

# Guidelines for sub-grant applicants in Catalan pilot areas

BERGUEDÀ | ALT Penedès | BAIX Ebre | ALT Empordà

Development and Promotion of Mediterranean Sustainable  
Adventure Tourism Project

# MEDUSA

Financed by the ENI CBC Med Programme

## Table of Contents

<b>1. Background</b>	<b>4</b>
1.1 MEDUSA Project Overview	4
1.2 MEDUSA Project Specific Objectives	4
1.3 Key Outcomes	4
1.4 Key Definitions	5
<b>2. The Mediterranean Sub-grant Adventure Tourism Competition</b>	<b>7</b>
2.1 Objectives and Final Results of the Call for Sub-grant Proposals	7
2.2 Financial Allocation	8
<b>3. Eligibility</b>	<b>10</b>
3.1 Eligibility of Applicants	10
3.2 Eligibility of Activities	11
3.3 Eligibility of Costs	13
<b>4. Solicitation and Award Process</b>	<b>16</b>
<b>5. Implementation Process</b>	<b>23</b>
5.1 Technical Support Mechanism:	23
5.2 Financing Mechanism	23
5.3 Visibility	24
5.4 Other legal clauses	24
<b>6. Ethic clauses and Code of Conduct</b>	<b>26</b>
<b>7. List of annexes</b>	<b>27</b>

	OPENING	DEADLINE
CONCEPT NOTE	11 <sup>th</sup> of November 2021	1 <sup>st</sup> of December 2021
APPLICATION	15 <sup>th</sup> of December 2021	31 <sup>st</sup> of January 2021

These guidelines set out the rules for the submission, selection and implementation of the initiatives financed under this call, in conformity with the ENI CBC MED Programme rules, which are applicable to the present call (available at <http://www.enicbcmmed.eu/home>).

## Glossary

**Applicant:** A person / entity who makes a formal request to the Mediterranean Sub-grant Adventure Tourism Competition.

**Contracting Authority:** Barcelona Chamber of Commerce.

**Grantee:** A person / entity to whom a grant is made (winning applicant).

**Evaluator:** The responsible person or evaluation committee of forming an opinion of the value or quality of sub-grant application after taking into consideration its compliance with the sub-grant requirements.

**ENI CBC MED:** The ENI CBC Mediterranean is a European Union Program that co-finances 90% of MEDUSA project. It aims at fostering fair, equitable and sustainable economic, social, and territorial development, which may advance cross-border integration and enhance participating countries territories and values.

**F6s.com:** The official online platform for the Mediterranean Sub-grant Adventure Tourism Competition. All interested applicant shall submit the application through this platform.

## 1. BACKGROUND

The European Union (EU) has 27 Member States who have decided to gradually link together their know-how, resources and destinies. Together, during a 50-year period of expansion, they have built a zone of stability, democracy, and sustainable development whilst maintaining cultural diversity, tolerance, and individual freedoms. The EU is committed to sharing its achievements and its values with countries and peoples beyond its borders. The 2014-2020 ENI CBC Mediterranean Sea Basin Programme is a multilateral Cross-Border Cooperation (CBC) initiative funded by the European Neighborhood Instrument (ENI).

The Programme objective is to foster fair, equitable, and sustainable economic, social and territorial development, which may advance cross-border integration and enhance participating countries' territories and values. The following 13 countries have taken part in the Programme: Cyprus, Egypt, France, Greece, Israel, Italy, Jordan, Lebanon, Malta, Palestine, Portugal, Spain, Tunisia. The Managing Authority (MA) is the Autonomous Region of Sardinia (Italy). Official Programme languages are Arabic, English and French.

For more information, please visit: [www.enicbcmmed.eu](http://www.enicbcmmed.eu)

### 1.1 MEDUSA Project Overview

The participating regions/countries in the [MEDUSA project](#) include:

- ✓ Catalonia (Spain)
- ✓ Puglia (Italy)
- ✓ Tunisia
- ✓ Jordan
- ✓ Lebanon

### 1.2 MEDUSA Project Specific Objectives

The overall objective of the project is to develop a competitive form of Adventure Tourism in the Mediterranean, which is based on environmental, social, and economic sustainability values.

In particular, MEDUSA project aims to:

- Identify and valorize territorial assets for developing AT products, especially off-season, based on a thorough understanding of market demand drivers, supply, and competitiveness variables.
- Promote multi-stakeholder engagement to capacity building and exchange of experiences and adopt strategic alliances that will formalize roles and responsibilities for AT destination stewardships.
- Implement pilot initiatives rolling out improved and new AT products, as well as develop and promote tourism packages through a cross-border marketing alliances to international source markets.

### 1.3 Key Outcomes

The ambition of the MEDUSA project is to increase the visibility and attractiveness of lesser-known destinations which will result in; increased international tourist arrivals in the targeted regions, an equalization of tourist streams in terms of seasonality and geographical areas and a more balanced distribution of income on the participating territories and populations. The project follows the triple-bottom-line sustainability

approach to tourism management that safeguards biodiversity, wildlife, natural and cultural resources, as well as rural communities.

## 1.4 Key Definitions

### **BOX 1: What is Adventure Tourism?**

The Adventure Trade Travel Association ATTA (associated partner of MEDUSA project) defines adventure tourism as a type of tourism containing at least two out of the following three components: “1) physical activity, 2) a connection to nature and the environment and 3) an immersive cultural experience”. Adventure tourism is identified as a niche sector of the tourism industry but there are offer niche as ecotourism, slow tourism with the same characteristic that overlap with adventure tourism.

### **BOX 2: What is a Tourism Product?**

The UNWTO defines the tourism product as a combination of tangible and intangible elements, such as natural, cultural and man-made resources, attractions, facilities, services and activities around a specific center of interest which represents the core of the destination marketing mix and creates an overall visitor experience including emotional aspects for the potential customers. A tourism product is priced and sold through distribution channels, and it has a life-cycle.

