

Legal and Accounting Support for RIS Entrepreneurs

1. Overview of EIT Food and EIT RIS (Regional Innovation Scheme)

EIT Food wants to transform Europe's food system, making it better for people's health and better for the environment. EIT Food is a pan-European partnership designed to empower innovators, entrepreneurs and students to develop world-class solutions to food challenges, accelerate innovation, create jobs and increase Europe's competitiveness. As one of the largest food-related initiatives worldwide, EIT Food wants Europe to lead a global revolution in food innovation and production, improve nutrition and make food systems more resource-efficient, secure, transparent and trusted.

As part of EIT Food, there is a Regional Innovation Scheme (RIS), a specific programme of support to help entrepreneurs and innovators in Eastern and Southern European countries that currently spend less on research and development. As part of the Regional Innovation Scheme, EIT Food is offering legal and accounting support to startups and entrepreneurs to help their business ideas develop. The reason for offering this service is that statistics demonstrate¹ that managing finances and legal issues are some of the largest reasons that startups fail. These findings are confirmed by conversations held by CLC South and North East with startups.

2. How does the Legal and Accounting Support Work?

In 2020, EIT Food will offer financial support for legal & accounting services to entrepreneurs and early stage startups that are making the food system better for people's health and better for the environment. EIT Food hopes that this support will help entrepreneurs to register new companies, startups to better protect their IP and for new and fair jobs to be created.

General rules of the legal and accounting support:

- 2.1. Each applicant can apply for a maximum of 2,500 EUR subgrant;
- 2.2. To apply for the subgrant applicant must answer the set of questions and provide offers from three different legal/accounting providers which can address their legal/accounting need. One of those three legal/accounting firms will be considered later by EIT Food as the provider of the service to the applicant ([more details on the application process](#)). When applying for the reimbursement of permits, licences and trademark registrations, applicant must provide a different attachment in the application ([see detailed explanation here](#));
- 2.3. There are five application rounds in which the applicant can apply. Deadlines for application rounds are stated in [9. Key dates](#).
- 2.4. For each application round (detailed in [9. Key dates.](#)), EIT Food will review a maximum of 30 applications. After this point, the application system will close, and candidates will have to wait until the following round opens. As such, EIT Food recommends that you apply for the Legal and Accounting support as soon as possible after each Round launches;
- 2.5. Once EIT Food has distributed the available budget, the Legal and Accounting support will stop until the following year;
- 2.6. Support in the legal and accounting matters shall be distributed to the applicants in the following areas:
 - 2.6.1. Company formation (company registration, shareholder agreements, articles of association)
 - 2.6.2. Fundraising (support in due diligence process, investment agreements, negotiations)
 - 2.6.3. Sales contracts and negotiations

¹ <https://www.cbinsights.com/research/startup-failure-reasons-top/>

- 2.6.4. Intellectual property rights (advice on patenting, industrial design, trademarks and geographical indications)
- 2.6.5. Compliance with European Law concerning food production and placing it on the market (food safety, traceability, labelling etc.)
- 2.6.6. Other permits, licences and trademark registrations*
- 2.6.7. Accounting consultation
- 2.6.8. Other².

*Please note that a different application process applies for this area of legal and accounting matters ([see detailed explanation here](#)).

3. Eligibility criteria

Individuals as well as registered companies/startups are encouraged to apply for the support.

For a startup or entrepreneur to be eligible for the Legal and Accounting Support, they must fulfil all the following eligibility criteria:

3.1. Eligible applicant must be:

3.1.1. A resident and/or citizen from one of the eligible RIS regions/countries:

Bulgaria, Croatia, Czech Republic, Estonia, Greece, Hungary, Italy* (only regions: *Molise, Puglia, Basilicata, Calabria, Sicilia, Sardegna, Umbria, Marche, Abruzzo, Campania, Valle d'Aosta*), **Latvia, Lithuania, Poland*** (only regions: *Łódzkie, Lubelskie, Małopolskie, Podkarpackie, Świętokrzyskie, Podlaskie, Wielkopolski, Lubuskie, Dolnośląskie, Opolskie, Kujawsko-Pomorskie, Warmińsko-Mazurskie, Zachodniopomorskie, Mazovia Regional excluding Warsaw*), **Portugal, Romania, Serbia, Slovakia, Slovenia, Spain*** (only regions: *Galicia, Principado de Asturias, Cantabria, La Rioja, Castilla-la Mancha, Extremadura, Illes Balears, Andalucía, Región de Murcia, Canarias, Castilla y León, Aragón, Comunidad Valenciana*), **Turkey**

