



# AEC EUROCLUSTER






## Guide for Applicants

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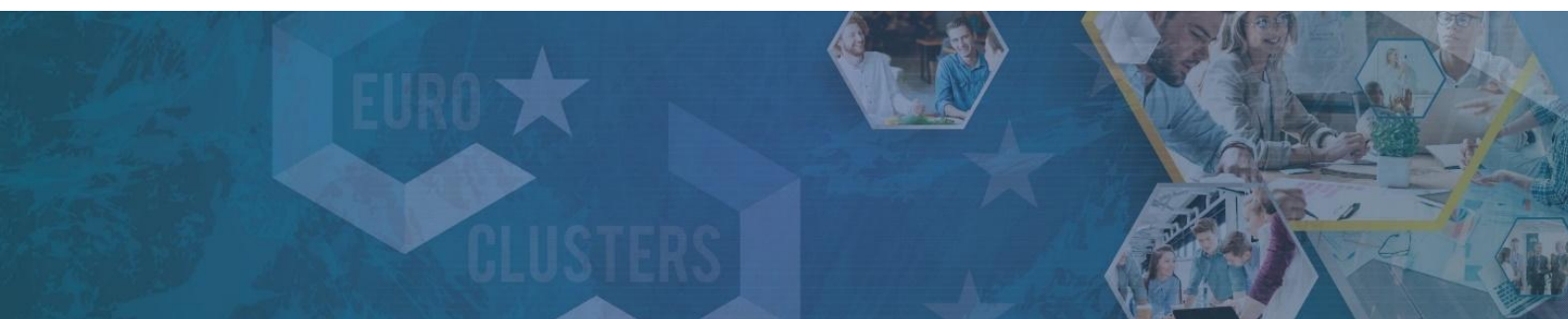
# 1 / AEC EUROCLUSTER, why should you apply?

Construction industry professionals and particularly Small and Medium-sized Enterprises (SMEs) face unprecedented hurdles as a result of lockdowns, high energy costs, breaks in supply chains that set timelines back weeks to months. Therefore, AEC industries (architecture, engineering and construction) are challenged with dependencies, unavailability and a lack of predictability. The last years revealed weaknesses which the EU-funded project [AEC EUROCLUSTER](#) intends to reduce by contributing to a more resilient, **digital and low-carbon economic recovery** of construction and related sectors.

For implementing market-demanded innovation projects with substantial transformation character, SMEs can receive **financial support** within the AEC EUROCLUSTER project. The same applies to SMEs that uptake technologies from other sectors or adopt processes not fully exploited so far. Companies can also cross borders within the project in order to establish business with non-European partners or benefit from upskilling activities by learning from certificated trainers how to become aware of needs and deliver solutions related to digital and green transition.

This is possible because the European Commission selected 5 European clusters ([Construction Cluster Slovenia](#), [Business Upper Austria](#), [Distretti Interni Design Italy](#), [Secpho Spain](#), [TEC Cluster Romania](#) and [Black Sea Energy Cluster Bulgaria](#)) gathered within the AEC EUROCLUSTER project in order to launch EU funded calls and look for the most innovative SME ideas accelerating digital performance or green entrepreneurship.

Altogether, AEC EUROCLUSTER is designed to drive forward cross-cluster cooperation and promote eco-innovative as well as smart products for SMEs in AEC and related industries! **And you should make use of these opportunities!**



## 2 / Can you apply?

You are eligible for funding if you meet **all** of the following conditions:

You are a start-up or SME (including spin-outs) according to the [EU definition](#): < 250 staff headcount **and** ≤ 50 million € turnover **or** ≤ 43 million € balance sheet total per year

You are established in an EU Member State or SMP participating Country (check the current status [here](#)).

Your company has been registered at least 6 months prior to submission deadline.

Your activities focus on one of the following technical and industrial fields:

- Architecture, Engineering and Construction
- BIM & Construction Project Management
- Construction Robotics & Construction Worker Safety
- Advanced Building Materials & 3D Printing
- Offsite Construction & Green Building
- Connected Construction Site & Construction Monitoring
- IT and related deep-tech if there is clear impact on built environment (AI, AR/VR, sensors, robotics, drones and other unmanned aerial vehicles, advanced materials, nanotechnology, photonics)



### 3 / Which types of funding can you get?

- An SME is allowed to apply for different financial support schemes but can receive a maximum funding amount of €60,000 in total.
- You can apply without partners - no cooperation with others is needed.
- Only one submission per financial support scheme and company possible.

#### Project Innovation

up to €60,000

Receive funding to develop a novel product, service or technology until market readiness based on a proven concept that addresses a digitalisation or sustainability challenge in built environment or related value chains.

Applications must include at least 1 signed agreement with a potential future client (Letter Of Intent).

12 months for implementation

#### Technology Adoption

up to €60,000

Receive funding to advance and integrate existing technologies or processes from other sectors (or not fully exploited so far) in your organisation and operations.

