



Co-funded by
the European Union



*Supporting recovery and business transformation of lighting & furniture SMEs
for the Europe Industry of Tomorrow*



SILEO

OPEN CALL FOR TALENT PLACEMENT PROJECTS

Guide for Applicants

Please note that this applicant guide may be used for information purposes only.

Proposals will have to be submitted using the online application form provided at www.clustersubmissionplatform.eu/eurocluster_post/sileo-talent-placement-open-call/



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About the SILEO project

SILEO Eurocluster project is co-financed by the Single Market Programme (SMP/COSME Pillar) of the European Union. SILEO gathers seven key lighting and furniture clusters from Austria, France, Italy, Romania and Spain:

1. ELCA European Lighting Cluster Alliance (Italy)



2. Cluster Lumière (France)



3. CICAT Lighting Cluster (Spain)



4. Rete di Imprese Luce in Veneto (Italy)



5. Business Upper Austria - OÖ. Wirtschaftsagentur GmbH Building Innovation Cluster (Austria)



6. TFC Transylvanian Furniture Cluster (Romania)



7. Cluster Legno, Arredo e Sistema Casa FVG (Italy)



COVID-19 has shown that resilience matters and laid bare the ‘resilience divide’ between small and large firms. SILEO Consortium will support the European Small and Medium-sized Enterprises - SMEs of the lighting-furniture sector to recover fully from the crisis, become more resilient and better prepared for the digital and circular transition needs and challenges. **SILEO Eurocluster project will help the European lighting & furniture SMEs to be proactive actors in this transition.**

SILEO Consortium aspires to capture all the digitalisation potential for the furniture and lighting SMEs with a concerted effort channelled through an open and inclusive ecosystem for innovation and technology business upgrading with accompanying business support measures including expert consultancy, business resilience building guidance, reinforced by direct financial support schemes and talent placement service to help companies attract talents.

The project proposes a **direct financial funding scheme through financial support to third parties** (cascade funding), joint talent placement services and internationalization actions to accelerate the recovery of lighting and furniture SMEs, support them in becoming more resilient to future shocks, better prepared for disruptions in supply and value chains, greener in business operations and stronger connected to technology ecosystems through strategic partnering.





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PROJECT FACTS:

Project Acronym:	SILEO
Project Title:	Supporting recovery and business transformation of lighting & furniture SMEs for the Europe Industry of Tomorrow
Project Reference:	Grant Agreement n° 101074564
Call Identifier:	SMP-COSME-2021-CLUSTER
Project duration:	36 months (01.09.2022 – 31.08.2025)
Project budget:	1.438.835,42 EUR 1.050.000,00 EUR will directly benefit lighting and furniture SMEs in the form of financial support (to third parties)/lump sums/prizes
Website:	https://clustercollaboration.eu/eu-cluster-partnerships/euroclusters/sileo
SILEO Submission Platform:	https://clustersubmissionplatform.eu/eurocluster_post/sileo-talent-placement-open-call/




Outlook of SILEO Open Calls for funding support

The SILEO Consortium envisaged **5 typologies of Financial Support to Third Parties - FSTP** to be activated through open calls for cascade funding, during the project course. The SILEO budget for the FSTP (financial support) open calls is 1.050.000,00 EUR.

 <p>HACK-DAY TRAVEL 500 € / SME</p>	<p style="text-align: center;">SILEO Hack Day Travel Support for lighting & furniture SMEs (financial support through lump sum)</p> <p>To help the maturation of ideas and investment projects, SILEO Consortium will support lighting and furniture SMEs' participation in the project hackathon events (two 1-day international Hackathons "SILEO Tech Challenge - Hack Days to Drive Innovation in Lighting & Furniture" in Romania and Italy) and help them take an active part in the match-making with technology providers with the SILEO Hack Day Travel Support.</p> <p>→ 1° Open Call is planned to be published in mid-February 2024 (Hack Day in Romania, Cluj-Napoca in June 2024) → 2° Open Call is planned to be published by the end of April 2024 (Hack Day in Italy, Padua in October 2024)</p>
 <p>BUSINESS TRANSFORMATION 5.000 € / SME</p>	<p style="text-align: center;">SILEO Business Digital Transformation Projects (financial support through lump sum)</p> <p>Financial support to SILEO Business digital transformation projects aims to facilitate the collaboration of lighting and furniture SMEs with digital technology providers/facilitators and access to specific expert consultancies to boost business green and digital transition.</p> <p>→ 1° Open Call opened from 17.04.2023 to 20.06.2023 (call closed) → 2° Open Call is planned to be published on 31.01.2024</p>



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 <p>ADVANCED TECHNOLOGY UPTAKE</p> <p>10.500 € / SME</p>	<p align="center">SILEO Advanced Technology Uptake Projects <i>(financial support through lump sum)</i></p> <p>Financial support through the SILEO Advanced Technology Uptake Projects will be offered to support lighting and furniture SMEs in implementing/developing/integrating the new advanced technologies into their business operations to support company resilience and digital and green transformation.</p> <p>→ 1° Open Call is planned to be published on 31.01.2024 → 2° Open Call is planned to be published in September 2024</p>
 <p>TALENT PLACEMENT</p> <p>4.000 € / SME</p>	<p align="center">SILEO Talent Placement Projects <i>(financial support through lump sum)</i></p> <p>Financial support through the SILEO talent placement projects aims to help SMEs attract talents and new graduated individuals to reinforce company digitalisation and circular economy transitions and to facilitate the job placement of new graduates in the world of work.</p> <p>→ Open Call was published on 27.11.2023 and will close on 30.01.2024</p>
 <p>STORYTELLING VIDEO CONTEST</p> <p>Cash prizes</p>	<p align="center">SILEO Best Company Story-telling Video Contest <i>Cash prizes</i></p> <p>To support companies' visibility and international appeal, lighting and furniture SMEs will be invited to take part in the SILEO International Contest for the "Best SME Storytelling" video, showcasing their green and/or digital transition success story (-ies).</p> <p>→ Open Call is planned to be published in late Spring 2024</p>

The **maximum amount to be granted per SME by the SILEO project shall not exceed € 60.000,00 in total** even in the case of multiple granted financial support scheme types (lump sums) to the SME during the lifetime of SILEO (Hack Day travel vouchers, Business Digital Transformation Projects, Advanced Technology Uptake Projects, Talent Placement Projects). This applies for all 4 calls (with 2 cut-off dates) in case an SME would also apply to the subsequent calls.

If the number of expected awarded SMEs cannot be reached by the first SILEO Call's cut-off dates, the relevant budget will be relocated to the second SILEO Call's cut-off dates or/and between the financial support schemes.



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Talent Placement Open Call timeline

This document summarizes the main points of the Open Call for Applicants, under the SILEO Talent Placement Projects, which will be open from **Monday 27 November 2023 at 10:00 CET** (Brussels Time) with a deadline on **Tuesday 30 January 2024 at 17:00 CET** (Brussels Time).

