es/web/es/europeanfunds/galactea-plus-enterprise-europe.html>).

3. CONDITIONS OF PARTICIPATION

Interested companies should know that this action has no cost for them and that, in accordance with current regulations, the services provided are considered as aid in kind and that they have the character of aid of *minimis* and are subject, depending on the activity carried out by the beneficiary, to one of the European regulations that regulate the aid of *minimis*.

Natural or legal persons who cannot receive aid from *minimis*, as established in the aforementioned regulations.

Companies wishing to participate must meet the following conditions of participation:

- Being an SME, according to the definition contained in Annex 1 of Regulation (EU) No. 651/2014 of the Commission, of June 17, 2014 or self-employed.
- Develop bioeconomy and/or circular economy activities.
- Have its registered office and/or production center in one of the municipalities included in the areas of action of the project in Castilla y León and Portugal: Ávila, León, Salamanca, Valladolid and Zamora; Douro, Terras de Tras-ós-Montes, Coimbra Region and Beiras and Serra da Estrelha.



Companies in which any of the following circumstances concur may not be beneficiaries:

- either Being involved in any of the prohibitions established in section 2 of article 13 of Law 38/2003, of November 17, General Subsidies.
- either Those that are considered "companies in crisis" in accordance with the following definition: the one that is thus defined in accordance with the provisions of the Community guidelines on state aid for rescuing and restructuring companies in crisis, or document that replaces it.
- either Companies that do not comply with the provisions of Decree 75/2008, of October 30, which regulates the accreditation of compliance with the regulations for the labor integration of people with disabilities and the establishment of evaluation criteria and preferences in the granting of subsidies and public aid from the Administration of the Community of Castilla y León.
- either Failure to comply with the aid limits set in Regulation (EU) No. 1407/2013 of the Commission, of December 18, 2013, regarding the application of articles 107 and 108 of the Treaty on the functioning of the European Union to the aid of *minimis*.

The points listed above will be accredited by means of a responsible statement that is included as Annex I to the application for participation.

4. SCOPE OF SERVICES

The participating companies will not have to bear any cost. The total amount eligible for the Program in the INBEC project will be 100% of the eligible cost, where 75% is contributed by the European Regional Development Fund (ERDF) of the European Union through the Interreg VA Spain – Operational Cooperation Program Portugal 2014-2020 (POCTEP) and the remaining 25% by the INBEC project partners. However, they must be responsible for the costs of the company's own personnel, who collaborate with the consultant in providing the information required for adequate advice by the consultant.

These services do not imply a monetary transfer to the applicant, but the corresponding advisory work by the consultant.

For information purposes, the beneficiary is informed that the maximum cost that can be financed for each assistance and advice is €2,734.6 (VAT included) relative to the services provided by the specialized consultant.

5 SMEs/self-employed will be selected and a reserve pool will be created in the event that there is greater budget availability than initially planned.

It is about providing coverage and technical assistance to the business projects requesting the service, which have previously been assessed and are considered likely to attend a call with the possibility of accessing financing, therefore, once the proposal has been assessed, it can be subject to support from the specialized company contracted within the framework of the INBEC project, advising you on the presentation of your application.



4.1. Selection of the five projects likely to receive the service:

In this first phase, the winning company will carry out a feasibility study and analysis of the financing possibilities of each project, to finally propose a proposal for 5 projects that can receive the service.

4.2. Consortium formation:

Work will be done on the formation of consortiums necessary for the presentation of the relevant calls, if applicable, either through a proactive search for potential partners, or through a search for project opportunities from third-party entities in the thematic areas corresponding, and put in contact for the constitution of the necessary consortium for the presentation of the proposal to the co-financing organism.

4.3. Technical assistance for the presentation of 5 projects:

The winning company will define together with the promoting company the central idea of the project to be presented, including the objectives, results and expected concrete quantifiable impacts.

This technical assistance service includes: framing of the idea, preparation of budgets, coordination with the different participating agents and completion of the application form (administrative and technical documentation).

Likewise, it must prepare the administrative and technical report, as well as the detailed budget report of each action to be carried out in the project.

The winning company must review compliance with community regulations, and assist in the completion of the necessary forms and must also carry out the necessary translations in accordance with the requirements demanded to present the project.

4.4. Presentation of the final proposal:

The final proposal will be presented within the official deadlines and means (platforms, forms) established by the co-financing body, integrating all the information mentioned above, according to the related bases.

The documents and annexes to be presented will be reviewed and their correct presentation will be verified.



4.5. EEN Network – Castilla y León:

The winning company will also draft a profile proposal for each of the companies, to be included in the Castilla y León Enterprise Europe Network, which may be of a commercial nature, technology transfer or to form part of consortiums or other collaborative proposals. .