Applications must include measures for change management referring to the expected impact of the adopted technology.

6 months for implementation

#### Training

up to €5,000

Get reimbursed for training using innovation methods (Design Thinking, Lego Serious Play, CANVAS or similar) in order to become aware and create solutions to problems and needs in resilience and twin transition.

Select from a predefined pool of certified trainers who can guide you or bring an own trainer suggestion.

6 months for implementation

#### Go International

up to €2,000

Get reimbursed for travel (transportation, accommodation and event fees) incurred for attending fairs in Mexico, Saudi Arabia, Singapore and Kenya.

Applications must be submitted prior to the event and the result must be at least one memorandum of understanding with a foreign partner (e.g. about market access or technology transfer).

Implementation depends on event dates.

CLUSTERS



## 4 / What will be assessed?

### Evaluation Process

Every application will be assessed by **2 evaluators** from the AEC EUROCLUSTER consortium consisting of 5 construction-related clusters from Austria, Bulgaria, Italy, Romania, Slovenia and Spain.

At least one of the evaluators has to have **profound expertise** in the technical field of the application. To avoid any conflicts of interest, evaluators aren't allowed to assess applications from their own home country. They will keep information strictly confidential regardless of whether an application is successful or not.

Reviewers will assess applications by scoring points (see Technical Evaluation Criteria) and will provide a **justification** of the total score. Both will be forwarded to the applicants.

If scoring results diverge significantly between reviewers for a given application, or in case of equal scores of proposals, a **panel discussion** by the AEC EUROCLUSTER consortium will be carried out to achieve a definite ranking.

### Eligibility Criteria

The evaluation is divided: first your application will go through a general 5-step **eligibility check** where **all** of the requirements below have to be fulfilled.

SME status according to EU definition (see [here](#))

Established in an EU Member or SMP participating Country (check status [here](#))

Registered at least 6 months before submission deadline

Activities focused on one of the prescribed technical or industrial fields



## Technical Evaluation Criteria

In case your application passed the eligibility check, the technical evaluation follows. In order to ensure an objective assessment, we developed a basic scheme of criteria depending on the type of financial support you apply for:

- ✓ **Impact**
- ✓ **Concept**
- ✓ **Implementation**
- ✓ **Resources**
- ✓ **Company representation**

Your application will be reviewed based on these criteria, whereby evaluators rate points per criterion. The **minimum score per criterion** to be eligible for funding is 3 points.

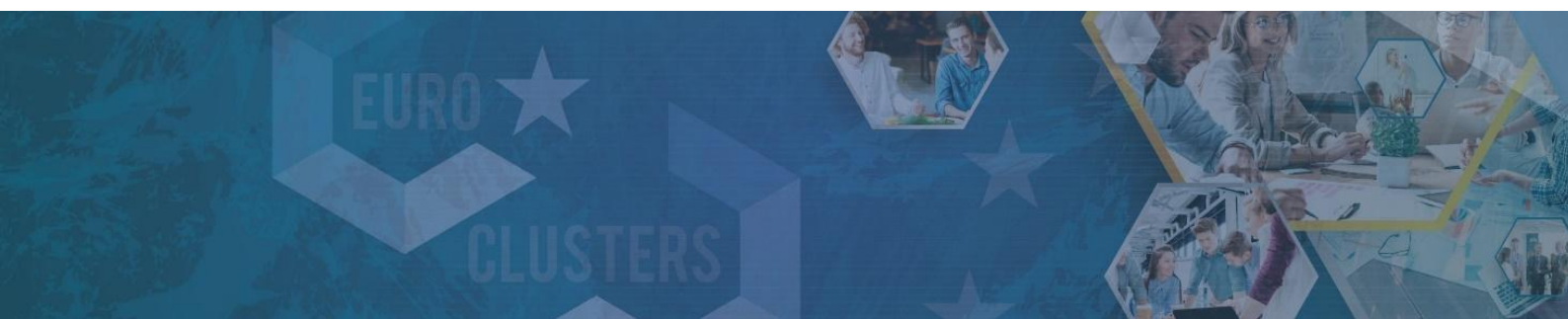
We would really like to get to know you beyond written text! Therefore, you receive **3 extra points** if you add a video to your application for project, technology or training. The projects will be ranked based on the average score of both evaluators and the projects with highest scores will be awarded for funding. The evaluation criteria are modified for assessing the 4 different types of financial support:

