



Co-funded by  
the European Union

# SEFIT

## Open Call for Social Ecosystems for Fair and Inclusive Transitions

SEFIT/2024

**Deadline: 30 April 2024, 14:00 CET (Brussels  
Time)**

## Guidelines for applicants

*SEFIT 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. Neither the European Union can be held responsible for them.*



## INDEX

<b>1. About the SEFIT project</b> .....	<b>2</b>
<b>2. Overview of the support provided by SEFIT</b> .....	<b>2</b>
<b>3. Overview of the Call for Social Ecosystems for Fair and Inclusive Transitions - Challenge Fund (SEFIT/2024)</b> .....	<b>2</b>
3.1. Irish Applicants .....	3
3.2. Italian Applicants.....	4
<b>4. Eligible organisations</b> .....	<b>7</b>
4.1 Italian Applicants:.....	7
4.2 Irish Applicants: .....	7
<b>5. Financial support</b> .....	<b>8</b>
<b>6. Activities supported/funded by the Call</b> .....	<b>10</b>
<b>7. How to submit an application</b> .....	<b>12</b>
<b>8. Selection and evaluation process</b> .....	<b>12</b>
1st step – Eligibility Screen .....	12
2nd step – Evaluation .....	13
Complaints .....	15
<b>9. Contracting and payment arrangements</b> .....	<b>16</b>
<b>10. Monitoring and reporting</b> .....	<b>16</b>
<b>11. Further information</b> .....	<b>17</b>
<b>12. Privacy policy</b> .....	<b>17</b>
<b>13. Useful resources</b> .....	<b>17</b>



## Key figures

<b>Call opening</b>	20 February 2024
<b>Info sessions</b>	<b>Irish fund:</b> 21 March 2024; 4 April 2024 <b>Italian fund:</b> 20 March 2024; 10 April 2024
<b>Call deadline</b>	30 April 2024, 14:00 CET
<b>Interviews</b>	27 – 31 May 2024
<b>Informed successful</b>	28 June 2024
<b>Publication of awardees</b>	July 2024
<b>Project start date</b>	15 July 2024
<b>Project execution deadline</b>	30 April 2025
<b>Deadline for project reporting</b>	31 May 2025
<b>Maximum amount per applicant</b>	<b>Irish applicants:</b> €50,000 <b>Italian applicants:</b> strand 1, max 6 projects €27,000 strand 2, 1 project €38,000  No co-financing is required from the successful applicants
<b>Maximum budget of the call</b>	€400,000 in financial supports
<b>Eligible organisations</b>	<b>Irish applicants:</b> lead organisations should satisfy the legal criteria for being a not-for-profit.  <b>Italian applicants:</b> small or medium-sized enterprise (SME) as defined by the EU;  Non for profit organisations (Cooperatives, social enterprises, NGO, established Associations)  For more details, please see section 4.
<b>Eligible activities</b>	Implementation of a social innovation project in the cities of Cork or Torino that is providing solutions to address the green and/or digital transition by empowering marginalised people and communities.



	For specific objectives for either local challenge, see section 3.
--	--

# 1. Objective of the Call for Social Ecosystems for Fair and Inclusive Transitions - Challenge Fund (SEFIT/2024)

The objective of this call for action is to fund *social innovations* in Turin and Cork that work with **people experiencing socio-economic disadvantage** and their challenges in the Green and Digital Transitions, ensuring a fair transition, while capturing the learnings of the public-private partnership between the social innovations and policy-makers. The social innovations presented must be placed within the objectives of the EU Mission for 100 climate-neutral and smart cities by 2030, the so-called Cities Mission. This call for proposals is one of the core activities of the of the Social Ecosystems for Fair and Inclusive Transitions (SEFIT) project, which brings together local authorities, social innovators, and communities to drive transformative change in the green and digital transitions from a community perspective in the cities of Cork (Ireland) and Torino (Italy) and involve the following partnership: Fondazione Giacomo Brodolini, Rethink Ireland, Municipality City of Torino and Cork City Council.

