

ISLAND SUSTAINABLE TOURISM ACTION THROUGH RESILIENT SMEs

I-STARS

OPEN CALL FOR APPLICATIONS

Grants Scheme for Tourism Businesses

ANNEX I

APPLICATION FORM TEMPLATE

(to be filled in and submitted ONLY online - please click [here](#))

Version 2.0
16 October 2023

Disclaimer

This publication is co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or EIMSMEA - European Innovation Council and MSMEs Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.

| HISTORY OF CHANGES | | | |
|--------------------|------------------|--|------|
| Version | Publication Date | Change | Page |
| 1.0 | 19.07.2023 | Initial version | |
| 2.0 | 16.10.2023 | Extension of deadline from 25/10/23 to 15/11/2023, 17:00 CET | |

HOW TO SUBMIT AN APPLICATION

- **Step 1:** read this Application Form. This Application Form template is provided only for information purposes. Applicants are requested to apply **ONLY** online.
- **Step 2:** get in touch with Sustainability Experts of your choice and get a quote on their fees. You can consult the [I-STARS Sustainability Experts Directory](#), or you can identify your own. If you identify an Expert not already in the Directory, please contact your local [Call Helpdesk](#) who will evaluate whether that Expert is qualified to carry out the proposed work and join the Directory.
- **Step 3:** register on the I-STARS eLearning platform <https://istars.talentlms.com>.
- **Step 4:** fill in and submit your application online, by clicking [here](#). No other means of applications are permitted.

The application form will be submitted online with the following required supporting documents as attachments (PDF format):

- ✓ Budget Form (Annex II)
- ✓ Copy of official Company Registration Certificate, or other suitable official document proving the operation of an enterprise (registration date must be over 2 years). This Certificate can be submitted in original national language, if not available in English; a courtesy translation must be provided in such a case.
- ✓ Declaration of Legal Representative¹ of the MSME (Annex III) signed and dated by Legal Representative.

LANGUAGE

Applications must be submitted in English language only. Applications submitted in any other language will be deemed ineligible and will not be evaluated. As English is the official language of the I-STARS project, all communications, deliverables, and monitoring reports will be accepted only in English.

MULTIPLE SUBMISSIONS

A MSME applicant may **not** submit more than one application under this Call.

OPENING DATE OF CALL

Wednesday 19th July 2023.

CLOSING DATE FOR APPLICATIONS

Applications must be submitted before the Call **extended** deadline **Wednesday 15th November 2023, 17:00 CET**.

Once the application is submitted and within 5 working days, applicants will receive a confirmation e-mail message (with date and time of application submission). If you do not receive this confirmation email, please get in touch with the [I-STARS Call Helpdesk](#) of your country.

¹ Legal Representative is known to be the person within the Micro, Small or Medium-sized enterprise (MSME) recognized as legally representing that enterprise.

1. Company Name
2. Company website (if available; if not available please write N/A)
3. Company social media (if available; if not available please write N/A)
4. Date of establishment (dd/mm/yyyy)
5. Legal Representative (Name & Surname)
6. Contact person for this Application (name, surname, email address & telephone number)
7. Established and operating in
 - Cyprus (areas controlled by the Republic of Cyprus)
 - Greece
 - Republic of Ireland
 - Italy
 - Spain
8. Is your company operating on an island?"
9. Your tourism business address (street, city, country)
10. VAT number
11. Legal registration number
12. Number of employees in 2022
13. Annual turnover in 2022, or 2021 if not already available.

14. Code of activity – NACE

H49.3.2 - Taxi operation

H49.3.9 - Other passenger land transport n.e.c (not elsewhere classified)

H50.1.0 - Sea and coastal passenger water transport

H50.3.0 - Inland passenger water transport

H51.1.0 - Passenger air transport

I55.1.0 - Hotels and similar accommodation

I55.2.0 - Holiday and other short-stay accommodation

I55.3.0 - Camping grounds, recreational vehicle parks and trailer parks

I56.1.0 - Restaurants and mobile food service activities

I56.2.1 - Event catering activities

I56.3.0 - Beverage serving activities

N77.1.1 - Renting and leasing of cars and light motor vehicles

N77.2.1 - Renting and leasing of recreational and sports goods

N79.1.1 - Travel agency activities

N79.1.2 - Tour operator activities

N79.9.0 - Other reservation service and related activities

R90.0.1 - Performing arts

R90.0.2 - Support activities to performing arts

R90.0.3 - Artistic creation

R90.0.4 - Operation of arts facilities

R91.0.1 - Library and archives activities

R91.0.2 - Museums activities

R91.0.3 - Operation of historical sites and buildings and similar visitor attractions

R91.0.4 - Botanical and zoological gardens and nature reserves activities

R92.0.0 - Gambling and betting activities

R93.1.1 - Operation of sports facilities

R93.1.3 - Fitness facilities

R93.1.9 - Other sports activities

R93.2.1 - Activities of amusement parks and theme parks

R93.2.9 - Other amusement and recreation activities

S96.0.4 - Physical well-being activities

The applicant MSMEs must demonstrate their economic activity in tourism, in question 15 below.