Project Innovation evaluation criteria		
Impact	<ul style="list-style-type: none"> <li>• Overall impact of project for AEC sector</li> <li>• Industrial relevance of project</li> <li>• Quality of exploitation plans and market potential</li> <li>• Relevance of project to call objectives (digital and green transition &amp; value chain resilience)</li> </ul>	5 points max <b>Double weight = 10 points max!</b>
Concept	<ul style="list-style-type: none"> <li>• Technical feasibility</li> <li>• Level of innovation and technological risks</li> <li>• Technical capacity and expertise</li> </ul>	5 points max
Implementation	<ul style="list-style-type: none"> <li>• Organizational and management competences</li> <li>• Clarity of roles and completeness of tasks</li> <li>• Quality of work plan</li> </ul>	5 points max
Resources	<ul style="list-style-type: none"> <li>• Allocation of appropriate resources to the project</li> <li>• Justification of proposed resources</li> </ul>	5 points max
Video	<ul style="list-style-type: none"> <li>• If video is attached</li> </ul>	3 points
<b>Maximum total</b>		<b>28 points</b>

Technology Adoption evaluation criteria		
Impact	<ul style="list-style-type: none"> <li>• Overall economic impact of project for company</li> <li>• Increase of digital maturity/technology advancement</li> <li>• Clear description of process changes and improvements in the company and, if relevant, market impact of the project</li> <li>• Relevance of project to call objectives (digital and green transition &amp; value chain resilience)</li> </ul>	5 points max <b>Double weight = 10 points max!</b>
Concept	<ul style="list-style-type: none"> <li>• Company readiness to adopt the technology</li> <li>• Level of innovation and relevance for selected domains</li> <li>• Clear change management plan</li> </ul>	5 points max
Implementation	<ul style="list-style-type: none"> <li>• Organisational and management competences</li> <li>• Clarity of roles and completeness of tasks</li> <li>• Quality of work plan</li> </ul>	5 points max
Resources	<ul style="list-style-type: none"> <li>• Allocation of appropriate resources to the project</li> <li>• Justification of proposed resources</li> </ul>	5 points max
Video	<ul style="list-style-type: none"> <li>• If video is attached</li> </ul>	3 points
<b>Maximum total</b>		<b>28 points</b>

Training evaluation criteria		
Impact	<ul style="list-style-type: none"> <li>• Overall impact of training for personnel, product or process</li> <li>• Positive effects of training results for company or market</li> <li>• Relevance of project to call objectives (digital and green transition &amp; value chain resilience)</li> </ul>	15 points max
Concept and Implementation	<ul style="list-style-type: none"> <li>• Level of innovation and ambition</li> <li>• Breadth of involvement of staff and/or partners</li> </ul>	10 points max
Video	If video is attached	3 points
<b>Maximum total</b>		<b>28 points</b>

**Addition:** For quality assurance, training is only eligible if it's implemented by a trainer with at least 2 years of professional experience with open innovation training in a business environment using Design Thinking, Lego Serious Play, CANVAS or similar methods.





### Go International evaluation criteria

Impact	<ul style="list-style-type: none"><li>• Overall impact of project for company and AEC sector</li><li>• Quality of exploitation plans and market potential.</li><li>• Relevance of project to call objectives (digital and green transition &amp; value chain resilience)</li></ul>	15 points max
Concept	<ul style="list-style-type: none"><li>• Level of innovation and technological risks</li></ul>	5 points max
Company representation	<ul style="list-style-type: none"><li>• Profile relevance (languages, position in company)</li></ul>	5 points max
<b>Maximum total</b>		<b>25 points</b>

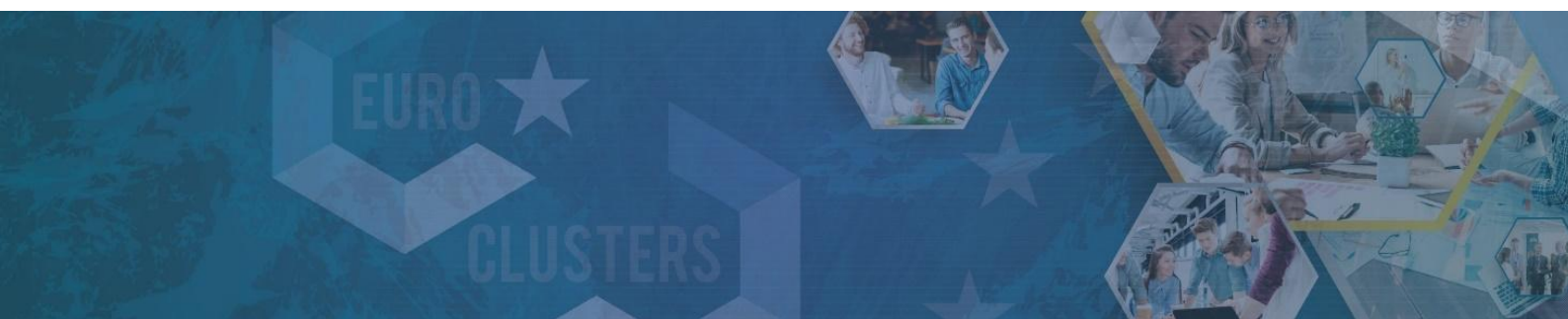


## 5 / How do you apply?

Timeline: From the start of the call to the start of your activities!

