



Smart and Healthy Ageing through People Engaging in Supportive Systems

SHAPES

Grant agreement ID: 857159

SHAPES-OC3-Marketplace Guide for Applicants

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- World Federation of the Deafblind

SHAPES: Guide for Applicants

1 Overview of the SHAPES Open Call 3

Organizations are invited to apply for a share of €500,000, to facilitate the creation of novel applications that support smart and healthy ‘Agile Ageing’ in the built environment.

Individual grants of between €50,000-- and €100,000 are available for scale-up of existing products or services, or development of new solutions. The competition is open to micro, small or medium-sized enterprises, based in Europe- including the UK – proposing compelling social innovation concepts, encompassing equality, diversity and inclusion in the design and development of a product, process, or service which can be trialled and evaluated across participating living labs and pilot sites, including the SHAPES technological platform and the SHAPES Marketplace.

This initiative is funded through SHAPES (Smart & Healthy Ageing through People Engaging in Supportive Systems) an EU Horizon 2020 Collaborative R&D “Pathfinder” project spanning 14 countries, exploring interactions between older adults, technology and the built environment.

2 Funding budget for SHAPES Open Call 3

Total budget for SHAPES Open Calls:	€1,000,000
Budget foreseen for Open Call 3:	maximum 500,000 Euros
Expected project duration:	up to 6 months
Funding per project	Between €50,000 and €100,000

NOTE: considering that it is the last Open Call in SHAPES, the top ranked projects will be funded starting from the highest ranked ones until the remaining Open Call budget is exhausted.

3 Timeline of the SHAPES-OC3-Marketplace

Call announcement	16 th December 2022
Submission deadline	17 th March 2023 at 17:00 hrs CEST
Evaluation period	17 th – 31 st March 2023
Finalisation of ranked list	31 st March 2023
Invitation to grant signature	1 st April 2023
Target deadline for signing Grants	21 st April 2023

4 General Requirements

4.1 Submitting an Application

- Applicants are expected to apply through the [SHAPES application portal](#). Any other means of submission will not be registered. Additional unrequested material, will not be considered for the evaluation of the proposals. Data not included in the proposal will not be taken into account. The consortium will keep all provided data confidential.
- Proposals must be submitted before the submission deadline, clearly stated in each Open Call. The open calls will be open from midnight (CEST time zone) on the publication date with the

submission cut-off time at 17:00 hrs CEST on the submission deadline date. Applications must be submitted by the closing time and date of the open call. The time recorded by the submission portal shall be considered as the actual submission time for the purpose of submission eligibility purposes, as the submission time, will be the official one. Late proposals will not be admitted.

- 3 The proposal must conform to the template provided on the SHAPES portal. Changes to the structure and missing to provide requested information may result in reduced scores.
- 4 Proposal MUST be complete, i.e. contain ALL sections 1 to 5 duly completed. Proposals with missing sections may be disqualified. Proposals with incomplete sections may receive reduced scores in categories corresponding to those sections. For details refer to the Evaluation Guidelines document provided as part of the information package.
- 5 The page limit for the document containing Sections 1-3 (Excellence, Impact and Implementation) is 10 pages. Note that any excess pages shall be removed before passing the proposal to reviewers. Sections 4 and 5 (Profile and Ethics) do not have page limit.
- 6 Once the proposal is submitted, applicants will receive a notification about its registration.
- 7 Proposals will be scored in scale from 0 to 5 in each of the three (3) categories: Excellence, Impact and Implementation. Proposals scoring 10 or more will be retained for ranking.
- 8 The review process will be conducted by persons nominated from the SHAPES consortium members and will include at least one person involved in the definition of needs for a specific solution that is applied for by a third party. Such persons will be required to declare being free of direct and indirect conflict of interest. The evaluation period shall be one calendar month and will include both the remote peer-review and the consensus meeting. The SHAPES team managing Open Calls shall make all reasonable effort to provide evaluation results and reach funding decisions within a calendar month from the submission deadline.
- 9 Frequently Asked Question (FAQ) pages shall be provided on the SHAPES project WEB portal with answers to common questions raised by applicants. A consultation team from the SHAPES project will be available to answer any inquiries on different kinds of matters, those composed of partners having originally identified a need for a specific type of solution called for in an Open Call. SHAPES project will respond only to the lead tender, via the applications portal. No information shall be provided that could be considered as advantageous for proposers over any other applicant.
- 10 The evaluation process will be carried out following the evaluation criteria described in the relevant documents, provided to applicants as part of the Open Call.

5 Contracts with successful applicants

- 1 Successful applicants will be expected to sign a 3rd-party agreement with the SHAPES project coordinator. The model 3rd-party contact agreement is provided in the info package.
- 2 The contract MUST be agreed with SHAPES project coordinator and signed by the applicant no later than 3 calendar months from the date when invitation to start contract preparations has been sent to the applicant by the SHAPES project coordinator.
- 3 In case of exceeding the period mentioned in (2) above, the invitation mentioned therein shall be cancelled and the invitation shall be made to the first available applicant in the reserve list.