Below please find a detailed Call timeline:



TALENT PLACEMENT PROJECTS	
Maximum amount per project	4.000 EUR lump sum for a project/SME
Estimated no. of projects to be funded	50 projects (=50 SMEs)
Who can apply	A single SME from the lighting and/or furniture industry
Project duration	Min. 2 months – max. 6 months
Expected starting date of the talent placement project	Starting date (understood as the contract starting date between Talent and SME beneficiary): between May-November 2024
Expected end date of the project	The talent projects must be closed by June 2025, at the latest.
SILEO budget for this Open Call	200.000 EUR



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1. Objectives of the SILEO Open Call for Talent Placement Projects

Within the SILEO Eurocluster project, co-funded by the Single Market Programme (SMP/COSME Pillar) of the European Union, we are launching an **Open Call for Talent Placement Projects for lighting and furniture SMEs**.

The **SILEO Talent Placement** is the successful recruitment and introduction of skilled professionals in the lighting and furniture SME business environments that shall be confirmed with a working contract for a duration of 2-6 months. Talent Placement aims at creating mutually valuable relationships between companies and professional figures in a time when digitalization and circular approaches are the main factors for moving employees, and companies, ahead.

SILEO project aims to establish a joint service for European lighting and furniture SMEs in order to:

- Enable them to include professionals, with a particular focus on young¹ and women, in their workforce, according to a well-defined training internship and/or collaboration project that best defines the scope of professional integration;
- Facilitate the job placement of new graduates in the world of work, considering the experience in the company as a passage of professional growth and an opportunity for dialogue with companies;
- Reinforce the management/industrial culture of the companies and help them toward digitalisation and circular economy transition thanks to support in recruitment of requested job profiles;
- Support the engagement of junior professionals² in the “traditional” industry, by embracing the absorption of “fresh”, innovative and creative perspectives for an industry considered resistant to change.
- Support SMEs in discovering new potential of digital tools/technologies to better adapt their business activities to the market demand.

Under this specific Open Call, the SILEO Consortium will select up to **50 projects aimed at the identification of the talent and their integration into the business environments of SMEs from the lighting and/or furniture sectors**.

The final number of “talent placement projects” selected under this Open Call will depend on the overall quality of the proposals and the available budget.

→ Please note: the “project” is understood as the internship/collaboration contract implemented by the Applicant SME with the selected talent professional.

Talent projects must be submitted by an individual SME from the lighting and/or furniture ecosystem via the SILEO Application Portal. Each application must include a detailed description of the **talent profile searched** (competencies, background, etc.), the **Collaboration Programme** and the related **employment contract** offered by the SME applicant. The Collaboration Programme should be executed in-person at the SME beneficiary premises and/or in a smart working format with part of the activities performed in presence. The Collaboration Programme and the related employment contract must respect the minimum and maximum number of hours in line with the national labour laws and contract typology.

The working tasks proposed by SME applicants must concern the thematic areas of Industry 4.0 technologies, digital transformation and/or circular economy applied to the sectors of lighting and furniture (business operations, manufacturing, production, marketing, etc. of the SMEs).

¹ Individuals up to 36 years old.

² Junior professionals are considered as those with less than 3 years of experience in a specific position.



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Particular attention will be given to applicant SMEs located in the SILEO partners' countries and regions and associated with one of the SILEO project clusters: Italy, France, Spain, Austria, and Romania.

Moreover, significant emphasis will be directed towards SMEs located in the EU-13 countries (Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, and Slovenia).

The priority will be given to applications submitted by SMEs associated with the SILEO project clusters and by SMEs located in the EU-13 countries.

An SME supported under the SILEO Open Call for Talent Placement Projects can apply to other SILEO Open Calls for funding support (Hack Day Travel Vouchers, Advanced Technology Uptake Projects, Business Digital Transformation Projects, and Best Company Story-telling Video Contest).

1.2 Talent profile addressed by the SILEO Open Call for Talent Placement

The **TALENTS** addressed by the SILEO Talent Placement Projects are individuals who have obtained:

- ✓ Diplomas of Higher Education and further education, foundation degrees and Higher National Diplomas (EQF5)
- ✓ Bachelor's degree (EQF6),
- ✓ Master's degree (EQF7),
- ✓ PhD (EQF8)

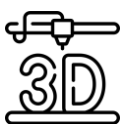
The European Qualifications Framework (EQF)³ is an 8-level, learning outcomes-based framework for all types of qualifications that serves as a translation tool between different national qualifications frameworks. For more information and to compare national qualifications frameworks across Europe visit: <https://europa.eu/europass/en/compare-qualifications>

The SILEO project will particularly promote the employment of young professionals and newly graduated individuals as well as equal opportunities between men and women, with a specific emphasis on young women's placement.

→ Working Tasks

The **working tasks** proposed by SMEs in the Internship/Collaboration Programme shall concern the following thematic areas:

- ✓ **INDUSTRY 4.0 TECHNOLOGIES AND DIGITAL SOLUTIONS** applied to lighting/furniture business operations like design, manufacturing, production, marketing, customer service, etc.
Examples of the concerned technologies are listed below (not an exhaustive list).












Additive Manufacturing (AM) - 3D printing

The technology will improve resource efficiency in both production and use phases as manufacturing processes and products can be redesigned for AM, as well as extend product life achieved through technical approaches such as repair, remanufacture and refurbishment, more sustainable socio-economic patterns like stronger person-product affinities, closer relations producers - consumers.


³[https://europa.eu/europass/en/europass-tools/european-qualifications-framework#:~:text=The%20EQF%20covers%20all%20types,and%20the%20highest%20level; For Spain: https://www.educacionyfp.gob.es/dam/jcr:28270b6b-e75a-4f3c-9fd3-41a662faadad/cuadro-meces.pdf](https://europa.eu/europass/en/europass-tools/european-qualifications-framework#:~:text=The%20EQF%20covers%20all%20types,and%20the%20highest%20level;For%20Spain:https://www.educacionyfp.gob.es/dam/jcr:28270b6b-e75a-4f3c-9fd3-41a662faadad/cuadro-meces.pdf)

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	<p>Augmented and Virtual Reality (VR)</p> <p>Support implementation of smart products, enhance focus on delivering customer experience and hyper customization for designers and end-users. Customization through VR allows lower product errors, and diminishes waste, impacting positively the shift towards a low-carbon-based economy.</p>
	<p>Big Data & Analytics</p> <p>Data-based analysis tools are used to visualize bottlenecks and risks in real time and present them in a comprehensible way.</p>
	<p>Cybersecurity</p> <p>Most of the new building facilities are equipped with grid-connected products including lighting, electricity, heating etc. The lighting fixtures are used for the Internet of Things (IoT) sensors. Unfortunately, this makes them attractive for cyber-attacks. Thus, cyber security technologies should be included in smart lighting products.</p>
	<p>Industrial IoT (IIoT) & sensors</p> <p>IIoT increase safety and efficiency at production sites, reduce human errors, improve logistic and distribution and thus increasing the resilience of companies to crisis related to suppliers. The integration of sensors or the development of printable codes to the wood logs for raw material tracking and data acquisition. Available functionalities allow for very precise management of light sources so that the lighting is perfectly suited to the function of the ambient, and the energy consumption is maximally rationalised.</p>
	<p>Robotics</p> <p>Efficiently implemented robotics, such as material handling, Metal Inert Gas (MIG) welding, spot and arc welding, etc., will enable SMEs to improve the safety standards, the quality of their products and their resource usage.</p>
	<p>Artificial Intelligence (AI)</p> <p>Useful for product proposals via apps and for product development. AI has the potential to impact the whole product design, increasing customisation. Lower errors and higher creativity in production.</p>
	<p>Digitalisation of marketing and online trading</p> <p>Digitalisation in marketing refers to the gradual movement of marketing onto digital platforms, such as the Internet, using video, audio and other digital channels to reach their target audience. Digitalization of marketing involves the transformation of traditional marketing strategies (commerce, customer management, sales e-commerce, B2B commerce) and activities into digital formats. It encompasses all the efforts made by businesses to leverage digital channels, tools, and platforms to promote their products or services to a wider audience.</p>
	<p>Image scripting technologies</p> <p>This technology can be used to produce photorealistic images of each furniture or lighting product, enabling it to be showcased online in detail. Thus, consumers can view these products online, zoom in and out without any loss of quality or clarity, or rotate images at any angle. Besides that, portions of the image can even be dissolved in order to reveal hidden components and features.</p>
	<p>Web-based Augmented Reality (WebAR)</p> <p>This technology can help businesses get products to market in time and effectively communicate the worth and utility of a complicated and expensive product in B2B. It is also a sales tool that allows a customer to easily visualize how a product will fit</p>