15. Briefly describe your tourism business

16. Have you applied, or received funding, under another EU, national/regional/local, or international program related to the sustainability performance of your business?

Yes

No

17. If yes, please specify the funding program, activity that received funding and year of award. (Note: the same actions financed by other programs are ineligible - double funding is strictly forbidden).

18. Why are you interested in the I-STARS Grant? Explain your motivation for making your tourism business more sustainable. (award criterion 1.1)

19. Please explain how the activities/services you request to be funded through the I-STARS Grant will help your business accomplish the overall objectives of this Open Call for Grants for Tourism Businesses. (award criterion 1.2).

20. How will achieving sustainability benefit your tourism business? (award criterion 2.1)

21. What positive impacts do you expect these initiatives to have on the environment and local community? (related to Award Criterion 2.2)

22. Sustainability Commitment. By checking the boxes below, I confirm that my tourism business is committed to fully undergo all steps of the funded services and demonstrate a genuine commitment to sustainability – please tick as many as applicable (award criterion 3.1):

- ☐ We are committed to implementing sustainable practices and initiatives in our business operations.
- ☐ We understand that the funded services will involve a comprehensive assessment of our current practices and identification of areas for improvement, at least before and after the implementation of the funded services.
- ☐ We understand that we will collaborate with experts and consultants provided through the funded services to develop a tailored sustainability plan.
- ☐ We will actively participate and complete the six (6) I-STARS online courses to enhance our knowledge and skills in sustainable tourism practices **prior** to starting to implement the funded services.
- ☐ We are committed in implementing the recommendations and actions outlined in the sustainability plan developed through the funded services.
- ☐ We will provide progress updates, reports and financial report as required by the funding organisation (local implementing agency) to track the implementation and impact of the sustainability initiatives.

23. Do you have any previous experience or initiatives related to sustainable practices in the tourism industry? Please list previous participation in sustainability seminars/trainings, steps taken or past attempts to acquire environmental management/sustainability certification, etc. (award criterion 3.2).

24. Please describe how you intend to maintain the results/impact of services funded through the I-STARS Grant; do you plan to continue/pursue further sustainability activities (e.g. renewing certification labels, undertake activities towards protection of environment, collaboration with local community, etc.)? (award criterion 3.3)

25. Are you open to sharing your sustainability practices and progress with other tourism businesses and stakeholders to inspire industry-wide change?

26. Please select the services/activities you want to be funded through the I-STARS Grant (you may select more than one of the below-listed activities. If the cost of the action exceeds €5,600, then any extra costs will be co-financed by you, while the grant amount cannot exceed €5,600):

- ☐ Preparation, application and audit fees for **sustainability certification schemes** (such as EU Ecolabel, EMAS, etc.)
- ☐ Development of a **Sustainability Strategy Plan/s** and the implementation of measures leading to transition to sustainable business systems.
- ☐ Purchase of **Tools or Software/Technology solutions** necessary to monitor and/or improve sustainability performance. These are eligible ONLY IF they are derived from recommendations generated under 3rd party certification schemes, sustainability strategies, OEF. Costs under this category are allowed up to 20% of total grant amount, while they must be authorized and approved by the I-STARS Grants Selection Committee.
- ☐ **Organisation Environmental Footprint (OEF)**; including consulting, generation & implementation of recommendations of OEF studies.
- ☐ **Training and capacity-building activities** to empower staff of tourism MSMEs towards innovation and sustainability. Costs under this category are allowed up to 20% of total grant amount in order to encourage more certification uptake.

27. Is there any other relevant information you would like to share with us to support your application?

Please upload in PDF format:

- Budget Form (Annex II).
- Copy of official Company Registration Certificate, or other suitable official document proving the operation of an enterprise (registration date must be over 2 years). This Certificate can be submitted in original national language, if not available in English; a courtesy translation must be provided in such a case.
- the signed and dated 'Declaration of Legal Representative' (Annex III).

By submitting this application form, you acknowledge that all information provided in this application is accurate, complete and true to the best of your knowledge. You also confirm your commitment to fully undergo all steps of the funding services and demonstrate a genuine commitment to sustainability.

Once the application is submitted and within 5 working days, applicants will receive a confirmation e-mail message (with date and time of application submission). If you do not receive this confirmation email, please get in touch with the [I-STARS Call Helpdesk](#) of your country.

To process and evaluate applications, I-STARS Implementing Agencies will need to collect Personal and Organisation Data of the MSMEs. Each local Implementing Agency will act as Data Controller for data submitted through the Application forms for these purposes. Data is managed in compliance with the General Data Protection Regulation (EU) 2016/679 (GDPR). Each applicant accepts the Privacy policy terms to ensure coverage of GDPR provisions. As a requirement of the funding organization, the names of participating MSMEs will be published on the [I-STARS Call Page](#). Information/data will also be

shared with the grant awarding body (European Innovation Council and SMEs Executive Agency (EISMEA)), who may also publish general information accordingly.

Submit

Thank you for your application!