



GreenBoost4WISEs



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Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

# APPLICANT GUIDELINES for Upskilling and Training and Green innovation & Advisory services - 2nd cut off (-last places available)

## Table of contents

GreenBoost4WISEs project – 2nd Cut off	1
Open call and the eligible applicants	2
Supported activities	3
Financial Support	5
Submission phase: the application form and documents	6
Evaluation and award criteria	6
Monitoring and reporting	8
Data processing and Contact list	9
APPLICATION FORM	11

## GreenBoost4WISEs project – 2<sup>nd</sup> Cut off

GreenBoost4WISEs aims at making the business and processes of Work Integration Social Enterprises (WISEs) and Social Economy Enterprises (SEEs) more sustainable and to raise awareness on the benefits of greener practices through capacity building, knowledge transfer and transnational cooperation.

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Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

This selection process is the second call launched by GreenBoost4WISEs. The activities supported through both calls build on each other as a step-by-step process of acquiring skills and supporting organisations in developing their sustainability strategies.

In this second stage, 60 beneficiaries will receive funds for Upskilling and Training and for Green Innovation and Advisory services (6 places available for this new call). The aim is to encourage WISEs/SEEs in the uptake of evidence-based sustainable alternatives and innovative solutions through the development of own internal green strategies in internal organisational processes and business.

For upskilling and training the funds will amount to up to 3,000 EUR and for Advisory services it will amount to up to 4.800 EUR.

For further information about the project:

[GreenBoost4WISEs \(ensie.org\)](https://ensie.org)

## Open call and the eligible applicants

The 2<sup>nd</sup> stage Call aims to

- Upskill and train staff and management of WISEs to green their operations;
- Encourage the uptake and adoption of sustainable measures and innovative solutions;
- Foster cooperation between WISEs and other relevant stakeholders

It is expected to select the remaining 6 WISEs/SEEs through this call.

Applicants from the 1st stage Call are eligible and are encouraged to apply.

Applicants must meet all the following requirements:

- Be a Legal Entity
- Be a Work Integration Social Enterprise (WISE) WISEs (a subsector of Social Economy Enterprises (SEEs) are defined by three identifying pillars (which are to be considered on top of the ones claimed below, under the definition of SEEs): they are enterprises whose main objective is the social and professional integration of disadvantaged people, that are at the core of the economic system and which presents a strong pedagogical dimension OR Be a Social Economy Enterprise (SEE)

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Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

that recognize at least 2 out of 3 main principles SEEs are acting in the social economy so as to comply with 3 main principles: the reinvestment of most of the profits and surpluses to carry out activities in the interest of members/users (“collective interest”) or society at large (“general interest”), the primacy of people as well as social and/or environmental purpose over profit, democratic and/or participatory governance at management level

- Be a WISE/ SEE employing less than 250 persons with an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43million as per the [EU definition](#) in line with the [EU recommendation 2003/361](#). SMEs self-assessment: [SME Questionnaire \(europa.eu\)](#)
- Established (legal office) in one of the EU27 countries
- Apply as an individual organisation and not as a network
- Not have a conflict of interest with a partner of the project. Consortium partners cannot be the beneficiaries. Members of the network organisation participating in the project are eligible to apply. Avoid conflicts of interest (Article 12 GA).

## Supported activities

The Call will support selected WISEs and SEEs in:

1. Upskilling & training
2. Green innovation & Advisory services

### 1. Upskilling & training

This service is aimed at supporting the WISEs/SEEs in the adoption of green approaches to their organisation through customised training courses. The services offered have as a priority to respond effectively to the needs of the WISEs/SEEs involved. Therefore, a customised approach is required to adapt:

- number of hours
- number and type of beneficiaries
- contents
- learning methodologies
- learning modality (in person, online...)
- documentation and study materials

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Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

The most suitable modality for the customisation described is the modular training paths (e.g. 6/8 hour each training module).

The number of face-to-face training and Advisory hours may vary depending on the content, beneficiaries and materials made available.

