

“CITY 2 SEA” Acceleration Programme

GUIDELINES

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LIST OF TERMS AND ABBREVIATIONS USED IN THE GUIDELINES

RTU	Riga Technical University
VEFRESH	Innovation movement Vefresh
ORGANISERS	Developers and implementers of the Support Programme - RTU and VEFRESH jointly
SUPPORT APPLICANT	A natural person or legal entity that submits an application for participation within the framework of the Support Programme
SUPPORT PROGRAMME PARTICIPANT	An applicant for support approved by Organisers for participation in the support programme
LIAA	The Investment and Development Agency of Latvia
“CITY 2 SEA” ACCELERATION PROGRAMME	“Specialised pre-incubation-acceleration programme “City2Sea””, which is being implemented with the use of the funding of Investment and Development Agency of Latvia within the framework of the Activity 3.1.1.6. “Regional Business Incubators and Creative Industry Incubator” of the specific support objective 3.1.1.To promote the creation and development of SMM, especially in the processing industry and RIS3 priority sectors” and the Activity 13.1.1.4. “Recovery Measures in the Sector of Economics - Regional business incubators and creative industries incubator” of specific support objective 13.1.1. “Recovery Measures in the Sector of Economics”, which is being implemented within the framework of Mission “Sea 2030”.

“CITY 2 SEA” Acceleration Programme GUIDELINES

1. General Provisions

- 1.1.** This Guidelines establishes the procedure for the admission of programme participants within the framework of “City 2 Sea” acceleration programme.
- 1.2.** A representative of any country (a natural person and/or a legal entity) may participate in the Support Programme – including non-residents of the European Union.
- 1.3.** The timeframe for the implementation of the Support Programme (actual time of support provision to eventual beneficiaries) is from January 2023 until July 2023. For a detailed description of the Support Programme (including timeframe of implementation), see Annex 1 and Annex 2 to this Guidelines.
- 1.4.** The announcement of the Support Programme shall be published on the social networks and communication channels of RTU, VERFRESH, LIAA, etc.
- 1.5.** The participants of the Support Programme are selected for participation in the Support Programme (for more detail, see section “Selection of Support Programme Participants) on the basis of:
 - 1.5.1.** Compliance with administrative criteria.
 - 1.5.2.** Assessment of quality criteria.
- 1.6.** The support programme is implemented within the framework of two priority areas:
 - 1.6.1.** Mobility;
 - 1.6.2.** Water innovation.
- 1.7.** The selection of Support Programme participants for participation in the Support Programme is organised individually in each of the priority areas (including different admission criteria).

2. The Objective and the Target Audience of the Support Programme.

The objective of the Support Programme is to develop or to improve high added value products¹ and to test them in a real operational environment (piloting), while ensuring training for the teams, development and adaptation of a business model, expert consultations, mentoring and other support formats to prepare teams for the next stage of development – participation in an incubation programme in any of the business incubators of LIAA, within the framework of which successive and logical support for further development of participants and their products will be ensured, as well as ensuring further scaling thereof (*including attraction of investments, promotion of export capacity, etc.*).

The target audience of the Support Programme are natural persons, including idea authors and representatives of the academic environment, who have developed a team, and legal entities - newly founded enterprises (*enterprises that have been registered in the Register of Enterprises of the Republic of Latvia for less than 2 years*), which are developing business solutions in the priority areas of the Support Programme and which have future potential for scaling in export markets. Potential participants with solutions that comply with technology readiness level (TRL) 3 to 6 are invited to participate in the programme.

3. Application and Liability of Support Programme Participants

- 3.1.** The Support Applicant shall apply for participation in the Support Programme by filling out the application form on F6S platform that is shared on the website of the Support Programme (website of the Support Programme is published by using the communication channels of the Organisers and the LIAA).
- 3.2.** In the application form, the Support Applicant shall indicate one of the two priority areas of application for participation within the framework of the Support Programme.
- 3.3.** The Support Applicant may submit one application for participation in the Support Programme.
- 3.4.** The total number of participants selected for the Support Programme is 16 - provisionally 8 participants in each of the priority areas, however, depending on the number of applications, compliance thereof with the criteria of the Support

¹ A product or service having a high (including technological) added value, the development of which results in new or improved knowledge, for instance, new or improved approaches, methods, principles, processes, functions or product properties and which has clearly identifiable competitive advantages and better value parameters in comparison with the offers of competitors - for instance, more convenient, faster, safer, cheaper, more durable, more precise solutions, new or improved functions, improvement in properties, composition, usability or convenience, extension of the product life cycle, increase in durability, higher financial availability, decreased dependence on other components, more economic, energy efficient, environmentally friendly use, or use that is more compliant with the principles of sustainable development.