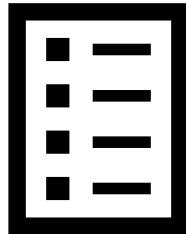


**Timeline is not valid for Go International!** These applications can be submitted and evaluated on an ongoing basis depending on the targeted trade fair.

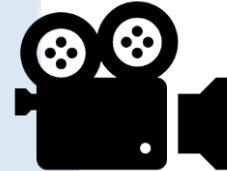


## Application Documents

**Mandatory  
application form**



**Optional  
3-minutes video**



The version of the application form depends on the type of financial support you apply for, but is always a **short template** with questions about your organisation and the lead applicant, who is our main contact person. Besides the eligibility part, you should also let us know more about your present business, the innovation you plan to develop or to adopt (further) and how you want to implement it. Last but not least, every application needs to be completed by some attachments:

- For all support schemes: Current excerpt from commercial register (for eligibility check)
- For Project Innovation: At least 1 signed Letter Of Intent from a potential customer (to proof market orientation)
- For Go International: no attachment is necessary but you should let us know in the template which of the 4 pre-selected trade fairs you want to visit.

Although it's not mandatory, we highly recommend to **add a video** of max 3 minutes duration to your application. It helps reviewers to get to know you – and therefore brings extra points in the evaluation! It doesn't have to be professional work, just grab your smartphone and "ACTION"! 😊

Once the video is recorded, put it on a web-space (e.g. YouTube private video, Google Drive or Dropbox) and include the link into your application form. It's up to you what you want to tell us, here some suggestions:



Tell us about the company and project team!



What are you planning to do with the financial contribution and what's unique about it?



What will be the positive impact in terms of digital and green transition in built environment?

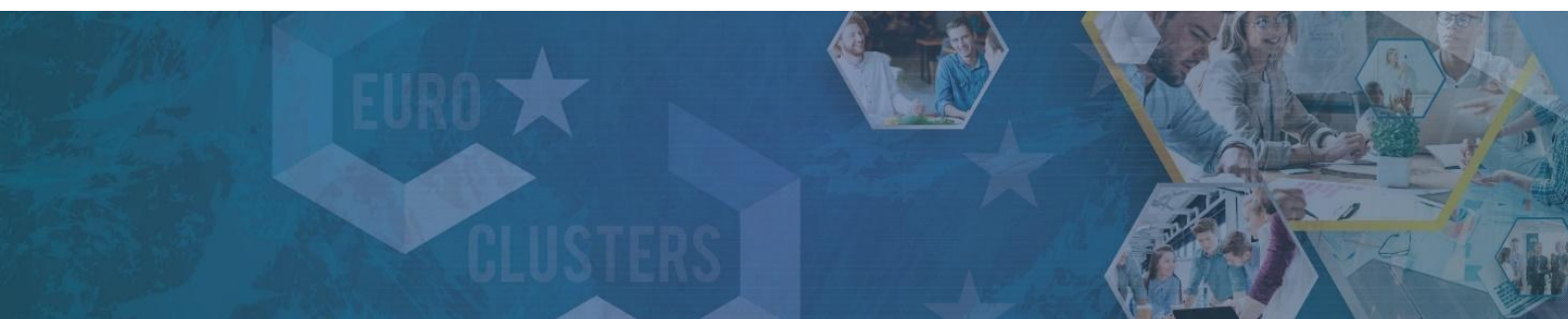
## Submission

To submit your application, please send:

- ✓ completely filled form in Word or PDF format
- ✓ necessary attachments
- ✓ video link if applicable

to [aeceurocluster@sgg.si](mailto:aeceurocluster@sgg.si).

**Please make sure that we receive your mail with complete application documents between 24/04/2023 and 30/06/2023!** You will get a notification that we received your application in time. Neither changes of application after submission, nor submissions after deadline can be considered. All timely applications will be collected and, after deadline, distributed to the evaluators for review.



For any questions regarding application, submission and evaluation of your proposal, you can reach us at [aeceurocluster@sgg.si](mailto:aeceurocluster@sgg.si).

AEC EUROCLUSTER projects partners are also available for information:

- Austria: [isabella.mantello@biz-up.at](mailto:isabella.mantello@biz-up.at)
- Bulgaria: [mariana@ubbsla.org](mailto:mariana@ubbsla.org)
- Italy: [irene@csm.toscana.it](mailto:irene@csm.toscana.it)
- Romania: [office@clustertec.ro](mailto:office@clustertec.ro)
- Slovenia: [vladimir.gumilar@sgg.si](mailto:vladimir.gumilar@sgg.si)
- Spain: [gawel.walczak@secpho.org](mailto:gawel.walczak@secpho.org)



Follow us on LinkedIn and stay updated!

<https://www.linkedin.com/showcase/aeceurocluster/>





## Annex

Please find below

- FAQ (regularly updated)
- Application form for Project Innovation and Letter Of Intent template
- Application form for Technology Adoption
- Application form for Training
- Application form for Go International

## FAQ (regularly updated)

### 1. I'm an SME owner and don't receive a salary. Can my effort within the funded activity also be funded?

Yes, of course. In this case we make use of the Marie Skłodowska-Curie action guidelines under the Horizon Europe Work Programme 2023-2024 (can be downloaded [here](#)).