### **BOX 3: What are Tourism Services?**

Any service offered to tourists, such as, a service connected with accommodation, bus tours, taxis, tour guiding, vending, water sports, and food and beverage offered wholly or mainly to tourists.

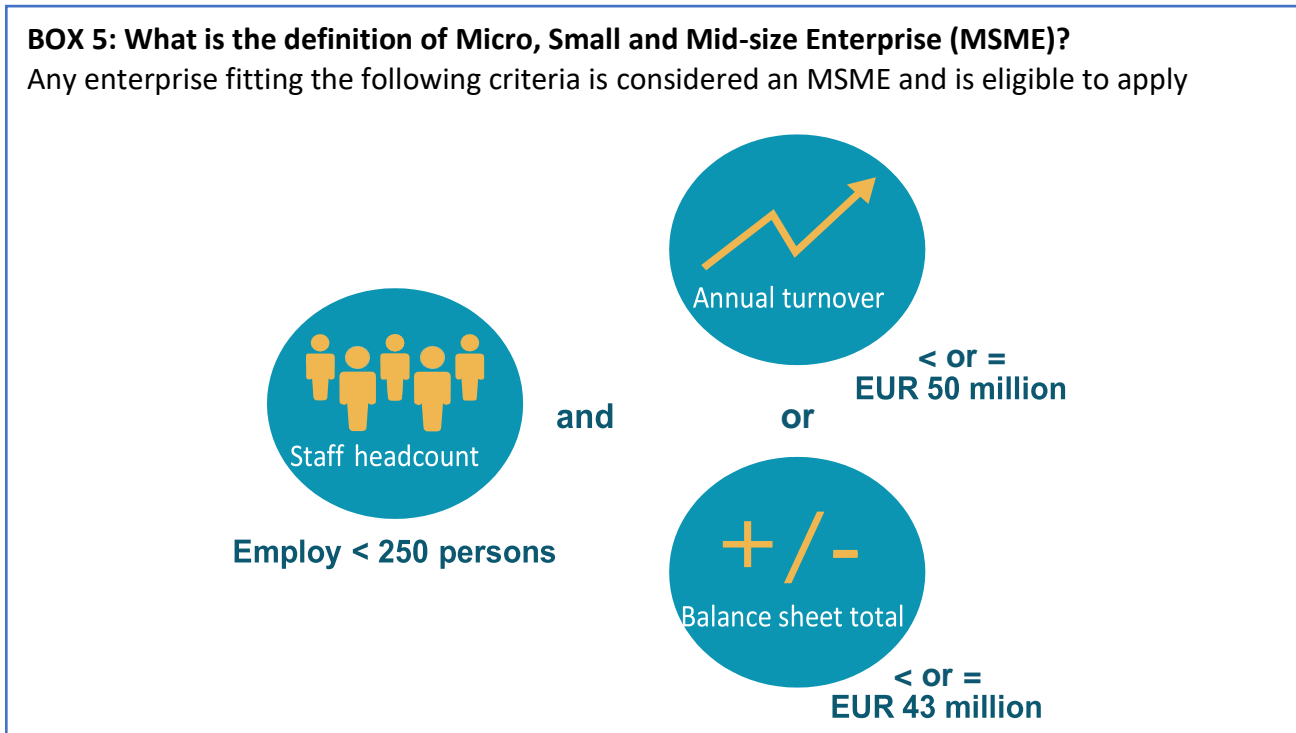
The Itinerary definition by Oxford Dictionary:<sup>1</sup>

### **BOX 4: What is Itinerary in Tourism?**

A plan of a journey, including the route and the places that you visit

<sup>1</sup> Oxford dictionary: <https://www.oxfordlearnersdictionaries.com/definition/english/itinerary>

The EU define the MSME as per following chart:<sup>2</sup>



<sup>2</sup> EU - User Guide to the MSME Definition – 2016: [https://ec.europa.eu/regional\\_policy/sources/conferences/state-aid/sme/smedefinitionguide\\_en.pdf](https://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf)

## 2. THE MEDITERRANEAN SUB-GRANT ADVENTURE TOURISM COMPETITION

The MEDUSA project is launching “the Mediterranean Sub-grant Adventure Tourism Competition” which aims to catalyze the creation of new innovative and quality tourism products and experiences as well as upgrading existing products that will increase interest in the Mediterranean as a sustainable AT destination.

The competition offers 2 different types of support:

- Sub-grants: Financial support to awarded proposals to fund eligible expenditures linked to the development process of Adventure Tourism products and their promotion.
- Technical expertise in implementing the sub-grant program: Expert(s) in tourism product development assigned by the project to the awarded candidates per country to support them in the implementation phase of AT product development and promotion.

### 2.1 Objectives and Final Results of the Call for Sub-grant Proposals

The objective of this call for sub-grant proposals is to support initiatives that will:

- **Create / improve** sustainable AT products and experiences in the Mediterranean.
- **Increase** local communities’ engagement with and benefit from AT
- **Promote/ create** AT tailored and customized tourism packages at pilot areas as well as cross border programs meeting sustainable tourism trends.

The participating regions, through the partners and consultation with stakeholders, are offering sub-grants and technical support for AT initiatives in the following pilot areas:

COUNTRIES	PILOT AREAS FOR SUB-GRANT INITIATIVES*
Catalonia (Spain)	Berguedà, Alt Penedès, Alt Empordà, Baix Ebre
Puglia (Italy)	National Park of Gargano, National Park of Alta Murgia, Regional Park Terra delle Gravine, Regional Park Otranto-Santa Maria di Leuca, State Natural Reserve Torre Guaceto
Jordan	Irbid, Al-Balqa, Madaba, Al-Karak, Al-Tafilah, Al-Aqaba
Lebanon	Menjez, Akkar, Ehden, Kadisha, Tannourine, Bentaël, Jabal Moussa, Kfardebian, Chouf, Jezzine, Ehmejmej
Tunisia	Ben Arous, Gabès, Médenine

\* Grants will be given to work on products offered in the above-mentioned pilot areas. Nonetheless, applicants can be registered in any territory located in the eligible territory of the ENI CBC MED program (see page 11).

