



cross
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tour

Call for Proposals

for the Cross-domain Open Innovation Programme

Checklist for Applicants



Co-funded by
the European Union

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This is a non-official document intended to help ensure you meet the administrative and technical requirements for admissibility and eligibility in the Cross-Re-Tour Call for Proposals for the Cross-Domain Open Innovation Programme. The information herein is non-binding. For detailed guidance, please consult the Guidelines for Applicants available on the Cross-Re-Tour website: <https://crossretour.eu/calls/call-for-proposals>

Admissibility requirements:

- I have **submitted only one application** as lead applicant
- I have submitted the application **on time**
- I have submitted the application **through the online application form** (no e-mail submission or similar):
<https://ec.europa.eu/eusurvey/runner/CrossReTour-CfP>
- I have **completed all required fields** in the online application form and attached all required documents.

Administrative requirements:

- My company officially **qualifies as a Small and Medium-Sized Enterprise (SME)** according to the Commission Recommendation 2003/361/EC. Available [here](#).
- I am registered in one of the **eligible project countries**: The Netherlands, Spain (only Catalonia), Slovenia, Germany, Latvia, Malta, Portugal, and Montenegro
- My company **operates directly in the tourism sector** and/or is registered under one of the eligible NACE Codes (if not, I have consulted my eligibility with by local contact point).
- ONLY for project proposals in partnership** with other entities:
 - My partners are other tourism SMEs or public/private entities instrumental for my company to realise the project.
 - I have a maximum of three partners.
 - All my partners are from the same country.
 - No funding is dedicated to public entities.
 - No more than 30% of the overall funding amount is dedicated to entities other than tourism SMEs.
- I have attached the required **administrative documentation** to my application including at least:
 - Official document confirming the legal status of the applicant (registration certificate)
 - ID/ Passport of the legal representative
- I have attached the **Annex 2 - Declaration of Honour** using the official template available on the Cross-Re-Tour website.

- The **Declaration of Honour (DoH) is duly signed by a legally authorised representative** of my company.
- My company is **not in any of the situations outlined in the DoH.**
- My company **has not received financial support under another Call for Proposals** under SMP-COSME-2022-TOURSME, namely from either of the following projects: Fu-Tourism, ST3ER, SMARTIESFORSMES, BEFuture, FUTOURISME

Technical requirements:

- My project proposal **aligns with at least one of the business areas** established by Cross-Re-Tour: Water, Energy, Transport, Plastic, Furniture and Equipment, Food, Client Nudging, and Staff Nudging.
- My project demonstrates an **innovative aspect.**
- My project generates a positive **impact on sustainability.**
- Recommendation: I have revised the **evaluation criteria** outlined in the Guidelines for Applicants.
- I have budgeted and foreseen the **participation of at least one company representative at the international launch event in Riga (Latvia) and the programme closure event in Valletta (Malta).**
- My project is based on and limited to the following **eligible activities**:
 - Planning and development of green and/or digital innovation studies, strategies, concepts, and/or action plans.
 - The improvement of green and/or digital innovation capacities of staff.
 - Implementation or piloting, adjusting or upscaling of green and/or digital innovation measures.
- My project only includes budgeted and **eligible cost categories**:
 - Travel, accommodation and subsistence costs
 - Fees for service providers (e.g. consultants, experts, mentors, etc.)
 - Specific training and capacity building
 - Costs for the development, and/or implementation of innovation measures.
 - Costs for sustainability certification and transition processes
 - Purchase of tools, solutions, goods, software, equipment, licenses, etc.
- I have duly completed and attached the **Annex 1 – Project Financial Plan** to my online application using the official document available on the Cross-Re-Tour website.
- The **total fixed lump sum** requested (either EUR 20,000 or EUR 30,000) does not exceed the total estimated cost of the proposed project.
- The proposed activities and expected results are in a **cost-efficient relation** to the indicated budget.
- The **budgeted cost for the purchase** of tools, solutions, goods, software, equipment, licenses, etc. does not exceed 30% of the total project budget.

- My project does NOT include **costs related to the development or improvement of physical infrastructure** (e.g., office furniture, building renovations).