OR

3.1.2. Part of a startup registered in one of the eligible RIS regions/countries:

Bulgaria, Croatia, Czech Republic, Estonia, Greece, Hungary, Italy* (only regions: *Molise, Puglia, Basilicata, Calabria, Sicilia, Sardegna, Umbria, Marche, Abruzzo, Campania, Valle d'Aosta*), **Latvia, Lithuania, Poland*** (only regions: *Łódzkie, Lubelskie, Małopolskie, Podkarpackie, Świętokrzyskie, Podlaskie, Wielkopolski, Lubuskie, Dolnośląskie, Opolskie, Kujawsko-Pomorskie, Warmińsko-Mazurskie, Zachodniopomorskie, Mazovia Regional excluding Warsaw*), **Portugal, Romania, Serbia, Slovakia, Slovenia, Spain*** (only regions: *Galicia, Principado de Asturias, Cantabria, La Rioja, Castilla-la Mancha, Extremadura, Illes Balears, Andalucía, Región de Murcia, Canarias, Castilla y León, Aragón, Comunidad Valenciana*), **Turkey;**

3.2. Applicant cannot have received more than 60,000 EUR from EIT Food;

3.3. Applicant cannot have received Legal or Accounting Support from EIT Food previously;

3.4. Application must be submitted in English language;

3.5. Application must be complete. Complete application should consist of:

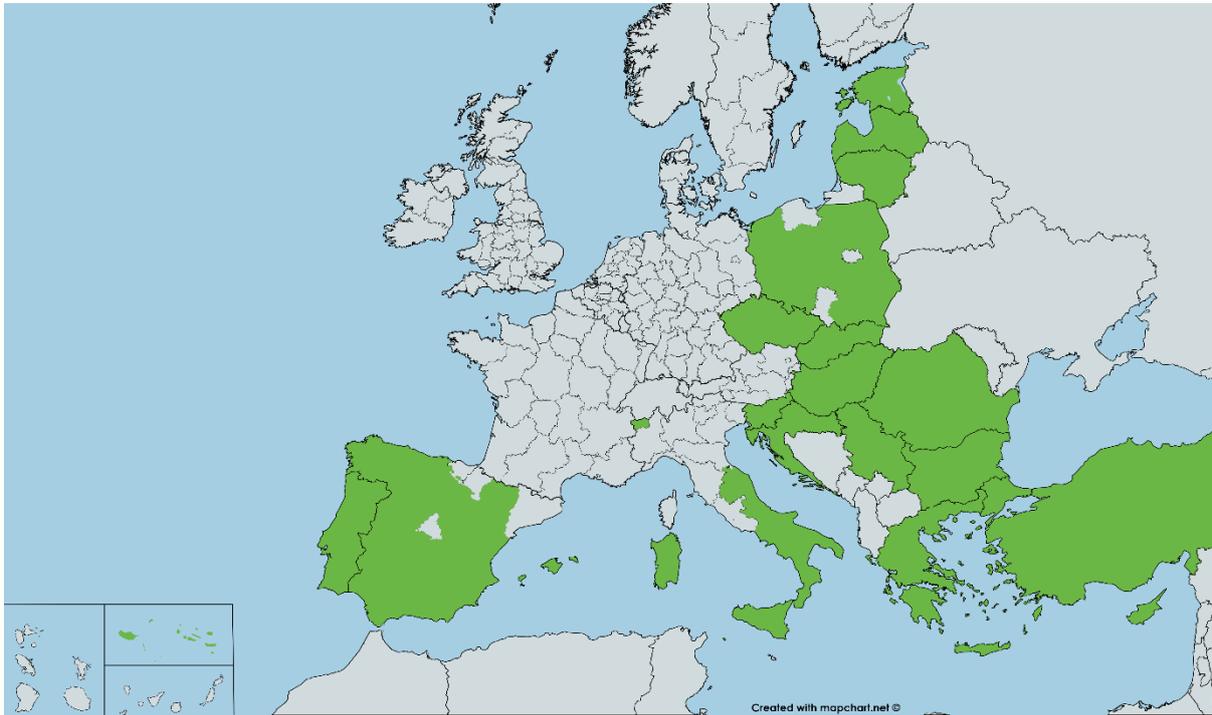
3.5.1. Completed online application form

3.5.2. Three offers from legal/accounting service providers attached to the application form (all offers should follow a template outlined in [Appendix 1](#))

3.5.3. When applying for the reimbursement of permits, licences and trademark registrations, applicants must attach [Appendix 2](#) containing an extract from the official source (e.g.

