

### ***Travel Support Scheme***

## **Business Development, Innovation and SMEs Programme**

### ***NORWEGIAN FINANCIAL MECHANISM 2014-2021***

Programme "Business Development, Innovation and SMEs" Lithuania (hereinafter – the Programme) is aiming at value creation, sustainable growth and strengthening bilateral relations between the Donor States and the Beneficiary States.

- ✓ The Programme will support areas such as innovative technologies, processes and services, sustainable business development, greening of existing businesses and processes, development and implementation of innovative products and technologies in two focus areas:
  - Green industry innovation / bio economy.
  - ICT.
- ✓ The Programme is focused on promotion of innovation in business. Funds under the Programme will be allocated to the implementation of a wide range of projects related to innovative environmental technologies and green products as well as innovative ICT products / technologies in all industry sectors.
- ✓ With the objective to strengthen bilateral relations between Norway and Lithuania, the implementation of bilateral partnership projects is encouraged under the Programme.

Implementation of the Programme will be based on competition. Two calls will be launched, one for each focus area. The first call is planned to be open in July 2020.

Agency for Science, Innovation and Technology (hereafter – MITA) is the Programme Operator. All applications or queries should be sent to the Programme Operator to the following official Programme e-mail address [norwaygrants@mita.lt](mailto:norwaygrants@mita.lt).

### **CALL INFORMATION**

The objective of the Travel Support is to facilitate establishment of partnerships between Norwegian and Lithuanian enterprises with the intent to participate in the upcoming calls under the Programme.

#### **Travel Support scheme**

The Travel Support\* under this call will be awarded as a lump sum.

A lump sum for the Travel Support per entity – **779 Eur**.

- ✓ The Travel Support is awarded per entity, not per person.
- ✓ The Travel Support is awarded as de minimis aid under "COMMISSION REGULATION (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid".

The allocated budget for this call is **50.000 EUR**

#### **Submission of applications**

Applications for individual visits should be submitted no later than 21 day prior to the travel.

Applications for participation in a matchmaking event, if organised by MITA, should be submitted no later than 28 days prior to the travel unless different terms are given for a specific event.

**From Lithuania:**

- An application is to be submitted via the online portal - eSCIENCE gateway <https://www.e-mokslovtarai.lt/all-calls-for-proposals/-/call/8fb89633-ceb6-4a68-a60d-701180a80872> hereinafter - the Portal) pursuant to MITA guidelines for travel support - <https://www.e-tar.lt/portal/lt/legalAct/ef9e40c04f0811ea931dbf3357b5b1c0>
- All entities should be registered and validated in the Portal prior to submission of application.

**From Norway:**

- Application is to be completed in English and submitted online: <https://mita.lrv.lt/en/Forms/travel-support-under-the-business-development-innovation-and-smes-programme-lithuania>.
- It is important to fill in all the sections of the online application with clear details as follows:
  - o Entity name, registration number, year of establishment;
  - o Contact person, telephone number, e-mail, applicant website;
  - o Main line of business;
  - o Project idea (main purpose of the travel and meetings);
  - o Programme focus area(s) targeted by the future partnership;
  - o Outcome of the travel;
  - o Agenda of the meeting. List the entities, location, contact details and person that the company will meet.

**NOTE:** Prior to travelling, approval from MITA has to be obtained (a confirmation will be sent by email from the official Programme email [norwaygrants@mita.lt](mailto:norwaygrants@mita.lt)) and an agreement for the Travel Support has to be signed (a template can be downloaded from <http://mita.lrv.lt/en/international-programmes/norway-grants/call-for-travel-support>).

The deadline for submission of application – **30/10/2020** (or before the end of resources, whichever occurs earlier).

**Eligible applicants**

Entities from Lithuania and Norway can apply for funding.

**From Lithuania:**

- SMEs and large enterprises with no more than 25 % public ownership established as a legal person in Lithuania.

**From Norway:**

- Any public or private entity, commercial or non-commercial, and non-governmental organisations, established as a legal person in Norway.

**NOTE:** Entities active in the following sectors are excluded from financing in this call (in line with provisions of COMMISSION REGULATION (EU) No 1407/20131):

- aid granted to undertakings active in the fishery and aquaculture sector;
  - aid granted to undertakings active in the primary production of agricultural products;
- Business Development, Innovation and SMEs Programme

- aid granted to undertakings active in the sector of processing and marketing of agricultural products.