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	within their own home. This is achieved with digital models of products that can be placed within real environments using AR technology.
	<p>Machine learning</p> <p>Using artificial intelligence allows one to create a personalized buying experience for every individual customer.</p>
<p><i>Other technologies and digital solutions that can be relevant for the lighting and furniture business operations support green and digital transition of SMEs.</i></p>	

- ✓ Searched talent professionals shall be engaged in the **company departments** dedicated to (*not an exhaustive list*):
 - Product design
 - Product development
 - Production/Manufacturing
 - Marketing
 - Research&development
 - Customer service
 - Quality control
 - Commercial department (Finance, sales)
 - Human Resource department (only in case of technological upgrade of the HR management system and/or setting of the company's internal staff up-skilling programme on digitalisation and circularity issues)
 - Warehouse management (only in case of technological upgrade of the warehouse management system)
 - *Others*

AND/OR

- ✓ **CIRCULAR ECONOMY-RELATED ACTIVITIES** aimed at improving business environmental sustainability applied to the sectors of lighting and furniture, regarding the following 6 key cycles necessary to make lighting and furniture more circular:
 - Maintain – using preventative maintenance to maximise product lifetime, e.g. a chair remains a chair;
 - Repair – corrective maintenance, e.g. a chair remains a chair;
 - Reuse – redistributing products through a change in ownership, e.g. a chair remains a chair;
 - Refurbish – remanufacturing the product to optimize lifetime, e.g. by resizing a desk or changing the appearance of a chair through re-upholstering to extend ‘fashion’ service life, or resizing desks;
 - Re-purpose – change functionality of the product, e.g a desk becomes a table;
 - Recycle – recovering the value of components and materials for feedstock as secondary materials in new products.
- ✓ Searched talent professionals shall be engaged in the **company departments** dedicated to (*not exhaustive list*):
 - Product design – circular and sustainable materials and design processes
 - Product development addressing recycled content, reuse of components, product durability, and design for disassembly/reassembly, repair, reuse, remanufacture and recycling
 - Transparency and reparability
 - Packaging (assembly, production, distribution)



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- Life Cycle Assessment
- Research & development department
- Waste management
- *Others*



IMPORTANT!

- **Strict administration profiles are not allowed (i.e., secretary, clerk, administrator profile and similar).**

1.3 Typology of admissible collaborations (working contracts) between the Talent and the SME

Once the Talent has been identified and before signing the Sub-Grant Agreement with the SILEO Consortium, the **SME applicant must contract the candidate in line with the national labour laws and legal regulations.**

Only collaboration assimilated to the **employment contract** (or equivalent appointing act) is considered admissible for the SILEO Open Call for Talent Placement, for example (*not exhaustive list*):

- Temporary or permanent employment contracts
- Part-time employment contracts
- Fixed term contracts
- Apprenticeship
- Temporary agencies contracts
- Internship contracts
- Probationary employment contracts
- *Other staff assimilated contracts*

Each typology of professional collaboration contract (*internship, apprenticeship, collaboration fixed-term contract, and other staff assimilated to be specified in the application*) between the SME and the talent must be set in line with the National labour laws and/or internship rules.

The professional collaboration contract shall start after the signature of the Sub-Grant Agreement (SGA) with the SILEO Consortium. The duration shall last between 2-6 months. However, it can last longer, but the financial support provided by SILEO will cover only the duration as indicated in the Agreement.

The specific contract between the SME beneficiary and the Talent must be attached to the SILEO Sub-Grant Agreement. The Talent Placement Project must start by November 2024 at the latest.



IMPORTANT!

- **Subcontracting contracts are not allowed as the candidate should be assimilated into an employee.**



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2. Application process

Talent projects must be submitted by an individual SME from the lighting and/or furniture ecosystem via the **SILEO Application Portal** (https://clustersubmissionplatform.eu/eurocluster_post/sileo-talent-placement-open-call/) before the deadline (30.01.2024 – 17:00 CET).

The applications must be written in English (applications partially written in another language are not eligible and will be automatically rejected).

All the eligibility criteria are listed in the following Section and in Chapter 3 of this Guide for Applicants. The projects that do not comply with those criteria will be excluded and marked as ineligible.

During the application process, applicant SMEs can:

A) Indicate a specific profile and the talent candidate to employ, if the SME has already identified a person to refer to (name/surname of the candidate)

OR

B) Indicate a general profile of the talent searched, if the SME does not have any specific individual to employ but knows what a professional job profile is looking for.

In case of B, if the project is awarded, the SME can be assisted by the SILEO Partners of Reference in searching for the candidate that best suits the profile indicated and/or can also act independently from the SILEO partners, and search for the best candidate through its networks and HR services.

The SILEO Partners of reference will support the matching between the requests received from the applicant SMEs and the availability of new graduates in local Universities, technical schools, temporary work agencies' databases, and other sources if needed.

APPLICATION PROCESS FOR SILEO TALENT PLACEMENT PROJECTS

A) The candidate SME can apply by proposing a specific candidate (in line with the talent profile addressed by the SILEO Open Call for Talent Placement Projects)

B) The candidate SME can apply by indicating a generic profile of the talent (in line with the talent profile addressed by the SILEO Open Call for Talent Placement Projects)



Once the evaluation process is completed, the SILEO Consortium will select **up to 50 SMEs for funding.**

If the candidate has been identified, the selected SME should proceed to **contract the proposed talent** in line with the national labour laws and legal provisions.

→ Then the awarded SME will **sign the Sub-Grant Agreement with the SILEO Consortium** regulating the implementation of the “Talent placement project” and the payment of the requested lump sum (up to EUR 4.000).



The Talent Placement Project must start by 30 November 2024 at the latest.

If the candidate has not been identified, the selected SME can be assisted by the SILEO Partner of reference in searching the profile as indicated in the application submitted through work databases such as local Universities, technical schools, temporary work agencies, and others; and/or selected SME can act independently from the SILEO partners, and search for the best candidate through its networks and HR services.

This **matching process** between the received from the applicant SMEs and the availability of individuals shall last up to 3 months.

At the end of this matching period:



i) The SME confirms one of the proposed candidates and **proceeds to contract** the talent in line with the national labour laws and legal provisions.

→ Then the awarded SME will **sign the Sub-Grant Agreement with the SILEO Consortium** regulating the implementation of the “Talent placement project” and the payment of the requested lump sum (up to EUR 4.000).