Programme and assessment of the evaluation committee, the proportion of Support Programme participants may be changed.

3.5. The Support Applicant is liable for:

3.5.1. Compliance with the requirements of this Guidelines;

3.5.2. Correctness of data and information provided in the application and within the framework of the procedures of the Support Programme;

3.5.3. Availability of the capacity of personal resources required for participation;

3.5.4. Compliance with intellectual property provisions, if applicable;

3.5.5. Preparation of a progress report within the established deadlines;

3.5.6. Use of the funding granted in accordance with the submitted and approved cost estimate;

3.5.7. For the communication purposes of the Support Programme, to submit general descriptions, photographs, videos and other visual and descriptive materials in order to promote the publicity of the Support Programme;

3.6. The participant of the Support Programme hereby confirms that, during the effective period of the Support Programme, the copyright and ancillary rights of third parties will not be infringed, as well as that no violations of copyright and intellectual property rights have been permitted during the development of the solution.

4. Liability, Duties and Rights of the Organisers

4.1. The Organisers shall be liable for the provision of the following services to Support Programme participants (hereinafter - the services):

4.1.1. Training;

4.1.2. Team co-ordinator support;

4.1.3. Availability of meeting and work rooms by prior arrangement;

4.1.4. Funding for the improvement of the solution prototype of the Support Programme participant;

4.1.5. Support for the piloting of the prototypes in a real environment or an environment close to the real operational environment;

4.1.6. Provision of other types of support, as long as it essentially complies with the objectives of the Support Programme.

4.2. Duties of the Organisers:

4.2.1. To introduce Support Programme participants with the minimum amount, type and process of service provision;

4.2.2.To provide the services in accordance with the terms and conditions of the Guidelines and in appropriate quality (by using methods, techniques and practices of work that are professionally recognised or generally accepted in the respective sector or industry and ensure the provision of highest quality service within the established deadlines and in accordance with the provisions of the Guidelines, and reaching the objectives indicated in the Guidelines).

4.2.3.To provide the processing of personal data in accordance with Annex 3 (The procedure for the processing of personal data).

4.3. Rights of the Organisers:

4.3.1.To request additional information from Support Applicants in order to ascertain that the Support Applicant themselves or their solution complies with this Guidelines;

4.3.2.To request additional information from Support Programme Participants in order to monitor the eligibility, substantiation of the support provided and to control the use of the support provided.

4.3.3.By notifying the Support Programme Participant in advance, to publicly disseminate information in the communication channels of the Support Programme on the progress of the participant within the framework of the Support Programme. The Support Programme Participant shall not be informed in advance if the information published has been generally accessible and compliant with the provisions of the regulatory enactments on the disclosure of information;

4.3.4.By the end of the application process, to make corrections within the Guidelines, appending a separate notation regarding it in the particular point (including the date when corrections have been made).

5. Conditions for the Granting of the Funding

5.1. Apart from centrally organised training sessions, monitoring support, consultations, and provision of support functions of a similar format, the maximum amount of individual support per one Support Programme Participant for the reaching of the objectives of the Support Programme shall be EUR 12,100.00 (twelve thousand, one hundred euros and zero cents), which consists of the principal sum in the amount of EUR 10,000.00 (ten thousand euros and zero cents) and value added tax (hereinafter - VAT) in the amount of EUR 2,100.00 (two thousand, one hundred euros and zero cents).