6 Additional Information

- 1 Applicants will be solely responsible for the content and nature of their submission to the SHAPES open call. No rights shall be derived from suggestions and instructions provided by SHAPES advisors.
- 2 Applicants will be solely responsible for ensuring that no legal obligations, no rules of public order or decency and no rights of third parties are violated, according to the laws of the

countries involved. They will also have to ensure that their submission results in no unlawful act and/or in no damage to others.

- 3 Teams will indemnify the SHAPES consortium from any and all costs and damages that could result from infringing their legal obligations.
- 4 The SHAPES consortium shall not be liable in the event of loss of submitted proposals namely due to network interruptions. In case of any failures of the SHAPES submission system or website, applicants will have to contact the SHAPES team.
- 5 The information which is specifically designated as "confidential" by applicants shall remain confidential.

7 Intellectual Property

The ownership of the IP rights arising from the tender will remain as the applicant(s). The results (foreground) of the projects selected and funded by the SHAPES Open Call are owned by the SHAPES consortium, while the background remains the property of the applicant. The party has the obligation to grant a non-exclusive license to the SHAPES consortium over the use, distribution, communication and further development of the solution. Moreover, all source code and accompanied documentation shall be expected to be provided on a public free repository (i.e. GitHub, Gitlab, OpenAIRE, etc) under a free open source software licence.¹

The SHAPES consortium reserves the right to use the projects selected and funded for publicity and promotion of the project via different media channels. The winning teams should cooperate with the SHAPES consortium on publicity and communication and act as ambassadors for the infrastructure services.²

8 Data Protection

- All data will be collected and processed in accordance with General Data Protection Regulation, EU 2016/679³
- Personal data of the applicants will be collected and processed only for the purpose of participation in the Open call by the SHAPES team dedicated for managing the Open Calls and the project coordinating organisation acting as the nominated Data Protection Manager, which will take all appropriate measures for the safety of applicants data and respond to all the requests regarding data subjects rights.
- Applicants will be required to acknowledge that providing their personal data will be mandatory in order to participate in the open call.
- Applicants shall allow the SHAPES consortium to disclose their name, as provided in the corresponding application form, in any form or by any means, for promotional purposes.
- Personal data shall be kept, under the scope of this program, until its completion after which they will be destroyed.
- Should there be any queries concerning the processing of personal data, these shall be addressed to the SHAPES team responsible for managing its Open Calls.

9 Commitments

In accordance with EC guidelines⁴ each applicant commits itself:

¹ https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/intellectual-property_en.htm

² https://webgate.ec.europa.eu/funding-tenders/opportunities/content/article-23a-%E2%80%94-management-intellectual-property_en

³ <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

⁴ https://www.ffg.at/sites/default/files/downloads/page/h2020guidancenote_financialsupport2thirdparties.pdf

1. To have at the moment of the submission of the application, or at the latest by the kick-off of activities (corresponding to the entry into force of the Standard Agreement), the necessary stable and sufficient resources to implement the SHAPES Grant Agreement according to EC guidelines.
2. To guarantee that its organisation is not in any situation, which would exclude them from receiving financial support (including pending financial procedures concerning frauds or inappropriate management or undue previous appropriation of funds from other funding programmes).
3. Not to cumulate the SHAPES funding with other forms of financial support for the same work (i.e. exclusion of double funding case)

The following proposals eligibility criteria also apply:

1. Proposals should have a clear European dimension, and demonstrate capabilities to contribute towards European Union digitization, targeting clear economic and societal impact.
2. Proposals from Linked SMEs⁵ must demonstrate that there is no risk of double funding. The fundamental principle underpinning the rules for public expenditure in the EU states that no costs for the same activity can be funded twice from the EU budget, as defined in the Article 111 of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation⁶. Proposals submitted by linked SMEs must clearly state the differences between them including but not limited to, technical aspects, market strategy and team composition, so that there is no doubt that there is no risk of double funding. SHAPES has the liberty to assign all proposals to the same set of evaluators and, should any doubt remain, exclude all proposals.
3. The maximum amount of direct funding that an SME may receive via SHAPES will be 100.000 EUROS, as defined in the SHAPES Grant Agreement, via any means (e.g. open call, challenges, cluster missions, etc.) The SHAPES consortium reserves the right to change the distribution and amounts, as well as the number of projects to be funded in each of the three Open Calls.

10 Rules for Financial Support to Third parties

As per European Commission's rules⁷, companies have the possibility to apply to more than one open call during SHAPES entire duration. However, the same entity will not be allowed to receive funding from more than one Open Call budget.