PERIOD: October 2024- June 2025

## 2. Green innovation & Advisory services

This service is aimed at providing WISEs and social entrepreneurs with advice and Advisory services that will broaden their knowledge and support the development and implementation of green business strategies. For example, how to minimise waste accumulation and increase recycling, green building energy efficiency strategies, circular economy, etc. This will focus both on WISEs employees as on workers with support needs

PERIOD: October 2024-June 2025

We are listing possible topics that you can explore in your **Upskilling and Training and Green innovation & Advisory services** (non-exhaustive list of eligible topics).

- Financial tools for the green transition of WISE and SEE
- Access to technology and digitalisation for WISE and SEE addressed to the sustainability aspects
- Organisational sustainability (Improvement and greening of internal processes)
- Development of a greening strategy or action plan
- Environmental certifications and Sustainability Standards, ISO Standard, GRI Standard e ESG Standard
- Branding and green labelling
- Communication and green marketing
- Circular economy
- Waste and resources (food, waste, energy) management
- Green office/smart technology
- Green mobility
- Eco packaging and unpacking
- E-commerce
- Clean energy - energy saving - sharing economy (e.g. energy community)
- Cleaning Services
- Green Maintenance and Gardening

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Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

- Sustainability in the agriculture and agri-food sectors
- Crafts and Creative Recycling
- Sustainable Tourism and Environmental Management

VET and Advisory Service Providers must be admitted in the GreenBoost4WISEs Database list from the 1<sup>st</sup> October 2024 until the 31st of March 2025. More info at the Financial Support session below

The potential participants of Upskilling and Training and Green innovation & Advisory services are all the WISEs/SEEs staff.

The number of participants is not fixed but will be established by WISEs/SEEs in relation to the needs and the development plan identified.

It is therefore possible to involve directors, managers, coordinators, educators, operators, any figure who needs knowledge and skills to make green development sustainable.

Upskilling and Training: All the staff

Green innovation & Advisory services: Management / project management / team leader / in a position where the representative can disseminate ideas, implement strategies on sustainability within the organisation.

## Financial Support

Upskilling and Training services, up to € 3,000

Green innovation and Advisory services up to € 4,800

The financial support will be provided to the selected WISEs/SEEs only, who will be responsible for administering the grant, including contracting the Providers listed in the “Database of VET and Advisory Service Providers” and transferring part of the grant to them, if applicable.

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Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

VET and Advisory Service Providers can be admitted in the Database until 31st of March 2025. The Database will be used by the WISEs and SEEs, participating in the GreenBoost4WISEs project, to identify the most appropriate provider(s) to support their upskilling process via financial support awarded to them by the project from October 2024.

Upskilling & Training and Advisory services should be purchased from providers listed in the Registry of providers/stakeholders of the GreenBoost4WISEs project.

If the selected WISE or SE is not able to find relevant services for their needs in the GreenBoost4WISEs list of VET and Advisory providers, they can identify other(s) outside the database. However, those other providers must undergo the validation process for eligibility check before being able to provide their services to the organisation.

More info at the [LINK](#)

## Submission phase: the application form and documents

The call is reserved for WISEs/SEEs. For applicants that have already been selected within the first GreenBoost4WISEs call; the necessary supporting documentation has already been submitted.

Applicants can submit their application by the following form: [LINK](#)

[Deadline to submit an application is the 30th of January 2025 at 1 p.m. CET Time](#)

Each applicant can submit one application only.

## Evaluation and award criteria

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Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

WISEs/SEEs will need to present the experiences and expertise already existing within staff/the organisation and/or experiences and expertise they wish to acquire. The proposals must be overall relevant to the objectives of the call in one or more of the following topics:

- Eco- Friendly Organization: to make the WISE/SEE more environmentally friendly, implement sustainability strategies and work on a sustainable future
- Circular Economy: sustainable Raw material, Reduce , ReUse, Recycle
- Develop new fields of activities or adapt existing activities in the green/sustainability sector

The eligible applications will be evaluated considering:

**PARTICIPATION TO PREVIOUS GREENBOOST4WISES ACTIVITIES (0-3 points):** Organisations having joined previous activities implemented in the framework of GreenBoost4WISEs project, including: the two online training sessions and the application 1<sup>st</sup> cut-off call for study visits.

**RELEVANCE (0-5 points):** Explain how relevant is the possibility of financially accessing training and Advisory services in the perspective of green transition strategy. For example, if a development plan or idea is already in place, but the money to implement it is missing, or if joining the project is a training opportunity to question possible strategies that can be activated.

