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CALL FOR SUPPORT FOR SMES DIGITALISATION IN COLLABORATION WITH DIGITAL INNOVATION HUBS

DIHnamic Project

SPECIFIC PROVISIONS



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First - Purpose and Scope of Application

1. The purpose of this call is to finance the hiring of advisory and experimentation services that could promote the digitalization of SMEs whose activity is carried out in the autonomous community of Castilla y León. The digitalization is understood as the application of digital capabilities to processes, products, services and assets, in order to improve their efficiency, better manage risk, increase customer value and discover new opportunities for revenue generation. The services will be provided by Digital Innovation Hubs.

2. This call is part of the DIHNAMIC project (grant agreement no. 824186), funded by the European Commission under the INNOSUP-2018-06-two-stage call of the Horizon 2020 program, and of which the Institute for Business Competitiveness of Castilla y León is the sole beneficiary. One of the objectives of the DIHNAMIC project is to design and implement a call for digitalization support services provided by Digital Innovation Hubs, aimed at SMEs in Castilla y León and to carry out a Randomized Control Trial to measure the impact of the subsidized services.

3. The actions object of the aid will not apply in the areas excluded in Commission Regulation (EU) 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (hereinafter de minimis Regulation).

Second - Beneficiaries.

The companies defined as micro, small or medium-sized companies in the third base of the regulatory bases, which have their head office or at least one work center in Castilla y León and which wish to promote the digitalization of the aforementioned regional work center with the support of the services provided by the Digital Innovation Hubs, may be considered as beneficiaries. They must comply with the requirements established in the fourth base of the regulatory bases and not belong to the cases indicated in points 2, 3 and 4 of the same.

Third - Obligations of the beneficiary.

The obligations of the applicant, in addition to those established in the fifth base of the regulatory bases, are those deriving from any regulation of obligatory fulfillment.

Fourth - Eligible services, duration and amount of the subsidy.

1. Grants will be awarded for beneficiaries to hire consulting services and/or experimentation provided by a Digital Innovation Hub, as a matter of priority in Cybersecurity, IoT and Industry 4.0, but open to other topics and which must be provided by Digital Innovation Hubs to support their digitalization processes in one or more work centers of the company in Castilla y León.



"Digital Innovation Hubs" are groupings of entities that facilitate access to companies and the public administration of a given territory to the information, services and facilities they need to successfully address their digital transformation processes. For the purposes of this call, Digital Innovation Hubs will be considered to be those included as "fully operational" in the catalogue of Digital Innovation Hubs published by the European Commission in the Smart Specialisation Platform <https://s3platform.jrc.ec.europa.eu/digital-innovation-hubs-tool> and available on the Institute's website <https://empresas.jcyl.es/web/es/fondos-europeos/proyecto-dihnamic.html>.

2. The subsidised services are of two types: Service A and Service B:

a) Service A. Specialised and individualised advice lasting 20 hours, covering the following actions:

- General diagnosis of its digitalisation situation: study of the company's degree of maturity in the implementation of digital technologies.
- Analysis of weaknesses: shortcomings in digitisation.
- Prospective of existing technological solutions and possibilities for the development of ad hoc solutions.
- Business plan and possible sources of funding: advice on the development of a business plan detailing the necessary investments and helping companies to find funding for their digital transformation projects, examining whether the digitisation of the company is feasible and economically viable.

The advice provided will be materialised in a report that will be delivered to each company by the chosen Digital Innovation Hub and will include at least the four points indicated above.

b) Service B. Specialised and individualised advice and experimentation, lasting 80 hours, which will cover the following actions:

- General diagnosis of its digitalisation situation: study of the company's degree of maturity in the implementation of digital technologies.
- Analysis of weaknesses: shortcomings in digitisation.
- Prospective of existing technological solutions and possibilities for the development of ad hoc solutions.
- Business plan and possible sources of funding: advice on the development of a business plan detailing the necessary investments and helping companies to find funding for their digital transformation projects, examining



whether the digitisation of the company is feasible and economically viable.

- Experimentation of at least one digital solution, which have been concluded after the previous points as decisive for the promotion of their digitisation, depending on the nature of their needs, responding to the concept of "try before you invest". In addition to this experimentation service, companies will receive the necessary support and advice to interpret the results of this test and to serve as a basis for taking the next step in their digital development.

The advice provided will be materialized in a report that will be delivered to each company by the chosen Digital Innovation Hub and will include at least the five points indicated above, reflecting the work done and the possible future steps to be taken by the company.

3. The company must identify at the time of application, the Digital Innovation Hub with which it will contract the service.