Support shall be targeted towards 4 types of initiative concepts as follows:

1. **Developing new AT products**: Initiatives that aim to create, develop, and bring to the market for the first-time new AT products.
2. **Existing AT products improvement and development**: Initiatives to improve and/or expand products that have already been developed and implemented and require support to enhance its standards, quality of service and/ or upscale its operation.

### **BOX 6: What is considered an improvement?**

- Improved capacity of the product to address seasonality
- Expanded product activities to new geographical areas
- Adaptation of products to suite new target audience needs
- Improved safety procedures and/or obtaining specialised certification.
- Increased focus on the environmental footprint of tourism activities through safeguarding biodiversity, wildlife, natural resources, and rural communities.

3. **Enhancing adventure supporting services:** initiatives that develop or enhance services that complement an existing or new adventure product, such as (accommodation service facility, food and beverage service facility, community-based experiences, events, guiding services, Tech solutions, etc.).
4. **Developing and creating adventure itineraries in less known destinations:** initiatives that package adventure products, and promote AT themed itineraries in less-known destinations (track, road book, etc.).

Support shall prioritize concepts that best fit with the MEDUSA project objectives and identified priorities for adventure products as published in the project’s benchmarking studies<sup>3</sup>:

<b>Adventure travel in protected areas</b>	<b>Spiritual experiences</b>	<b>Water experiences</b>	<b>City experience, Cultural experience</b>	<b>Art and Craft</b>	<b>Leisure Experience</b>
Hiking/trekking trail; Cycling/mountain Biking	Religious routes, Spiritual yoga	Kayaking, Canoeing, Caving, Diving, Waterways	Cultural heritage, Local tradition	ceramics, weaving workshop	Horseback riding, Geocaching, wildlife watching, sustainable winter tourism, climbing

## **2.2 Financial Allocation in Catalonia**

The allocation in Catalonia for the MEDUSA subgrants is **165,442 €**.

At least, **one proposal will be granted in each one of the four Catalan pilot areas** (Berguedà, Alt Penedès, Baix Ebre and Alt Empordà).

Therefore, the minimum amount of grants approved by the project will be 4 (being the proposals obtaining a higher score in the evaluation in each pilot area).

There is not established a maximum number of proposals that will be granted (the number of proposals granted will depend on the budget of the proposals obtaining a higher score in the evaluation process, until the above-mentioned 165,442 € are allocated).

<sup>3</sup> Benchmarking Studies: The benchmarking of sustainable innovative practices: <https://www.enicbcmed.eu/study-identification-and-analysis-sustainable-innovative-practices-adventure-tourism>





Candidates will elaborate a budget for their proposal according to the products they will be developing/creating/improving and, therefore, shall ask for a grant according to their budget. Nonetheless, any sub-grant funding under this call for proposals shall not exceed the following **maximum amounts**:

1. **Developing new Adventure Tourism products:** 50,000 €
2. **Improve and develop existing Adventure Tourism products:** 50,000 €
3. **Enhancing Adventure Tourism supporting services:** 20,000 €
4. **Developing and creating Adventure Tourism itineraries in less-known destinations:** 20,000 €

**NOTE (1):** The initiative could combine more than one of the above categories as long as the applicant submits one single application and the total budget for implementation doesn't exceed 50,000 €.

**NOTE (2):** Part of the sub-grant financial support must be reserved by the applicant for travel purposes to participate in MEDUSA meetings, events and conferences.

**NOTE (3):** The Contracting Authority reserves the right not to award all available funds. Likewise, the Contracting Authority may allocate additional funds to be made available under this Call.

## 3. ELIGIBILITY

There are three sets of eligibility:

- (1) the applicant: The entity submitting the concept and application form
- (2) the activities: Type of activities for which the sub-grant may be awarded
- (3) the costs: Types of cost that may be considered in setting the amount of the subgrant.

### 3.1 Eligibility of Applicants

In order to be eligible for a grant, the Applicant must:

1. Be a legally constituted;
  - Micro, Small and Medium Enterprises<sup>4</sup> (MSMEs): Tourism Service Providers, Tour Operators (TO), Travel Agencies, among others.
  - NGOs working in the field of tourism, AT, or ecotourism entities involved in tourism development and sustainability as long as they are benefiting MSMEs as part of proposal.
  - Registered home-based business (local communities) to be engaged in the development of tourism products.
  - Social enterprises<sup>5</sup> involved in tourism development, sustainability, and benefit MSMEs as part of proposal.
  - Government bodies involved in tourism, AT planning, support the growth impact of tourism development and as long as they are benefiting MSMEs as part of proposal.

**AND**

2. Be established in the eligible territories of the countries of the participating MEDUSA project partners (*as listed in page 11*).

**AND**

3. Be compliant with State Aid rules and within the in-force thresholds set in the current regulation of de minimis. In this regard, a De minimis declaration is to be signed and submitted by applicants from an EU Member State, Egypt or Jordan as per **Annex F** - De minimis declaration.

**AND**

4. Be directly responsible for the preparation and management of the AT initiative with the co-applicant(s), not acting as an intermediary.

