



INGENIOUS

TRAINING GRANT GUIDE FOR APPLICANTS



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Introduction

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

The INGENIOUS project serves as a lever for the companies to implement highly innovative solutions via three financial instruments:

Innovation Grants: <https://ingenious-eurocluster.eu/innovation-grants/>

Training Grants: <https://ingenious-eurocluster.eu/training-grants/>

Internationalization Grants: <https://ingenious-eurocluster.eu/internationalization-grants/>

The total amount of direct financial support for SMEs under INGENIOUS programme is 1.05 Million Euros.

The total budget reserved in the INGENIOUS project for the financial support to third parties for training is € 25.000 = 100 vouchers á € 250.

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

INGENIOUS partners

Logo	Member	Website	Country
 Mazovia Cluster ICT	Mazovia Cluster ICT	https://klasterict.pl/en/strona-glowna-english/	PL
 BALTICNET PLASMA TEC	BalticNet-PlasmaTec	https://www.balticnet-plasmatec.org/	DE
 M4 MetalIndustry4	CLUSTER DE FABRICACION AVANZADA DE LA INDUSTRIA DEL METAL DE ASTURIAS-METAINDUSTRY4	https://metaindustry4.com/en/	SP
 NANO PROGRESS THE NANOTECHNOLOGY CLUSTER	NANOPROGRESS Z.S	https://www.nanoprog ress.eu/	CZ

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Financial support to third parties for training

The applicants can apply for **one training ONLY (worth € 250)**, keeping in mind that the total **maximum funding will be €60.000 per SME** including all financial support to third parties (Innovation Grant and Internationalisation Grant) within the INGENIOUS project.

INGENIOUS presents the Pool of experts: <https://ingenious-eurocluster.eu/pool-of-experts/> where applicants can find specialists for their needed training but they can also choose own training providers. Only trainings with the below described topics are available for funding.

Training topics

Main Categories	Sub-categories
<u>Concept creation & development</u>	Feasibility study for technology and process adoption leading to competitive higher sustainability and digitalisation
	Feasibility study for advanced material solutions leading to competitive higher sustainability and digitalisation
	Feasibility study for new-to-firm green products/services or business process innovations adopted in Energy Intensive Industries
	Feasibility study for quantitative reduction of GHG emission and reduction in the use of resources (energy, water, materials) in Energy Intensive Industries
	Feasibility study for energy efficiency products/services in Energy Intensive Industries
	Feasibility study for circular economy of industrial by-products (Recycling, reusing, reduction)
	Feasibility study for new business models, new financial and investment methodologies
	Green and digital transition
	Resilience preparedness / business continuity plan
	R&D/Prototype/demonstration
<u>Market development & Business strategy</u>	Access private finance
	Market studies
	Business process improvements
	Marketing
	Business model for innovative solutions
	Technical, economic and environmental assessment (incl. Life Cycle Analysis)
	Development of green business models
<u>Internationalisation</u>	Market studies in the targeted countries
	Definition of an Internationalisation strategy
	Compliance verification
	Export funding
	Finding local/international partners

Main Categories	Sub-categories
<u>Other</u>	CSR (Corporate Social Responsibility)
	Intellectual property
	ICT consultancy
	Up / re-skilling and attracting talents for SME
	Human resources
	Cyber security

Main requirements for applicants

- The Training Grants addresses small and medium-sized enterprises (SME) that will choose one of the training topics given in the paragraph above. Please check if your companies is an SME via https://single-market-economy.ec.europa.eu/smes/sme-definition_en or do the [SME self-assessment questionnaire](#).
- Applicants need to submit their application via the INGENIOUS website using the template provided in the respective group: [Training Grants](#)
- A motivation letter (not exceeding two DIN A4 page) needs to be filled-in in the template provided on INGENIOUS website: <https://ingenious-eurocluster.eu/training-grants/>

Application conditions

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

- Training should meet one of the above mentioned training topics
- Applications must be written in English (applications partially written in another language are not eligible)
- Applicants must be a SME (see paragraph above for further information)
- Applicants must be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs)) and Ukraine
 - [EEA countries and countries associated](#) to the COSME part of the Single Market Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature¹
- Applicants can apply **for only one INGENIOUS Training grant**, however, a total maximum funding of €60.000 per applicant applies
- All required fields in the template needs to be filled-in (applications with not all filled-in fields are not eligible)
- Only given templates from the INGENIOUS website will be eligible (all other documents will not be eligible)

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

- Applicants will have to demonstrate the need for the chosen training in a motivation letter, evaluated and approved by the INGENIOUS responsible
- Members of the cluster organisations participating in the project are eligible to apply, but project partners can not.