**IMPACT (0-5 points):** an estimation of the tangible impact on the applicant Organisation and/or on its greening development process.

In case of ex-aequo, priority will be given to the Organisations who have participated in a larger number of activities in GreenBoost4WISEs project.

Applications will be evaluated by a Selection Committee consisting of 1 representative for each GreenBoost4WISEs national partner.

All applicants will be informed of the outcome of the evaluation process within the 12<sup>th</sup> of February 2025.

Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

The outcome of the call will be published in the place(s) of the call publication (Project Website, Website of National Partners), including the legal names and countries of the 6 Beneficiary Organisations. Applicants will be informed on the outcome by e-mail. Applicants, over the number of 6, who are successful in the selection procedure are placed on a 'reserve list'.

### Complaints

Applicants willing to submit a complaint must follow the procedure outlined below. Please note that a complaint can be submitted only if there is a belief that the rejection of the application was based on an error in the selection procedure. Complaints are subject to the following conditions:

- Complaints must be submitted on a form provided by the GreenBoost4WISEs project upon request via email at [info@evtnetwork.it](mailto:info@evtnetwork.it) and must be completed in English only.
- Complaints must be limited to procedural aspects, not on the merits of the application.
- Only one request per application will be considered. The request cannot refer to the evaluation of applications submitted by other applicants or under different or previous calls.
- The score following a re-evaluation may be lower than the original score.
- All requests for review will be treated as confidential. The deadline for receiving complaints will be three days after the publication of the results. Complaints will be reviewed within fifteen calendar days from reception. In case more time is needed, the GreenBoost4WISEs partnership will inform the applicant via email.

## Monitoring and reporting

- The agreement will be signed by the GreenBoost4WISEs partners managing the cascade funds i.e. financial support to third parties (arbeit+, EVT,IIR, ISEN) to the awarded Wisers/SEE.
- The agreement will detail all rights and duties of the selected organisation and binding conditions for the organisation to receive the financial support.
- The presentation of the invoice and proof of payment of the service purchased for all activities purchased/undertook
- The presentation of the Certificate of completion/Attendance issued by the provider.

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Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

- The presentation of the Report on the activities undertaken including the impact on the Organisation and/or its greening development process related to the objectives of the call:
  - 1) Support transnational and cross-sectoral cooperation and exchange of good practices to enable sustainable growth of WISEs to face the green transition;
  - 2) Upskill and training towards staff and management of WISEs to green their operations;
  - 3) Encourage the uptake and adoption of sustainable measures and innovative solutions;
  - 4) Foster cooperation between WISEs and other relevant stakeholders

## Data processing and Contact list

Data processing (Article 13 GA Confidential and Security)  
Data included in the application forms will be used solely for the purpose of the evaluation process of the Call, and may be shared among the GreenBoost4WISEs partners. In order to receive the financial support, the selected Organisations must consent that their data be used within the whole duration of the project, including with the European Commission and for communication and dissemination purposes.

The data shall be kept for the duration of the project-life plus 5 years beyond, according to the rule related to possible audits. You can access your data, rectify them, request their deletion or exercise your right to restrict the processing of your data. To exercise these rights, if you have any questions about the processing of your data in this



Grant Agreement: SMP-COSME-2022-SEE-01- 101127813  
system. and for additional information please email:

- Partner leading the Open Call:  
Consorzio EVT: [info@evtnetwork.it](mailto:info@evtnetwork.it)
- Project Coordinator and national contact points:  
Austria - Arbeit plus: [clara.moder@arbeitplus.at](mailto:clara.moder@arbeitplus.at)  
Ireland - ISEN: Fiona Callan [programmes@socent.ie](mailto:programmes@socent.ie)  
Italy - EVT: [info@evtnetwork.it](mailto:info@evtnetwork.it) ; IIR: [piera.lepore@ideeinrete.coop](mailto:piera.lepore@ideeinrete.coop)

# APPLICATION FORM

## **THE APPLICATION MUST BE COMPLETED THROUGH THE GOOGLE FORM [LINK](#)**

Each Organization can submit one application only and will receive an email acknowledgment of the submission of the application.

Before completing the Application Form, please read carefully the text of the Guidelines for applicants and the application form.