**AND**

5. Applicants who are benefiting at least one MSMEs as a result of the proposed initiative.

---

<sup>4</sup> SME definition [https://ec.europa.eu/growth/smes/sme-definition\\_es](https://ec.europa.eu/growth/smes/sme-definition_es)

<sup>5</sup> Social enterprises definition: [https://ec.europa.eu/growth/sectors/social-economy/enterprises\\_en](https://ec.europa.eu/growth/sectors/social-economy/enterprises_en)

Applicants are informed that, should they be in one of the situations of early detection or exclusion according to article 52.2.vi of the ENI CBC Implementing Rules<sup>6</sup>, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In the Declaration included in the sub-grant application form, the applicant must declare is not in any of these situations.

If awarded the sub-grant contract, the applicant will become the sub-grantee, who is the main interlocutor of the contracting authority awarding the sub-grant. They coordinate the design and implementation of the initiative.

Any consortiums of any of the eligible entities listed above and benefiting MSMEs as part of the proposal, (must clearly identify role of partners and stating lead applicant and co-applicants).

#### Number of applications and subgrants per applicant(s)

1. The applicant **must submit only one application**, either individually or as a co-applicant with other entities under this call for proposals.
2. The applicant **may not be awarded more than one sub-grant** under this call for proposals.

*Eligible territories of the participating MEDUSA project partners. Please note this is a summary of the information contained in the ENI CBC MED website and is subject to their updates.<sup>7</sup>*

Country	Territory
Spain	Andalucia, Catalonia, Comunidad Valenciana, Murcia, Islas Baleares, Ceuta, Melilla, Extremadura, Castilla La Mancha, Aragon
Jordan	Irbid, Al-Balga, Madaba, Al-Karak, Al-Trafilah, Al-Aqaba, Al-Mafraq, Ma'an, Amman, Ajlun, Jarash, Az Zarqa'
Italy	Basilicata, Calabria, Campania, Lazio, Liguria, Puglia, Sardegna, Sicilia, Toscana, Molise, Abruzzo, Marche, Umbria, Emilia Romagna, Piemonte
Lebanon	Whole country
Tunisia	Medenine, Gabes, Sfax, Mahdia, Monastir, Sousse, Nabeul, Ben Arous, Tunis, Ariana, Bizerte, Beja, Jandouba, Tataouine, Kebili, Gasfa, Sidi Bouzid, Kairouan, Zaghuan, Manouba, Le Kef, Siliana

## 3.2 Eligibility of Activities

### Duration

The proposed initiatives are expected to be completed within a period of 6 months after the start of the implementation of the proposal and according to the contract. Any duration extension needs to be justified, will be subject to MEDUSA project approval and shall not exceed 2 months in any case. Noting that the sub-

<sup>6</sup> ENI CBC MED reference documents: <https://www.enicbcmed.eu/about-us/reference-documents>

<sup>7</sup> Cooperation area <https://www.enicbcmed.eu/index.php/about-us/cooperation-area>

grant may not be used to finance initiatives which have already been completed or activities that have commenced prior to the award of the sub-grant.

#### Location

Proposed initiatives must be implemented in one or more pilot areas, as their main area of implementation: *Pilot areas (see PAGE 6 section: 2.1 2.1 Objectives and Final Results of the Call for Sub-grant Proposals)*

#### Types of AT Initiative

1. Developing new AT products
2. Improve and develop existing AT products
3. Enhancing adventure supporting services
4. Developing and creating adventure itineraries in less known destinations

#### Types of AT Initiative

The following is an exhaustive list of eligible initiatives under the sub-grant proposal:

1. Conceptualization and creation of the AT products (aligned with the MEDUSA project priority areas)<sup>8</sup>. Recommendations and requirements adoption on good practices for sustainability in AT activities, and in compliance with international certification and standards such as ISO 20611:2018, GSTC Sustainability criteria. Biosphere Certification for Active Tourism and Adventures, for Tour Operators, etc.
2. Identification, contact and integration of the local private stakeholders of the Pilot area which are necessary (e.g. accommodation; local transport; company or person offering experiences; local gastronomy providers; etc.).
3. Development of improvement and/or commercialization plans of the product.
4. Promotional and marketing activities and materials (e.g. leaflets, brochures, roadbooks, content for the social media, promotional short videos and other pictures or audio-visuals of the product, exhibitions, marketing campaigns, tech solutions to enhance marketing, participation at promotional events and conferences).
5. Procurement of equipment and supplies which are strictly necessary for a good development, must be carefully described and justified in the application form, for further assessment.
6. Development of any necessary small-scale infrastructure which is strictly necessary for a good development and must be carefully described and justified in the application form, for further assessment, such as:
  - Facilities and services necessary to develop tourist area for example (renovation of accommodation facilities, extension of restaurant capacity, way-marking and grazing route and trails, etc.).

---

<sup>8</sup> Conceptualization report: <https://www.enicbcmed.eu/sites/default/files/2021-07/Medusa%20Conceptualization%20Report%20Final.pdf>

7. Staff skills and development activities, such as:

- Staff training on AT and sustainability
- Other staff trainings specifically linked to increasing capacity in AT (e.g. training on tourism management, product development, business planning management, sustainable cross-border tourism).

### 3.3 Eligibility of Costs

The sub-grant may not be used to finance initiatives which have already been completed or activities that have commenced prior to the award of the sub-grant.

#### Eligible direct costs

- According to art. 48 of the Implementing Regulation ENI IR 897/2014<sup>9</sup>, project eligible costs are “actual” costs incurred by the sub-grantee after sub-grant contract signing and before the contract termination date.
- To be eligible under this call for proposals, costs must comply with the provisions of Article 9 of the sub-grant contract.
- The subgrant applicant(s) agree that the expenditure verification(s) referred to in Articles 6, 10, 11 of the sub-grant contract will be carried out by the auditor contracted by the project Partner.