## 2. Overview of the support provided by SEFIT

The SEFIT Challenge Fund is a €400,000, 10-month fund that provides financial and non-financial support to social innovations based in Torino, Italy and Cork, Ireland to enable them to drive transformative change in the green and digital transitions for **people experiencing socio-economic disadvantage** in both cities.

### This support includes:

- Financial support to a total value of €400,000 (€200,000 for each city) for:
  - at least 4 innovation projects based in Cork city



- max 7 innovation projects based in the Municipality boundaries of Turin
- A nonfinancial support package which includes:
  - a place on the SEFIT Challenge Fund's Accelerator Programme
  - bespoke business and capacity building supports designed in consultation with the successful projects on topics such as strategic planning, maximising your impact, communications, storytelling and fundraising.
- Access to the partners' networks.

## 3. Overview of the Call for Social Ecosystems for Fair and Inclusive Transitions - Challenge Fund (SEFIT/2024)

This Call is **open to social innovation projects working in either Cork, Ireland or Torino, Italy**. Depending on the location of the project, they must satisfy the eligibility criteria or fund “challenge” set by the local partners, based on the outcome of direct engagements with a range of stakeholders including citizens, third-sector entities, civil society representatives, and public administration officials in both Cork and Torino (see report [here](#)).

### 3.1. Irish Applicants

#### Rethink Ireland Criteria

- The project must address a critical social or environmental issue
- The project must be innovative in an Irish context
- The project must have the potential and desire to scale or replicate in Ireland
- The project must provide evidence that it is up and running, or has been tested at least in a minimal way
- The project must be based in the Republic of Ireland
- Applicants must come from an entity that has a ‘not for profit’ legal form e.g.,
  - A company limited by guarantee
  - A co-operative
  - Charity
  - And other not for profit legal forms

#### SEFIT Challenge Criteria

- Projects whose main impact takes place in Cork city, *and*
- Projects providing solutions to address the green and/or digital transition, *and*



- Projects that enable a fair and inclusive transition by empowering marginalised\* communities through at least one of the following approaches:
  - Project leadership: Projects and/or organisations that are led by a member of a marginalised community
  - Project partnership: Projects and/or organisations that work in partnership with groups and/or institutions to address the barriers to the green and/or digital transition for marginalised communities
  - Community engagement: Projects and/or organisations that empower diverse community groups to play a major role in climate action and/or the digital transition, achieving a fair and inclusive transition.

\*Marginalised identities can include people who; are from Roma or Traveller communities, are migrants or seeking asylum, have a disability, are socio-economically disadvantaged or unemployed, are rurally isolated, are experiencing poor mental health or addiction, or identify as LGBTQ+. Please note, this list is not exhaustive as many individuals experience marginalisation.

### **Advantageous criteria (Not Required)**

The below criteria will be considered advantageous in applications, however organisations who meet the core criteria but do not meet the advantageous criteria are encouraged to apply.

Projects incorporating the strategic priorities for the city in their solution will have an advantage, namely:

- Built Environment and Energy: Projects/Organisations that engage communities with the issues of green energy and a sustainable built environment
- Transport and Mobility: Projects/Organisations that focus on access to public transport and promote active travel
- Natural Environment and Resource Management: Projects/Organisations that focus on protecting and nurturing the natural environment and biodiversity
- Bridging the Digital Divide: Projects/Organisations that focus on addressing the gap in access to digital technologies for specific communities

**\*Please note:** Projects do not need to meet advantageous criteria to be successful.

## **3.2. Italian Applicants**

The call will finance projects with the ambition to promote green and/or digital transition, involving disadvantaged people\* and providing social innovation solutions to address and mitigate the current and future impacts of **climate change** in Torino City.