The Talent Placement Project must start by 30 November 2024 at the latest.



ii) The SME does not identify any candidate (after 3 months of the matchmaking process)

→ **The project is annulled.**

After the cancellation of the project, the SILEO Consortium invites the first application listed on the Reserve List to the matching process.

The selection process ends on 31.10.2024, including the inclusion of the projects from the reserve list.

2.1 Who can apply?

We are looking for project applications submitted by a **single SME operating in the lighting and furniture industry and located in the EU Member States or countries associated with the Single Market Programme.**

→ *SME definition*

Applicants **must be a single Small and Medium-size Enterprise (SME)** [registered legal person] – including start-ups registered at least 6 months from the date of SILEO application submission.

An SME will be considered eligible as such if it **complies with the [European Commission's Recommendation 2003/361/EC](#).**

In summary, the criteria defining an SME are:

- Headcount in Annual Work Unit (AWU) less than 250;
- Annual turnover is less or equal to € 50 million OR annual balance sheet total less or equal to € 43 million.

The status of the SME must be declared by the SME applicant in the Declaration of Honour as a mandatory annex to the Application Form.

Note that the figures of partners and linked enterprises should also be considered as stated in the [SME user guide](#).

For further information, check the [SME self-assessment questionnaire](#).

→ *Geographical criteria*

Applicant SMEs **must be established in the European Union Member States (EU27) or countries associated with the Single Market Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#)).**

→ *Target industrial sector*

The target applicants of the SILEO Call for Proposal are **European SMEs active in the Lighting and Furniture manufacturing key industries**

- Lighting industry: the lighting industry covers a complex range of products and services for the manufacturing of luminaires, lamps and related components. It includes various industrial segments divided per lighting type (LEDs, CFLs, etc.), application (general lighting, automotive lighting, backlighting, emergency lighting, others), electronics and other components (lighting controls, etc.).
- Furniture industry: the furniture industry covers various products and services markets segmented by material (wood, metal, plastic, and other), and by application (home furniture, office furniture, hospitality furniture, upholstered furniture, and others).
- **No distributors but only manufacturing SMEs are eligible.**



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2.2 Steps to apply

SME applicants will need to submit their application form through the [SILEO submission platform](#) before the **deadline, scheduled on 30 January 2024 at 17:00 CET**.

The complete SILEO Application consists of the following steps:

STEP 1. ADMINISTRATIVE DATA	SME applicant administrative data to be completed by filling in the boxes online on the SILEO submission Platform.
STEP 2. TALENT PLACEMENT PROJECT	<p>To be completed by filling in the SILEO Talent Placement Project – technical part (<i>the Word template is available on the submission platform</i>) and uploading it into PDF format.</p> <p>The Talent Placement Project – technical part includes:</p> <ul style="list-style-type: none"> A. Project information B. Requested lump sum C. Talent Profile D. Talent Collaboration Programme E. Talent Placement Project Impact
STEP 3. REQUIREMENTS TO PARTICIPATE IN THIS CALL	To be completed by signing the Declaration of Honour (<i>the template is available on the submission platform</i>) and uploading it into PDF format.

All the information provided should be complete and valid. After the submission, all the applicants will receive a **confirmation email** with the registered date and time of the submission. Please contact us if this is not the case!

It is important for you to know that we will not be evaluating any proposal sent after the deadline and submitted outside the dedicated form.

SMEs can submit only 1 proposal (as a single SME) under this open call. If more than one proposal is submitted by the same SME applicant, only the last edited proposal will be evaluated. Other proposals will not be eligible.

Applicants must be an SME (in accordance with the definition of the European Union) and declare their status in the Declaration of Honour as a mandatory annex to the Application Form.

Only civil applications will be accepted. Your project must focus on the development of civil applications and must be limited to them. SILEO will not accept proposals with a military focus. This must be self-declared in the Declaration of Honour. During the applications' assessment procedure, the SILEO evaluators reserve the right to exclude the applicant if information in the declaration of honour is false.

The proposal must be written in English in all its parts to be eligible. Only parts written in English will be evaluated.



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3. Evaluation criteria

Submitted applications will be evaluated in a two-step procedure - first eligibility check and then quality evaluation, by **7 internal reviewers from the SILEO Open Calls Quality Board** (consisting of representatives of SILEO partners). Each application will be evaluated by a minimum of 2 internal reviewers from the SILEO Open Calls Quality Board (excluding the partner clusters to whom applicants are associated as members).

The **assessment period shall take a maximum of 30 days**, starting from the closing date of the call. The applicants will receive an e-mail about the outcome of the evaluation directly after the process is finalised along with instructions for the next steps in case the applicant is awarded.

Submitted proposals will be assessed considering the following aspects:

- ❖ Eligibility of the proposal for talent placement projects;
- ❖ Quality evaluation of the proposal.

3.1 Eligibility check

The submitted application will be evaluated by the SILEO Quality Board based on the submitted proposal. The eligibility requirements are:

ELIGIBILITY REQUIREMENTS	
1.	The application is complete, readable and written in English in all its parts. It includes the properly filled and signed <u>Declaration of Honour</u> .
2.	The application has been submitted via the SILEO Application Portal within the deadline (30 January 2024, 17:00 CET).
3.	The application has been submitted by <u>a manufacturing SME</u> or by start-ups (registered at least 6 months from the date of SILEO application submission) from the <u>lighting or furniture</u> industry <u>located in eligible countries</u> (EU-27 Member States or countries associated with the Single Market Programme).

The eligibility criteria of the participants are specified in Section 2 of this Guide for Applicants.

The **results of the eligibility check** will be communicated to all applicants via email, both those who will pass and those who will fail.

Applicants who do not pass the eligibility check will receive a notification explaining why they are not eligible for the SILEO call. Applications that pass the eligibility check will proceed to the quality evaluation.



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3.2 Quality Evaluation

SILEO Open Call Quality board will evaluate the quality aspects of the submitted proposal, following the specific award criteria, listed below.

Criteria	Sub-criteria	Score threshold	Score max
RELEVANCE	SME applicant is associated with one of the SILEO partners' organisations <u>or</u> is located in one of the EU-13 member countries and those EU regions with which the SILEO partners had no previous cooperation (<i>Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, and Slovenia</i>). <u>Note that in the case an SME is associated with one of the SILEO clusters and is located also in the EU-13 states, the score is 1 (not 2) because only one category counts.</u>	0	1
	Pertinence between the Talent profile and the Collaboration Programme.	3	5
	Clarity of the Collaboration Programme.	3	5
	TOTAL RELEVANCE	6	11
IMPACT	Extent to which the talent will support SME circular and/or digital transition challenges	3	5
	Concrete contribution of the talent placement project to the company's digitalisation and/or circular initiatives	3	5
	TOTAL IMPACT	6	10
	TOTAL QUALITY	12	21

1) For the **RELEVANCE** criteria SILEO reviewers will evaluate:

Sub-criteria	Evaluation
1.1 (0-1 point)	<ul style="list-style-type: none"> ✓ If the SME applicant is an SME member of one of the SILEO partner cluster organisations (ELCA European Lighting Cluster Alliance, Cluster Lumière, CICAT Lighting Cluster, Rete di Imprese Luce in Veneto, Building Innovation Cluster, Transylvanian Furniture Cluster, Cluster FVG Legno, Arredo e Sistema Casa) <p><u>OR</u></p> <ul style="list-style-type: none"> ✓ If the SME applicant is coming from countries which joined the European Union in or after 2004 (Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, and Slovenia).



