



INNOVATION VOUCHERS

METABUILDING SEED CALL: Guide for applicants

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1. About METABUILDING

The modernization of the Construction sector is especially important as the construction industry plays an essential role in the European economy. It generates 9% of the GDP of the European Union and provides 18 million jobs, which represents 31% of all industrial employment. Unfortunately, the Construction sector has significant deficits in terms of innovation investment and productivity growth at all levels, but notably where SMEs are involved, which represent 99,9% of the companies in the sector, producing up to 80% of its economic output.

METABUILDING is an Innovation project launched in June 2020, funded by the European Commission as part of the INNOSUP Programme of the Horizon 2020 Framework Programme.

The overall objective of the METABUILDING project is to bring innovation to the “traditional” value chain of the Construction sector and at the same time systematically expand that value chain to other industrial sectors to create an Enlarged Built Environment sector.

In the project, Construction sector SMEs are in the center of a new innovation process aimed at increasing their productivity and competitiveness through collaboration with SMEs from more innovative, emerging industrial sectors. Furthermore, METABUILDING wants to contribute to the structuring of the construction sector in order to enhance collaboration between EU countries and regions. It provides innovation support to SMEs from 5 industrial sectors: Construction, Digital Industry, Additive Manufacturing, Nature-Based Solutions and Circularity & Recycling and 6 target countries: Austria, France, Hungary, Italy, Portugal and Spain.

METABUILDING will work to elaborate a joint roadmap of an enlarged Built Environment value chain in a bottom-up approach, fostering the integration of different innovation stakeholders and experts, especially from regional clusters, and taking into account specifically the innovation needs and barriers of SMEs. Furthermore, the METABUILDING Open Innovation digital platform will be developed facilitating the identification of partners, innovative technologies (featuring an Industrial Commons database of previously developed, EU funded technology assets for insourcing), funding instruments and new markets.

METABUILDING Impact

- Provide direct financial and non-financial innovation support for SMEs.
- Increase competitiveness of SMEs through international business collaboration.
- Support SMEs to get out of the COVID-19 crisis through innovation.
- Stimulate the innovation potential of the Construction sector through cross-sectoral and cross-border collaboration.
- Create and expand a Digital Platform facilitating collaboration and innovation in an enlarged Built Environment Sector.

1.1. Project partners

	Name	Short name	Org. Type	Country
1	NOBATEK/INEF4 (coordinator)	NBK	RTO	France
2	EUROPEAN CONSTRUCTION, BUILT ENVIRONMENT AND ENERGY EFFICIENT BUILDINGS TECHNOLOGY PLATFORM	ECTP	ASSO	Belgium
3	EUROPAISCHE FODERATION BAUWERKSBEGRUNUNGSVERBANDE	EFB	ASSO	Austria
4	FUNDACION IDONIAL	IDO	RTO	Spain
5	FUNDACION PLATAFORMA TECNOLOGICA ESPAÑOLA DE LA CONSTRUCCION	PTEC	ASSO	Spain
6	PLATAFORMA TECNOLÓGICA PORTUGUESA DA CONSTRUÇÃO – ASSOCIAÇÃO	PTPC	ASSO	Portugal
7	FONDS DE DOTATION CERCLE PROMODUL/INEF4	PROM	ASSO	France
8	FEDERAZIONE DELLE COSTRUZIONI	FEDCO	ASSO	Italy
9	PANNON BUSINESS NETWORK NONPROFIT KFT.	PBN	ASSO	Hungary
10	INDRA SOLUCIONES TECNOLOGIAS DE LA INFORMACION SL	MIN	LE	Spain
11	GRUNSTATTGRAU FORSCHUNGS- UND INNOVATIONS-GMBH	GSG	SME	Austria
12	EKODENGE MUHENDISLIK MIMARLIK DANISMANLIK TICARET ANONIM SIRKETI	EKO	SME	Turkey
13	STEINBEIS INNOVATION GGMBH	SEZ	RTO	Germany
14	OCTOPUSSY AGENCE POUR LA CREATION ET LA DIFFUSION D'ACTIVITES CULTURELLES ARTISTIQUES TECHNOLOGIQUES SCIENTIFIQUES	OPY	ASSO	France
15	EUROPEAN RECYCLING INDUSTRY CONFEDERATION	EUR	ASSO	Belgium