### **SEFIT Challenge Criteria**

- Projects whose impact takes place in Torino city,



- The project must be innovative in an Italian context
- The project must have the potential and desire to scale or replicate in Italy
- Projects that enable a fair and inclusive transition by empowering **people experiencing socio-economic disadvantage**
- Projects, with the ambition to promote green and/or digital transition, providing social innovation solutions to address and mitigate the current and future impacts of climate change in Torino City through at least one of the following objectives:

**Strand 1** - financing max 6 project, max available fund for project 27k; Open to: small or medium-sized enterprise (SME) as defined by the EU; Non for profit organisations

- Financial and Consumption Education: projects empowering people through energy conservation skills and promoting behaviour change as a countermeasure to the growing poverty caused by the high cost of energy;
- Green Jobs: projects focusing on the training and employment of disadvantaged individuals in the field of the green economy;
- Sustainable mobility: projects focusing on improving the sustainability of transport and mobility in the city of Turin

**Strand 2** - financing only 1 project, max available fund 38k; Open only to Non for profit organisations

- Youth Participation: Promoting youth involvement in the framework of climate change to encourage their dialogue with the Municipality of Torino and local stakeholders on climate change issues. This initiative aims to activate a Torino Climate Change Youth Forum, including vulnerable targets such as NEETs (Not in Education, Employment, or Training), second-generation individuals, and others.

Even if there is no restriction on the number of applications an organisation can submit, organisations are encouraged to submit one strong application over multiple submissions. In the case of a partnership, one application only should be submitted and the lead organisation must be the one who submits the application. The financial support will be provided to the lead organisation only, who will be responsible for administering the grant, including transferring it to the partners, if applicable. Selected lead organisations will be the sole responsible for setting-up/managing agreements regulating their cooperation with their partners.

The project activities must be implemented between **1 July 2024 and 30 April 2025**.

In the application, applicants are asked to detail the activities to be funded in the innovation project, including activities provided by external consultants and/or partners where applicable (see guidelines below), and to what extent they contribute to the complete implementation of the project.



## 4. Eligible organisations

### 4.1 Italian Applicants:

Applicants to the Italian side of the fund must meet all the following requirements:

Strand 1:

**Be a small or medium-sized enterprise (SME) as defined by the EU.** An SME will be considered as such if coherent with the [Commission Recommendation 2003/361/EC](#) and the [SME user guide](#).

Or

**a Non for -profit organisation** (legally constituted)

Strand 2:

**Non for-profit organisation**

**Be established/registered (legal office) in Italy**, and operating in the **City of Torino** (please attach a copy of the statute and/or a copy of the business register to the proposal)

If applying as a **consortium**, partnerships will be required to state the legal standing and registered name of each partner organisation and provide a Memorandum of Understanding between the partners.

**Be compliant** with the following situations:

- Is not bankrupt or being wound up, is not having affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- obligation relating to the payment of social security contributions and the payment of taxes, in accordance with the legal provisions of the country in which it is established.
- Is not subject to a conflict of interest in connection with the grant.

**Not have a conflict of interest with the SEFIT consortium partners.**





## 4.2 Irish Applicants:

Applicant organisations to the Irish side of the fund must meet all the following requirements:

1. **Applicants must come from an entity that has a 'not for profit' legal form e.g.,**
  - A company limited by guarantee
  - A co-operative
  - Charity
  - And other not for profit legal forms
2. **Must not be** Individuals, sole traders, consultants working with Rethink Ireland, statutory or public bodies, local development companies, LEADER companies, companies limited by shares, and organisations that are funded 100% by Irish state bodies or agencies and continue to be in receipt of that funding.
3. **Be established/registered (legal office) in the Republic of Ireland and make its main impact there**
4. **Be compliant** with the following situations:
  - Is not bankrupt or being wound up, is not having affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
  - Is in compliance with its obligation relating to the payment of social security contributions and the payment of taxes, in accordance with the legal provisions of the country in which it is established.
  - Is not subject to a conflict of interest in connection with the grant.
5. **If applying as a partnership, the lead applicant must satisfy the not-for-profit criteria above.** Partnerships will be required to state the legal standing and registered name of each partner organisation and provide a draft Memorandum of Understanding between the partners.
6. **Not have a conflict of interest with the SEFIT consortium partners.**

In addition, for the whole selection and evaluation process and the duration of the agreement with Foundation Giacomo Brodolini (FGB) as SEFIT project coordinator, selected applicants must commit to:

- Comply with the obligations that the European Commission set in the Grant Agreement with FGB, including, among others:
  - Avoid conflicts of interest (Article 12 GA).



