

ADVICE FOR SECTION COMPANY IN TEMPLATE

## PARTICIPANTS

### Template

\*\* a description of the legal entity and its main tasks, with an explanation of how its profile matches the tasks in the proposal;

\*a curriculum vitae or description of the profile of the persons, including their gender, who will be primarily responsible for carrying out the proposed activities;

\*a brief description of relevant products, services (including widely used datasets or software) or other achievements (which may also include previous projects or activities connected to the subject of the proposal);

\*a description of significant infrastructure and/or any major items of technical equipment relevant to the proposed work;

### Explanation

⇒ Availability of resources required (personnel, facilities, networks, etc.) to develop project activities in the most suitable conditions.

⇒ Where relevant, complementary of partners

⇒ Phase 2: Where relevant, realistic description of how key stakeholders / partners / subcontractors could be involved

⇒ Subcontracting is acceptable to the extent required for the implementation of the proposed activities. Subcontracting may be an essential part of the implementation of the project, but should not be a disproportionate part of the total estimated eligible costs. Subcontractors must be selected using 'best value-for-money' principles.

### Expectations

You need to convince the evaluator that your company has the operational capacity and capability to execute the project at hand.

⇒ Don't forget that, as well as describing technical competence, you also need to provide information on commercial competence.

⇒ Although there is no page limit for this section – try not to be too lengthy.

⇒ Implementation – team: Make sure to describe the team's technological knowledge and good understanding of market. Prove the team has expertise in all the relevant aspects.

⇒ Although you will not get special marks for Section 4, it is important to take this section seriously. The marks will be integrated into the marks for sections 1-3.

⇒ Describe the resources that are available to the company – the facilities, manpower.

⇒ If your company is working on other projects/products in parallel, make sure to show that the one at hand has ample resources devoted to it.

⇒ The Cvs provided should be short, but must include information on previous work experience, activities and publications that are relevant to the proposed project.

## THIRD PARTIES INVOLVED

### Template

- \*\* Do you plan to subcontract any tasks?
- \*\* Will any of your linked third parties work in the action tasks?
- \*\* Will you use contribution in kind provided by third parties?

### Explanation

Phase 2 only : Subcontractors have to be justified and properly explained following COM rules.

⇒ High focus on 'value for money': The evaluators would like to see that something will come out of the investment and that the price is worth the investment.

⇒ The assessment of the best value for money is crucial. Since public money is being used, costs must be reasonable, with competitive selection. Include procedures to ensure best value for money. Demonstrate a comprehensive tendering process and your adherence to same, "value for money" being the guiding principal. Make sure to include the costs, how were they chosen and the scope of their work.

⇒ Subcontracting is not restricted to a limited part of the action; However, It is in the SME Instrument spirit that the applying SME has the capacity to carry out the activity.

### Best value for money

#### Experts assess the 'best value for money' of subcontractors during the evaluation of the proposal

⇒ Subcontracts have to be described in sufficient detail.

⇒ If you know the subcontractor : include the key information on the subcontract in the proposal (name of subcontractor, price and task), together with the action task(s) that will be subcontracted and an explanation on how the subcontractor and the price are appropriate. This option is to be used when you have already selected a subcontractor for a task; normally, after following a competitive procedure.

⇒ If you do not know the subcontractor: your proposal should set out the task(s) to be subcontracted, the estimated budget and the procedure you will follow to ensure the best value for money. Normally, this option is to be used when you have not selected yet a subcontractor for a task.

**Subcontracts (Article 13 of the Grant Agreement)** concern the implementation of action tasks; they imply the implementation of specific tasks which are part of the action and are described in Annex 1.

**Linked Third Party (Article 14 of the Grant Agreement)** is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action.<sup>1</sup>

**Contributions in kind provided by third parties (Articles 11 and 12 of the Grant Agreement):** Third parties contributing in kind make available some of their resources to a beneficiary without this being their economic activity (i.e. seconding personnel, contributing equipment, infrastructure or other assets, or other goods and services).