5.2. The Contract shall be concluded only with:

5.2.1. The representative of the company having signatory rights, if the Support Applicant is a legal entity;

- 5.2.2. All team members indicated in the application form, in the case where the Support Applicant is a natural person;
- 5.3. If the Support Programme Participant fails to sign the support Contract within 15 business days after the date of the forwarding of the Contract, the support shall not be available to the Support Programme Participant.
- 5.4. **Eligible Costs of the Individual Funding Granted to the Support Programme Participants:**
- 5.4.1. Associated material and service costs, including the costs for the use of laboratory, testing equipment, designing equipment, costs of test performance, material provisions and specialised training costs that are required for the development and improvement of the prototype (including a digital prototype);
- 5.5. **Ineligible Costs of the Individual Co-funding Granted to the Support Programme Participant:**
- 5.5.1. Activities that are not related to the implementation of the idea applied for;
- 5.5.2. Costs that exceed the amount of eligible costs provided for by the approved cost estimate of the budget;
- 5.5.3. Costs that have arisen beyond the implementation period of the Support Programme;
- 5.5.4. Remuneration of the Support Programme Participant, bonuses, premiums, scholarship grants;
- 5.5.5. Costs for the purchase, installation, technical servicing of new or used fixed assets - technological devices, computer equipment and office equipment.
- 5.6. In the event where the Support Programme Participant incurs ineligible costs, the participant shall undertake to cover them from the personal funds of the participant.

6. **Assessment and Selection of a Support Applicant and Decision Making**

- 6.1. The evaluation of the compliance of the Applicant with the requirements of the Support Programme **in the area of mobility** shall be governed by this Guidelines in accordance with the following sequence:
- 6.1.1. Assessment of compliance with administrative criteria. In the event where the Support Applicant complies with the administrative criteria - the application shall be nominated for the second stage - assessment of qualitative criteria by the evaluation committee.
- 6.1.2. The Guidelines provides for the following **administrative criteria in the area of mobility:**
- 6.1.2.1. All application fields are filled in;
- 6.1.2.2. If the Support Applicant is a company founded and registered in the Commercial Register of Latvia - the age of the company may not exceed two years since its foundation.
- 6.1.2.3. The Support Applicant (their team) shall consist of at least two people;

- 6.1.3.** Evaluation of qualitative criteria (*in accordance to evaluation procedure developed by the Organisers*), which is performed by the evaluation committee provided by the Organisers. The selection of participants of the Support Programme in the area of mobility is implemented on the basis of the evaluation of the evaluation committee.
- 6.1.4.** The Guidelines provides for the following **quality criteria in the area of mobility**:
- 6.1.4.1.** The project submitted by the Support Applicant resolves a challenge within the mobility area.²
 - 6.1.4.2.** The Support Applicant clearly identifies a topical problem.
 - 6.1.4.3.** The Support Applicant has a clear vision of the business model.
 - 6.1.4.4.** The assessment of the TRL (technology readiness level) of the solution.
 - 6.1.4.5.** Evaluation of the pitch deck (presentation) submitted by the Support Applicant.
 - 6.1.4.6.** Substantiation of the need for particular support provided by the Support Programme.
 - 6.1.4.7.** Evaluation of the competitiveness potential of the solution.
 - 6.1.4.8.** Evaluation of the novelty of the solution.
 - 6.1.4.9.** Evaluation of the team's competitiveness.
- 6.1.5.** A Support Applicant that has received at least 1 point in each of the quality criteria may be approved as a Support Programme Participant.
- 6.2.** The evaluation of the compliance of the Applicant with the requirements of the Support Programme **in the area of water innovation** shall be governed by this Guidelines in accordance with the following sequence:
- 6.2.1.** Assessment of compliance with administrative criteria. In the event where the Support Applicant complies with the administrative criteria - the application shall be nominated for the second stage - assessment of qualitative criteria by the evaluation committee.
 - 6.2.2.** The Guidelines provides for the following **administrative criteria in the area of water innovation**:
 - 6.2.2.1.** all application fields are filled in;
 - 6.2.2.2.** If the Support Applicant is a company founded and registered in the Commercial Register of Latvia - the age of the company may not exceed two years since its foundation.
 - 6.2.2.3.** The Support Applicant (their team) shall consist of at least two people.
 - 6.2.3.** Evaluation of qualitative criteria, which is performed by an evaluation committee provided for by the Organisers. The selection of participants of the Support Programme in the area of water innovation is implemented on the basis of the evaluation of the evaluation committee.