You need to determine the days you worked on the funded activity and your daily rate. Days worked have to be justified with a time-sheet (same applies for all persons on the project). The daily rate is the monthly living allowance of €5,080 / for example 18 days = €282.22 multiplied by the **country-specific correction coefficient** of your home country.

Calculation example for Austria: €5,080 / 18 days \* 1.0643 = €300.00 daily rate

Please select the appropriate coefficient from the following list:

Country code	Country coefficient EU Member States	Country code	Country coefficient Third Countries	Country code	Country coefficient Third Countries
AT	106,3%	AE	94,0%	CO	67,6%
BE	100,0%	AL	59,0%	CR	77,6%
BG	54,8%	AM	77,7%	CU	82,5%
CY	77,5%	AO	130,0%	CV	69,6%
CZ	79,1%	AR	62,5%	GW	87,2%
DE	98,3%	BO	100,9%	DO	61,4%
DK	132,0%	AZ	82,1%	DZ	67,9%
EE	80,3%	BA	63,9%	EC	79,4%
EL	81,6%	BB	112,8%	EG	67,4%
ES	91,3%	BD	81,2%	ER	120,4%
FI	119,5%	BF	95,0%	ET	81,9%
FR	116,4%	BI	81,3%	FJ	73,5%
HR	75,5%	BJ	91,9%	FO	132,0%
HU	72,0%	BO	83,9%	GA	107,9%
IE	119,5%	BR	84,7%	GE	62,2%
IT	97,4%	BW	62,9%	GH	73,9%
LT	72,8%	BY	66,8%	GM	68,8%
LU	100,0%	BZ	79,9%	GN	84,2%
LV	76,0%	CA	95,2%	GT	87,3%
MT	88,1%	CD	151,9%	GW	81,9%
NL	109,6%	CF	109,3%	GY	71,7%
PL	70,5%	CG	117,3%	HK	115,4%
PT	84,3%	CH	128,6%	HN	77,4%
RO	65,4%	CI	94,6%	HT	85,0%
SE	125,4%	CL	69,5%	ID	73,0%
SI	83,3%	CM	87,8%	IL	107,2%
SK	78,1%	CN	90,0%	IN	73,8%

Country code	Country coefficient Third Countries	Country code	Country coefficient Third Countries	Country code	Country coefficient Third Countries
IS	130,5%	MY	67,2%	SV	72,2%
JM	84,4%	MZ	71,7%	SZ	61,3%
JO	98,8%	NA	66,9%	TD	100,1%
JP	103,3%	NC	107,4%	TG	82,8%
KE	85,6%	NE	80,0%	TH	78,8%
KG	73,7%	NG	85,2%	TJ	58,4%
KH	78,6%	NI	67,3%	TL	88,7%
KM	75,7%	NO	128,7%	TM	82,9%
KR	95,5%	NP	87,8%	TN	67,4%
KZ	71,9%	NZ	98,9%	TR	64,5%
LA	89,8%	PA	76,8%	TT	81,8%
LB	116,2%	PE	88,0%	TW	84,7%
LI	128,6%	PG	99,8%	TZ	67,9%
LK	77,4%	PH	81,3%	UA	68,5%
LR	149,6%	PK	54,8%	UG	67,2%
LS	56,2%	PS	112,5%	UK	136,9%
MA	72,6%	PY	63,0%	US	102,3%
MD	63,2%	RS	57,7%	UY	89,7%
ME	61,6%	RU	97,3%	UZ	68,0%
MG	85,6%	RW	81,6%	VE	139,2%
MK	50,7%	SA	83,4%	VN	61,3%
ML	90,0%	SB	112,7%	VU	104,8%
MM	67,0%	SD	107,8%	WS	82,2%
MR	68,1%	SG	124,4%	XK	70,2%
MU	73,3%	SL	107,1%	YE	104,4%
MW	60,9%	SN	98,4%	ZA	55,3%
MX	60,3%	SR	69,1%	ZM	74,8%,
				ZW	98,3%

## 2. Can you guarantee that I won't have to disclose any of my ideas in case I receive financial support?

Yes, absolutely - all sensitive information related to your business will be kept strictly confidential! The AEC EUROCLUSTER partners signed a **Non-Disclosure Agreement** which forbids them and the evaluators to discuss, forward or use any of the information you provide in your application or during subsequent funded activities (project, training, trade fair or similar).

Therefore, your business secrets are protected - you only have to be ready for some general communication measures in case you are awarded for funding, e.g. a **Success Story** so that AEC EUROCLUSTER can present their beneficiaries to the world! Such communication actions will be limited to presentation of company, people behind and basic info you want to share about your business and development! Moreover, you can be sure that there won't be any surprises: if you are selected for funding, first thing to do is sit together and draft a contract with rules for you as grant beneficiary and the funding body including, for example, communication activities.

