



# Guide for applicants

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## TRAVEL VOUCHER

VERSION 1.9



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## 1. INTRODUCTION

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Smart Sensor Systems for FOOD safety, quality control and resource efficiency in the food processing industry (S3FOOD) will facilitate the modernisation and digitalisation of the food processing industry. S3FOOD will stimulate the integration of Internet of Things (IoT) and related technologies via the implementation of smart sensor systems in the food production processes in order to improve quality control, resource efficiency and the follow-up of food safety in the food production process. S3FOOD brings together clusters with a background in food processing industry, IoT, ICT and sensor technology. It will strengthen current and develop new cross-sectoral industrial value chains within the food production and processing industries through a combination of direct and indirect innovation actions, as well as support and capacity building measures. S3FOOD sets up a network of living labs and organises cross-sectoral, cross-border matchmaking/business/investment events, demonstrations and study visits for SMEs across geographical borders, sectors and with different innovation actors. An innovation voucher scheme will support the realisation of high-TRL, large scale, demonstration and commercialisation projects across Europe. Besides the consortium network, associated clusters from the S3 platform on Smart Sensor Systems 4 Agrifood and other networks will support the outreach to SMEs across the EU.

## 2. WHAT IS THE TRAVEL VOUCHER

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The Travel Voucher scheme is meant to financially support Small and Medium-sized Enterprises (SMEs) from the **food production and processing chain, digital solution providers or process technology providers to stimulate and support their attendance at cross-border events** organised in the course of the S3Food project, such as matchmaking events and study visits.

A list of S3FOOD events can be found on the S3FOOD website: [www.s3food.eu](http://www.s3food.eu).

The Travel Voucher scheme aims to get SMEs **actively involved in the activities and support system provided by the S3FOOD project**. Travel vouchers can be used as a first step to gather knowledge and set-up connections needed for other voucher applications within the S3FOOD project.

## 3. WHAT FINANCIAL SUPPORT IS OFFERED

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The applicants can apply for a grant of **€650** that will be awarded as a lump sum upon completion of the S3FOOD event and the reporting process as described in Section 6. The total reserved budget for the Travel Vouchers is €65.000,00. Applications will be evaluated on a first come first served basis.

Applicants are entitled to apply and benefit from more than one type of S3FOOD vouchers, reaching a total maximum funding of €60.000,00 per SME.

## 4. APPLICATION

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### 4.1. WHO CAN APPLY

1. Applicants must declare their SME status in accordance with the SME definition of the European Union as part of the application via [this link](#);
2. Applicants need to be active in one of the followings:
  - a. Food production and processing chain;
  - b. Digital solution providers (sensor producers, system integrators, ICT solutions, etc.);
  - c. Process technology providers (machinery, packaging, etc.)

3. Applicants must be either member of one of the clusters in the S3Food consortium, established or with a branch office in the S3FOOD territorial scope (see annex 1);
4. Applications need to address a specific S3FOOD event;
5. Maximum one application will be granted per SME per S3FOOD event.

## 4.2. WHAT IS ELIGIBLE

The Travel voucher covers expenses of SMEs to **attend a cross-border S3FOOD event** (matchmaking events, study visits).

Only applications for attending an event outside the national boundaries of the applicant are eligible.

## 4.3. WHERE TO APPLY AND HOW

On the S3FOOD website ([www.s3food.eu](http://www.s3food.eu)), an online application form for the Travel Voucher shall be filled in and submitted. After submission the applicant will receive an e-mail which states the date and time of the submitted proposal.

## 4.4. WHEN TO APPLY

The Travel Voucher will be available from December 06, 2019 until October 30, 2020 or until the budget is exhausted. The period might also be extended, in case the budget is not exhausted within the call period above and S3FOOD events are organised after the call period above.

Applications should be submitted at least three (3) weeks before the event takes place.

## 5. EVALUATION AND SELECTION PROCESS

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Submitted Travel Voucher applications will be assessed by the Application Review Panel consisting of S3FOOD partners (2 reviewers per application).

The assessment period shall take max. two (2) weeks starting from the reception date of the application. The applicant will receive an e-mail about the outcome of the assessment directly after the assessment is finalised along with instructions for the next steps in the case the applicant is awarded. The applicant will be requested to sign a formal sub-grant agreement with the S3FOOD coordinator within 30 days and before the concerning S3FOOD event takes place.

## 6. ENQUIRIES AND COMPLAINTS

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For any enquiries and/ or complaints regarding the S3FOOD voucher scheme, please contact [s3food@corallia.org](mailto:s3food@corallia.org) or your local contact point (Annex 2). For technical issues concerning the submission procedure, please contact [thj@danishfoodcluster.dk](mailto:thj@danishfoodcluster.dk).