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	<u>Note that in the case an SME is associated with one of the SILEO clusters and is located also in the EU-13 states, the score is 1 (not 2) because only one category counts (this is the case of SMEs belonging to the TFC cluster and coming from Romania).</u>
1.2 (0-5 points)	✓ The alignment between the talent profile and the collaboration programme in terms of relevance and suitability. The talent profile, as set up in step C. of the Talent Placement Project application form is aligned with the Collaboration Programme, submitted in step D. of the Talent Placement Project application form. In particular, evaluators will assess the relevance of the talent profile to the Collaboration's objectives (step A.4 of the Talent Placement Project application form), typology, professional experience and skills required.
1.3 (0-5 points)	✓ The Collaboration Programme (step D. of the Talent Placement Project application form) is clearly described and realistic in terms of role/tasks with the required skills and professional experience as well as the duration of the talent placement project.

1) For the **IMPACT** criteria SILEO reviewers will evaluate:

Sub-criteria	Evaluation
2.1 (0-5 points)	✓ Clear and motivated description of how the inclusion of the sought-after Talent will support the SME circular and/or digital transition process (step E.1 of the Talent Placement Project application form)
2.2 (0-5 points)	✓ The concrete contribution of the talent placement project to the company's digitalisation and/or circular initiatives (ongoing or planned activities) - (steps E.2 and E.3 of the Talent Placement Project application form)

The evaluators will score each sub-criterion (except for sub-criterion 1.1) on a scale from 0 to 5 (half-point scores may be given):

Fail	0	The proposal fails to address the criterion or it cannot be assessed due to missing or incomplete information.
Poor	1	The criterion is inadequately addressed or there are serious inherent weaknesses.
Fair	2	The proposal broadly addresses the criterion, but there are significant weaknesses.
Good	3	The proposal addresses the criterion well but there are a certain number of shortcomings.
Very good	4	There is a small number of shortcomings but overall, the proposal addresses the criterion very well.
Excellent	5	The proposal successfully addresses all relevant aspects of the criterion with no or minor shortcomings.

After the quality evaluation, evaluated proposals will be ranked according to the final score. The final score of one project proposal will be calculated as an **arithmetic average of the individual assessments provided by SILEO evaluators**. Only proposals that pass the overall threshold of 12 points will be considered for funding.

The **results of the quality evaluation process** will be communicated to all applicants (qualified for this 2nd evaluation step) through an email including the respective evaluation report summary.



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In case of an equal overall scoring

- In the case of proposals with equal overall scoring, **the prevailing one is the proposal that has the higher score in the criterion of “Relevance”, and then “Impact”**.
- If the equality persists, the prevailing one is **the project proposal includes a specific talent candidate** (name/surname/email/phone).
- If all of the above-mentioned indicators will not be given priority, the last parameter taken into consideration for the evaluation ranking will be the **submission order of the application**. The date and time of submission is automatically generated by the SILEO Submission Platform.

Reserve list

Applications that exceeded the minimum threshold (12 points) but did not make it onto the list of 50 awarded projects are put on the **SILEO reserve list** and may be selected if one (or more) of the awarded SMEs drops out for various reasons (withdrawal/no match with talent profile).

SMEs will be informed accordingly by the SILEO Consortium.

The selection process ends on 31.10.2024, including the inclusion of the projects from the reserve list.

Job Induction meeting

According to the final ranking list, the first 50 SMEs will be selected and invited to participate in a **job induction meeting** hosted by the SILEO Partner of reference to discuss the proposal submitted, giving them the necessary information and support to seek a valuable talent as required in the application form.

The 50 selected SMEs will be divided into 2 groups:

- A) SMEs that have identified a candidate for their project
- B) SMEs that do not have identified a specific candidate for their project

Case A) The awarded SME has identified a specific candidate for its talent project

1. In this case, the SME awarded **must proceed with contracting the candidate** in line with the national labour laws and according to the typology of admissible collaboration set up in Article 1.3 of this Guide for Applicants.
2. Then the awarded SME will sign the **specific financial agreement Sub-Grant Agreement** with the SILEO Consortium regulating the provisions for the requested lump sum provided by the SILEO project, beneficiary and partners' obligations, legal provisions, and payment modalities.

The Talent Placement Project must start by 30 November 2024 at the latest.

Case B) The awarded SME does not have identified a specific candidate for its talent project

In this case the selected SME:

1. Can be assisted by the SILEO Partner(s) of reference in searching the profile of talent as indicated in the application submitted through work databases such as local Universities, technical schools, temporary work agencies and other relevant employment websites.
2. Can act independently to identify the candidate within its business networks and HR sources and services.
3. Can choose both options (1+2)



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This **MATCHING PROCESS** between the job profiles submitted in the application form by the applicant SME and the availability of individuals will last for **up to 3 months**.

- ✓ i. After the matching process, the **SME identifies the candidate and proceeds with contracting** in line with the national labour laws and according to the typology of admissible collaboration set up in Article 1.3 of this Guide for Applicants.
- ii. Then the awarded SME will sign the **specific financial agreement Sub-Grant Agreement** with the SILEO Consortium regulating the provisions for the requested lump sum provided by the SILEO project, beneficiary and partners' obligations, legal provisions, and payment modalities.

The Talent Placement Project must start by 30 November 2024 at the latest.

- ✗ After the 3-month matching process, if the SME does not identify any candidate, the **project is cancelled**.

Another application from the SILEO RESERVE LIST is invited to the matching process.

The whole matching and SILEO grant assignment procedure must be completed by 31.10.2024 at the latest.

5. Sub-Grant Agreement with the SILEO project

Once the applicant SME has been identified the candidate within the deadline, a **specific financial agreement - Sub-Grant Agreement (SGA)** will be signed between the awarded SME and the SILEO Consortium (Coordinator and Partner of Reference).

! IMPORTANT!

- The Sub-Grant Agreement with the SILEO Consortium is conditional to the finalization of the professional collaboration contract between the SME and the candidate selected.

The SILEO Sub-Grant Agreement regulates the financial support provided by the SILEO project, beneficiary and partners' obligations, legal provisions, and payment modalities.

The specific contract between the SME beneficiary and the Talent must be attached to the Sub-Grant Agreement.



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6. Monitoring and Reporting

During the implementation of the SILEO Talent Placement Project, SME Beneficiary and Talent must track the activities done and in line with the proposal collaboration programme submitted in the application process, to enable the evaluation of the degree of fulfilment of such project.

Each SME Beneficiary must elaborate and submit the **TALENT PERFORMANCE REPORT** via email to the Coordinator and Partner of Reference, within 2 weeks of the project end date. The specific reporting deadline will be set in the Sub-Grant Agreement signed between the parties.

In the talent performance report the SME beneficiary must describe the project implementation and the activities carried out according to the Collaboration Programme confirmed in the Sub-Grant Agreement (and the related annex to the Collaboration Contract).

The SME beneficiaries must send the talent performance report, duly filled out and signed by both the Talent and legal representative/tutor of the SME, via email to the SILEO Partner(s) of Reference.

The submission of the performance talent report is necessary to approve the payment (reimbursement) for the talent projects.