**3. Are there any ceilings for different cost categories in SME projects? For example, is there a maximum value for subcontracting costs that can be requested?**

The rules of 60,000€ maximum funding per SME in total applies for all financial support schemes within AEC EUROCLUSTER. Regarding cost category an SME can declare all costs that are plausibly related to the respective project (personnel, material e.g. for hardware prototype, software licenses, subcontractors, travel etc.). In terms of generally ineligible costs we stick to the Annotated Model Grant Agreement for EU Grants in Funding Programmes 2021-2027 that can be downloaded here: [aga\\_en.pdf \(europa.eu\)](#)

To sum up - if an SME can comprehensibly explain the project cost structure in an AEC EUROCLUSTER application it's perfectly fine!

# Application form for Project Innovation

Grey marked information should assist you in providing information per category and can be deleted before submission.

Organisation	
Name:	
Address:	
Website:	
Founding year:	
Current number of employees:	
Revenues in 2021 and 2022 if applicable:	
Lead applicant	
Name:	
Position in company:	
Email:	
Phone:	
Eligibility	
The company is an <b>SME</b> according to <a href="#">EU definition</a> : <250 Employees AND < 50 million € Annual Turnover OR < 43 million € Total Balance Sheet	YES / NO
<p>The company focuses on one of the following <b>technical or industrial fields</b>. Please select accordingly:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Architecture, Engineering and Construction</li> <li><input type="radio"/> BIM &amp; Construction Project Management</li> <li><input type="radio"/> Construction Robotics &amp; Construction Worker Safety</li> <li><input type="radio"/> Advanced Building Materials &amp; 3D Printing</li> <li><input type="radio"/> Offsite Construction &amp; Green Building</li> <li><input type="radio"/> Connected Construction Site &amp; Construction Monitoring</li> <li><input type="radio"/> IT and related deep-tech if impact on built environment (AI, AR/VR, sensors, robotics, drones and other unmanned aerial vehicles, advanced materials, nanotechnology, photonics)</li> </ul>	
<b>Double funding self-declaration:</b> Neither the application as a whole nor any parts of it have benefitted from other EU programmes for implementing respective activities	YES / NO



## Innovation

Title

Acronym

Duration

Planned Start Date

## Brief summary

*Briefly describe your current business and how it is connected to your planned innovation.*

## Impact

### **Describe your solution and the potential impact on the AEC sector. (1 point)**

*What type of challenge does your project address and how does your solution respond to it? What changes does your technology bring into the sector? What type of companies are targeted as clients? Are there complementary and/or substitute products/services that would be affected by your innovation? Is there potential for further development?*

### **Describe the industrial relevance of the project. (1 point)**

*Who benefits directly and indirectly? Who is targeted as clients and what are their main benefits – e.g. cost reduction or improved processes?*

### **Describe exploitation plan and market potential (2.5 points)**

*Brief summary of **business plan including go-to-market plan** and financial projections. Make sure to identify relevant performance indicators and to specify starting and ending point for each if appropriate. Some possible indicators: number of Letters Of Intent from potential clients, cost reduction, process improvement, new partners, technical performance.*

### **Explain the relevance of the project to call objectives (0.5 point)**

*Show how your project contributes to the call.*

## Concept

### **Technical feasibility (2.5 points)**

*Describe technical details and demonstrate feasibility within the timeframe and resource constraint of the project.*

### **Level of innovation and technological risk (1 point)**

*Demonstrate your project's level of innovation by comparing it with existing solutions and refer to substitute solutions if available. Identify technological risks and show how you would mitigate them.*

### **Technical capacity and expertise (1.5 points)**

*Explain the company's capacity and expertise of technical staff in the field of the project including examples of relevant past projects.*

## Implementation

### **Organizational and management competences (1 point)**

### **Clarity of roles and completeness of tasks (1 point)**

### **Quality of work plan (3 points)**

*If applicable, please present information on previous funding projects your company managed. Describe the project team with all roles, functions and knowledge. Add a work plan indicating tasks and responsible experts per work package.*

## Resources

### **Allocation of appropriate resources and justification (5 points)**

*Briefly justify the proposed budget and its allocation to cover various costs.*

Work Plan				
Work Package	Short Description	Start	End	Deliverable

Resources			
<b>a. Personnel costs</b>			
Personnel name	Costs per hour	Estimated hours	Total costs
<b>b. Other costs (e.g. subcontracting, material, travel)</b>			
Item		Estimated costs	
<b>Total project costs:</b>			

**The following attachments are included in email submission:**

- Current excerpt from commercial register (for eligibility check)
- At least 1 signed Letter Of Intent of a potential customer (to proof market orientation)
- Link to video (please make sure it's available until 30/06/2023!)