² Other areas of legal and accounting needs of the applicants will be taken under consideration however, organisers reserve the right to reject those applications.

governmental offices, organisations, regulatory agencies and such) showing the official fees for the respective services ([see detailed explanation here](#)).



A map of RIS countries and regions eligible for Legal and Accounting Support (marked green).

4. Application, selection and funding process

The Legal and Accounting Support will be distributed as a subgrant to successful applicants with a maximum of 2,500 EUR gross per applicant. To obtain the funding, the applicant will have to go through the following process:

- 4.1. Applicant completes an application form in English via online f6s.com platform available here: <https://www.f6s.com/legalandaccounting/apply>. The online application requires the following information from the applicant:
 - 4.1.1. Answer a set of questions regarding the business idea and the legal/accounting. These questions are detailed in [5. Application Questions](#)
 - 4.1.2. Upload quotes from three legal/accounting service providers (ask them to follow a template provided in [Appendix 1](#)). If you apply for the reimbursement of permits, licences and trademark registration, you must fill in and upload [Appendix 2](#)
- 4.2. Following the application deadline, EIT Food staff will analyse the applications submitted in the respective application period and choose the eligible shortlisted candidates with the best scores following the [eligibility criteria](#) and [selection criteria](#);³
- 4.3. Owing to the large quantity of applications, EIT Food will only inform the accepted candidates to the Legal and Accounting Support;
- 4.4. EIT Food has the right to select the legal or accounting supplier from the three quotes that the applicant provides in their application using [Best Value for Money](#) principles;
- 4.5. Once the applicant accepts the supplier of the legal/accounting services chosen by EIT Food, a sub-granting agreement shall be signed between subgrantee and the respective EIT Food office;

³ EIT Food reserves the right to contact shortlisted candidates via email or phone to clarify the submitted application or parts of it. If the shortlisted candidate fails to respond to the inquiry within three days from the initial contact from EIT Food staff, he/she will be disqualified from the application procedure.

- 4.6. Subgrantees (a startup or entrepreneur that is applying) will be reimbursed on their costs based on the invoice from the legal/accounting service provider chosen by EIT Food or based on the receipts or extracts of official fees from the respective official sources. The afore-mentioned confirmation documents should be submitted by subgrantees to the respective EIT Food office no later than December 13, 2020. Subgrantees will be reimbursed within the timeline and tax implications stated in the sub-granting agreement;
- 4.7. Two months from the date that funds were deposited, subgrantee is obliged to complete a [short survey](#) on the impact of the legal / accounting assistance.

5. Application Questions

To apply for the Legal and Accounting Support, entrepreneurs will have to answer the following questions and complete the following tasks.

1. General questions:

- 1.1. Name and surname
- 1.2. Is your company incorporated or are you applying as an individual? (please choose only one option):
 - Incorporated company
 - Individual
- 1.3. Please select the country/region, you are applying from:
 - Bulgaria, Croatia, Czech Republic, Estonia, Greece, Hungary, Italy* (only regions: *Molise, Puglia, Basilicata, Calabria, Sicilia, Sardegna, Umbria, Marche, Abruzzo, Campania, Valle d'Aosta*), Latvia, Lithuania, Poland* (only regions: *Łódzkie, Lubelskie, Małopolskie, Podkarpackie, Świętokrzyskie, Podlaskie, Wielkopolski, Lubuskie, Dolnośląskie, Opolskie, Kujawsko-Pomorskie, Warmińsko-Mazurskie, Zachodniopomorskie, Mazovia Regional excluding Warsaw*), Portugal, Romania, Serbia, Slovakia, Slovenia, Spain* (only regions: *Galicja, Principado de Asturias, Cantabria, La Rioja, Castilla-la Mancha, Extremadura, Illes Balears, Andalucía, Región de Murcia, Canarias, Castilla y León, Aragón, Comunidad Valenciana*), Turkey
- 1.4. Name of your project/company:
- 1.5. Email address (required for contact):
- 1.6. Mobile number (required for contact):
- 1.7. Website:
- 1.8. Have you received more than 60 000 EUR from EIT Food?
 - Yes
 - No
- 1.9. Have you participated in any other EIT Food programme?
 - Jumpstarter
 - RIS Innovation Grants
 - MAKEit
 - Global Food Venture Programme
 - Seedbed
 - FAN (Food Accelerator Network)
 - RisingFoodStars
 - No, I haven't
 - Other...(Please specify)

2. Business idea

- 2.1. When was your startup founded or how long do you work on your idea?
- 2.2. Please describe what is your startup idea?
- 2.3. How is your startup contributing to a more trusted, healthier and sustainable food system?
- 2.4. How does the business model of your idea/startup work?