5. PROCEDURE AND PROCESSING

The procedure to enable access to these technical assistance services will respect the principles of publicity, transparency, free competition, equality and non-discrimination, with the information being accessible, at least, on the project website (<http://inbec.org>), on the ICE website (<http://www.empresas.jcyl.es/>), that of the Entrepreneurship and Innovation Network of Castilla y León (<http://www.redei.es/>), and on the website of the rest of the project partners.

Interested companies, which have their activity in the Spanish areas of action, must complete the online form on the Institute's website, which is accessed through the link that is sent with the ICE bulletin, or by visiting directly www.empresas.jcyl.es. In addition, it is necessary to attach to the application the Declaration of responsibility (Annex I), duly completed, and Annex II – Memory for pre-evaluation of the proposal.

Interested companies, which have their activity in the Portuguese areas of action, must complete and send the online registration form available on the website www.inbec.org.

The period for submitting applications will be open until **August 31, 2022**, or until the number of available assists is exhausted.

IMPORTANT: For companies in Castilla y León, registration will not be considered effective until the electronic registration process is completed correctly. At the end of this process and automatically, the system generates a PDF document with the title "Request Receipt". The company must keep this document, which will be, for all purposes, proof of having correctly made the request to participate.

Portuguese companies will receive a confirmation of receipt upon return of their registration. If you do not receive such confirmation, you should contact contacto@inbec.org

For any questions about this process, do not hesitate to contact the person in charge indicated in the coordination section at any time.

The selection of participating companies will be carried out taking into account the following assessment criteria, as long as the requirements established in this call are met.



Evaluation Criteria:

	Score (50 points)	Weighing (100%)
1. Feasibility of the proposal	up to 15 points	30%
2. Degree of development of the proposal	up to 15 points	30%
3. Participation in the Bank of INBEC projects (new productive activities/collaborative R&D projects)	Up to 12.5 points	25%
4. Participation in other actions of the INBEC project	Up to 7.5 points	fifteen%

The evaluation of the requests presented, according to the criteria detailed above, will be carried out by the consulting company in charge of carrying out the service, which will issue a report on each of the proposals analyzed, as well as a valued list of them, which will be submitted for validation to the Project Coordination Group, made up of representatives of each of its partner entities.

The Coordination Group will be in charge of approving/rejecting each proposal so that it can continue with the assistance and tutoring phase.

If the request is approved, this end will be communicated to the entity requesting the service, indicating the company that will provide the service.

Beneficiaries must expressly accept the granting of the advisory and technical assistance service, as well as its conditions, within fifteen business days, computed from the day following the notification, by sending a specific model (Annex III) to contacto@inbec.org.

In the case of non-acceptance, or after the indicated period has elapsed without having accepted the concession, it will be understood that the beneficiary renounces the aforementioned request, filing it without further processing.

6. OBLIGATIONS OF THE PARTICIPANTS

The obligations of the participating companies will be those derived from the objectives of the INBEC Project.

Specifically, participants must:

- Make available to the specialized consultant provided by ICE, the necessary means for the proper performance of advice and assistance.



- Cooperate with ICE and with the consultant's technicians in the different phases of the process.
- Communicate to the Institute any modification or incidence that affects the conditions under which the service was granted.
- Any document generated as a result of the activity part of the INBEC project must include the project logo, the emblem of the Institute and of the Junta de Castilla y León, as well as the following co-financing clause: "***This project is co-financed by the European Union through the European Regional Development Fund (ERDF) through the Interreg VA Spain-Portugal 2014-2020 Cooperation Operational Program***".
- In the event that those registered, once their participation has been confirmed by the Institute, unilaterally decide not to participate in this action, a circumstance that must be stated in writing via email, the Institute reserves the right to apply the appropriate penalties in an amount that will be set in proportion to the damages caused to the Institute, being only possible the cancellation of the participation due to supervening force majeure.

7. INFORMATION AND PUBLICATION

In compliance with the provisions of article 115 of Regulation (EU) 1303/2013 of the Commission of December 17, 2013, through this Call all potential beneficiaries are informed that the data related to identity (company name, CIF and other data that appears in the application for participation in the Program), of those who are selected as recipients, as well as the detail of the service provided, will be the subject of the corresponding publication in the terms provided in the aforementioned Regulation. Likewise, it is reported that by submitting their application for participation in the Program, all applicants authorize that, if selected, the data indicated in the previous paragraph,

8. DATA PROTECTION

In accordance with the provisions of the General Data Protection Regulation [Regulation 2016/679, of the European Parliament and of the Council, of April 27, 2016, regarding the protection of natural persons with regard to the processing of personal data and to the free circulation of these data and by which Directive 95/46/CE] is repealed, and Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights, the Institute for the Business Competitiveness of Castilla y León with address at C/ Jacinto Benavente, number 2, 47195, Arroyo de la Encomienda (Valladolid) will process the data of THE RECIPIENT COMPANY to enable the execution, development, monitoring and control of technical assistance services and advice requested by the company.