# Letter Of Intent: Template for Project Innovation

To: *Company Name and legal representative*

Dear Mr/Mrs. ....!

Following your presentation of / After analysing the documentation sent regarding your intention to develop [short description of the proposed technology / product],

our company [company name, registration number, VAT code, location, field of activity, total number of employees and total revenues in 2021 and 2022] expresses interest in testing / acquiring your technology / product if selected for funding by the European AEC EUROCLUSTER initiative, as soon as it is fully developed, but no later than September 2024 provided that it does meet the described characteristics and performance expectations.

The technology / product is interesting for us because .....

Our contact details: .....

Date: .....

Signed by General Manager

*Signature*

# Application form for Technology Adoption

Organisation	
Name:	
Address:	
Website:	
Founding year:	
Current number of employees:	
Revenues in 2021 and 2022 if applicable:	
Lead applicant	
Name:	
Position in company:	
Email:	
Phone:	
Eligibility	
The company is an <b>SME</b> according to <a href="#">EU definition</a> : <250 Employees AND < 50 million € Annual Turnover OR < 43 million € Total Balance Sheet	YES / NO
<p>The company focuses on one of the following <b>technical or industrial fields</b>. Please select accordingly:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Architecture, Engineering and Construction</li> <li><input type="radio"/> BIM &amp; Construction Project Management</li> <li><input type="radio"/> Construction Robotics &amp; Construction Worker Safety</li> <li><input type="radio"/> Advanced Building Materials &amp; 3D Printing</li> <li><input type="radio"/> Offsite Construction &amp; Green Building</li> <li><input type="radio"/> Connected Construction Site &amp; Construction Monitoring</li> <li><input type="radio"/> IT and related deep-tech if impact on built environment (AI, AR/VR, sensors, robotics, drones and other unmanned aerial vehicles, advanced materials, nanotechnology, photonics)</li> </ul>	
<b>Double funding self-declaration:</b> Neither the application as a whole nor any parts of it have benefitted from other EU programmes for implementing respective activities	YES / NO

Grey marked information should assist you in providing information per category and can be deleted before submission.



## Innovative Technology Adoption

Title

Acronym

Duration

Planned Start Date

### Brief summary

*Describe your current business and how adopting the innovative technology will improve it. How will you implement the project? Give some brief details on the change management plan.*

### Impact

**Describe the technology you intend to adopt and the expected impact on your company. (1 point)**

*How do the foreseen changes impact your operations / products / services? Does it affect clients, employees, costs, income, profitability and if so, how? Are there other types of impact?*

**Increase of digital maturity and/or technology advancement of the company. (1point)**

*Compare between your company's present level of digital / technological maturity and the level it will have after project implementation. If applicable, offer quantifiable figures related to e.g. number of employees using technology or % of activities in a department now and after the project.*

**Clear description of process changes, improvements and market impact if relevant (2.5 points)**

*If appropriate, include process mapping before and after the project for operations to be affected by the project. If the technology refers to product improvement, compare technical performance and describe how this change impacts the company's market. Please include relevant figure.*

**Explain the relevance of the project to call objectives. (0.5 points)**

*Show how your project contributes to the call.*

## Concept

### **Company readiness for technology adoption (2 points)**

*Why is it the right time for the company to adopt the new technology? Present some analytical insights that state that you are ready and that it can positively affect your economic performance.*

### **Level of innovation and relevance for selected domains. (1 point)**

*Demonstrate your project's level of innovation by comparing it with existing solutions. Show how your technological advancement contributes to the objects of the call.*

### **Change management plan (2 points)**

*Briefly describe the change management plan including follow-up measures after project end. Show all stakeholders involved in the change process within or outside the project framework. Which departments are affected by the change and how will they be integrated to ensure proper adoption?*

## Implementation

### **Organizational and management competences (1 point)**

### **Clarity of roles and completeness of tasks (1 point)**

### **Quality of work plan (3 points)**

*If applicable, please present information on previous funding projects your company managed. Describe the project team with all roles, functions and knowledge. Add a work plan indicating tasks and responsible experts per work package.*

## Resources

### **Allocation of appropriate resources and justification (5 points)**

*Briefly justify the proposed budget and its allocation to cover various costs.*

Work Plan				
Work Package	Short Description	Start	End	Deliverable
Resources				
a. Personnel costs				
Personnel name	Costs per hour	Estimated hours	Total costs	
b. Other costs (e.g. subcontracting, material, travel)				
Item		Estimated costs		
Total project costs:				

**The following attachments are included in email submission:**

- Current excerpt from commercial register (for eligibility check)
- At least one offer from a technology provider to proof cost of implementation
- Link to video (please make sure it's available until 30/06/2023!)

# Application form for Training

Grey marked information should assist you in providing information per category and can be deleted before submission.