At the proposal phase, the applicant will use the **Annex C- Budget** to provide a **detailed budget based on unit costs** covering all or certain specific categories as below:

#### 1. Human resources:

Staff costs related to the actual time worked for the implementation of the project by the permanent or temporary (*ad hoc* recruited) employees of the sub-grantees. They shall correspond to actual gross salaries including social security charges and other components deriving from the national legislation of the country. Variable costs (such as performance bonus, incentives etc.) cannot be included under the eligible staff costs.

The budget allocation for the category of **HUMAN RESOURCES should not exceed 25%** of the total direct costs of the budget.

#### 2. External services:

These are costs paid on the basis of contracts or written agreements, against invoices or requests for reimbursement to external service providers who are subcontracted to carry out certain tasks/activities linked to delivery of the project (e.g. external expenditures verification, studies, information and dissemination activities, short-term equipment rental for events organization, evaluations, translation, etc.) Services are purchased following specific procurement procedures according to the thresholds indicated in art. 52, 53 and to 56 of the ENI Implementing Regulation 897/2014. No restriction may be applied to the nationality of the contractors.

---

<sup>9</sup> ENI CBC MED reference document: <https://www.enicbcmec.eu/about-us/reference-documents>

### 3. Travel and subsistence:

These costs are foreseen to cover travel and subsistence expenditures only for staff employed by the Applicant for the purpose of sub-grant. Travel and subsistence costs must be clearly related to project activities and necessary for project implementation. These costs should neither exceed those normally borne by the applicant according to its internal rules and regulations nor the rates published by the European Commission at the time of the implementation. Therefore, all costs have to be documented, based on actual costs incurred.

Travel costs include fuel (for vehicle belonging to the applicant), kilometrage costs (in case of private car rental), taxi or car rental only when public transport means are not available or for other exceptional reasons, public transportation (planes, trains, buses, etc.), VISA and insurance costs. Subsistence costs include accommodation, meals, and local travel within the place of mission. The costs can either be reported as "reimbursement actual costs", "per diem" or "daily allowances". Regardless how they are reported, they must not exceed the rates (per diems) published by the European Commission at the time of the mission<sup>10</sup>.

**TRAVEL AND SUBSISTENCE** costs are not expected to be higher than **25%** of the direct total costs.

**NOTE (2):** Part of the sub-grant financial support must be reserved by the applicant for travel purposes to participate in national and international MEDSUA meetings, events, and conferences such as (ITP Berlin, FAM trips, etc.).

### 4. Equipment and supplies:

#### Equipment

Is defined as purchasing or leasing costs for new equipment and durables specifically identified and exclusively devoted for the purpose of the project, as well as the costs of services for their transportation and installation, provided they correspond to market rates.

- It refers to all materials (durable goods with a lifetime of at least one year) that are used to perform the project activities, and which usually have to be (after the purchase) listed in the "inventory of durable goods" of the organization.
- Finally, according to art. 48 of the Implementing Regulation 987/2014, purchase or rental costs for equipment (new or used) and supplies specifically for the purpose of the project is eligible provided they correspond to market prices.

#### Supplies

Are purchased following specific procurement procedures according to the thresholds indicated in art. 52, 54 and to 56 of the ENI Implementing Regulation 897/2014.

#### **NOTE:**

- In all cases, the rules of nationality and origin set forth in Articles 8 and 9 of Regulation (EU) No 236/2014 shall also apply. No restriction may be applied to the nationality of the contractors and the supplies may be originated from any country for purchases below 100.000€. (See art.15 of the Grant Contract).

---

<sup>10</sup>Current per diem rate: [https://ec.europa.eu/international-partnerships/system/files/per-diem-rates-20200201\\_en.pdf](https://ec.europa.eu/international-partnerships/system/files/per-diem-rates-20200201_en.pdf)

### Eligible indirect costs

The indirect costs incurred in carrying out the initiative may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible if they do not include costs assigned to another budget heading in the sub-grant contract. The applicant may be asked to justify the percentage requested before the sub-grant contract is signed.

**NOTE:** If any of the applicants is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the initiative.

### Ineligible costs

The following costs are not eligible:

- Debts and debt service charges (interest).
- Provisions for losses or potential future liabilities.
- Costs declared by the applicants and financed by another initiative or work programme receiving a EU grant.
- Purchases of land or buildings.
- Currency exchange losses.
- Duties, taxes, and charges, including VAT, except when non-recoverable under the relevant national tax legislation unless otherwise provided in appropriate provisions negotiated with partner countries, as per the provisions of the related Financing Agreement.
- Loans to third parties.
- Fines, penalties, and expenses of litigation.
- Contributions in kind<sup>11</sup>.

---

<sup>11</sup> Contributions in kind mean the provision of goods or services to beneficiaries free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries, they are not eligible costs and cannot be included in the budget.

## 4. SOLICITATION AND AWARD PROCESS



### (1) Phase 1: Concept Note submission

#### A. Concept note content

In the concept note, the applicant should provide brief proposal of an AT initiative. The applicants' concept note should:

- State clearly the idea of the proposed initiative.
- Include goals and objectives of the initiative.
- Briefly analyze the expected results, outcomes, and impact from the initiative.
- Indicate the amount of funding requested from the to execute the AT initiative.
- Describe the relevant past experience of the applicant.

#### B. Concept Note extension

Concepts notes cannot exceed an extension superior to 1,000 words.

#### C. Concept Note submission

1. Concept notes shall be submitted electronically using the online platform [F6s.com](https://www.f6s.com) starting 11<sup>th</sup> of November 2021 and no later than 1<sup>st</sup> of December 2021 at 19:00h CET. (**Annex A-** Concept note template).
2. Concept Notes are accepted in English, Catalan and Spanish, with the condition to include a brief summary about the initiative in English.
3. Inquires may be sent to the following e-mail address: [medusa.grants@rscn.org.jo](mailto:medusa.grants@rscn.org.jo), until the 19<sup>th</sup> of November 2021. The MEDUSA Project has no obligation to provide clarifications to questions received after this date. Responses shall be announced by 24<sup>nd</sup> of November 2021 via email, website and social media platforms.
4. It will be organized an orientation session (Infoday) for the Catalan interested entities. The date of the session and the registration link will be announced in the [Twitter page of the European Projects Department of the Barcelona Chamber of Commerce](#).