- Maintain confidentiality (Article 13 GA).
  - Promote the action and give visibility to the EU funding (Article 17 GA).
  - Liability for damages (Article 33 GA).
  - Allow the Agency, the Commission, the European Anti-fraud Office (OLAF) and the Court of Auditors to exercise their powers of control on documents, information, even stored on electronic media, or on the recipient's premises.
- Provide information on the innovation activities undertaken (non-confidential), for communication and dissemination purposes, to both the SEFIT project partners.

## 5. Financial support

The total financial support budget for this Call is €400,000, with €200,000 available for each city.

**Irish applicants** can request **up to €50,000**. This also includes the external costs listed in their application.

**Torino applicants** can request the following maximum amounts per strand of the challenge:

- strand 1, maximum 6 projects €27,000(maximum amount for each project)
- strand 2, maximum 1 project €38,000

**No co-financing is required from the successful applicants.** However, they must commit to ensure the necessary resources needed to carry out the project and must have stable and sufficient sources of funding to maintain their activity throughout the development of the project.

This will be also stated in the Declaration of Honour (see section 7) and the agreement that successful applicants will sign with Fondazione Giacomo Brodolini srl SB (see section 9).

The financial support will be awarded in two instalments: 40% and 60% at the end of the project. These are fixed payments defined up-front and set out in the agreement. The first instalment will be paid upfront following the completion and signature of the fund agreement between the applicant and Fondazione Giacomo Brodolini srl SB (FGB). The second instalment will be paid upon accomplishment of activities, linked to deliverables.

Applicants must complete and attach to their application a budget proposal, based on the template provided in the application form. Costs described in the budget must be determined in accordance with the usual accounting and management principles and practices of the applicant. **The budget to be submitted must be detailed, demonstrate cost-effectiveness and be consistent with the timing of the innovation project to be developed.**



The use of the financial support will be controlled on the basis of the monitoring and reporting process detailed in section 10, including to verify the coherence of the spent money with the achieved results.

In all cases, successful applicants must always keep all the original documents for all their expenses for five years after the payment of the balance (e.g. timesheets, invoices, contracts) in case of checks and audits, carried out by both the SEFIT partnerships and/or the EU agencies and institutions, and to demonstrate compliance with all eligibility rules set in these Guidelines.

The contracted applicants are solely responsible for providing all necessary documents in case of checks and audits. If any problem occurs, the SEFIT partnership is not responsible for possible subsidy reductions or claims that may be made to the selected/contracted social enterprises for an incorrect justification.

The financial support to be awarded to each applicant will be based on the assessment of eligible costs as provided in the estimated budget and will be then set out in the Agreement (see Section 9).

Please note that the SEFIT partnership has the right not to award all the financial support available in this call, nor all the financial support requested by the applicants.

In addition, the transfer of the financial support from FGB to the selected applicants is subject to the condition that the European Commission makes the necessary funds available to FGB.

#### **Double funding:**

**No double funding is allowed.** Applicants must not be and not have been funded by national or European public funds for the same activities included in their application.

The SEFIT partnership may carry out the necessary control actions with other EU-funded projects to verify that there is no double funding ongoing.

#### **Previous funding:**

The Irish applicants to the Fund should be aware of the following policies of the Irish partner, Rethink Ireland, on previous and currently funded organisations on one of Rethink Ireland's funds:

- **Previous awardees of Rethink Ireland funding** must be able to demonstrate they have performed well on a previous programme and capture in the application form how the new funding being applied for is a logical continuation from the original investment, fitting the new Fund criteria in particular.
- **Projects currently awarded on of Rethink Ireland's Funds** that have cash grant payments remaining before the commencement of the new fund programme are not eligible to apply. Organisations on one of our Funds that have cash grant payments



remaining before the commencement of the new fund programme are still eligible to apply with a different project and different project lead.