1.2. Project facts

Project Acronym: METABUILDING

Project Title: METAclustering for cross-sectoral and cross-border innovation ecosystem BUILDING for the European Construction, Additive Manufacturing and Nature-Based Solutions industrial sectors' SMEs

Project Reference: Grant Agreement No. 873964

Call Identifier: H2020- INNOSUP-01-2018-2020

Project Type: Cluster facilitated projects for new industrial value chains

Project Duration: 36 months from 01.06.2020 to 31.05.2023

Budget: 5,0M € (EC Funding)

Website: www.metabuilding-project.eu

1.3. Project contact details

For any enquires regarding the METABUILDING project please contact:

E-mail : info@metabuilding-project.eu

2. Eligibility criteria for applicants

The METABUILDING SEED innovation vouchers are open to SMEs meeting the following criteria:

- The applicants must be a SME (Small and Medium-size Enterprise) according to the EU definition¹ and - in case of doubt – they are requested to do an SME self-assessment². As a summary, the criteria which define an SME are:
 - Staff headcount less or equal to 250
 - Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million
- The applicant must be a single company. Consortiums are not allowed.
- Applicants need to be established in one of the following six METABUILDING target countries:
 - Austria
 - France
 - Hungary
 - Italy
 - Portugal
 - Spain

If they are located elsewhere in Europe, they can also apply if they are a direct member or a member of an institution being a member of the EURIC³, AM⁴, EFB⁵, ECTP⁶ platforms.

- Applicants need to be active in one of the following sectors:
 - Construction
 - Digital Industry
 - Additive Manufacturing
 - Nature-Based Solutions
 - Circularity & Recycling

¹https://ec.europa.eu/growth/smes/sme-definition_en

²https://ec.europa.eu/growth/tools-databases/SME-Wizard/smeg.do;SME_SESSION_ID=5HEBVDufACO_FWLtBn97Zg6Cq2_JougiskyFLCBW6E6gE1pm1Qu!2141392090?execution=e1s1

³<https://www.euric-aisbl.eu/members-euric/affiliated-members>

⁴<https://www.rm-platform.com/am-platform/members>

⁵<https://platform.think-nature.eu/>

⁶<http://www.ectp.org/organization-database-list/>

3. Application Conditions

The specific conditions for the SEED innovation vouchers are detailed below.

Funding category	SEED
Type of instrument	Innovation Voucher
Supported Activities	Services permitting the assessment of the feasibility of project ideas and innovation opportunities
Targeted SMEs for SEED innovation vouchers	Individual SMEs belonging to one of the 5 target sectors and one of the 6 target countries or to any of the associated platforms detailed above
Condition	SMEs must include a valid offer/quote from a service provider as part of their application
Form of Financial Support	Reimbursement of the costs incurred by the SME when having the service implemented
Granted	Based on the eligibility criteria and an evaluation procedure
Type of call and application process	2 Calls for applications (with 30 vouchers each)
Time to use innovation vouchers (max.)	No later than 2 months after reception of funding decision
Funding conditions	Maximum 5.000 € per innovation voucher, only one voucher per SME
Total number of supported SMEs	60

3.1. Scope of the SEED call

The SEED call aims at increasing the competitiveness and providing financial support to SMEs to validate technical, economical and intellectual property aspects of project ideas and innovation opportunities that aim at increasing the innovation potential of the Construction sector through cross-sectoral and/or cross border collaboration. Ideas for collaborative projects are going to be favored but are not mandatory.