#### D. Concept note submission requirements

The following list of supporting documents are required to complete the concept note submission and should be uploaded on the online submission platform F6S. Access link: <https://www.f6s.com/the-mediterranean-adventure-sub-grant/apply>.



- Registration documents (organization registration document, licenses, **Annex E- legal entity sheet**).
- MOU and or cooperation letter with MSMEs (Only applicable for Government bodies, NGOs and social enterprises)

**NOTE (1):** If the above-mentioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant, the application may be rejected

**NOTE (2):** Hand-written, paper/printed versions submitted by post or other means applications will not be accepted.

## E. Concept Note Evaluation

- All concept notes shall be evaluated following ENI CBC MED principles of selection (objectivity, impartiality, transparency, clarity no discrimination and equal treatment) utilizing the following evaluation criteria.
- All concept notes submitted by eligible applicants as detailed in section 3.1 and providing full documentation of supporting documents shall be evaluated based on the evaluation gride below and given a score between 1 and 5 in accordance with the following guidelines.

Score	1	2	3	4	5
Meaning	very poor	poor	adequate	good	very good

Concept Note Evaluation Grid	
Section	Maximum Scores
<b>1. Operational capacity</b>	<b>5</b>
1.1 How is the applicant's company's experience and/or the experience of any team member relevant to adventure tourism and the proposed activity? Is the past experience clearly highlighted?	5
<b>2. Innovation and relevance of the initiative</b>	<b>10</b>
2.1 How relevant is the proposal to the objectives of the call for proposals?	5
2.2 How unique is the initiative? does it clearly show its role in filling a product gap?	5
<b>3. Design and implementation of the initiative</b>	<b>15</b>

3.1 How coherent is the design of the initiative? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs <sup>12</sup> and outcome(s) <sup>13</sup> ?	5
3.2 Is the required total amount relevant and reasonable to achieve the expected outputs and results?	5
3.2 How many MSMEs are benefiting (1-2= 1 point, 3-4= 2, 5-6= 3, ...)?	5
<b>Maximum total score</b>	<b>30</b>

- Only the Concept Notes which have been given a score of a minimum of 12 points will be considered for pre-selection and training.
- All Applicants shall be notified of the result of the evaluation by 10<sup>th</sup> of December 2021.
- Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.
- An internal evaluation committee at country level shall be created and might include representatives from project partnership, associate partners and local DMOs, Experts from the field of submitted initiative, Stewardship Councils and other key relevant stakeholders shall lead the evaluation process.

**NOTE:** The project reserves the right to conduct inspection visits to all or some of the applicants to confirm full understanding of concept notes based on the evaluation committee recommendations.

## (2) Phase 2: Full application

### A. Business management training

Short-listed applicants from the first-phase approved concept notes shall undergo a specific training (of approximately 15 compulsory training hours).

In Catalonia, the training will be offered by Ms. Eva Linares, expert in business management, and will help applicants to develop their proposals for MEDUSA subgrants. Dates of the training are to be decided (it will be communicated to all candidates via e-mail, in addition of being announced it on the [Twitter page of the European Projects Department of the Barcelona Chamber of Commerce](#))<sup>14</sup>. The training will cover, at least, the following modules:

- a. Business planning
- b. Market access

<sup>12</sup> Output definition by Oxford dictionary: [https://www.oxfordlearnersdictionaries.com/definition/english/output\\_2](https://www.oxfordlearnersdictionaries.com/definition/english/output_2)

<sup>13</sup> Outcome(s) definition by Oxford dictionary: [https://www.oxfordlearnersdictionaries.com/definition/american\\_english/outcome](https://www.oxfordlearnersdictionaries.com/definition/american_english/outcome)

<sup>14</sup> Orientative date : from 13th to 17th December.

- c. International sales
- d. Marketing

## B. Full application extension

Full application cannot exceed an extension superior to 10,000 words.

## C. Full application content

In the full application, the applicant should provide the following details:

- Detail description of the initiative including goals, objectives, and outcomes.
- Describe the rationale of the initiative.
- Include a detailed implementation plan, outlining relevant activities in relation to goals and objectives of the initiative.
- Define co-applicants' roles and responsibilities and highlight relevant experience and capacity of all applicants and their teams.
- Describe mechanisms adopted to ensure sustainability.
- Provide a detailed budget.

## D. Submission conditions

1. Once the Business Management Training will be successfully completed by the applicants, applications shall be submitted utilizing the [F6S Platform](#), starting 15<sup>th</sup> of December 2021. (**Annex B**- Sub-grant application form). The deadline for submission of the application is 31<sup>st</sup> of January 2022 at 19:00h CET (applications submitted after the deadline will not be considered).
2. Applications can be submitted in English, Catalan and Spanish, with the condition to include a updated brief summary about the initiative in English.
3. Inquires may be sent by e-mail address [medusa.grants@rscn.org.jo](mailto:medusa.grants@rscn.org.jo), from 15<sup>th</sup> of December 2021 to 10<sup>th</sup> of January 2022. The MEDUSA Project has no obligation to provide clarifications to questions received after this date. Responses shall be announced by 17<sup>th</sup> of January 2022 via email, website, and social media platforms.
4. To ensure equal treatment of applicants, the project partners cannot give a prior opinion on the eligibility of applicants, co-applicants, or an initiative.

## E. Application Submission

- Hand-written applications, paper/printed versions submitted by post or other means will not be accepted.
- The Full application form (Annex B) Shall be submitted electronically (in [F6S Platform](#)) and needs to be filled carefully and as clearly as possible. Any error related to the points listed in the checklist of the **Annex B - subgrant application form** or any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents the MEUDSA project from conducting an objective assessment.