² See the official website of the Support Programme for general descriptions of the challenge areas:
<https://www.citytosea.eu/>

6.2.4. The Guidelines provides for the following **quality criteria in the area of water innovation**:

6.2.4.1. The project submitted by the Support Applicant resolves a challenge within the water innovation area.

6.2.4.2. The Support Applicant clearly identifies a topical problem.

6.2.4.3. The Support Applicant has a clear vision of the business model.

6.2.4.4. The assessment of the TRL (technology readiness level) of the solution.

6.2.4.5. Evaluation of the pitch deck submitted by the Support Applicant.

6.2.4.6. Substantiation of the need for particular support provided by the Support Programme.

6.2.4.7. Evaluation of the competitiveness potential.

6.2.4.8. Evaluation of the novelty of the solution.

6.2.4.9. Evaluation of the team's competitiveness.

6.2.5. The Guidelines provides for the following **additional quality criteria in the area of water innovation**:

6.2.5.1. If the Support Applicant has a scientific publication that is related to the solution applied within the framework of the Support Programme, an additional point shall be granted;

6.2.5.2. If at least one participant of the Support Applicant team has a Master's Degree or Doctoral degree, an additional point shall be granted (*only one degree is evaluated – points obtained by several degrees are not summed up*).

6.2.6. A Support Applicant that has received at least 1 point in all quality criteria indicated in Section 6.2.4. may be approved as a Support Programme Participant.

6.3. The evaluation committee of the Support Programme for the evaluation of applications in the mobility area shall consist of:

6.3.1. The chairperson of the evaluation commission: A representative of VEFRESH - a project activity co-ordinator

6.3.2. Deputy chairperson of the evaluation commission: a representative of the LIAA

6.3.3. Member of the evaluation commission: an external expert

6.3.4. Member of the evaluation commission: an external expert

6.4. The evaluation committee of the Support Programme for the evaluation of applications in the water innovations area shall consist of:

6.4.1. The chairperson of the evaluation commission: A representative of RTU - a project activity manager

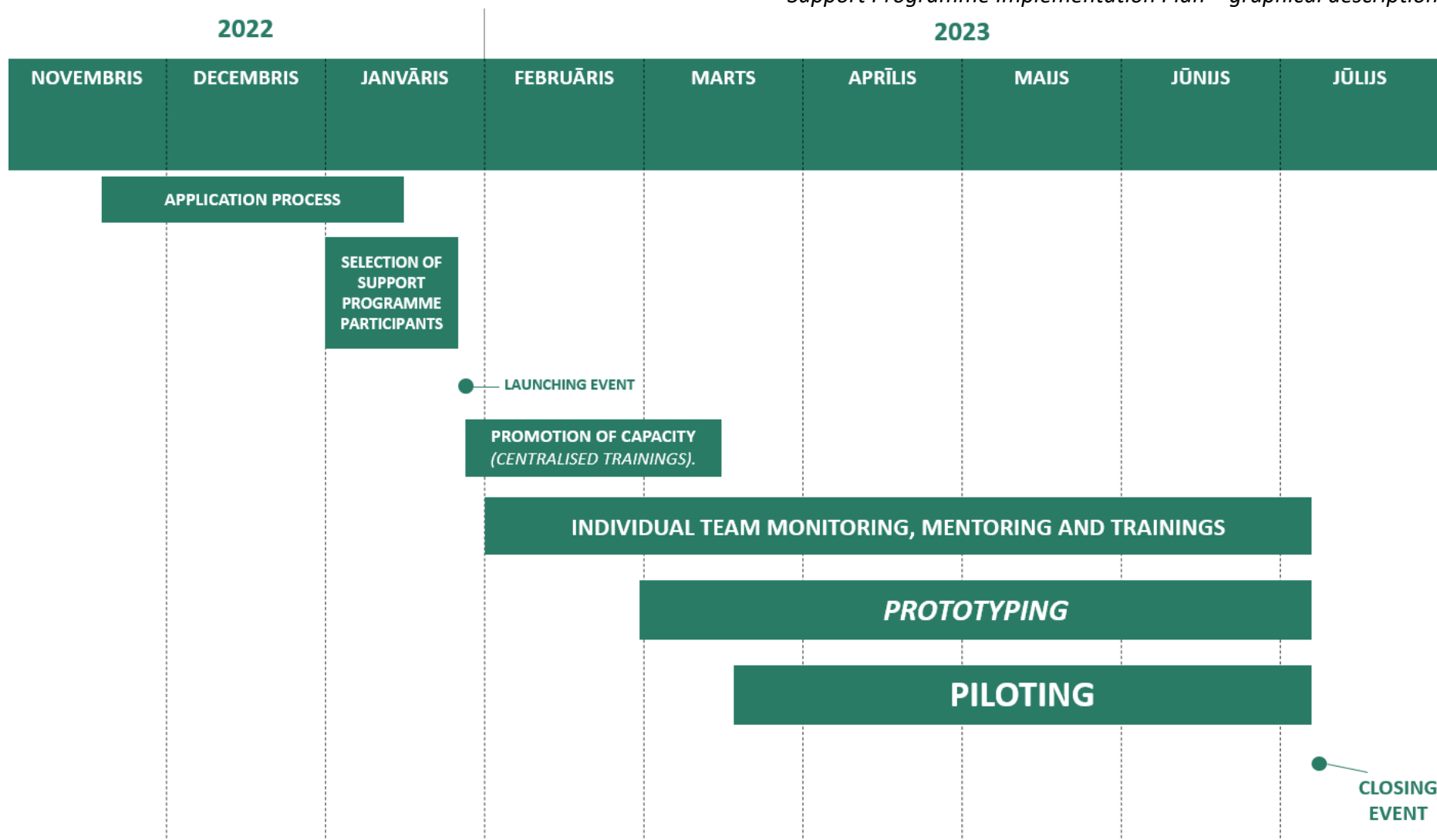
6.4.2. Deputy chairperson of the evaluation commission: a representative of the LIAA

6.4.3. Member of the evaluation commission: an external expert

6.4.4. Member of the evaluation commission: an external expert

7. Procedure for the Granting of Individual Support Funding to Support Programme Participants.

- 7.1.** The funding for the reaching of objectives indicated in Section 5.4. of this Guidelines shall be available to the participants of the Support Programme in the amount indicated in Section 5.1.
- 7.2.** The support funding shall be transferred to a Support provider, who provides service to a Support Programme Participant, which is identifiable for support in accordance with the objective of the Support Programme and eligible costs.
- 7.3.** The allocation of funding is implemented in accordance with the internal associated Guidelines of RTU and Vefresh (the procurement procedure, etc.).
- 7.4.** The funding shall not be granted directly (no financial activities are performed) to the Support Programme Participant.
- 7.5.** The funding shall be granted in accordance with the support granting plan or cost estimate developed by the Support Programme Participant and shall be provided in accordance with the following procedures:
 - 7.5.1.** 50% of the funding amount that is defined in the support granting plan shall be available for consumption to the Support Programme Participant after the submission of the support granting plan or cost estimate developed by the Support Programme Participant to the Organisers and approval thereof by the Organisers;
 - 7.5.2.** The remaining 50% of the funding amount shall be available for the use of the Support Programme Participant after the submission of the progress report by the Support Programme Participant (based on support granting plan or cost estimate developed by the Support Programme Participant indicated in Section 7.5.1.) and the approval thereof by the Organisers.



1) Application of Participants for Participation in the Support Programme

Provisional implementation time of the activity – from 23 November 2022 to 13 January 2023.

Description of activity: Within the framework of the activity, the potential participants of the Support Programme will be invited to submit applications for participation in the Support Programme. See the Support Programme website and social network accounts of the Organisers for detailed information on the application.

2) Selection of support programme participants.

Provisional implementation time of the activity – from 13 January to 20 January 2023.

Description of activity: The evaluation of Support Applicants in order to approve their participation in the Support Programme shall be implemented in accordance with the procedure described in Section 6 of this Guidelines.