7. Typology of financial support (lump sum)

Successful proposals shall receive the requested financial contribution in the **form of a lump sum**. The requested lump sum must be dedicated to the implementation of the Talent Placement Project.

The maximum amount per project must not exceed 4.000 EUR (lump sum).

A lump sum is a fixed amount of money which can be used by SME beneficiaries for several purposes related to the achievement of the project objectives. Since the granting of a lump sum does not foresee the delivery of detailed financial reporting and timesheets, the use of the project budget will be controlled considering the technical advancements through the project technical reporting (*see section Monitoring and Reporting*).

In case of an audit, SME beneficiaries will have to keep the original documents of their expenses (timesheets, invoices, contracts, etc.) and the following rules and limitations per type of financial support must be respected:

- ✓ Only costs generated during the lifetime of the project can be eligible. The period of costs' eligibility is from the Sub-Grant Agreement signature date until the end of the project (defined in the agreement). Expenditures incurred before the Sub-Grant Agreement signature date and/or after the project closure date are not eligible.
- ✓ Costs must be determined in accordance with the usual accounting and management principles and practices of the SME beneficiary and national laws.
- ✓ The financial contribution for the eligible costs per financial support scheme will be given to the selected SMEs in the form of a lump sum.



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7.1 Payment scheme

For the Talent Placement Projects, the **reimbursement of the lump sum requested (100%) will be made to the SME beneficiary within 30 days after approval of the SILEO Talent Performance Report.**

Payment modalities will be defined in the Sub-Grant Agreement.

Payment scheme	SILEO Open Call for Talent Placement Projects
Lump sum	Up to 4.000,00 EUR per project
Reimbursement	Payment will be made by the SILEO Partner(s) of Reference within 30 days after the approval of the Talent Performance Report, including supporting documents (if requested by the SILEO consortium).

7.2 General payment terms

- ✓ All payments will be made in Euros (€).
- ✓ Expenditures incurred before the Sub-Grant Agreement signature date, or after the project duration period are ineligible for remuneration.
- ✓ Costs incurred for the implementation of the project must be used for the sole and close purpose of achieving the objectives of the project, in a transparent manner consistent with the principles of economy, efficiency and effectiveness.
- ✓ SME Beneficiaries must set up internal agreements regulating their cooperation with talent according to national labour laws. SILEO Consortium will not be responsible for paying any costs applied for and incurred by the beneficiaries in case of non-compliance with the terms and conditions of the SILEO funding scheme.
- ✓ Payments will be made to SME beneficiaries by the SILEO Partner(s) assigned to a specific project, as defined in the Sub-Grant Agreement.
- ✓ Submission of an application does not constitute an entitlement for funding.
- ✓ The recipients of the financial support from the SILEO project (“Beneficiaries”) must ensure that the European Commission, EISMEA, the European Anti-fraud Office (OLAF) and the Court of Auditors (ECA) can exercise their powers of control, on documents, information, even stored on electronic media, or the final beneficiaries' premises.

7.3 Beneficiaries obligations

SUPPORTING DOCUMENTATION

The SME Beneficiary must, for a period of five years after the payment of the balance, keep records and other supporting documentation to prove the proper implementation of the talent project. They must make them available upon request or in the context of checks, reviews, audits or investigations.

If there are ongoing checks, reviews, audits, investigations, litigation or other pursuits of claims under the Grant Agreement (including the extension of funding), the SME must keep the records and other supporting documentation until the end of these procedures.

The SME Beneficiary must keep the original documents, even digital and digitalised documents are considered originals if they are authorised by the applicable national law. Non-original documents may be accepted if they offer a comparable level of assurance.

All the above-mentioned obligations will be duly defined and acknowledged in the Sub-Grant Agreement signed between the SME Beneficiary and the SILEO Coordinator.



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FINANCIAL CAPACITY OF APPLICANT SMES

The applicant SMEs must have the financial capacity to carry out the activities described in their proposals and to properly manage the financial support granted to them.

Each SME must BE in alignment with the following situations:

- ✓ Is no bankrupt or being wound up, is not having affairs administrated by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- ✓ Complies with its obligation relating to the payment of social security contributions and the payment of taxes, in accordance with the legal provisions of the country in which it is established;
- ✓ Is not subject to a conflict of interest in connection with the grant.

DOUBLE FUNDING RULE

The applicant SMEs cannot receive funding outside of SILEO for the same project which could lead to potential double funding of the same action. The SILEO Consortium will carry out the necessary control actions with other SMP Eurocluster Consortia and other EU-funded projects to verify that there are no double funding or operational capacity conflicts ongoing.

The above-mentioned statements regarding financial capacity and double-funding must be confirmed by the SME applicant in the Declaration of Honour, to be submitted along with the Application Form as a mandatory annexe.

Selected SMEs should be able to provide some basic information about their financial standing upon request from the SILEO Consortium. The following documents could be asked after the selection procedure:

- ✓ Copy of the profit and loss account
- ✓ Balance sheet for the last two years for which accounts have been closed. Failing that, appropriate statements from banks shall be submitted.

In the case of SMEs (or start-ups) without a financial history or track record, an audit of their current fiscal period (certified by an external auditor) or a self-declaration, including a Business Plan for the ongoing financial year could be required.

8. Complaint

For any complaints regarding the SILEO Open Call results, please contact your local contact point (*see Chapter SILEO Consortium Contact Points*) within **3 days** after the announcement of the Open Call results. Your email should include the following information:

- SILEO Application Platform username and application name;
- Applicant contact name and details;
- The object of your complaint;
- Information and evidence of the alleged breach.

The SILEO Open Calls Quality Board, which consists of representatives of the SILEO partners, will examine the complaint based on the information brought forward by the applicant, will assess the case and decide whether the complaint is justified or not and will inform the applicant and the consortium on the decision taken. If the complaint is considered justified, the SILEO Open Calls Quality Board will notify the evaluators to re-evaluate the project application and the related assessment part, subject to the complaint. The evaluators will then provide the SILEO Open Calls Quality Board with an updated assessment.

The final decision on the complaint will be communicated by the SILEO Open Calls Quality Board to the applicant in writing within *20 working days* from the date of submitting the complaint. This decision will be



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final, binding to all parties and not subject to any further complaint proceedings within the programme if the complaint is based on the same grounds.

9. SILEO Consortium Contact Points

For any enquiries regarding the SILEO project, please contact the project Coordinator Team:

- Marta Krakowiak, ELCA European Lighting Cluster Alliance, E-mail: marta.krakowiak@elcacluster.eu
- Alberto Sozza, ELCA European Lighting Cluster Alliance, E-mail: alberto.sozza@elcacluster.eu

For any other enquiry, please contact one of the **SILEO Helpdesk contacts** listed below.

The Helpdesk aims to better support and preparation of the applications through the provision of information, clarifications and answers concerning the SILEO call. The Helpdesk will cover not only the basic issues of the SILEO call but also specific issues.