- In addition to the full application form, applicants will submit the following annexes:
  - I. Annex C: Budget
  - II. Annex D: Implementation plan for project applicants (including proposed activities, outputs and expected results)
  - III. Annex F: De-Minimis declaration (for the applicant and each (if any) co-applicant that are part of the consortium)
  - IV. Annex G: Financial identification form including a bank statement that proves applicant has enough funds to complete initiative with no less than 20% of the required grant amount.

## F. Evaluation of full applications

- Full applications will undergo an administrative check based on the following:
  - a. If the deadline for submission has been met and submit it via [F6s.com](https://f6s.com) platform. Otherwise, the application will be automatically rejected.
  - b. If the application satisfies all the requirements specified in the checklist in the **Annex B - sub-grant application form**. This includes also an assessment of the eligibility of the initiative. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.
- An internal evaluation committee at country level shall be created and might include representatives from project associate partners and local DMOs, Experts from the field, Stewardship Councils and other key relevant stakeholders shall lead the evaluation process.

**NOTE:** The evaluation committee must declare any potential conflict of interest and must confirm that they don't benefit directly or indirectly from the project, and/ or don't have mutual relation or commitment with potential applicants or personal relations.

- All application shall be evaluated following ENI CBC MED principles of selection (objectivity, impartiality, transparency, clarity no discrimination and equal treatment) utilizing the following evaluation criteria.
- If the examination of the application reveals that the proposed initiative does not meet the eligibility criteria stated in Section 3.1, the application will be rejected on this sole basis.
- All applications shall be evaluated based on the evaluation grille below and given a score between 1 and 5 in accordance with the following guidelines

Score	1	2	3	4	5
Meaning	very poor	poor	adequate	good	very good

Application Evaluation Grid	
Section	Maximum Score

<b>1. Financial and operational capacity</b>	<b>10</b>
1.1 To what extent is the suggested team structure and experience is suitable to carry on the suggested initiative in terms of level of effort and experience?	5
1.2 How does the applicant's proposal indicate the capability to run the project? Proof of sufficient fund no less than 20% of the required grant amount? The applicant's financial statement evaluation will be based on (Asset owned that has monetary value, Debt-To-Capital Ratio, loans, and net capital)? <sup>15</sup>	5
<b>2. Innovation of the initiative</b>	<b>5</b>
2.1 How is the initiative competitive in the pilot area? how does the initiative fill a market need?	5
<b>3. Design and implementation of the initiative</b>	<b>30</b>
3.1 How coherent is the design of the initiative? How efficient and effective is the proposed implementation plan?	5
3.2 To what extent does the initiative increases the visibility and attractiveness of less known destinations?	5
3.3 To what extend does the activity consider health and safety procedures?	5
3.4 To what the initiative considers seasonality of the product?	5
3.5 How many MSMEs are benefiting (1-2= 1 point, 3-4= 2, 5-6= 3, ...)?	5
3.6 How does the proposal support lead to creation of a cross-border product or has the potential to be upscaled in the future to become a cross border product?	5
<b>4. Sustainability of the initiative</b>	<b>15</b>
4.1 How well does the initiative integrates the local community context? involving vulnerable groups (women & youth)	5
4.2 People; Number of people to benefit from the initiative?	5
4.3 Profit; how economically feasible is the initiative? Does it have Profitable Impact? ( <i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i> )	5
4.4 Planet (if applicable) <i>how does the initiative address environmental issues?</i>	5
<b>5. Budget and cost-effectiveness of the initiative</b>	<b>5</b>
5.1 Are the activities appropriately reflected in the budget? How realistic is the estimated budget?	5
<b>Maximum total score</b>	<b>70</b>

<sup>15</sup> Financial simulation: <https://ec.europa.eu/research/participants/lfv/lfvSimulation.do>

## G. Award

- After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.
- Only applications reaching a minimum score of 45 points will be approved.
- *In case two or more proposals for the same Pilot Area obtain the same final evaluation score, the one having the highest score under the “Design and implementation of the initiative” criterion will be selected for funding. If the tie persists, the same approach will be followed comparing the highest score under “Innovation of the initiative”; then “Sustainability of the initiative” and finally “Financial and operational capacity” until the tie is broken.*
- All approved applications shall be submitted for the MEDUSA project Steering Committee approval. Awarded grantees shall sign contracts with the Barcelona Chamber of Commerce and shall be granted both financial and technical support.
- After the evaluation process is concluded and the applicants have been notified, the project partners will start the standard sub-grant contract – **Annex 1** preparation in collaboration with the applicant. Case by case and based on the evaluators’ comments regarding the cost-effectiveness of the project, the standard sub-grant contract will go through a negotiation process which could include a budget adjustment. In case the cost effectiveness of the proposed activities, outputs and expected results is considered unbalanced by the evaluator and the MEDUSA consortium members (that is, the budget is estimated too high or too low in relation to the proposed activities), the applicant will be proposed an adjusted budget for its proposed project.

The objective of the standard sub-grant contract preparation is fulfilling the legal requirements between the MEDUSA consortium and every Beneficiary of the Call for Proposals.

- Final award deadline is 21<sup>st</sup> of February 2022.