The maximum possible financial support per SHAPES Third Party is limited to 100.000 Euros, as indicated in the SHAPES Grant Agreement. Financial support to third party is called cascade funding. This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 857159. As per European Commission's rules, financial support will not be awarded to individual legal entities that have already received more than 100 000 € via open calls.

SHAPES will receive assistance from the European Commission to cross-check if an organization that has been shortlisted for getting funding under the open calls of SHAPES has already received funding via an open call from any H2020 I4MS and SAE project and to ensure that no funding is allocated to an Application Experiment in case an entity exceeds the above threshold (including any SHAPES potential funding). The limited amount does not include any EC contribution that your organization receives or has received via an EU funded project (within FP7 or H2020) as a fully associated beneficiary. Participation as a beneficiary does not affect the participation in SHAPES open calls. As per European Commission's rules, financial support will not be awarded for work that was previously or is currently funded under any other (Regional, National or EU) programme.

Furthermore there are additional rules that must be considered;

⁵ Definitions of linked SMEs can be found here: <https://op.europa.eu/s/n3t1>

⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32002R1605>

⁷ https://webgate.ec.europa.eu/funding-tenders/opportunities/content/article-151-%E2%80%94-94-rules-providing-financial-support-third-parties_en

- Applicant is not under liquidation or is not an enterprise under difficulty according to the Commission Regulation No 651/2014⁸, art. 2.18;
- Submissions must be based on an applicant's original work alongside future or planned developments being free from third party rights, or they are clearly stated;
- Applicant is not excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of either national or EU authority.

11 Responsibilities of Beneficiaries

The selected SMEs are indirectly beneficiaries of European Commission funding. As such, they are responsible for the proper use of the funding and ensure that the recipients comply with obligations under H2020 specific requirements as described in Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)⁹ and the H2020 Annotated Model Grant Agreement (H2020 General MGA)¹⁰.

12 Conflict of Interest

In line with Article 35 of the MGA, the beneficiary SMEs “must take all measures to prevent any situation where the impartial and objective implementation of the open call is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').”

They must formally notify to the SHAPES coordinator without delay any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation. The SHAPES coordinator may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

If the sub-contract consortium member breaches any of its obligations, the sub-contract may be automatically terminated. Moreover, costs may be rejected.

13 Data Protection & Confidentiality

In line with Article 36 of the MGA, during implementation of the sub-project and for four years after the end of the sub-project, the parties must keep confidential any data, documents or other material (in any form) that is identified as confidential at sub-contract signing time ('confidential information').

If a beneficiary SME requests, the Commission and the SHAPES consortium may agree to keep such information confidential for an additional period beyond the initial four years. This will be explicitly stated within the sub-contract if implemented.

If information has been identified as confidential during the open call execution or only orally, it will be considered to be confidential only if this is accepted by the SHAPES coordinator and confirmed in writing within 15 days of the oral disclosure. Unless otherwise agreed between the parties, they may use confidential information only to implement the Agreement.¹¹

14 Promoting the action and give visibility to the EU funding

In line with Article 38 of the MGA, the beneficiaries must promote the open call the SHAPES project and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner and to highlight the financial support of the EC, in compliance with Article 38 of the H2020 Annotated Model Grant Agreement.¹²

Unless the European Commission or the SHAPES coordinator requests or agrees otherwise or

⁸ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0651&from=PT>

⁹ [http://ec.europa.eu/research/evaluations/pdf/archive/h2020_evaluations/swd\(2017\)221-interim_evaluation-h2020.pdf](http://ec.europa.eu/research/evaluations/pdf/archive/h2020_evaluations/swd(2017)221-interim_evaluation-h2020.pdf)

¹⁰ https://webgate.ec.europa.eu/funding-tenders/opportunities/content/important-notice_en

¹¹ https://webgate.ec.europa.eu/funding-tenders/opportunities/content/article-36-%E2%80%94-confidentiality_en

¹² https://webgate.ec.europa.eu/funding-tenders/opportunities/content/article-381-%E2%80%94-communication-activities-beneficiaries_en

unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.), any publicity, including at a conference or seminar or any type of information or promotional material (brochure, leaflet, poster, presentation etc.), and any infrastructure, equipment and major results funded by the grant must:

- display the EU emblem;
- display the SHAPES logo and
- include the following text:

For communication activities: *“This project has received funding from the European Union’s Horizon 2020 research and innovation programme under project SHAPES (grant agreement No 857159)”*.

For infrastructure, equipment and major results: *“This [infrastructure][equipment][insert type of result] is part of a sub-project that has indirectly received funding from the European Union’s Horizon 2020 research and innovation programme under project SHAPES (grant agreement No 857159)”*.