SILEO SME HELPDESK			
Country	SILEO Partners	Representatives	E-mail
EU & SMP Associated countries	ELCA European Lighting Cluster Alliance	Marta Krakowiak	marta.krakowiak@elcacluster.eu
France	Cluster Lumière	Mary Hadidi	m.hadidi@cluster-lumiere.com
Spain	CICAT Lighting Cluster	Andrea Padré	apadre@secartys.org
Italy – Veneto Region	Rete di Imprese Luce in Veneto	Antonella Venza	antonella.venza@luceinveneto.com
Austria	Business Upper Austria - OÖ. Wirtschaftsagentur GmbH (BIZUP) - Building Innovation Cluster (BIC)	Isabella Mantello	isabella.mantello@biz-up.at
Romania	TFC Transylvanian Furniture Cluster	Andreea Toma	andreea.toma@hygia.ro
Italy – FVG Region	Cluster Legno, Arredo e Sistema Casa FVG	Caterina Pezzicar	caterina.pezzicar@clusterarredo.com



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10. Additional information and conditions for SILEO Talent Placement Projects winners

10.1 Data management

Personal data and information are provided in the application form for the immediate purpose of allowing a full and successful evaluation of applicants and for providing additional innovation support to SMEs. This includes:

- Name and contact details of the applicant (telephone number, postal address, address, internet website)
- Name and details of the contact person (e-mail, telephone number)
- VAT Registration Number of the company
- Financial information of the company (number of employees, annual turnover or balance)

In case a SILEO Talent Placement Project is awarded, the following additional information of all awardees is required:

- Bank account reference (IBAN and BIC codes);
- Information about the grant recipient's representative (name and surname, position, telephone number, email address, signature).

Data concerning the collaboration programme and the talent profile is delivered in the application form and in the final report to permit the evaluation of the action by the SILEO Consortium.

Any personal data will be processed by the 'data controller' of the Coordinator or the Consortium Partners serving as national help desks to implement, manage and monitor the action or protect the financial interests of the EU. The persons whose personal data is processed have the right to access and correct their own personal data. For this purpose, they must send any queries about the processing of their personal data to the email address of the Coordinator and Partner of Reference. Personal data will be processed in compliance with applicable EU and national laws on data protection.

The General Data Protection Regulation (2016/679/EU) guarantees that the processing of data is carried out in compliance with the fundamental rights and freedoms, as well as the dignity of the data subject with particular reference to confidentiality, personal identity and the right to data protection. By applying, the applicant agrees to the storage and use of their personal data for the execution of the SILEO objectives and work plan. Submitting an application for the SILEO Call for Talent Placement Projects implies full, complete and unreserved acceptance of these regulations.

10.2 EU Funding visibility requirements

For dissemination and use of results generated through the financial support from the SILEO Consortium, the SME beneficiaries must credit the SILEO project through proper citation and visibility of the EU emblem and SILEO logo, including a disclaimer as reported below:

	
	Co-funded by the European Union
<p><i>This project has indirectly received funding from the European Union's Single Market Programme, via the SILEO Open Call for Talent Placement Projects (GA N.101074564).</i></p>	



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All visibility requirements will be communicated to the SME beneficiary after the signing of the Sub-Grant Agreement with the SILEO Consortium.

11. Gender equality, diversity and social inclusion

SILEO seeks gender balance. Therefore, applicants are invited to take all measures to promote equal opportunities between men and women in the implementation of the project. They must aim for a gender balance at all levels of personnel assigned to the action, including supervisory and managerial levels to the extent possible.

12. Disclaimer

Purpose: This text is explaining the SILEO Open Call for Talent Placement Projects for information purposes only. No rights can be claimed based on this document. This document does not reflect the views of the European Union and/or the European Innovation Council and SMEs Executive Agency (EISMEA). Neither the European Union nor the other EC bodies can be held responsible for them.

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

Consequential damages: In no event shall either party be liable to the other or any of its affiliates for any consequential, incidental, indirect, special, punitive or exemplary damages (including, without limitation, lost profits, business or goodwill) suffered or incurred by such other party or its affiliates in connection with this voucher scheme, even if advised of the possibility of such damages.

Direct Damages: SILEO's liability for direct damages will be limited to the amount of the financial contribution awarded to the applicant pending of payment.

*Supporting recovery and business transformation of lighting & furniture SMEs
for the Europe Industry of Tomorrow*

OPEN CALL FOR TALENT PLACEMENT PROJECTS

Application Form - Sample

Please note that this document is a sample form.

Visit www.clustersubmissionplatform.eu/eurocluster_post/sileo-talent-placement-open-call/ to apply.

Please refer to the SILEO Guide for Applicant.

**Grant Agreement n° 101074564 —
SILEO — SMP-COSME-2021-CLUSTER**

The content of this document represents the views of the author only and is his/her sole responsibility; it cannot be considered to reflect the views of the European Union and/or the European Innovation Council and SMEs Executive Agency (EISMEA). Neither the European Union nor the granting authority can be held responsible for them.

STEP 1. APPLICANT INFORMATION: To be completed on the SILEO Submission Platform

SME APPLICANT ADMINISTRATIVE DATA

SME legal name		
SME category Note: please refer to the SME definition defined in the EU recommendation 2003/361	<input type="checkbox"/> Micro (Staff headcount < 10; Turnover ≤ € 2 m or Balance sheet total ≤ € 2 m) <input type="checkbox"/> Small (Staff headcount < 50; Turnover ≤ € 10 m or Balance sheet total ≤ € 10 m) <input type="checkbox"/> Medium-sized (Staff headcount < 250; Turnover ≤ € 50 m or Balance sheet total ≤ € 43 m)	
NACE code	<input type="checkbox"/> 27.4 - Manufacture of electric lighting equipment <input type="checkbox"/> 31.0 - Manufacture of furniture <input type="checkbox"/> 27.3 - Manufacture of wiring and wiring devices	
Name of the cluster associated with, if any <i>*QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.1): The SME is associated with one of SILEO partners' organizations (0-1 point)</i>		
SME legal address	Street:	
	Postal code:	City:
	Region:	
	Country: <i>*QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.1): The SME is located in one of the EU-13 member countries (0-1 point). Exception: SMEs associated with the TFC cluster located in Romania.</i>	
Annual turnover (of the latest closed accounting year) OR Annual Balance Sheet Total (of the last closed accounting year) <i>Please report the amounts in EURO</i>		
Company registration date	DD/MM/YYYY	
Number of employees (staff headcount for the last closed financial year)		
Official email address (to receive the information letter on the results)		
Company website		

Legal representative	Name:	Surname:
	Email:	
	Phone number:	
Contact person	Name:	Surname:
	Email:	
	Phone number:	

For information only

STEP 2. TALENT PLACEMENT PROJECT: To be completed by filling in the *SILEO Talent Placement Project Word template* available on the SILEO Application Portal

A. TALENT PLACEMENT PROJECT INFORMATION

All the application fields are mandatory

<p>A1. Title of Project</p> <p><i>Please write a short title for your talent placement project, reflecting the main goals of the collaboration programme. Max. 200 characters incl. spaces.</i></p>
<p>A2. Talent Project duration (<u>in months</u>)</p> <p><i>Please note: SILEO funding will be provided for projects with a min. duration of 2 and max. 6 months.</i></p>
<p>A3. Estimated Start Date</p> <p><i>Please note that the expected talent placement project starting date (understood as the starting date of the collaboration contract/internship/others between Talent and SME beneficiary) must start by 30 November 2024, at the latest.</i></p>
MM/DD/YYYY
<p>A4. Talent Placement Project Objectives</p> <p><i>Give a short summary of the goals of the internship/collaboration programme defined between your organization (as an SME applicant) and the Talent. Please highlight the individual objectives of the:</i></p> <ul style="list-style-type: none"> ➤ <i>SME applicant</i> ➤ <i>Talent professional</i> <p><i>Max. 3,000 characters incl. spaces.</i></p> <p><i>*QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.2): Pertinence between the Talent profile (C) and the Collaboration Programme (D) (0-5 points).</i></p>

B. REQUESTED LUMP SUM

Total funding requested

Successful proposals will receive the requested financial contribution in the form of a lump sum (up to 4.000 EUR). Please note that 100% of the lump sum must be dedicated to the talent collaboration contract.