4. The company concerned, in its application will not be able to choose whether to apply for the grant associated to one or the other service. This allocation will have to be made according to the random selection process set out in this call for proposals. This is due to the fact that this call is part of the DIHNAMIC project (grant agreement No 824186), funded by the European Commission under the Horizon 2020 programme call INNOSUP-2018-06-two-stage. In accordance with the provisions of this project, the companies participating in the project will also participate in a trial to measure the effectiveness of the subsidised digitisation support services. This trial must obligatorily follow the Randomised Control Trial (RCT) methodology, which establishes randomisation as the way to determine the type of service subsidised to each applicant company, allowing an objective comparison of the real effect on the companies of both types of services.

5. The amount of the aid will be 100% of the service contracted to the Digital Innovation Hubs with a maximum of €2.000 for "Service A" and €10.000 for "Service B".

6. In the event of being a beneficiary and in the event that the Digital Innovation Hub does not have the necessary means to provide the service itself as an entity, for example in the case of not having legal personality, the company will freely select the entity providing the service, from among the entities belonging to the Digital Innovation Hub that can provide it, information that will be made available to the company in a transparent manner by the Digital Innovation Hub itself.

7. The final date for the provision of the services by the DIHs will be the 31st of May 2022. The start date for the provision of the services will be the following day after the express acceptance of the grant by the beneficiaries in the terms established in the sixteenth base of the regulatory bases.



Fifth - Evaluation criteria and selection process.

1. Each application will be scored globally from 0 to 70 points. The applications whose proposals reach a minimum score of 20 points will be eligible for support on the basis of the scores obtained, in order from highest to lowest, and within the limits of the budget available under this call for proposals.

2. The evaluation criteria for the selection of beneficiaries will be:

EVALUATION CRITERIA	SUB-CRITERION	SCORE
Thematic priorities: IOT, cybersecurity, Industry 4.0		20
Expected impact in the company		20
	Improving process, product or service through digitalization.	10
	Improve in the management processes of the company and/or in the relation with clients/customers.	10
Expected impact in the region		30
	Hiring of a DIH from Castilla y León	20
	Geographical location: Castilla y León municipalities not exceeding 10.000 inhabitants or 3.000 if it is 30 km less from the provincial capital.	10
TOTAL		70

3. In case of a tie score, the following shall have preference:

- a) Firstly, applicants contracting the services with a Digital Innovation Hub of Castilla y León.
- b) Secondly, applicants located in municipalities of Castilla y León with no more than 10,000 inhabitants, in general, or 3,000 inhabitants, if they are less than 30 kilometres from the capital of the province.
- c) Thirdly, the application that has been submitted at an earlier date.

4. Once all the applications have been analysed by the Analysis, Evaluation and Operations Commission, a list will be drawn up with those that exceed the established minimum, in order of highest to lowest result within the limits of the budget available under this call for proposals. This will be the list of beneficiaries. If there are more companies about the limit score, a reserve list will be formed in strict order of score, which the Institute will use in the event that any of the beneficiary companies does not accept the decision or resigns within one month of acceptance of the decision.

5. Once the list has been compiled, a random selection of the entities will be made, so that 50% of them will receive the aid associated with the "Service A" of advice and



the other 50% will receive that associated with the "Service B" of experimentation. This selection will be carried out using a statistical programme such as Stata, a recognised software programme that offers transparent and replicable randomisation options, without the possibility of intervention in the assignment process.

In the event that the reserve list has to be used, the new beneficiary will be assigned the same service as the one assigned to the resigning beneficiary.

Sixth - Limits and Incompatibilities

a) Limits

The amount of the subsidy cannot exceed the cost of the contracted services, with a maximum of €2.000 for "Service A" and €10.000 for "Service B".

Each SME can only apply once for this call, so the maximum amount received by each SME will be €2.000 or €10.000.

The total amounts of de minimis aid granted to a single enterprise shall not exceed two hundred thousand euros (€200.000) during any period of the last three fiscal years.

b) Incompatibilities

Grants shall be incompatible with any other grants for the same object and purpose.

Grant management procedure

Seventh - Award procedure.

1. The procedure for awarding these grants shall be processed on a competitive basis in accordance with the provisions of Article 8 and Article 22.1 of Law 38/2003 of 17 November 2003 on General Subsidies and Chapter I of Title II of Law 5/2008 of 25 September 2008 on subsidies of the Community of Castile and Leon.

2. The extract of the call for proposals shall be published in the Official Bulletin of Castilla y León, through the National Grants Database (BDNS), once the text of the call for proposals and the information required for its publication have been submitted to the latter.