Within the framework of this Program, your data will be communicated to the competent authorities of the POCTEP 2014-2020 as co-financing body of the Program for these purposes.

Your data will be kept for a period of 5 years after the end of the Program in order to meet possible responsibilities arising from your participation in it, unless other terms are applicable.

9. COORDINATION AND CONTACTS

For any type of query, you can contact the person Responsible for Rural ADE at the Institute for Business Competitiveness.

Telephone: 983 324190

e-mail: vicqarma@jcyl.es



ANNEX I: RESPONSIBLE STATEMENT

Mr./Mrs. _____ with
 DNI _____, as legal representative of the entity
 _____ CIF _____ and _____ with
 registered office at _____,

DECLARES

1. That said entity meets the requirements contemplated in the bases and its use for the objectives of the program, and that all the information provided in the application is true.
- two. That you know and accept the content of this application and the rights and obligations that your participation in it implies.
3. That said entity is not involved in any of the circumstances included in sections 2 and 3 of article 13 of Law 38/2003, General Subsidies, which prevent it from obtaining the status of beneficiary for the Call, and fulfills the obligations that for Article 14 of the same law establishes the preceptors of aid and subsidies.

Four. That said entity (**MARK WHAT APPROPRIATE**):

- a. [] Has NOT received other aid, subsidies, income or resources that finance the activities that are the object of the aid and that could affect the compatibility of the subsidies contemplated in this call.
- b. [] IF you have received other grants, subsidies, income or resources that finance the activities subject to aid and that could affect the compatibility of the grants contemplated in this call and are the following:

Organ eleventh	Reference and/or type of aid	Date of concession	Amount granted (€)	is it a help de minimis ¹ (Indicate YES/NO)

However, the applicant undertakes to notify the Institute of all applications submitted to any public, national and international body, as well as the aid that from the date of submission of the application to the Institute could receive for this same purpose or activity.

¹REGULATION (EU) N1 1407/2013 OF THE COMMISSION, of December 18, 2013, regarding articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.



5. That you accept the service of "**Technical assistance for the submission of applications and proposals to national and international calls in the Bioeconomy and Circular Economy sector**", and knows its value and the corresponding amount, which must be declared as aid in kind.
6. That it undertakes to collaborate with the consultant to provide it with the corresponding information and data necessary to carry out the technical assistance and advice service, and will actively participate in the development of these actions, making appropriate use of the public resources at its disposal. .
7. Which develops its activity within the sectors referred to in the call and is currently working on Bioeconomy and/or Circular Economy.
8. That the work center for which the aid is requested is located in one of the municipalities included in the areas detailed in the call.
9. That he knows and accepts that the Institute will be responsible for settling any discrepancy or dysfunction in the existing relationships between the company and its advisor.

On _____, this __ of _____ of _____
(signature of the entity)



ANNEX II

REPORT FOR THE APPLICATION OF PROJECTS INTERESTED IN PARTICIPATING IN NATIONAL/INTERNATIONAL CALLS FOR OBTAINING FUNDING IN THE FIELD OF BIOECONOMY AND CIRCULAR ECONOMY WITHIN THE INBEC PROJECT (POCTEP)

Data of the company (or of the natural person in case of being self-employed)

NIF/CIF

Name/Business Name

According to the call to access the selection process for companies interested in obtaining funding in national and international calls on Bioeconomy and Circular Economy within the INBEC project, the funding proposal is as follows:

PROPOSAL NAME

PROPOSAL DESCRIPTION



OBJECTIVES OF THE PROPOSAL

LOCATION OF THE PROPOSAL(municipality, province, Autonomous Community...)

ECONOMIC ASSESSMENT OF THE PROPOSAL(Approximate budget)

EXECUTION SCHEDULE(temporary planning forecast)



ANNEX III
ACCEPTANCE

Mr./Mrs. _____, with ID
_____, of legal age, in the name and _____ representation of
_____, with CIF..... and address for notification
purposes at.....,

STATES that on the date of of 202.... the concession of the Technical Assistance and Advice Service to attend national/international calls to obtain financing has been communicated in the field of bioeconomy and circular economy, requested within the framework of the INBEC Project, and that ACCEPTS to receive said personalized Service in the terms and with the requirements and conditions established in the Call.

_____ to ___ of _____, 202__

The beneficiary or legal representative

Signed: _____