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

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

Payment terms

- All payments will be made in Euro's.
- The amount granted will not exceed € 250 and will be disbursed to the beneficiary in one term
- Within 30 days after the successful training and upon approval of the confirmation of participation in a training through INGENIOUS partner (copy of the participation confirmation needs to be send via email to ku@balticnet-plasmatec.org)
- Submission of an application does not constitute an entitlement for funding
- Submission of applications with the same name are going to be considered duplicates, and the latest version will be assessed
- The recipients of the (financial) support from INGENIOUS must ensure that the European Commission, the European Anti-fraud Office (OLAF) and the Court of Auditors (ECA) can exercise their powers of control, on documents, information, even stored on electronic media, or on the final recipient's premises as detailed in [Article 22 and 23 of the Annotated Model Grant Agreement of the H2020 Programme](#)
- Training costs incurred before the approval of the application are ineligible for remuneration

Evaluation criteria and timeframe

Two neutral INGENIOUS consortium partners will assess submitted applications. To ensure fair treatment of applicants and impartiality, INGENIOUS consortium partners will evaluate applications submitted by applicants established in countries other than theirs.

The evaluation process starts with the assessment of the eligibility of the applicant, according to the criteria above (see chapter: Main requirements for applicants and Application conditions).

The assessment period takes max. 4 weeks starting from the application date. The applicant will receive an email about the outcome of the assessment. The validity of the Training Grant is 6 months starting from the approval email date.

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

Category	Explanation	Max. Score	Threshold
Educational achievement	Please explain your current educational achievement and how this training will improve your working skills	40 Points	20 Points
Importance	Please explain why this training is so important to you and your SME	40 Points	20 Points
Motivation	Please explain your motivation to the training and to join the Training Grants	20 Points	10 Points
TOTAL		100 Points	70 Points

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

Redress procedure

For any enquiries and/ or complaints regarding the INGENIOUS lump sum scheme, please contact ku@balticnet-plasmatec.org or your local contact point (page 2). A request for redress can only be based on objective, clear, and well-documented evidence of the reasons for the complaint. It must clearly identify the application and be submitted by someone legally authorised to represent the applicant within ten calendar days of receiving notice of your evaluation results to the following email address: ku@balticnet-plasmatec.org. A redress committee, including representatives from INGENIOUS partnership members, will review the

case and recommend an appropriate course of action. Its role is to ensure a coherent legal interpretation of requests and equal treatment of applicants. The redress procedure is concerned only with the evaluation process, and the scientific or technical judgement of the qualified experts is not in doubt. Only one request for redress per application will be considered. All requests for redress will be treated in confidence

Overview of Training Grants

Number of training grants:	100 (until budget is exhausted)
Call Opening Date:	May 22 nd , 2023 at 09.00 hrs CEST
Call Closing Date:	February 14 th , 2025 at 16.00 hrs CET
	The consortium retains the option to end the open call ahead of schedule if the budget is exhausted, but it will remain accessible for a minimum period of two months.
Grant amount:	€ 250 (financial support)
INGENIOUS budget:	€ 25.000
Participants (SME's):	1

Gender equality

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

Data processing

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

Consent to publication

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

- Description of actions undertaken by the beneficiaries

- Date of the grant allocation
- Duration of the funding
- Name of the beneficiaries and corresponding websites.

Disclaimer

Purpose: This guide is explaining the INGENIOUS Training Grant for information purposes only. No rights can be claimed on the basis of this document. This document does not reflect the views of the European Commission.

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

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