3. The present call for proposals together with the corresponding regulatory bases will be published on the website of the Institute for Business Competitiveness of Castilla y León (<https://empresas.jcyl.es/web/es/fondos-europeos/proyecto-dihnumeric.html>). Information will also be available through the website of the Horizon 2020 Participant Portal (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/competitive-calls>).



Eighth - Applications, form and deadline for submission.

1. In accordance with article 14.2 a) and 14.3 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, electronic processing will be compulsory at all stages of the procedure. Therefore, applicants are obliged to interact with the Institute by electronic means in order to carry out any procedure.

Each company will submit a single individual application. Applications from groups or consortia of companies will not be accepted.

The application, accompanied by the documentation required in the regulatory bases and in this call for proposals, will be submitted telematically by means of an advanced electronic signature in the electronic register of the Junta de Castilla y León. The electronic certificate must correspond to the aid applicant or their representative.

For this purpose, applicants must have an electronic ID card, or any electronic certificate recognised by this Administration that is compatible with the different enabling elements and corporate technological platforms.

The electronic register, once the application has been accepted, will automatically issue a receipt certifying the submission of the application.

The non-receipt of the confirmation message or, if applicable, the appearance of an error or deficiency message in the transmission, implies that the reception has not taken place correctly, and the presentation must be made at another time or with other available means.

The application form, as well as the Annexes and the models of documentation to be provided are available at <https://www.tramitacastillayleon.jcyl.es> and on the Institute's website <https://empresas.jcyl.es/web/es/fondos-europeos/proyecto-dihnamic.html>. Applications must be fulfilled in Spanish.

The mere submission of the grant application will entail registration in the ADE Clients File, created by Order EYE/947/2006, of 24 May, which creates and regulates the personal data file called ADE Clients.

The submission of the application entails, in accordance with article 22 of the Regulations of Law 38/2003, of 17 November, General Subsidies Law, and article 28 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, the authorisation of the applicant for the awarding body to directly obtain accreditation of compliance with both tax and Social Security obligations through telematic certificates, in which case, the applicant will not be required to provide the corresponding certification. However, the applicant may expressly refuse consent, in which case the corresponding certification must be provided.

2. Means of notification. In accordance with the provisions of Article 41 of Law



39/2015, of 1 October 2015, of the Common Administrative Procedure of Public Administrations, the means of notification will be by electronic means, so that all communications and notifications made throughout the processing of the electronic file, including consultation of the status of the file, will be made by telematic means.

Likewise, the obligation of notification in accordance with article 40 of Law 39/2015, of 1 October, will be understood to be fulfilled with the availability of the notification in the electronic registry.

Notifications by electronic means shall be deemed to have been made at the time of accessing their content and shall be deemed to have been rejected when ten calendar days have elapsed since the notification was made available without access to its content, in which case it shall be recorded in the file, specifying the circumstances of the attempt and the means of notification.

3. Deadline for submission. The deadline for submitting applications will be two months from the day following the publication of the extract of this Call for proposals in the "Official Bulletin of Castilla y León". The closing time for the last day for submission is at 17:00 (Brussels time).

Applications submitted after the deadline will be declared inadmissible by means of an express decision.

Ninth - Documentation.

1. Once the extract of the call for proposals has been published, and within the established presentation period, the interested parties or, where appropriate, their legal representatives, will present the application on the standard form approved for this purpose together with the following duly completed documentation:

- a) Documentation accrediting the applicant's personality:
 - Submission or authorisation from the ICE to obtain the applicants' national identity card or Tax Identification Code.
 - Current registered articles of association.
- b) Document accrediting the representation of the signatory in accordance with current legislation.
- c) In accordance with Decree 27/2008, of 3 April, which regulates the accreditation of compliance with both tax and Social Security obligations with regard to subsidies and with Article 22.4 of the Regulations of Law 38/2003, of 17 November, General Subsidies Law, approved by Royal Decree 887/2006, of 21 July, the submission of the application for aid will entail the applicant's authorisation for the awarding body to directly obtain accreditation of compliance with both tax and Social Security obligations by means of



electronic certificates. However, the applicant may expressly refuse consent, and must then provide such certification.

- d) Document accrediting, in the case of being obliged to pay Economic Activities Tax, the payment for the current year or the last financial year, as appropriate. In those cases in which there is a cause for exemption or non-taxation, a certificate accrediting the same or a declaration of the same must be presented, stating its legal protection.
- e) Declaration of the applicant's company details (to be completed online together with the application form).
- f) Declaration of honour (to be completed online together with the application form).
- g) Authorisation for registration and processing of personal data (Annex I).