### Indicative timetable<sup>16</sup>

	DATE	TIME
1. Concept notes deadline	1 <sup>st</sup> of December 2021	19:00h CET
2. Inquiries and clarifications deadline	16 <sup>th</sup> of November 2021	-
3. Responses to inquiries and clarifications	22 <sup>nd</sup> of November 2021	-
4. Information to applicants on the concept note evaluation	10 <sup>th</sup> of December 2021	-

<sup>16</sup> Indicative timetable: Is the official dates for the MEDUSA competition deadline dates and are not subject to change except major or force impact affected to meet the deadlines. Force majeure such as “acts of God, war, terrorism, earthquakes, hurricanes, acts of government, explosions, fire, plagues or epidemics, or any such other acts or events that are beyond the control of parties”

5. Deadline for submission of applications	31 <sup>st</sup> of January 2022	19:00h CET
6. Application inquiries and clarifications deadline	10 <sup>th</sup> of January 2022	-
7. Application responses to inquiries and clarifications	17 <sup>th</sup> of January 2022	-
8. Notification of award	21 <sup>st</sup> of February 2022	-

*This indicative timetable refers to provisional dates and may be updated by the project Lead Beneficiary / partner during the procedure. In such cases, the updated timetable will be published on the [project website](#).*

## 5. IMPLEMENTATION PROCESS

The implementation process of this call for sub-grant proposals has two mechanisms:

### 5.1 Technical Support Mechanism:

- An assessment and identification of the needs of individuals and sub-grantees will be carried out through the implementing partners to increase their efficiency and support to initiate the implementation of the project properly and after care services shall be provided accordingly.
- Networking opportunities with other sub-grantees and tourism providers in order to promote further cooperation to bring about cross-county routes and itineraries shall be made available to sub-grantees through activities organized within the MEDUSA project.

### 5.2 Financing Mechanism

All initiatives shall be funded through the subgrant funds EU / ENI Procurement procedures<sup>17</sup> and shall be redeemed as per the following payment arrangement:

- **A first pre-financing payment of 30% of the total subgrant** shall be paid to the sub-grantee to start working on the initiative. The pre-financing shall be paid at the latest **30 days after** the sub-grant contract enters into force.
- **A second pre-financing payment of 50% of the total subgrant** shall be paid to the sub-grantee within **30 calendar days** from when the Contracting Authority received the request for the second pre-financing payment and technical and financial reports referred to in the sub-grant contract. This payment is subject to having used at least 70% of the previous pre-financing instalment paid to cover costs of the project.
- **Payment of the balance of 20% or less of the total subgrant** shall be paid to the sub-grantee to reimburse or cover the remaining part of the eligible costs incurred for the implementation of the initiative. Payment is subject to the approval of the request for payment of the balance and the technical and financial reports referred to in the sub-grant contract.

<sup>17</sup> ENI CBC MED reference documents: <https://www.enicbmed.eu/about-us/reference-documents>



**NOTE (1):** The reporting and payment arrangements are fixed in the sub-grant contract.

**NOTE (2):** All project expenditure shall be examined by the auditors appointed by the MEDUSA Project partners, according to the requirements as laid down in article 20 of the Reg. (EU) 897/2014/18. The auditors shall verify whether the costs declared by the applicant of project are real, accurately recorded and eligible in accordance with the grant contract.

**NOTE (3):** If the total amount of earlier payments is greater than the final amount of the grant, the payment of the balance takes the form of a recovery.

### 5.3 Visibility

The sub-grantees must take all necessary steps to publicize the fact that the ENI CBC MED Programme has financed their activity. As far as possible, initiatives that are wholly or partially funded by the EU must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the initiative and the EU support for the initiative in the country or region concerned, as well as the results and the impact of this support.

Sub-grantees must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the [Communication and Visibility Requirements for EU External Actions](#)).

### 5.4 Other legal clauses

#### Conflict resolution mechanism:

In the case of rejected applications, after the notification of the rejection to the grant applicants, refused applicants may request a hearing procedure before the Evaluation Committee at national level that has decided on the refusal of the grant, who within a maximum period of 7 days must communicate during the hearing all the observations that are considered appropriate and justify the reason/s for which the grant has been denied.

#### Data protection:

Responding to this Call for Proposals involves the recording and processing of personal and financial data of the applicants (for instance, name, address, and CV). Such data will be processed pursuant to Regulation (EU) 2016/679 of 26th April, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

It is guaranteed that the data provided by the applicants will be for the exclusive use of the MEDUSA project consortium (the Barcelona Chamber of Commerce, Association of the Mediterranean Chambers of Commerce and Industry, Rene Moawad Foundation, Jordan Inbound Tour Operators Association, Royal Society for the Conservation of Nature, Puglia Region - Department of tourism, economy of culture and valorization of territory and WWF Mediterranean North Africa constitute the partnership of the project), as well as the external experts that will intervene in the evaluation of the proposals presented under this call, for the sole

---

<sup>18</sup> EU regulations: <https://eur-lex.europa.eu/legal-content/GA/TXT/?uri=CELEX:32014R0897>





purpose of managing this application for the present call of grants. The data will be kept by the MEDUSA project consortium only during the necessary period required by the ENI CBC MED program to justify MEDUSA project.

**Courtesy translations:**

Any translations made of the present guidelines will serve only as courtesy documents. In case of an eventual dispute, the single official document that will be considered will be the present document and its annexes, in the English language.

## 6. ETHIC CLAUSES AND CODE OF CONDUCT

### a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

### b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

#### **Zero tolerance for sexual exploitation and sexual abuse:**

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment, and verbal abuse, as well as other forms of intimidation shall be prohibited.

### c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

### d) Breach of obligations, irregularities, or fraud

The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities, or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

## 7. LIST OF ANNEXES

### GRANT SUBMISSION TEMPLATES

Annex A: Concept note form

Annex B: Sub-grant application form

Annex C: Budget

Annex D: Implementation plan for project applicants

Annex E: Legal entity sheet<sup>19</sup>

Annex F: De-Minimis declaration

Annex G: Financial identification form<sup>20</sup>

---

<sup>19</sup> Legal entity sheet duly completed and signed by the applicant accompanied by the justifying documents requested there.

<sup>20</sup> A financial identification form of the applicant conforming to the model attached to these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established.