When displayed in association with a logo, the European emblem should be given appropriate prominence. This obligation to use the European emblem in respect of projects to which the EC contributes implies no right of exclusive use. It is subject to general third-party use restrictions which do not permit the appropriation of the emblem, or of any similar trademark or logo, whether by registration or by any other means. Under these conditions, the beneficiary is exempted from the obligation to obtain prior permission from the EC to use the emblem. Further detailed information on the EU emblem can be found on the Europa web page¹³.

Any publicity made by the beneficiary SME in respect of the project, in whatever form and on or by whatever medium, must specify that it reflects only the author’s views and that the EC or SHAPES project is not liable for any use that may be made of the information contained therein.

The EC and the SHAPES consortium shall be authorised to publish, in whatever form and on or by whatever medium, the following information:

- the name and contact address of the beneficiary SME;
- the general purpose of the project;
- the amount of the financial contribution foreseen for the project; after the final payment, and the amount of the financial contribution actually received;
- the geographic location of the activities carried out;
- the list of dissemination activities and/or of patent (applications) relating to foreground;
- the details/references and the abstracts of scientific publications relating to foreground and,

if funded within the sub-project, published version or a final manuscript accepted for publication;

- the publishable reports submitted to SHAPES
- any picture or any audio-visual or web material provided to the EC and SHAPES in the framework of the project

The beneficiary shall ensure that all necessary authorisations for such publication have been obtained and that the publication of the information by the EC and SHAPES does not infringe any rights of third parties.

Upon a duly substantiated request by the open call coordinator on behalf of any open call member, the SHAPES consortium, if such permission is provided by the EC, may agree to forego such publicity if disclosure of the information indicated above would risk compromising the beneficiary’s security, academic or commercial interests.

¹³ https://europa.eu/european-union/about-eu/symbols/flag_en

15 Financial Audits and Controls

To ensure compliance with Article 22¹⁴ of the H2020 MGA, the European Commission (EC) will monitor that SHAPES beneficiaries and the beneficiary SME comply with the conditions for financial support to third parties such as set out in Annex 1 of the SHAPES grant agreement and may take any action foreseen by the grant agreement in case of non-compliance vis à vis the beneficiary concerned.

Moreover, the EC may at any time during the implementation of the SHAPES project and up to 5 (five) years after the end of the SHAPES project, arrange for financial audits to be carried out, by external auditors, or by the EC services themselves including the European Anti-Fraud office (OLAF). The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the EC. Such audits may cover financial, systemic and other aspects (such as accounting and management principles) relating to the proper execution of the grant agreement. They shall be carried out on a confidential basis.

The beneficiary SME shall make available directly to the EC all detailed information and data that may be requested by the EC or any representative authorised by it, with a view to verifying that the grant agreement is properly managed and performed in accordance with its provisions and that costs have been charged in compliance with it. This information and data must be precise, complete and effective.

The beneficiary SME shall keep all open call deliverables and the originals or, in exceptional cases, duly authenticated copies – including electronic copies – of all documents relating to the sub-project contract for up to five years from the end of the project. These shall be made available to the EC where requested during any audit under the grant agreement.

In order to carry out these audits, the beneficiary SME shall ensure that the EC's services and any external body(-ies) authorised by it have on-the-spot access at all reasonable times, notably to the open call applicant offices, to its computer data, to its accounting data and to all the information needed to carry out those audits, including information on individual salaries of persons involved in the project. They shall ensure that the information is readily available on the spot at the moment of the audit and, if so requested, that data be handed over in an appropriate form.

On the basis of the findings made during the financial audit, a provisional report shall be drawn up. It shall be sent by the EC or its authorised representative to the beneficiary concerned, which may make observations thereon within one month of receiving it. The Commission may decide not to take into account observations conveyed or documents sent after that deadline. The final report shall be sent to the beneficiary concerned within two months of expiry of the aforesaid deadline.

On the basis of the conclusions of the audit, the EC shall take all appropriate measures which it considers necessary, including the issuing of recovery orders regarding all or part of the payments made by it and the application of any applicable sanction.

The European Court of Auditors shall have the same rights as the EC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

In addition, the EC may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

16 SHAPES Open call Model Grant Agreement (SHAPES-OC-MGA)

The SHAPES Open call Model Grant Agreement (SHAPES-OC-MGA) document shall be provided as part of the Open call 3 information package, providing advance information to potential applicants about the contractual provisions concerning the implementation of the projects through

¹⁴ https://webgate.ec.europa.eu/funding-tenders/opportunities/content/article-2211-%E2%80%94-right-carry-out-checks_en

SHAPES Open Call grants.

17 Contacts

The SHAPES consortium will provide information to the applicants only via its online submission portal (<https://shapes2020.eu/open-calls/call-3/>) such that the information (question and answer), will be visible to all participants.

More info can be found at: <https://shapes2020.eu> and <https://shapes2020.eu/open-calls/call-3/>