### **Eligible activities**

- Travel costs in connection to/or associated with the search for partners for bilateral partnership projects under the Programme and the development of such partnerships.
  - o Participation in matchmaking events;
  - o Individual visits.
  - o The travel should take place no later than 30 October 2020.
  - o The travel has to be performed by the entity awarded the travel grant.

### **Selection criteria**

#### **Common criteria**

- Applications should be submitted electronically before the deadline.
- The applicant has to demonstrate that they have an eligible project idea, and that they will be involved either as a promoter or as a partner performing substantial tasks in the project.
- A partnership project must involve at least one entity from Lithuania and one entity from Norway.
- The purpose of the travel and the meeting must be related to the focus areas of the Programme. For more information about the eligibility of project ideas, please consult the Programme website <https://mita.lrv.lt/en/international-programmes/norway-grants>
- Applicant is an entity eligible under this call.
- The applicant should be eligible to receive de minimis support.

#### **Special criteria for Lithuanian entities**

- Representative (-s) of the entity participating in the call should be an employee (-s) of the entity.
- De minimis declaration form is to be submitted together with the application form.
- The applicant has fulfilled obligations relating to the payment of taxes or social security contributions in accordance with the legal provisions of the Republic of Lithuania.
- The applicant is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up either by administration by the court or by an arrangement with creditors or of any other similar proceedings under Lithuanian laws and regulations.
- The representative of the enterprise, having legal personality and being entitled to conclude transactions, an accountant or any other person, legally entitled to fill in and sign applicant's accounting documents, does not have unspent or non-expunged conviction for illegal activities related with equity, property rights and interests, economy or business order, financial system.

#### **Special criteria for Norwegian entities**

- All sections in the online application are filled in correctly – in English.

- Obligations towards social security, taxes etc. are a prerequisite for receiving travel support.
- An applicant prevents the risk of double financing.
- All grants from programmes established under the Norway Grants must comply with the aid rules of the European Union and the Agreement on the European Economic Area (The EEA-Agreement).
  - a) The support you are being offered is being granted in compliance with Commission Regulation (EC) No 1407/2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid, published in the Official Journal of the European Union L 352 from 24.12.2013.
  - b) By submitting an application, you confirm that you are able to receive de minimis aid, i.e. the received de minimis aid over a rolling period of three fiscal years does not exceed € 200,000.

NOTE: Any de minimis aid awarded to you under the Programme will have to be declared in connection with any other application for de minimis aid in the current or the next two fiscal years.

#### **Approval of application**

- Applications for the Travel Support are assessed by MITA on a continuous basis and are evaluated within 10 business days after the submission.
- All applicants whose applications have been approved, in three days' time after the decision is made, will receive an invitation to sign an agreement on the participation in the activities under the call via the Portal (for Lithuanian entities) and by email (for Norwegian entities). An agreement must be signed before traveling.

#### **Disbursement of funds and reporting**

- Grant support shall be given as reimbursement of already incurred documented costs. The applicant shall cover the expenditures from own funds and ask for reimbursement after the travel.
- The reimbursement request shall be composed of the following documents:
  - a) **travel report**, i.e. summary of the undertaken activities, achieved results, future steps, conclusions (no longer than 1 page);
  - b) **proof of travel** (copy of boarding passes or confirmation of completed travel from travel agent/airline company.);
  - c) a copy of an official document mentioning the name of the legal representative (-s) who completed the trip (**applicable only for Lithuanian entities**).

NOTE: Reporting is the responsibility of the applicant. **Reimbursement request** should be submitted within **5 business days** after the travel took place.

- **For Lithuanian entities** reimbursement request must be submitted via the Portal, pursuant to MITA guidelines for the Travel Support - <https://www.e-tar.lt/portal/lt/legalAct/ef9e40c04f0811ea931dbf3357b5b1c0>.
- **For Norwegian entities** the reporting documents mentioned at letters (a)-(b) should be sent scanned (stamped and signed) to the Programme's official email address – [norwaygrants@mita.lt](mailto:norwaygrants@mita.lt).

In case clarifications are required, please send an e-mail in English or Lithuanian to:  
[norwaygrants@mita.lt](mailto:norwaygrants@mita.lt).