3.2. SEED Innovation Vouchers

SEED Innovation Vouchers finance short interventions of technological, legal, financial, and business experts in order to help the SMEs to validate an idea for an innovation project, to evaluate the potential of an innovation opportunity or to accelerate an existing innovation project.

The financed services should help an SME to take a final decision concerning its engagement in an innovation project or an innovation opportunity based on a professional analysis of risks and opportunities or contribute to solve specific problems in an ongoing innovation project.

The SEED Innovation Vouchers are not limited to projects and opportunities in early technology readiness levels (TRLs) but support as well ideas, opportunities and projects that are close to market introduction.

The SEED Innovation Voucher is valid to be used within a period of 2 months after receiving the confirmation of being awarded.

3.3. SEED Supported Services

The supported SEED Services must help to validate innovative project ideas/innovation opportunities that contribute to the rejuvenation of the Construction sector by bringing in or combining solutions, technologies and/or know-how coming from Digital Industry, Additive Manufacturing, Nature-Based Solutions and/or Circularity & Recycling.

The services that qualify for receiving financial support are:

- Innovation mentoring
- IPR analysis
- Technical analysis and assistance
- Identification of partners or innovative technologies
- Due diligence on potential partners or innovative technologies
- Elaboration of cross-sectoral business models/plans
- Elaboration of market studies

3.4. SEED Service Providers

The SEED service provider are institutions, consultants, companies, universities, etc. located in EU with expertise and high-quality knowledge to provide SMEs with the required service. If needed a list of Innovation Stakeholders with proven track record can be found on www.metabuilding.com.

METABUILDING partners cannot participate as service provider for the SEED innovation vouchers.

The selected service provider should be an independent entity without any affiliation to the applicant. Applicants for an innovation voucher are requested to confirm that they take all measures to prevent any conflict of interests.

3.5. Eligible costs and maximum funding

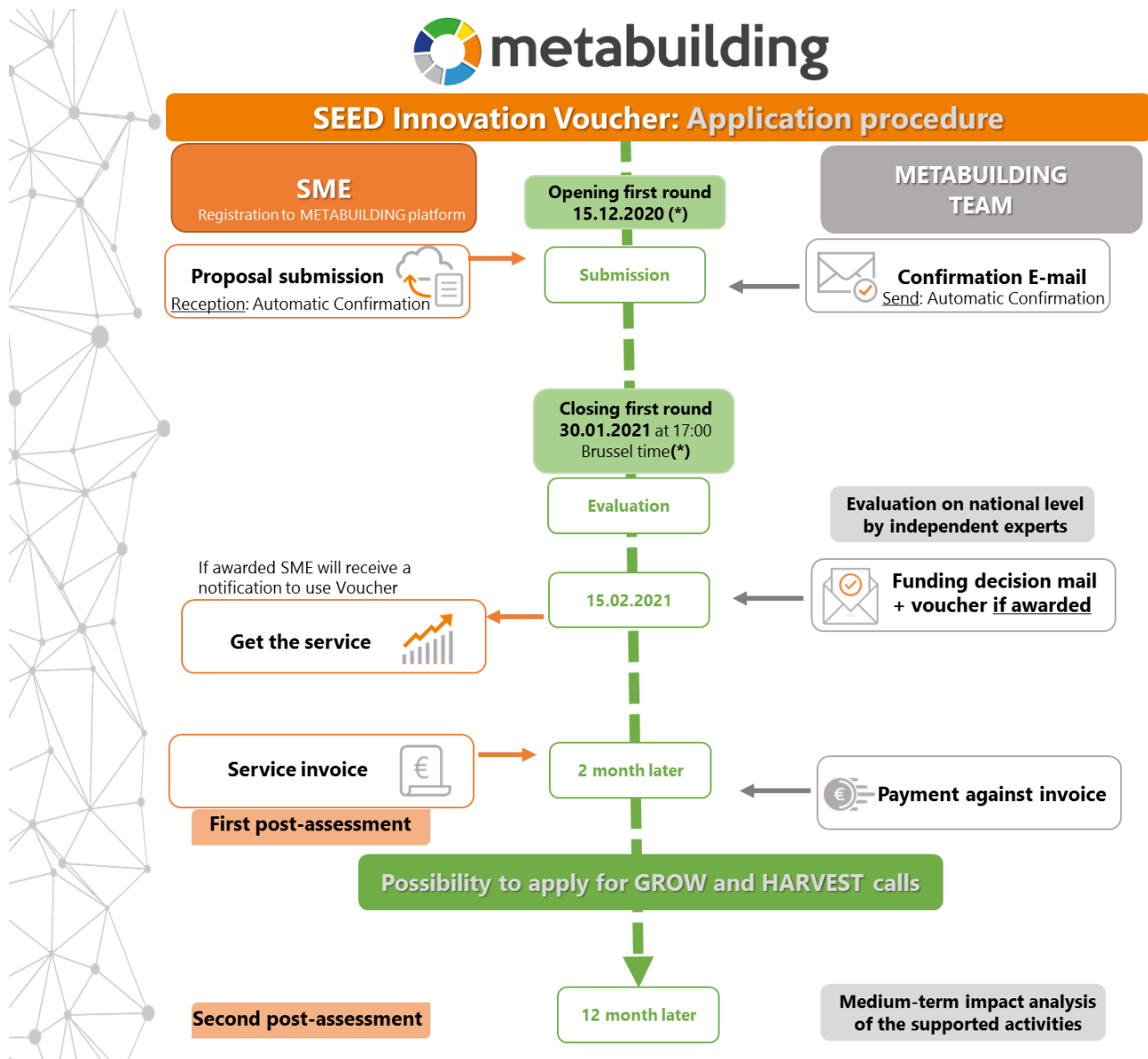
SEED innovation vouchers must be used to pay external service providers. METABUILDING consortium partners cannot be paid with these innovation vouchers.