XXX EUR

For information only

C. TALENT PROFILE

Please complete the following sections with the requested information to identify a talent for your project.

All the application fields are mandatory.

**QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.2): Pertinence between the Talent profile (C) and the Collaboration Programme (D) (0-5 points).*

<p>Do you have already identified a candidate for your talent placement project?</p>
<p><input type="checkbox"/> NO <i>(Complete the sections below with generic information about the talent profile sought)</i></p>
<p><input type="checkbox"/> YES <i>(Complete the sections below with information on your candidate)</i></p> <p>If Yes, please indicate the name/surname of the potential candidate and contact details.</p> <ul style="list-style-type: none"> ➤ Name: ➤ Surname: ➤ Email/Phone:
<p>Level of Degree</p> <p><i>Multiple answers are allowed if different levels of degree are accepted by the SME applicant.</i></p>
<p><input type="checkbox"/> EQF 5 Diploma of Higher Education</p> <p><input type="checkbox"/> EQF 6 Bachelor Degree</p> <p><input type="checkbox"/> EQF 7 Master Degree</p> <p><input type="checkbox"/> EQF 8 Doctorate</p>
<p>Areas of Degree</p> <p><i>Please specify the areas of degree sought (i.e., Architecture, Industrial design, multimedia arts, digital marketing, product design, interior design, civil-environmental and architectural engineering, information engineering, physics, circular economy, etc.)</i></p> <ul style="list-style-type: none"> ✓ Bachelor's degrees ✓ Master's degrees ✓ Doctorate degrees ✓ Specialisation courses ✓ Diplomas of higher education ✓ Others
<p>Language skills requested</p> <p><i>Please specify the language skills required (i.e., Advanced speaking and writing English and/or other languages, etc.)</i></p>

Digital skills requested <i>Please specify the digital skills required (i.e. use of Microsoft Office, design & architect software, graphic design software, social media, digital marketing tools, digital production tools and software and applications, CAD etc.) Max. 2000 characters incl. spaces.</i>
Other skills <i>Specify other skills required (i.e. team-oriented, managerial skills, analytical skills, creativity, etc.). Max. 2000 characters incl. spaces.</i>
Professional experience <i>Please specify which professional experience is required (i.e. junior position/senior/others) and in which field. Max. 2000 characters incl. spaces.</i>
Availability to travel (If needed)
<input type="checkbox"/> Local/Regional
<input type="checkbox"/> National
<input type="checkbox"/> Europe
<input type="checkbox"/> International
Other requests <i>If other requests are necessary, please specify (i.e. driving licence, etc.)</i>

D. TALENT COLLABORATION PROGRAMME

Please provide information about the collaboration programme offered for Talent, with detailed activities and the total of hours required.

All the application fields are mandatory.

**QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.2): Pertinence between the Talent profile (C) and the Collaboration Programme (D) (0-5 points).*

**QUALITY EVALUATION – RELEVANCE (Sub-criteria 1.3): Clarity of the Collaboration Programme (0-5 points).*

Typology of professional collaboration

Please, describe the typology of the professional collaboration contract offered to the talent and describe its main provisions.

Note: Collaboration typology must be set in line with the national labour and/or internship laws (i.e. Temporary or permanent employment contract; Part-time employment contract; Fixed term contract; Apprenticeship; Temporary agencies contract; Internship contract; Probationary employment contract; and other staff assimilated contracts). Max. 500 characters incl. spaces.

Location of the collaboration contract

Please specify if the collaboration programme will be executed in-person at the SME applicant premises and/or in a smart working format (with part of the activities performed in presence). Max. 1000 characters incl. spaces.

Company Department/Division

Please indicate and shortly describe the department/division of the company where the talent placement collaboration programme will be executed. Please describe the activities performed by the selected department. The following departments can be considered (not an exhaustive list):

- R&D
- Marketing
- Production
- Design
- Commercial
- Sustainability
- Other (no administration)

Max. 2000 characters incl. spaces.

Days per week <i>(estimated)</i>
Hours per week <i>(estimated)</i> <i>Note: The collaboration programme and the related working contract must respect the minimum and maximum number of hours in line with the national labour laws and contract typology.</i>
Role/tasks of Talent <i>Please describe in detail the role and tasks to be carried out by “talent” in your company with a particular focus on the selected department. Max. 3000 characters incl. spaces.</i>

E. TALENT PLACEMENT PROJECT IMPACT

E1. Talent Placement Project Impact

Describe how the inclusion of the sought-after Talent will support your company in the business digital and/or circular transition applied to the sector of lighting/furniture. Please answer the following questions:

- *What will be the role of the new talent in supporting your company's circular and/or digital transition? Please specify which challenges you are addressing (circular/digital or both).*
- *In which ways can the inclusion of this talent enhance the development and implementation of digital strategies to optimize processes and products in the lighting/furniture sector?*
- *How does the sought-after talent align with your company's objectives to adopt a circular economy approach and/or digital upgrade within the lighting/furniture sector, and how can he/she facilitate this transition?*
- *What plans or initiatives does your company have in place to facilitate collaboration and knowledge sharing between this talent and your existing teams, ensuring seamless integration and maximum impact on the digital and/or circular transition?*

(max. 3,500 characters incl. spaces).

**QUALITY EVALUATION – IMPACT (Sub-criteria 2.1): The extent to which the talent will support SME circular and/or digital transition challenges (0-5 points).*

E2. Thematic areas of Industry 4.0 technologies, digital transformation and/or circular economy

Please describe the thematic areas concerning the digitalization and/or green transition that addressed the activities proposed and applied to the sectors of lighting and furniture (business operations, manufacturing, production, marketing, etc. of the SMEs).

Please describe the connection between the thematic areas and the talent collaboration programme and its role in the project and the company.

(max. 3,500 characters incl. spaces).

** QUALITY EVALUATION – IMPACT (Sub-criteria 2.2): Concrete contribution of the talent placement project to the company's digitalisation and/or circular initiatives (sections E2 and E3) (0-5 points).*

E3. Engagement of the talent in SME applicant *ongoing/planned* green and/or digital projects

Please describe if the selected talent will be engaged in any of the company's ongoing or planned digitalisation and/or sustainability projects, and what will be the role and tasks of the talent in these projects. Please describe briefly the relevant company projects.

(max. 3,500 characters incl. spaces).

** QUALITY EVALUATION – IMPACT (Sub-criteria 2.2): Concrete contribution of the talent placement project to the company's digitalisation and/or circular initiatives (sections E2 and E3) (0-5 points).*

STEP 3. Requirements to participate in this Call

DECLARATION OF HONOUR

Declaration of Honour

Please download the template (available in the SILEO Application Portal), duly sign it and upload the document in .PDF format during the application process.

For information only