- Projects satisfying the criteria of previous awardee or current awardee of Rethink Ireland, where present in the final portfolio of projects to be awarded under the Irish SEFIT Fund, must not represent more than 40% of the total Irish portfolio.

## 6. Activities supported/funded by the Call

**The innovation project must be carried out from 1 July 2024 and completed by 30 April 2025.**

The financial support can be used for the following costs related to carrying out the innovation project:

- 1) Personnel costs:** *Costs for employees* (or equivalent) are eligible as personnel costs if they fulfil the general eligibility conditions and are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action.

*Costs for natural persons working under a direct contract* other than an employment contract and costs for seconded persons by a third party against payment are also eligible as personnel costs, if they are assigned to the action, fulfil the general eligibility conditions and:

- (a) work under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed) and
- (b) the result of the work belongs to the beneficiary (unless agreed otherwise).

The work of SME owners for the action (i.e. owners of beneficiaries that are small and medium- sized enterprises not receiving a salary) or natural person beneficiaries (i.e. beneficiaries that are natural persons not receiving a salary) may be declared as personnel costs, if they fulfil the general eligibility conditions.

- 2) Subcontracting:** this is the work carried out by an external provider(s) which enters into an agreement on business conditions with the applicant. Applicants should clearly demonstrate how the subcontracted services are 1) necessary for the delivery of their project proposal and 2) beyond the skills and/or capacity of the applicant organisation(s).
- 3) Other costs:** these costs are different from subcontracting because they are minor purchases and are not considered as "services" from other professionals. Other costs may



be included in the budget proposal in exceptional cases, **if necessary and duly justified**: they will be subject to a thorough evaluation. They can cover:

- consumables
- travel necessary for the implementation of the project activities

**Please note that funding for capital assets (building, vans or equipment) or installation of hardware is not eligible.**

The costs listed above are eligible only if they meet all the following requirements:

- 1) Incurred from the date of the signature of the agreement with Fondazione Giacomo Brodolini srl SB (see section 10) until May 2025.
- 2) Included in the approved budget attached to the agreement signed with Fondazione Giacomo Brodolini srl SB.
- 3) Incurred solely for the purpose of implementing the approved application attached to the signed agreement with Fondazione Giacomo Brodolini srl SB and necessary for its implementation.
- 4) Incurred for one or more categories listed above.
- 5) Identifiable and verifiable, in particular recorded in the organisation's accounts in accordance with the accounting standards applicable in the country where it is established and with its usual cost accounting practices.
- 6) Comply with the applicable national law on taxes, labour and social security.
- 7) Reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency.
- 8) Finally, in terms of subcontracting of services, social enterprises must comply with their national legislation in compliance with their obligations and requirements for contracting with public funds.

## 7. How to submit an application

### 7.1 Application documents

The following documents must be submitted:

- Application form
- Annex 1. Budget template
- Annex 2. Declaration of Honour
- Annex 3. Income and Expenditure
- Annex 4. Financial Accounts

### 7.2 Submission

Applicants must submit their application in English only<sup>1</sup> by the deadline 30 April 2024 at 14.00 CET (Brussels time) by completing and submitting their online application via the **Application Form** at:

**Irish fund applicants:** <https://socialinnov.my.site.com/fundingportal/s/>

---

<sup>1</sup> Applications even partially written in another language will not be eligible.



**Italian fund applicants:** <https://www.tfaforms.com/5110182>

All necessary application documents listed above must be uploaded within the relevant application section during the application process.