Successful applications will be awarded a SEED Innovation Voucher of max. 5.000 €. Only costs generated within the service are eligible. Cost exceeding this amount will not be covered by the voucher but can be covered by the SME (with their own funds).

This amount will be paid out upon presentation of the invoice of the provided service and the submission of the post-service assessment.

The applicants are required to provide a signed offer of the service provider (acceptance declaration) as part of the application and the presented invoice must be coherent with the offer provided by the applicant at the submission of the application.

4. Overview from Application to Payment



(*) This figure represents the application procedure for the first round (from 15.12.2020 to 30.01.2021 17:00 Brussel time). For the second round the procedure will be the same and the submission period will be defined in the second semester 2021.

5. Submission of Application

5.1. Application procedure

Main steps of the application procedure for the SEED Innovation Voucher:

1. Register on www.metabuilding.com
2. Confirm compliance with eligibility criteria for participating in the open call and absence of conflict of interest.
3. Fill in a pre-assessment form responding to Key Performance Indicators and expected objectives.
4. Prepare and submit the application on Good Grants (automatic redirect from www.metabuilding.com) including signed offer from service provider. The application must be completed in English, applications submitted in other languages will not be taken into consideration.
5. Shortly after the submission the applicant will receive an automatically generated acknowledgement of receipt. This acknowledgement of receipt does not imply that the proposal has been accepted as eligible for funding.

No additions or changes within the application will be considered after the submission. Once your application is submitted and validated.

5.2. Application documents

The application has to be done online on www.metabuilding.com

The complete application consists of the following elements:

- a. SEED application form (including provisions of the Declaration of Honour)
- b. Ethic Issues Table
- c. Quotation of the service provider (signed by the SMEs as declaration of acceptance)

5.3. Timeline

Publication date	01.12.2020
Call opening	First round: 15.12.2020 Second round: Second semester 2021
Call closing	First round: 30.01.2021 at 17:00 (Brussel time) Second round: Second Semester 2021
Information on results	First round: 15.02.2020 Second round: 1 st quarter 2022

6. Application evaluation and selection

Application for SEED innovation vouchers will be evaluated on national level by independent experts (not related to the project) forming part of a national jury following the same criteria in all countries. The national juries will present their evaluation results to the METABUILDING evaluation board (including jury members from all countries), who will take the final funding decisions.