2. Prior to the motion for resolution on the concession of the grant, it may be required to present, within a period not exceeding ten days, the documentation that accredits the reality of the data contained in the declaration of honour.

3. When the documents that must accompany the application are already in the possession of any body of the acting entity, the applicant may make use of the provisions of Article 53.d) of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, provided that the date and the body or department where they were submitted or, where applicable, issued, is stated, and no more than five years have passed since the end of the procedure to which the documents correspond.

If it is physically impossible to obtain the document, the investigating body shall, prior to the evaluation of the applications, request the applicant to submit it or, failing this, to provide proof by other means of the requirements referred to in the document.

4. Likewise, the applicant may submit, and the Institute may request, any document necessary to verify compliance with the requirements for the corresponding resolution of the procedure, as well as those necessary by virtue of the exercise of the control powers that the Institute may exercise and those of financial control that correspond to the General Intervention of Castilla y León Administration, the audits of the Board of Auditors or any other type of audit subsequent to the receipt of the aid granted.

5. The verification of compliance with the obligations, as well as any aspect relating to the fulfilment of the requirements for obtaining the aid, including those accredited at the time of the application by means of a declaration of honour, will be carried out ex officio by the Institute, which reserves the right to carry out as many actions as are necessary for the fulfilment of the aforementioned purpose.

6. Correction of defects. If the application submitted does not meet the



requirements, is incomplete or contains errors that can be rectified, the interested party will be requested to rectify the lack or attach the corresponding documentation within a maximum and non-extendable period of ten working days, from the day following receipt of the request, stating that, if they fail to do so, they will be considered to have abandoned their application, in accordance with the provisions of article 68.1 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.

7. Personal data. The data provided will be included in the ADE Clients File that gives the necessary information for the management of grants, and may also be included in the registers by law. In accordance with the provisions of the General Data Protection Regulation [Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 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], and Organic Law 3/2018 of 5 December, on Personal Data Protection and guarantee of digital rights, the Instituto para la Competitividad Empresarial de Castilla y León with address at C/ Jacinto Benavente, número 2, 47195, Arroyo de la Encomienda (Valladolid), will process the personal data of the representatives of the applicant entities according to the model of Authorisation for Registration and Processing of Personal Data established by this call for proposals.

In accordance with the provisions of Regulation (EU) 2016/679, of 27 April 2016, and Organic Law 3/2018, of 5 December 2018, on Personal Data Protection and guarantee of digital rights, the processing of personal data of applicants for these grants is considered to be based on the exercise of public powers by the data controller.

Tenth - Instruction of the procedure.

1. The body in charge of the instruction of the procedure will be the Directorate General of the Institute, who will carry out, ex officio, as many actions as it deems necessary to determine, understand and verify the fulfillment of the requirements, the conditions imposed to acquire the condition of beneficiary described in base fourth, as well as the suitability of the project to the types of actions described in base sixth, and by virtue of which it will formulate the proposal for resolution.

The Analysis, Evaluation and Operations Committee will evaluate the grant applications, in order to verify compliance with the requirements demanded by applying the evaluation criteria established in this call for proposals. The composition of the Analysis, Evaluation and Operations Committee is established in the Agreement of 4 May 2012 of the Executive Committee of the Institute.

2. Likewise, it is the responsibility of the Directorate General of the Institute to declare the inadmissibility of applications submitted after the deadline and the withdrawal of applications that have not been rectified under the terms established in Art. 68 of Law 39/2015, of 1 October 2015, of the Common Administrative Procedure of Public Administrations.



Eleventh - Resolution.

1. Applications will be resolved by the Presidency of the Institute, at the proposal of the Directorate General of the Institute, as specified in the fourteenth base of the regulatory bases.

2. The maximum period to resolve and notify the resolution is of six months from day following the end of the deadline established in this call for proposals. The expiration of the aforementioned period without an express resolution having been issued and notified, entitles the interested parties to understand that the application has been rejected, in accordance with the provisions of Article 12 of Law 5/2008, of 25 September 2008, on Subsidies of the Community of Castilla y León.

3. The resolutions will be reasoned and will be based on the fulfillment of the requirements by the beneficiaries provided in the bases, as well as in those specific provisions established in the call, and will express the general and particular conditions they are subject to and their deadlines. Likewise, the nature of the de minimis aid of the Commission Regulation 1407/2013 of 18 December 2013 will be informed.