Each applying project can submit one application only and will receive an automatic email acknowledgment of the submission of the application. If an applicant does not receive the confirmation email within one hour of the submission of its proposal, it will be assumed that the submission process was not completed. Contact the relevant fund team for any issues arising at:

Irish applicants: **sefit@rethinkireland.ie**

Italian applicants: **sefit@fondazionebrodolini.eu**

It is strongly recommended not to wait until the last minute to submit an application. Failure of the application to arrive by the call deadline for any reason, including network communications delays, is not acceptable as an extenuating circumstance.

Moreover, no additions or changes to an application can be made after it has been submitted, nor after it has been selected.

## 8. Selection and evaluation process

### 1<sup>st</sup> step – Eligibility Screen

All applications received by the call deadline will be reviewed by the SEFIT project partners against the eligibility criteria described under “Eligible organisations” and “Activities”.

In addition, the following applications will be deemed ineligible:

- Completed in languages other than English (even partially).
- Submitted after the deadline.
- With no or incomplete attachments.
- With no or incomplete signatures, where mandatory.
- With attachments not based on the call’s templates, where mandatory.

The SEFIT partnership has the right to request documentation from the applicants to verify all the above. In case the request is not answered within 7 working days, the applicant will be deemed ineligible.



Only the eligible applications will move to the 2<sup>nd</sup> step.

## 2<sup>nd</sup> step – Evaluation

All eligible applications will be evaluated by the SEFIT partnership staff and external experts as part of an internal and external review process.

Following this, applications will be shortlisted by the SEFIT partnership's Shortlisting Panel members and those who are successful will be brought forward for interview. Due diligence on shortlisted applications will follow and a final decision on the successful applications under the Call will be made by the SEFIT Fund Approval Committee at the end of April.

### **Evaluation 1: Documentation assessment by the SEFIT Partner Teams**

Applications will be evaluated by the SEFIT project partner staff and external experts in their respective country, Ireland and Italy. Each proposal will be evaluated by two to three reviewers, with the final categorisation decided by appointed Shortlisting Panels in either country context.

The Shortlisting Panels will assess the applications according to the following evaluation criteria. Each chapter of the Application form is part of the 4 award criteria and will be utilised by reviewers and the Shortlisting Panels to make their assessment:

- 1) **Fund Fit:** this criterion can be reached by Application Questions:
  - Application Form, Section 2: *whole section*
- 2) **Impact:** this criterion can be reached by Application Questions:
  - Application Form, Section 3: Question 6 – Question 8
- 3) **Scalability:** this criterion can be reached by Application Questions:
  - Application Form, Section 3: Question 9 – Question 10
- 4) **Sustainability:** this criterion can be reached by Application Questions:
  - Application Form, Section 4: Question 12 – Question 15
  - Application Form, Section 5: Question 16 – Question 17
- 5) **Innovation:** this criterion can be reached by Application Questions:
  - Application Form, section 4: Question 11

Each application will be assessed against the evaluation criteria using a 10/5-point categorical evaluation: Strong – Weak, where 1 is the weakest score and 10/ 5 is the strongest score:



<b>Review Assessment</b>	
<b>Metric</b>	<b>Maximum Score</b>
Fund fit	10
Impact	5
Scalability	5
Innovation	5
Sustainability	5
Advantageous Criteria	5 (Irish Fund only)
<b>Total maximum score:</b>	<b>30 - Italian Fund 35 - Irish Fund</b>

Once these reviews are completed, they are collated by the SEFIT Fund teams in Ireland and Italy, who will make a recommendation on which projects to shortlist for interview based on the outcome of the review process. The review categorisations and Fund team recommendations will be reviewed by a Shortlisting Panel in either context, composed of 3 members, whose role is to decide on the final shortlisted applicants for interview. This is decided on the basis of the Fund team recommendations, which they can choose to accept or offer an alternative proposal on based on their expertise in social impact, governance and financial expertise and overall alignment of the selected projects with the fund criteria.

### **Evaluation 2: Interview Panels**

In this second evaluation phase, applicants will have to present their proposals to an online interview panel that will take place over 4 days in May 2024. The instructions will be detailed by the SEFIT consortium prior to the session.