Criteria	Weight	Max. score	Description
Innovative character of the project idea	40%	5	The proposed project idea or innovation opportunity demonstrates a significant innovation potential compared to the existing technologies and/or solutions available on the market.
Impact on the construction sector	40%	5	The proposed project idea or innovation opportunity will have a significant impact on the construction sector by addressing specific needs or bringing in new opportunities.
Relevance to the regional scope	20%	5	The proposed project idea or innovation opportunity addresses is in line with regional development priorities and will help regional development.
Total	100%	15	

Interpretation of the score:

Each criterion can be rated between 1 and 5. Half-point scores are not given. For each criterion the score values will indicate the following assessments:

0 – The application fails to address the criterion or cannot be assessed due to missing or incomplete information.

1 – Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.

2 – Fair. The application broadly addresses the criterion, but there are significant weaknesses.

3 – Good. The application addresses the criterion well, but a number of shortcomings are present.

4 – Very good. The application addresses the criterion very well, but a small number of shortcomings are present.

5 – Excellent. The application successfully addresses all relevant aspects of the criterion. Any shortcomings are minor

7. Funding Decision and Financial Provisions

- The applicants will receive a funding decision by the Grant Management Secretariat 15 days from after the call has closed.
- When requesting reimbursement, the awardees need to provide their bank account data, the invoice and the post-assessment questionnaire.
- SMEs can submit several applications, but funding is limited to one voucher per SME.
- Maximum amount of € 5,000 in form of a reimbursement upon presentation of invoice.
- SMEs have the possibility to participate in different METABUILDING open calls during the course of the METABUILDING project. However, the maximum possible financial support for any SME in all calls is limited to € 60,000.

8. Reporting requirements

In order to receive the reimbursement, the awardee has to complete and submit a post-assessment questionnaire containing pre-defined KPIs which help to measure and compare the impact of the supported activities.

A second post-assessment on the same KPIs is required 12 months after the implementation of the service in order to analyze the medium-term impact of the supported activities on the awarded SMEs.

9. Questions and contacts

A Frequently Asked Questions (FAQ) section will be available on www.metabuilding.com listing common questions and answers concerning the SEED call.

For further information and questions regarding the open call for SEED Innovation vouchers under the METABUILDING project, the applicable eligibility criteria, the evaluation or in case of any technical problem concerning the submission of a proposal via the online portal, please contact the corresponding national helpdesks:

Austria	Contact Person: Susanne Formanek E-mail: helpdesk-austria@metabuilding.com
France	Contact Person: Paul Bessieres E-mail: helpdesk-france@metabuilding.com
Hungary	Contact Person: Robert Nemeth E-mail: helpdesk-hungary@metabuilding.com
Italy	Contact Person: Marco Massoni E-mail: helpdesk-italy@metabuilding.com
Portugal	Contact Person: Rita Moura E-mail: helpdesk-portugal@metabuilding.com
Spain	Contact Person: Carlos Martinez Bertrand E-mail: helpdesk-spain@metabuilding.com

When contacting a helpdesk, please include the following:

- a) Your username, telephone number and email address.
- b) Detailed description of the specific problem.
- c) If possible, screenshots of the problem.