Organisation	
Name:	
Address:	
Website:	
Founding year:	
Current number of employees:	
Revenues in 2021 and 2022 if applicable:	
Lead applicant	
Name:	
Position in company:	
Email:	
Phone:	
Eligibility	
The company is an <b>SME</b> according to <a href="#">EU definition</a> : <250 Employees AND < 50 million € Annual Turnover OR < 43 million € Total Balance Sheet	YES / NO
<p>The company focuses on one of the following <b>technical or industrial fields</b>. Please select accordingly:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Architecture, Engineering and Construction</li> <li><input type="radio"/> BIM &amp; Construction Project Management</li> <li><input type="radio"/> Construction Robotics &amp; Construction Worker Safety</li> <li><input type="radio"/> Advanced Building Materials &amp; 3D Printing</li> <li><input type="radio"/> Offsite Construction &amp; Green Building</li> <li><input type="radio"/> Connected Construction Site &amp; Construction Monitoring</li> <li><input type="radio"/> IT and related deep-tech if impact on built environment (AI, AR/VR, sensors, robotics, drones and other unmanned aerial vehicles, advanced materials, nanotechnology, photonics)</li> </ul>	
<b>Double funding self-declaration:</b> Neither the application as a whole nor any parts of it have benefitted from other EU programmes for implementing respective activities	YES / NO

## Present

*Describe your current business and your product/service USP! What's your target market and who are your customers?*

## Training

In which field do you want to gain more resilience?

- Personnel
- Product
- Process

*What type of challenge does your training proposal address? How is it connected to digital or green transformation? To what extent do your training plans match the call objectives? What results do you want to achieve with training and how do you want to use them afterwards? Will training results affect markets and customers and/or internal processes and employees? Who benefits directly and indirectly? (15 points)*

*Show why your training proposal is on the one hand innovative and ambitious and on the other hand also feasible within the timeframe of 6 months. Do you want to involve staff or other partners in the training e.g. producers, suppliers, recruiters? (10 points)*

### **The following attachments are included in email submission:**

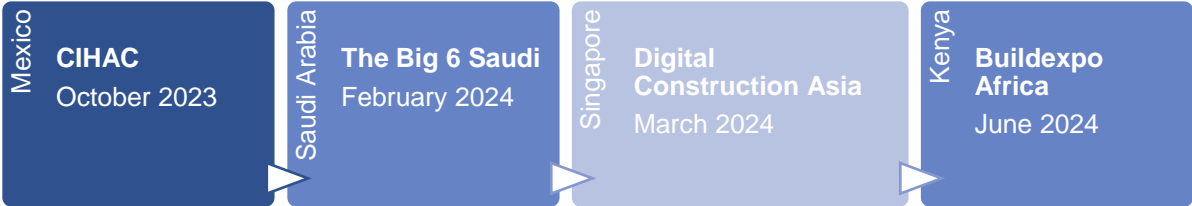
- Current excerpt from commercial register (for eligibility check)
- Link to video (please make sure it's available until 30/06/2023!)

**Note: We are pleased to help you in finding a qualified trainer in case you are selected!** If you already have one in mind – great! For being considered eligible, please make sure that he or she has at least 2 years of professional experience with open innovation training in business environment using Design Thinking, Lego Serious Play, CANVAS or similar methods!



# Application form for Go International

Grey marked information should assist you in providing information per category and can be deleted before submission. You can participate in the following trade fairs:



Organisation	
Name:	
Address:	
Website:	
Founding year:	
Current number of employees:	
Revenues in 2021 and 2022 if applicable:	
Lead applicant	
Name:	
Position in company:	
Email:	
Phone:	
Person(s) attending mission	
Person 1	Name: Position in the company: Language(s):
Person 2	Name: Position in the company: Language(s):
Person 3	Name: Position in the company: Language(s):

## Eligibility

The company is an **SME** according to [EU definition](#): <250 Employees AND < 50 million € Annual Turnover OR < 43 million € Total Balance Sheet

YES / NO

The company focuses on one of the following **technical or industrial fields**. Please select accordingly:

- Architecture, Engineering and Construction
- BIM & Construction Project Management
- Construction Robotics & Construction Worker Safety
- Advanced Building Materials & 3D Printing
- Offsite Construction & Green Building
- Connected Construction Site & Construction Monitoring
- IT and related deep-tech if impact on built environment (AI, AR/VR, sensors, robotics, drones and other unmanned aerial vehicles, advanced materials, nanotechnology, photonics)

**Double funding self-declaration:** Neither the application as a whole nor any parts of it have benefitted from other EU programmes for implementing respective activities.

YES / NO

## Impact & Concept

*Which trade fair do you want to attend?*

- *First choice:*
- *Second choice if any:*

*What's your company's core business and how do you differentiate from others? What's the impact of internationalisation for your company? Do you already have experience with international partners and/or markets? Tell us about your exploitation plans and why your selected trade fair could help here. Briefly describe the relevance of the project to digital and green transition and/or value chain resilience. (15 points)*

*Describe the impact the project will have for the AEC sector on international level. What's innovative about your planned activities? (5 points)*