## 7. MONITORING AND REPORTING PROCESS

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Upon completion, the applicant must report the results to the S3FOOD partners with an online **Satisfaction Survey**. This survey needs to be completed within thirty (30) days starting from the date the concerning S3FOOD event took place. The survey will be available via the S3FOOD project website ([www.s3food.eu](http://www.s3food.eu)) and will consist of a short questionnaire evaluating the attended S3FOOD event and the performance of the present funding scheme.

Submitted Satisfaction Surveys will be reviewed by the Application Review Panel (2 reviewers per voucher). To request payment of the travel voucher the applicant must have also signed the attendance list of the relevant S3FOOD event.

The assessment period takes max. 2 weeks starting from the date of sending the filled Satisfaction Survey. The applicant will receive an e-mail about the outcome of the assessment. Payment of the grant by the coordinator will take place max. 45 days after the approval of the submitted satisfaction survey.

## 8. GENDER EQUALITY

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S3FOOD 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.

## 9. DISCLAIMER

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*Purpose:* This guide is explaining the S3FOOD Travel Voucher scheme 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 and EASME.

*Mistakes or inconsistencies:* The S3FOOD consortium is not responsible for any mistakes or misinterpretations that this text may cause. In the case of inconsistencies, the S3FOOD Executive Board will determine the steps to be taken, in cooperation with the applicant concerned.

*Modification of the Guide for applicants | Travel voucher:* The S3FOOD partners, represented by the coordinator are entitled to modify this Guide for applicants | Travel voucher (including re-opening/closing dates of the calls, in case of non-granting of funds and/or early depletion of the available funds, or as they see fit) at any time. The current Guide for applicants | Travel voucher will be provided on the S3FOOD website: [www.s3food.eu](http://www.s3food.eu) always mentioning the version number.

*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.

*GDPR compliance:* The General Data Protection Regulation (2016/679/EU) guarantee that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with particular reference to confidentiality, personal identity and the right to data protection.

The processing of data that S3FOOD intends to carry out will be based on lawfulness and correctness in the full protection of its rights and its confidentiality pursuant to the general principles of the GDPR and its art.24. Therefore, the competitors are informed of the procedure that the data provided by the applicants will be treated exclusively with reference to the procedure for which they submitted the documentation.

The applicants can exercise their rights towards the data controller, pursuant to article 12 et seq of the GDPR. For any inquiries regarding the processing your personal data, please contact [dpo@athena-innovation.gr](mailto:dpo@athena-innovation.gr).

## ANNEX 1 S3FOOD CLUSTERS AND TERRITORIAL SCOPE

To be eligible for S3FOOD vouchers the applicant must fulfill at least one of the following requirements:

1. Be member of one of the clusters in the S3Food consortium;
2. Be established or have a branch office in the S3FOOD territorial scope.

For cluster membership information, please contact your preferred **S3FOOD cluster**:

 <b>FLANDERS' FOOD</b> <small>FLANDERS' FOOD</small>	<b>FLANDERS' FOOD</b> (FLANDERS' FOOD) <a href="https://www.flandersfood.com">https://www.flandersfood.com</a>		<b>INNOSKART VALLALKOZASFEJLESZTESI NONPROFIT KFT (INNOSKART)</b> <a href="https://www.innoskart.eu">https://www.innoskart.eu</a>
	<b>AGRIFOOD CAPITAL BV (AFC)</b> <a href="https://www.agrifoodcapital.nl">https://www.agrifoodcapital.nl</a>		<b>ASOCIACION DE LA INDUSTRIA NAVARRA (AIN)</b> <a href="http://www.ain.es">http://www.ain.es</a>
	<b>ASOCIACION DE INVESTIGACION DE INDUSTRIAS CARNICAS DEL PRINCIPADO DE ASTURIAS (ASINCAR)</b> <a href="https://www.asincar.com">https://www.asincar.com</a>		<b>BRETAGNE DEVELOPPEMENT INNOVATION (BDI)</b> <a href="https://www.bdi.fr">https://www.bdi.fr</a>
	<b>ASOCIACION CLUSTER ALIMENTARIO DE GALICIA (CLUSAGA)</b> <a href="https://www.clusteralimentariodegalicia.org">https://www.clusteralimentariodegalicia.org</a>		<b>ATHINA-EREVNITIKO KENTRO KAINOTOMIAS STIS TECHNOLOGIES TIS PLIROFORIAS, TON EPIKOINONION KAI TIS GNOSIS (CORALLIA)</b> <a href="http://www.corallia.org">http://www.corallia.org</a>
	<b>DANISH FOOD CLUSTER (DANISHFOOD)</b> <a href="https://danishfoodcluster.dk">https://danishfoodcluster.dk</a>		<b>DSP VALLEY VZW (DSP Valley)</b> <a href="http://www.dspvalley.com">http://www.dspvalley.com</a>
	<b>FOOD-PROCESSING INITIATIVE E. V (FPI)</b> <a href="http://www.foodprocessing.de">http://www.foodprocessing.de</a>		<b>VIAMECA (VIAMECA)</b> <a href="https://www.viameca.fr">https://www.viameca.fr</a>
	<b>WAGRALIM (WAGRALIM)</b> <a href="https://www.wagralim.be">https://www.wagralim.be</a>		<b>TERALLIA</b> <a href="https://www.pole-terralia.com">https://www.pole-terralia.com</a>