You can as well contact the **METABUILDING Grant Secretariat** (communication only in English): grant-secretariat@metabuilding.com

10. Additional information and conditions for the SEED innovation voucher recipient

10.1. Data management

Personal data and information are provided in the application form for the immediate purpose of allowing a full and successful evaluation of applicants. This includes:

- Name of the applicant and contact details of the applicant (telephone number, postal address, country, internet site)
- Name and details of the contact person (e-mail, telephone number)
- VAT Registration Number of the company
- Financial information of the company (number of employees, annual turnover or balance)

In case that a SEED innovation voucher is awarded, the following additional information of the voucher recipient is required:

- Bank account reference (IBAN and BIC codes);
- Information about the voucher recipient's representative: Name and Surname, Position, Telephone number, Mail address, Signature

Data concerning the service provider is delivered in the application form and in the final reports with the purpose of permitting the evaluation of the action.

Any personal data will be processed by the 'data controller' of the Coordinator or the Consortium Partners serving as national help desks with the purposes of implementing, managing and monitoring the action or protecting the financial interests of the EU.

The persons whose personal data is processed have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the following email address grant-secretariat@metabuilding.com.

Personal data must be processed in compliance with applicable EU and national law on data protection.

10.2. Financial Audits and Controls

The Coordinator or the Commission will — during the implementation of the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing reports. The Coordinator or the Commission may also request additional information. Information provided must be accurate, precise and complete and in the format requested

The Coordinator or the Commission may — during the implementation of the action or afterwards — carry out reviews and audits on the proper implementation of the action. This will be formally notified to the voucher recipient and will be considered to have started on the date of the formal notification.

Under Regulations No 883/2013 and No 2185/96 (and in accordance with their provisions and procedures), the European Anti-Fraud Office (OLAF) may — at any moment during implementation of the action or afterwards — carry out investigations, including on-the-spot checks and inspections, to establish whether there has been fraud, corruption or any other illegal activity affecting the financial interests of the EU.

The European Court of Auditors (ECA) may — at any moment during implementation of the action or afterwards — carry out audits. The ECA has the right of access for the purpose of checks and audits.

10.3. Evaluation of the impact of the action

The Coordinator (may be assisted by external persons or bodies) or the Commission may carry out interim and final evaluations of the impact of the action measured against the objectives of the METABUILDING project. Evaluations may be started during implementation of the action and up to three years after the payment of the balance. The evaluation is considered to start on the date of the formal notification to the voucher recipient.

The voucher recipient must provide any information relevant to evaluate the impact of the action, including information in electronic format.

10.4. Further obligations

Further obligations of the voucher recipient are the following:

- Avoiding conflicts of interest
- Maintaining confidentiality
- Promoting the action and give visibility to the EU funding
- Liability for damages

ANNEX1: APPLICATION FORM

This form should be fill in online and submitted in English on www.metabuilding.com

1) Application form for SEED Innovation Support Vouchers

Applicant	
Official legal name of company	
Legal form	
Main field of activity	
Membership proof (for SMEs located in another than of the 6 target countries, indicate link to EURIC ⁷ , AM ⁸ , EFB ⁹ , ECTP ¹⁰ platforms and a upload a proof as pdf)	
Website	
Name of contact person	
E-mail address of contact person	
Telephone number of contact person	
Official address of company	
VAT registration number	
Country	

2) About the application

Related Industry sectors

The project idea/innovation opportunity has to concern the construction sector and at least one other of following industrial sectors

(please select at least two)

- Construction
- Digital Industry
- Additive Manufacturing
- Nature-Based Solutions and
- Circularity & Recycling

Description of the project idea/innovation opportunity

Please provide a brief description of the project idea/innovation opportunity that needs evaluation.