3) Launching event

Provisional implementation time of the activity – 23 January 2023.

Description of activity: The participants of the Support Programme approved in accordance with the procedures described in Section 6 of this Guidelines shall present their solutions. The presentations will be published on the social network accounts of the Organisers.

4) Promotion of Capacity (Centralised Training).

Provisional implementation time of the activity – from 23 January 2023 to 17 March 2023.

Description of activity: High level training in a variety of areas shall be provided to Support Programme Participants for 8 weeks.

Date	Seminar topic
26 January 2023.	City 2 Sea acceleration programme – a format of co-operation between the Organisers and participants; administrative processes, etc.
2 February 2023.	An interactive workshop on identification and creation of business models.
9 February 2023.	A seminar on contemporary trends and tools of marketing.

16 February 2023.	Basics of digital prototyping - concepts and tools.
23 February 2023.	Attraction of public funding - available tools and recommendations in co-operation with consultants.
2 March 2023.	Topic of Seminar No. 1 selected by participants
9 March 2023.	Topic of Seminar No. 2 selected by participants
16 March 2023.	Topic of Seminar No. 3 selected by participants

**The topics of the training seminars may be changed depending on the needs of the Support Programme Participants and demand.*

5) Individual Team Monitoring, Mentoring and Training.

Provisional implementation time of the activity – from 2 February to 14 July 2023.

Description of activity: Apart from the centralised training described in the previous section, the Support Programme Participants will, primarily, have the duty to contact the senior mentor (monitoring) of the priority area every week (*or fortnight - depending on the stage of the programme*). The objective of the monitoring is to provide all required procedural support to Support Programme Participants in order to achieve goals of the team and programme. Within the framework of this monitoring procedure, the participants of the support programme will be able to define their individual team needs as regards the required training or a particular mentor from the industry, academic environment and/or other environment, and the Organisers will attempt to provide that.

6) Prototyping.

Provisional implementation time of the activity – from 16 February to 14 July 2023.

Description of activity: Along with the constant monitoring of Programme Participants and capacity enhancement process, the work on the development or improvement of solution prototypes of Support Programme Participants (*depending on the readiness level of the solution*) will take its place. The objective of the activity is to bring solution prototypes close to the operational environment of the solution and/or target audience.

7) Piloting

Provisional implementation time of the activity – from 15 March to 14 July 2023.

Description of activity: Within the framework of the activity, the Organisers shall provide support of various formats (infrastructure, digital environment, tools, administrative support, etc.) to Support Programme Participants with the purpose of testing solutions in a real operational environment or an environment close to the real operational environment.

8) Closing event

Provisional implementation time of the activity – 15 June.

Description of activity: The closing event will be organised in the format of an open demo day. The Support Programme Participants shall present their solutions and progress within the framework of the Support Programme with the objective of finding new co-operation partners, customers, etc.

RTU and Vefresh as personal data controllers ensures that personal data submitted by applicants will be processed in accordance with the provisions of the General Data Protection Regulation., inc. Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Controllers undertakes to ensure that personal data:

- Will be processed lawfully, fairly and in a transparent manner in relation to the data subject;
- Will collected and processed with the purpose of contract execution and will not further processed in a manner that is incompatible with those purposes;
- Accurate and, where necessary, kept up to date;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

The purposes of processing personal data are:

- Identification of the person;
- Preparation the contract;
- Control process of the implementation of the Support Programme;
- Preparation of the final reports on the implementation of the Support Programme (date will be transferred to the LIAA);
- To ensure communication process with the beneficiary.

Personal data controllers will collect and process the following categories of personal data:

- Name and surname;
- Personal identity number;
- ID card/passport number;
- Phone number;
- Email
- Address
- The level of education (degree) and other information related to personal education aspects (e.g. publications);
- Information about Support Programme Participant's solution – description of the idea, photos as well as other personal data that the data subject will submit.

Personal data received by RTU and VEFRESH will be processed no longer that one year after the implementation of the Support Programme while data transferred to the LIAA will be processed in accordance related guidelines and rules of the organisation.