Please note that the Online Application Form will take approximately 30 minutes to be completed and will not be saved on your computer while you are completing it. Applicants are advised to prepare their answers offline before completing the online form.

Before submitting your application, please remember to attach the requested annexes.

**[Deadline to submit an application is 30th of January 2025 at 1 p.m. CET Time](#)**

Data processing: Data included in the application forms will be used solely for the purpose of the evaluation process of the Call and may be shared among the GreenBoost4WISEs partners. To receive the financial support, the selected organisations must consent that their data be used within the whole duration of the project, including with the European Commission and for communication and dissemination purposes.

If you subscribe to the application, you will comply with all rules and obligations detailed in the guidelines, including for data processing

Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

(for entities that did not participate in the first cut-off)

- Legal representative: name and surname \*
- Legal representative: position in the organisation \*
- Contact person for this application: name and surname \*
- Contact person for this application: position in the organisation \*
- Contact person for this application: email address \*
- Please upload the requested annexes here

*Statute, if available*

*Proof of legal status as Work integration Social Enterprises or Social Enterprises according to the national legislation.*

## DESCRIPTION OF THE ORGANISATION

- Number of employees \*
  - <10 employees
  - 10-50 employees
  - 51-249 employees
- Number of employees certified as disadvantaged according to the national Law.
- Number of employees with support needs, but without formal recognition Indicate the type (e.g. NEETs, long-term unemployed, etc.) \*
- Revenues in 2023 \*
  - ≤ € 2 m
  - ≤ € 10 m
  - ≤ € 50 m
- Brief description of the organisation, including mission \*
- How would you define your Organisation's current state of green strategy/activity? \*

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Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

Select one category:

- No sustainability strategy/activity in place, WISE would like to gain basic knowledge and ideas	- No sustainability strategy/activity in place, but some ideas exist and could be developed	- Some sustainability strategy/activity in place, needs development/scaling support	- Sustainability strategy/activity in place, WISE would like to improve, further, evaluate
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One selection only

- Please detail/explain your choice \*

(for the applicants of 1<sup>st</sup> cut-off only)

**INFO DATA**

- Legal name of the Organization applicant \*
- Contact person for this application: name and surname \*
- Contact person for this application: position in the organisation \*
- Contact person for this application: email address \*
- Please upload annexes, if any, here

(for all the applicants)

**DESCRIPTION OF THE NEED**

- Description of your sustainability strategy/activity that you would like to put in place/improve on (maximum 700 characters) \*

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## ACTIVITIES

Please explain how relevant it is to you to receive financial support to access training and Advisory services in the context of a green transition strategy. RELEVANCE (0-5 points)

Please explain to what extent is the activity likely to have a tangible impact on the applicant organisation's greening development process. IMPACT (0-5 points)

## CONCLUSIONS and DECLARATIONS

- Do you confirm that the information included in this Application Form and its annexes are correct and true to the best of your knowledge? \*

*One selection only*

- Yes
- No

- Do you confirm that you do not have any conflict of interest in submitting this application and/or with any of the overseeing partners of the GreenBoost4WISEs project. \*

- Yes
- No

- Do you confirm that you will take into consideration the potential conflict of interest in the choice of VET and Advisory Services Providers? \*

- Yes
- No

- Do you confirm that, if selected, you will comply with all rules and obligations detailed in the guidelines, including for data processing? \*

*One selection only*

- Yes
- No



Grant Agreement: SMP-COSME-2022-SEE-01- 101127813

- **Thank you for submitting your application**

You will receive an email acknowledgment of the submission of your application.  
If you have any question, please contact:

Partner leading the Open Call:

Consorzio EVT: [info@evtnetwork.it](mailto:info@evtnetwork.it)

Project Coordinator and national contact points:

Austria - arbeit plus: [clara.moder@arbeitplus.at](mailto:clara.moder@arbeitplus.at)

Ireland - ISEN: Fiona Callan: [programmes@socent.ie](mailto:programmes@socent.ie)

Italy - EVT: [info@evtnetwork.it](mailto:info@evtnetwork.it) ; IIR: [piera.lepore@ideeinrete.coop](mailto:piera.lepore@ideeinrete.coop)

**SUBMIT**