Please describe the cross-sectoral character of the project idea/innovation opportunity. If applicable, please describe the corss-border character (500 characters)

Expected Objective *(max. 30 words)*

Innovative character *(max. 1000 characters)*

Impact on the construction sector *(max. 1000 characters) Please describe in how far the construction sector will profit from its implementation.*

Relevance to the regional scope *(max. 1000 characters)*

Impact of the project idea/innovation opportunity on the development of the company

Please explain how the proposed action can help the development of the company (max. 1000 characters)

⁷<https://www.euric-aisbl.eu/members-euric/affiliated-members>

⁸<https://www.rm-platform.com/am-platform/members>

⁹<https://platform.think-nature.eu/>

¹⁰<http://www.ectp.org/organization-database-list/>

Expected outcomes

(min. 2 expected outcomes must be selected)

- New products, solutions or services
- New working lines
- Intellectual property (IP) protection
- Strategic partnership
- Clear view on technologies existing on the market
- Assurance on potential of innovative technology
- Cross-sectoral business model
- Market study
- Cross-sectoral project idea
- Perspective on Internationalisation possibilities

3) About the Service

The following service provider has been chosen to implement the service:

Selected service provider	
Name	
Address	
Country	
VAT registration numbers	

Service Title

(Please select one service option)

- Innovation mentoring
- IPR analysis
- Technical analysis and assistance
- Identification of partners or innovative technologies
- Due diligence on potential partners or innovative technologies
- Elaboration of cross-sectoral business models/plans
- Elaboration of market studies

Description of the requested service

Please provide a brief description of the service explaining its objectives, time scale and its relevance with regard to the project idea/innovation opportunity. (1000 characters)

Expected Objective

(Please describe five expected objectives, including cross-sectoral and, if applies, cross-border benefits)

Description of service provider

Please explain briefly the criteria for selecting the service provider. Please describe the experience of the services provider, especially with respect to the specific expertise sought-after. (500 characters)

ANNEX 2: DECLARATION OF HONOUR AND LEGAL OBLIGATIONS

By signing this document, my organisation understands and agrees the following conditions (please select with and X):

METABUILDING SEED Call terms and conditions

- I agree with the METABUILDING terms and conditions specified in the guide for applicants (www.metabuilding.com)
- I confirm that my company is an SME according to the definition of the European Union. This means:
 - The staff headcount of my company is less or equal to 250
 - The annual turnover of my company is less or equal to €50 million OR the annual balance sheet total of my company is less or equal to €43 million
- I confirm that my company is active in one of the sectors specified in this proposal.
- I confirm that my company will submit two post-assessment evaluations, to evaluate the overall impact of the METABUILDING cascade funding on the participating SMEs:
 - Questionnaire on KPIs on completion of the service.
 - Measurement of the KPIs 12 months after the implementation of the service.

Financial declarations

- I confirm to be aware that the SEED Innovation Voucher is limited to a maximum of EUR 5.000. I confirm being in the financial position to cover for the service costs which might exceed the financial support and to assume the costs for the service until encashment of the innovation voucher.
- I confirm to have taken notice that the encashment of the innovation voucher is subject to the previous presentation of the invoice corresponding to the signed offer from the service provider which must be included in the application and the completion of the post-assessment questionnaire.
- I understand that the submission of the signed offer of the selected service provider is mandatory.

Funding decision

- I confirmed to be aware that funding decisions are made based on the defined evaluation criteria that I have taken notice of.
- I confirm that my company will accept the funding decision made by the evaluators and waives its right to engage in a redress against this decision.

Data management

- I confirmed that my organisation acknowledges and agrees:
 - that grants will be submitted and evaluated electronically.
 - in the use of the electronic grant application system Good Grants.
 - in the collection of personal data by the funding body being subject to the privacy statement under according to EU general data protection regulation 2016/679 (GDPR).
 - that data will be used in the framework of the METABUILDING project.
 - that data can be transmitted to the European Commission and auditors for reporting reasons, impact measurement and in the case of an audit.
- I declare the accuracy of all statements made above.
- I confirm that my organization is aware that administrative or financial penalties may be imposed on the voucher recipient in case of :
 - misrepresentation or failure in supplying the information required by the grant management of the METABUILDING project as a condition of participation in the grant award procedure.
 - failure in fulfilling the obligations and conditions agreed upon.
- I confirm that my organization encloses the ethics issue table.