- 2.5. Please describe your company’s most important development milestones/achievements in the last three years?
- 2.6. Do you generate any revenue? If yes, please provide information regarding the revenue from the last three operating years.
- 2.7. Have you received any investment from private or public sources in the last three operating years? If yes, please specify the date, source and amount of investment.

3. Legal or accounting need

- 3.1. Please indicate from the list below which areas do you need support with (please choose one):
 - Company formation
 - Fundraising – support in due diligence process, investment agreements, negotiation
 - Sales contracts and negotiations
 - Intellectual property rights
 - Legal permits and licences
 - Compliance with European Law concerning food production and placing it on the market (food safety, traceability, labelling etc.)
 - Accounting consultation
 - Other*
- 3.2. Please fully describe the legal or accounting need that you have concerning your business idea.
- 3.3. Tell us why you need financial assistance with this legal / accounting need. What is the reason you are not able to finance it yourself?
- 3.4. How will receiving this support will help your business to grow?
- 3.5. Please upload your offers (following Appendix 1 or Appendix 2) here. Appendix 2 - If you apply for the reimbursement of permits, licences and trademark registration costs. Appendix 1 - if you apply for all other kinds of legal / accounting support.
- 3.6. How did you learn about this program?
- 3.7. Do you agree with the Terms and Conditions associated with the Legal and Accounting Support and the GDPR policy?

6. Selection Criteria

Applicants that fulfil all the [eligibility criteria](#) will be evaluated by the EIT Food staff and invited experts against the following selection criteria. Each criterion will be scored out of five points (1-5), detailed below. Different criteria have different weightings calculated in the final score. The minimum threshold for the total final score is three (3).

- 1. **The proposal fails to address the criterion** or cannot be assessed due to missing or incomplete information.
- 2. **Poor** - The criterion is inadequately addressed, or there are serious inherent weaknesses.
- 3. **Good** - The proposal addresses the criterion in a clear manner, number of shortcomings are present, some might be significant.
- 4. **Very good** - The proposal fully and in a clear manner addresses the criterion, number of minor shortcomings are present.
- 5. **Excellent** - The proposal successfully addresses all relevant aspects of the criterion.

Selection criteria	Weight	Question
The legal and accounting support is going to a startup that needs the support. The support is intended for startups and entrepreneurs who could not otherwise afford or access such support.	30%	2.1, 2.6, 2.7, 3.3
The reason for obtaining the support makes sense in the development of their business (such as: company’s registration, commercialisation, investment, contract with the client)	20%	3.2, 3.4

The applicant with their business has the potential to transform the food and agriculture system, making it better for people's health and the environment and falls into one of the EIT Food strategic objectives.	35%	2.2, 2.3, 2.4
Business model and traction of the startup show big potential.	15%	2.4, 2.5

7. Funding terms

Actual costs of the service up to the amount of 2,500 EUR will be reimbursed to the subgrantee based on the invoice from the legal/accounting provider chosen by EIT Food and a bank transfer confirmation of the incurred costs by the subgrantee.

If subgrantee was applying for permits, licences or trademarks, actual costs of the service up to the amount of 2,500 EUR will be reimbursed to the subgrantee based on the receipts or extracts of official fees from the respective official sources and a bank transfer confirmation of the incurred costs by the subgrantee. All specific conditions of funding and taxation will be described in a sub-granting agreement signed between subgrantee and EIT Food.