### S3FOOD territorial scope

- Belgium; the whole country.
- Denmark; the whole country.
- France; only Auvergne-Rhone-Alpes, Nouvelle-Aquitaine, Provence Alpes Côte d'Azur and Bretagne.
- Germany; the whole country.
- Greece; the whole country.
- Hungary; the whole country.
- Netherlands; the whole country and
- Spain; only Principado de Asturias, La Comunidad Foral de Navarra and Galicia.

## ANNEX 2 SME CONTACT POINTS

BELGIUM				
FLANDERS' FOOD	De Graef Veerle	<a href="mailto:Veerle.degraef@flandersfood.com">Veerle.degraef@flandersfood.com</a>		
DSP Valley	Bjorn Van de Vondel	<a href="mailto:Bjorn.vandevondel@dspvalley.com">Bjorn.vandevondel@dspvalley.com</a>		
WAGRALIM	Gaetan Thoron	<a href="mailto:Gaetan.thoron@wagralim.be">Gaetan.thoron@wagralim.be</a>	François Heroufosse	<a href="mailto:Francois.heroufosse@wagralim.be">Francois.heroufosse@wagralim.be</a>
DENMARK				
DANISH FOOD	Anders Iversen	<a href="mailto:aiv@danishfoodcluster.dk">aiv@danishfoodcluster.dk</a>	Thomas H. Jakobsen	<a href="mailto:thj@danishfoodcluster.dk">thj@danishfoodcluster.dk</a>
FRANCE				
Bretagne				
BDI	Cécile Guyon	<a href="mailto:c.guyon@bdi.fr">c.guyon@bdi.fr</a>	Hélène Morin	<a href="mailto:h.morin@bdi.fr">h.morin@bdi.fr</a>
Nouvelle-Aquitaine and Auvergne-Rhone-Alpes				
VIAMECA/ CIMES	Arnaud Bocquillon	<a href="mailto:a.bocquillon@cimes-hub.com">a.bocquillon@cimes-hub.com</a>	Loic Marin	<a href="mailto:l.marin@cimes-hub.com">l.marin@cimes-hub.com</a>
Provence Alpes Côte d' Azur and Auvergne-Rhone-Alpes				
TERALLIA	Géraldine Krausz	<a href="mailto:Geraldine.krausz@pole-terralia.com">Geraldine.krausz@pole-terralia.com</a>		
GERMANY				
FPI	Beate Kolkmann	<a href="mailto:Beate.kolkmann@foodprocessing.de">Beate.kolkmann@foodprocessing.de</a>	Norbert Reichl	<a href="mailto:Norbert.reichl@foodprocessing.de">Norbert.reichl@foodprocessing.de</a>
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HUNGARY				
INNO SKART	dr. Ágnes, KELETI	<a href="mailto:keleti.agnes@innoskart.hu">keleti.agnes@innoskart.hu</a>	Orsolya, Szaplóczay	<a href="mailto:szaploncza.orsolya@innoskart.hu">szaploncza.orsolya@innoskart.hu</a>
NETHERLANDS				
AFC	Simon Maas	<a href="mailto:s.maas@agrifoodcapital.nl">s.maas@agrifoodcapital.nl</a>	Roel Schutten	<a href="mailto:secretariaat@agrifoodcapital.nl">secretariaat@agrifoodcapital.nl</a>
SPAIN				
Comunidad Foral de Navarra				
AIN	Nancy Tarjenian	<a href="mailto:ntarjenian@ain.es">ntarjenian@ain.es</a>	Jorge Alonso	<a href="mailto:jalosno@ain.es">jalosno@ain.es</a>
Galicia				
CLUSAGA	Javier A. Osuna	<a href="mailto:s3food@clusaga.org">s3food@clusaga.org</a>	Ana Felgueiras	<a href="mailto:s3food@clusaga.org">s3food@clusaga.org</a>
Principado de Asturias				
ASINCAR	Roberto Morán	<a href="mailto:robertomr@asincar.com">robertomr@asincar.com</a>	Pelayo Gonzalez	<a href="mailto:pelayogg@asincar.com">pelayogg@asincar.com</a>