

GRANT DECISION FOR AN ACTION

DECISION NUMBER – 132023[insert ID number]-[insert Voucher number]

on the award of a grant (VOUCHER)

The European Union Intellectual Property Office (hereinafter referred to as "the Office"), with tax identification number V-03965324, and with its seat at Avenida de Europa, 4, E-03008 Alicante, Spain, which is represented for the purposes of the signature of this Grant Decision by [insert name], Director of Customer Department,

Whereas:

1. On [insert date], the Office has published in the EUIPO Website the call for proposals entitled **Ideas powered for business SME Fund- IP vouchers** (the "call") in order to support European SMEs to manage their intellectual property (IP) assets;
2. The addressee of this Grant Decision presented a grant application under this call for proposals (Nº [insert ID number]) for **VOUCHER [insert ID number]**;
3. The application fulfils the conditions set out in the abovementioned call for proposals and has been selected for funding;

HAS DECIDED AS FOLLOWS

ARTICLE 1 – PURPOSE OF THE GRANT

A grant is awarded to:

[insert company name]

[insert address in full]

Identification number: [insert company VAT number][insert company TIN number]

hereinafter referred to as "the Beneficiary",

for the purposes of this Grant Decision for implementing the following IP activities ("the action"):

- **[insert IP activities]**

The Beneficiary shall implement the action, acting on its own responsibility under the terms and conditions set out in the present Grant Decision and the General Conditions.

ARTICLE 2 – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD

2.1 The Grant Decision (Voucher) shall take effect on the date of its notification to the Beneficiary (“the starting date”).

The Grant Decision is divided into the two following periods:

- Activation period
- Implementation period

2.2 The activation period runs for a period of **2 months** as the day following the starting date.

During the activation period, the Beneficiary must initiate at least one eligible activity and submit the subsequent request for payment in accordance to article 4.1. This step activates the implementation period.

2.3 The Beneficiary can submit a request to extend the activation period for an additional period of **2 months** under the same conditions by submitting a request for extension. This extension will be granted automatically upon receipt of the request for extension provided that it was received by the Office before expiration of the activation period.

The overall activation period may under no circumstance exceed **4 months**.

2.4 Activation triggers the implementation period which runs starting on the first day following the activation for a period of up to **6 months** whereby the Beneficiary can initiate other eligible activities. The overall implementation period may under no circumstance exceed **6 months**.

2.5 The Voucher shall end:

- at the end of activation period if no request for payment was submitted (“the expiry date”) or
- at the end of the implementation period (“the ending date”) or
- Upon request from the beneficiary to terminate the voucher.

Another **7 calendar days** after the ending date of the voucher are available to request payments (see Article 4).

ARTICLE 3 - MAXIMUM AMOUNT AND FORM OF THE GRANT

The grant shall take the form of a voucher of a **maximum amount of [insert Voucher amount]**. This voucher entitles the Beneficiary to request reimbursement of the eligible costs (‘reimbursement of eligible costs’) incurred during its period of validity, in accordance with the following modalities:

- (i) reimbursement of **[insert %]** of the eligible costs for implementing the action, which are actually incurred (“reimbursement of actual costs”);

Eligible costs of the action

By way of derogation from the first subparagraph of General Condition n° 19.2, the eligible costs and related IP activities are the ones defined in the call for proposals, sections 1.3 and 1.4.

ARTICLE 4 – REQUEST FOR PAYMENTS AND SUPPORTING DOCUMENTS

4.1 Request for payment and supporting documents

The Beneficiary must use the electronic request for payment form available in the User area of the SME FUND website. Requests for payment submitted in any other way will be rejected.

Requests for payments must be submitted in one of the EU official languages, at the latest within 7 calendar days following the end of the implementation period (ending date) set in article 2.5.

The Beneficiary must certify that the information provided in the request is full, correct and true. It shall also declare if any other funding was received or applied for in the same financial year for the same activities.

In the event of a positive evaluation of the request for payment, the Office will execute the payment in accordance to article 4.2 & 4.3 and will notify the Beneficiary accordingly.

4.2 Processing of requests for payment

Payment is subject to the approval of the request for payment and of the supporting documents.

The stages of verification performed by the Office are as follows:

- (i) the activities have taken place in accordance with the conditions specified in the call for proposals;
- (ii) the amount claimed corresponds to the amount the Beneficiary is entitled to receive.

In order to determine the amount the Beneficiary is entitled to receive, the Office proceeds in two steps:

- (i) It applies the reimbursement rate to the eligible costs as set in Article 3;
- (ii) It deducts the amount to pay from the available amount under the voucher as set in Article 3.

The total amount to be paid must not exceed the maximum amount of the grant set in Article 3.

4.3 Time limit for payments and payment suspension

The time limit for the Office to make payments is 30 days. Payments by the Office are considered to have been carried out on the date when they are debited to its account.

The Office may suspend the payment period any time by notifying the Beneficiary that its request for payment cannot be processed and specify the data that should be submitted with the additional information by a set deadline.

Suspension takes effect on the date the Office sends the notification. The remaining payment period resumes from the date on which the requested information or revised documents are received.

4.4 Currency for requests for payment and conversion into euro

Requests for payment must be drafted in euros.

Any conversion into euros of costs incurred in other currencies will take place automatically in the request for payment form and will be made at the monthly applicable accounting rate published by the Commission (see link below) of the month when the costs was incurred.

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

4.5 Ineligibility of Value Added Tax

As an exception to Article II.19.2(h), paid value added tax (VAT) is not eligible under this Grant Decision.

ARTICLE 5 – BANK ACCOUNT FOR PAYMENTS

All payments shall be made to the Beneficiary's bank account as indicated in the application or as modified in the request for payment.

Beneficiary's bank account must accept currency in EUR and SEPA bank transfers.

ARTICLE 6 - DATA CONTROLLER AND COMMUNICATION DETAILS

6.1 Data controller

The entity acting as a data controller according to General Condition n° 6 shall be the person who is representing the Office for the purposes of the signature of this Grant Decision.

6.2 Communication details of the Office

Any communication addressed to the Office must be sent to the following address:

*The European Union Intellectual Property Office
The SME FUND team
E-mail address: grants.smefund@euipo.europa.eu*

6.3 Communication details of the Beneficiary

Any communication from the Office to the Beneficiary must be sent to the contact details as indicated in the application or as modified in the request for payment.

GENERAL CONDITIONS

The present [General conditions](#) form an integral part of the present Grant Decision. The terms set out in this Grant Decision shall take precedence over those in the General Conditions.

By way of derogation the General Conditions n° 7, 9, 10, 11, 12, 21 and 22 do not apply to the action.

SIGNATURE

For the Office,

Ingrid Elisabeth BUFFOLO,
Director of Customer Department

e-Signed by the Authorising Officer on [SIGN_GD_DATE]