8. Reporting

As a part of the sub-granting agreement, startups/entrepreneurs will have to commit to reporting requirements from EIT Food. These reporting requirements will be tracked using an online survey. EIT Food conducts the reporting to ensure that each awarded subgrant is being used for the intended purpose and that we can track the stories of the startups and entrepreneurs we support. The feedback form will include the following questions:

1. Personal Name
2. Startup Name
3. How has the legal and/or accounting support helped your company? What kind of milestones did it help you reach?
4. Please check the boxes below that apply:
 - The support helped me legally register our startup
 - The support helped me grow our team and offer new employment opportunities
 - The support helped me protect our intellectual property
 - The support helped me to secure an investment
 - The support helped me to secure a deal/sale
 - The support helped me build a more robust accounting system
 - Other, please specify....
5. Would you recommend the EIT Food Legal and Accounting Support to other entrepreneurs and startups?
6. Testimonial – please provide us a testimonial of your opinion of the Legal and Accounting Support that we can use to promote the programme to other startups
7. Other comments

9. Key dates

	Dates
1st application round	Start: 3.02.2019 Finish: 29.02.2019 23:59
2nd application round	Start: 1.03.2019 Finish: 30.04.2019 23:59
3rd application round	Start: 1.05.2019 Finish: 30.06.2019 23:59
4th application round	Start: 1.07.2019

	Finish: 31.08.2019 23:59
5th application round	Start: 1.09.2019 Finish: 30.09.2019 23:59

Dates may change, but EIT Food will report them appropriately.

10. IP rights and confidentiality

The applications submitted to EIT Food are handled confidentially. Everybody that reads the applications during the review process is bound by confidentiality agreements. Applicants retain full and exclusive ownership of their intellectual property rights. The organizers and their authorized representatives in the programme undertake to ensure the confidentiality of the ideas and projects submitted.

11. Best value for money

The best value for money under Horizon 2020 projects means that the beneficiaries must base their purchases either on the best value for money (considering the quality of the service, good or work proposed, i.e. the best price-quality ratio) or on the lowest price. This requirement reflects the general cost eligibility condition (i.e. that costs must be reasonable and comply with the principle of sound financial management) and applies it specifically to the purchasing context. For the best price-quality ratio, price is an essential aspect (together with quality criteria, such as technical quality, etc.), but it is not automatically necessary to select the offer with the lowest price.

The subgrantees must take all measures to prevent any situation where the impartial and objective implementation of the action is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests').

When assessing the best value for money for the selection of the service provider, the evaluators will take into account the total price of the offer (point three and four of the [Appendix 1](#), 60% weight of the total score) and qualifications and experience of the service providers (point 5 of the [Appendix 1](#), 40% weight of the total score).

12. Applying for the reimbursement of permits, licences and trademark registrations

When applying for the reimbursement of permits, licences and trademark registrations, applicants do not have to provide offers from three legal/accounting providers. Instead, they must attach to their application [Appendix 2](#) containing the extract (copy/ scan of the official document and/or link to the official website) from the official source (e.g. governmental offices, organisations, regulatory agencies and such) showing the fees for the respective services.

In the case of permits, licences and trademark registration, actual costs of the service up to the amount of 2,500 EUR will be reimbursed to the subgrantee based on the bank transfer confirmation of the incurred costs by the subgrantee and receipts or extracts of official fees from the respective official sources. All specific conditions of funding and taxation will be described in a subgranting agreement signed between subgrantee and EIT Food.

Appendix 1: Quotation for legal and accounting support

<i>(filled in by the potential service provider, max 2 pages)</i>	
<p>1. Name, address and website of the potential legal/accounting service provider</p>	
<p>2. Description of the service inquired by the startup/entrepreneur</p>	
<p>3. Offer proposed by the legal/accounting service provider (please present the activities/tasks necessary for the completion of the inquiry and cost of each of them. Please indicate the number of working hours and the price, if applicable).</p>	

<p>4. Total cost of the service requested (please provide net and gross amount in EUR)</p>	
<p>5. Qualifications and experience of the legal/accounting service provider (please make sure to mention operating time, past clients, experience relevant to the startup's request, experience working with startups). Please indicate person/team responsible for activities/tasks listed above and their expertise relevant to them.</p>	
<p>6. Annotations</p>	

Name and surname of representative of the potential service provider:

.....

(Date and signature)

Company stamp (if applicable):

.....

Appendix 2: Reimbursement of permits, licences and trademark registrations

<i>(filled in by the applicant, max 2 pages)</i>	
1. What kind of permit, license or registration are you applying for?	
2. Who is the issuer of this permit, license or registration?	
3. Please list the cost of each permit/license/registration, if you are applying for more than one.	
4. What is the total cost you are applying to get a reimbursement for?	
5. Please insert an extract from the official source showing the fees for the respective services (copy/ scan of the official document and/or link to the official website).	

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Name and surname of the applicant:

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(Date and signature)