Each application will be reviewed by the interview panel members, of which there will be an estimated 3 members.

Each interview will be assessed against the evaluation criteria using a 10-point categorical evaluation: Strong – Weak, where 1 is the weakest score and 10 is the strongest score:

<b>Interview Assessment</b>
-----------------------------





Metric	Maximum Score
Impact	10
Scalability	10
Innovation	10
Sustainability	10
<b>Overall categorisation:</b>	<b>40</b>

**The applicants' performance at interview will be considered by the Shortlisting Panels and the outcome of this second shortlisting will be the final portfolio recommendation to be presented to the SEFIT Fund Approval Committee.**

The final selection decision will be made by the SEFIT Fund Approval Committee: this will oversee the proper execution of the evaluation process and guarantee its coherence, fairness and transparency, including among others, assuring that no conflict of interest takes place during the evaluation process and each applying project is funded only once.

Note that the Fund team, Balance Panel and SEFIT Fund Approval Committee reserve the right to apply their discretion in selecting shortlisted applications where justified by their expertise in relation to the Fund criteria and assessment framework.

All applicants will be informed of the outcome of the evaluation process through email communication.

## Complaints

Applicants willing to submit a complaint must follow the procedure outlined below.

The complaints procedure is in place to demonstrate due process and provide a rationale for the decision to the complainant.

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 SEFIT project upon request via email at the relevant fund email (as listed in Section 11 below) and must be completed in English only.
- Complaints must be limited to procedural aspects, not on the merits of the application. The complaint must relate to the evaluation procedure, admissibility or eligibility checks and demonstrate a procedural irregularity, factual error, manifest error of assessment or abuse of powers. Mere repetitions of the content of the application or disagreements with the result or reasoning of the evaluation will not be considered.
- 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.
- 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 seven calendar days from reception. In case more time is needed, the SEFIT partnership will inform the applicant via email.

## 9. Contracting and payment arrangements

All selected applicants will have to formally accept the offer of the financial support and consequently sign an **agreement with Fondazione Giacomo Brodolini SRL SB (FGB)** as SEFIT Coordinator. The agreement will detail all rights and duties of the selected organisation and binding conditions for the social enterprise to receive the financial support.

The **payment schedule** for the financial assistance is as follows:

- 40% of the awarded financial support within 30 working days from the date of entry into force of the agreement between the social enterprise and Fondazione Giacomo Brodolini SRL SB .
- 60% within 30 working days from the approval by FGB and the monitoring partner (see section 11) of:
  - Updated reporting documentation detailing completed impact goals
  - Completed financial reporting demonstrating eligible expenditure has taken place
  - Any deliverables as per grant agreement
  - Continued compliance with all regulatory requirements

## 10. Monitoring and reporting

**The closing date for projects is end April 2025. Applicants must submit their final documentation before the end of May 2025.**



Each selected/contracted applicant will be monitored by one of the SEFIT partners – for Irish applicants, by Rethink Ireland; for Italian applicants, by Fondazione Giacomo Brodolini SRL SB – in order to monitor the advancement of the activities, any issue, or support needed. Monitoring activities will be detailed in the agreement with Fondazione Giacomo Brodolini srl SB and are mandatory for all applicants.

## 11. Further information

For general queries on the call, applicants may contact the SEFIT partner in their country:

Italy	FGB	Project Manager: Debora Greco	<a href="mailto:greco@fondazionebrodolini.eu">greco@fondazionebrodolini.eu</a> <a href="mailto:sefit@fondazionebrodolini.eu">sefit@fondazionebrodolini.eu</a>
Ireland	Rethink Ireland (RI)	Project Manager: Hannah Cousins	<a href="mailto:sefit@rethinkireland.ie">sefit@rethinkireland.ie</a>

To keep updated about the call, please visit:

[SEFIT website](#)

[Linkedin](#)

## 12. Privacy policy

Applicants must read and accept the privacy policy before submitting their application:  
<https://rethinkireland.ie/privacy-policy-2/>