4. By virtue of [Regulation \(EU\) No 1290/2013](#) of the European Parliament and of the Council of 11 December 2013 laying down the rules for participation and dissemination applicable to Horizon 2020, beneficiaries are informed that the European Innovation Council and SME Executive Agency (EISMEA) and the Institute are authorised to publish, in any form and by any means, the information described in point 6 of the fourteenth basis of the regulatory bases.

5. Applicants are also informed that the submission of an application to participate in this call will imply authorisation for the publication described in point 7 of the fourteenth base of the regulatory bases.

Twelfth - Appeals.

Against the resolution of the concession procedure, concluding the administrative proceedings, an appeal for reconsideration may be filed within one month before the Presidency of the Institute, or directly a contentious-administrative appeal within two months before the Contentious-Administrative Jurisdiction, both periods being counted from the day following receipt of the notification, in accordance with the provisions of Law 39/2015, of 1 October 2015, of the Common Administrative Procedure of Public Administrations and Law 29/1998, of 13 July 1998, Regulating Contentious-Administrative Jurisdiction.

Thirteenth - Acceptance.

1. Beneficiaries must expressly accept the award of the grant, as well as its conditions, telematically, within fifteen working days from the day following notification.



2. In the event of non-acceptance, or if the indicated term elapses without having accepted the subsidy, it shall be understood that the beneficiary waives the subsidy, and this shall be declared by an express resolution.

Fourteenth - Modifications to the Resolution

What is specified in the seventeenth base of the regulatory bases will be applicable.

Fifteenth - Resignations.

Beneficiaries may expressly renounce the subsidies awarded by means of a reasoned letter addressed the Presidency of the ICE, which will issue the corresponding resolution.

Sixteenth - Justification and payment of the grant.

1. The justification of the subsidy will be understood to have been made with the presentation of the documentation required in nineteenth base of the regulatory bases, which also describes the period established for its presentation and the requirements and conditions for processing, settlement and payment.

2. The payment of the subsidy will be made in a single payment, after verifying that the beneficiary is up to date with both tax and Social Security obligations, by bank transfer to the account designated by the beneficiary.

Seventeenth - Non-compliance and refunds.

1. The provisions of the twentieth base of the regulatory bases will apply.

2. The processing of the non-compliance procedure will be carried out in accordance with the regulations in force, and its initiation and resolution will correspond to the Presidency of the Institute, without prejudice to any deconcentrations or delegations that may be made, following a technical report from the competent area for the matter in question.

3. The maximum period for resolving and notifying the resolution shall be twelve months from the initiation of the procedure.

4. An appeal for reconsideration may be lodged against the resolutions of the non-compliance/reimbursement procedure of the Presidency of the Institute within a period of one month to the Presidency of the Institute or, directly, a contentious-administrative appeal within a period of two months to the Contentious-Administrative Jurisdiction, in both cases from the day following receipt of the notification, in accordance with the provisions of Law 39/2015, of 1 October, on the Common Administrative Procedure of the Public Administrations and Law 29/1998, of 13 July, Regulating Contentious-



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Administrative Jurisdiction.

Eighteenth - Information and publicity measures for the public.

The provisions of the twenty-first base of the regulatory bases will be applied.

Detailed information on the EU emblem can be found at:
https://ec.europa.eu/research/participants/docs/h2020-fundingguide/grants/grant-management/communication_en.htm

The logo of the Instituto para la Competitividad Empresarial and the logo of the Junta de Castilla y León must also be included, available together with the EU emblem, on the Institute's website <https://empresas.jcyl.es/web/es/fondos-europeos/proyecto-dihnamic.html>.

All publicity given by the final beneficiary in relation to the DIHnamic project, in whatever form and by whatever means, must state that it expresses the views only of the author and that the European Commission, the European Innovation Council and SME Executive Agency (EISMEA) and the Institute for the Competitiveness of Enterprise (ICE) are not responsible for any use that may be made of the information provided.

Nineteenth - Liability for damages

1. Liability of the European Commission and the European Innovation and SME Executive Agency (EISMEA).

The European Commission and the Executive Agency for Innovation and SMEs (EISMEA) cannot be held liable for any damage caused to beneficiaries as a result of participating in this call, even for gross negligence.

The European Commission and the European Innovation and SME Executive Agency (EISMEA) cannot be held liable for any damage caused by the beneficiaries as a result of participating in this call.

2. Liability of beneficiaries.

Except in case of force majeure, beneficiaries shall indemnify the European Commission and the European Innovation and SME Executive Agency (EISMEA) for any damage they may suffer as a result of the implementation of the actions financed under this call or because they have not been properly implemented.