

OPEN CALL FOR PROPOSALS

Activities to support SME awareness raising, representation in the standardisation process and uptake of standards

Deadline for tenders: 30 August 2022 midnight CET

Please send your proposal to: president@sbs-sme.eu

The funding of the selected proposals is contingent on the approval of the budget and signature of a grant agreement with EISMEA and EFTA as well as on the decision of the governing bodies of SBS.

A. Background

Small Business Standards (SBS) aims at representing small and medium-sized enterprises (SMEs) in the standardisation process, motivating them to get involved and raising their awareness about standardisation.

In this framework, SBS is launching an open call for proposals for activities that support the above-mentioned objectives. The proposed activities may support the SME awareness, representation, and uptake of standards in any sector relevant to SMEs. The selected activities will need to be carried out and will be funded under the SBS Work Programme 2023. The call will be co-funded by the European Union and the European Free Trade Association (EFTA).

The call is open to both SBS and non-SBS members.

B. Activities eligible for funding

Activities eligible for funding include the organisation of events (online or physical), the development of publications (e.g. guides to support the implementation of specific standards by SMEs, studies) or any other activity that could contribute to improving the representation of European SMEs in standardisation, the SME uptake of standards or their awareness about the importance of standardisation in one or several sectors.

The proposed activities must be well justified from the European SME perspective. It is the responsibility of the applicant to substantiate the relevance to SMEs in the proposal. Only activities aiming at benefiting SMEs based in the EU and EFTA countries are eligible for funding. The duration of the activities cannot exceed 12 months and should take place between January and December 2023.

Requests for funding of European experts for the participation in Technical Committees of European and International standards organisations are **not eligible** under this call. [A different call](#) has been launched by SBS for the funding of experts to represent SMEs in standardisation work at European and international level.

Organisations may submit one or several proposals for different activities.

C. Eligibility and selection criteria

Applying organisations shall be based in an EU or EFTA member state and demonstrate the SME representativeness of their membership. **Entities** replying to this call **may be but DO NOT NEED TO BE a member of SBS**.

The selected entity shall commit to **co-finance 11% of the total cost** of the proposed action by paying SBS in advance the relevant amount.

The selection of the activities to be funded will be based on the following criteria:

- The technical and professional capacity of the organisation to carry out the proposed activity and its SME background (25 points)
- The description and planning of the proposed activity including the allocation of resources (20 points)
- Relevance of proposed activities to SMEs and in relation to SBS and EU objectives (30 points)
- Expected impact for SMEs also in relation to the requested financial contribution (25 points)

The different proposals will be ranked based on the points obtained according to the above-mentioned criteria. If an organisation submits a proposal for more than one activity, **each proposed activity will be evaluated and ranked separately**.

D. Content and submission of proposals

D.1 Content

Proposals shall include:

- A description of how the entity meets the SME representativeness criterion and the technical and professional capacity needed to carry out the proposed activity(ies)
- A description of the proposed activity and an action plan for carrying it out
- A description of the relevance of proposed activities to SMEs and relation to the SBS (i.e. improved awareness, uptake of standards and representation of SMEs in standardisation) and EU objectives
- A description of the potential impact for SMEs including at least one indicator to measure this impact

- A budget for the proposed activities including details on the needed resources (e.g. man-days, travel and other direct costs).

If an organisation intends to request funding for more than one activity it may submit a single application. However, in the application, **the description, justification from the SME point of view, impact and budget for each of the activities should be clearly differentiated since each proposed activity will be evaluated separately.**

D.2 Submission of tenders

Tenders must be sent by e-mail (president@sbs-sme.eu) by **30 August 2022 at midnight (CET)** at the latest. Tenders will not be accepted after this deadline.

E. Contract and co-funding

SBS will fund one or several proposed activities for an **estimated overall budget of around €120,000** (VAT included). The allocation of the budget is subject to the approval of the SBS governing bodies as well as the conclusion of an annual Action Grant with EISMEA and EFTA. SBS may decide not to use in full the available budget if the received proposals are not evaluated positively and reach a minimum threshold.

Applicants will be notified of the outcome by email. The organisations proposing the selected activities shall commit to co-finance 11% of the total cost of the action by paying SBS the relevant amount. Following the payment of the co-funding, they will be offered a contract for carrying out the selected activity(ies). The activity (ies) will need to take place between January and December 2023.

F. Data protection

The invitation to tender involves the recording and processing of personal data (such as name, address and CVs). Such data will be processed according to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (GDPR). Any personal data will be processed solely for evaluation purposes under this call for tender.

The information provided by applicants to SBS is necessary to process the application which, if successful, may lead to the signature of a contract. Applicants will have to declare that they have taken note of our Privacy Policy. By applying you agree with our use of your personal information as described in our Privacy Policy available [here](#).

G. Further information

SBS reserves the right to contact the applying organisations directly if further information or clarification is required.

For any questions or further information, please contact the SBS Secretariat (info@sbs-sme.eu) / Tel +32 2 285 07 27).

This call is also available on the [SBS website](#).

www.sbs-sme.eu

