

THE MULTIANNUAL 2022 - 2024

SME FUND

Helping EU SMEs reach their full intellectual property potential

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Introduction - European Union Intellectual Property Office (EUIPO)



EU agency that offers **IP rights** protection to businesses and innovators across the EU and beyond

Based in Alicante, Spain, since 1994, from our foundation, our core business has been the registration of **EU Trade marks** and **Designs**.



Over **1.600** employees working directly and indirectly.



The Office uses **5** working languages (English, French, German, Italian and Spanish) and processes applications in **24** official EU languages.



We register more than **160,000** EU trade marks and up to **110,000** Community designs **annually**, offering IP protection to companies and individuals in a market of over 500 million consumers.



Only **9%**
of European SMEs
own IPRs... **but** those that do have
+68%
higher revenue
per employee than
those that do not*

*controlling for all relevant factors such as size, sector or country

Intellectual property rights and firm performance in the European Union
Firm-level analysis report, February 2021

[Link](#) to study

SME FUND 2022 – KEY ELEMENTS

- Eligible beneficiaries: SMEs based in the EU
- Term to apply for a grant: from 10/1/2022 to 16/12/2022
- IP activities included: IP Scan, trade marks, designs, and patents
- Grant amounts:
 - Voucher 1 (IP Scan, trade marks, and designs): €1,500
 - Voucher 2 (patents): €750
- How it works:
 - Apply for the grant (response in up to 15 working days)
 - 4 months (extendable to 6) to initiate activities and request your first reimbursement to activate your voucher
 - Implementation period (6 months for voucher 1 and 12 months for voucher 2) to initiate more activities and request reimbursements (payment in 30 days)



IP ACTIVITIES INCLUDED

	IP ACTIVITY	COVERAGE	INCLUDED FEES	REIMBURSEMENT %
Voucher 1	IP Scans	National level	Ceiling per EU country (maximum fee of €1,500)	90%
	Trade marks & designs	National, regional, and EU levels	Application, class, examination, registration, publication, and deferment of publication fees	75%
		Outside of the EU	Basic, designation, and subsequent designation fees (*)	50%
Voucher 2	Patents	National level	Pre-grant (filing, search, and examination), grant, and publication fees	50%

(*) Excluded fees: designation fees of EU countries and handling fees charged by the office of origin.

VOUCHERS

TYPE	IP ACTIVITIES	VALUE	DURATION
Voucher 1	IP Scans, trade marks, and designs	€1,500	4 months (extendable to 6 months)
Voucher 2	Patents	€750	



Voucher 1 Company name





ID: 1234576324

Services

- IP Scan
- Trademark & design fees outside of the EU
- Trademark & design fees at the national level
- Trademark & design fees at EU level

Issuance Date	03/01/2022
Expiry Date	03/05/2022

Maximum reimbursement amount

1.500€

This voucher expires 120 calendar days after the start date. The voucher's validity may be extended to 180 days in your **Account** area on the website, but that extension request can only be carried out within 30 days of the original expiration date. See [Terms and Conditions](#) for details.

Voucher 2 Company name





ID: 1234576324

Services

Patent fees at the national level

Issuance Date	03/01/2022
Expiry Date	03/05/2022

Reimbursement amount

750€

This voucher expires 120 calendar days after the start date. The voucher's validity may be extended to 180 days in your **Account** area on the website, but that extension request can only be carried out within 30 days of the original expiration date. See [Terms and Conditions](#) for details.

HOW DOES IT WORK?



1. Apply for the Grant

Visit the SME Fund website and fill out the application form



2. Receive your Grant

Grant decision delivered in up to 15 working days



3. Initiate your IP Activities

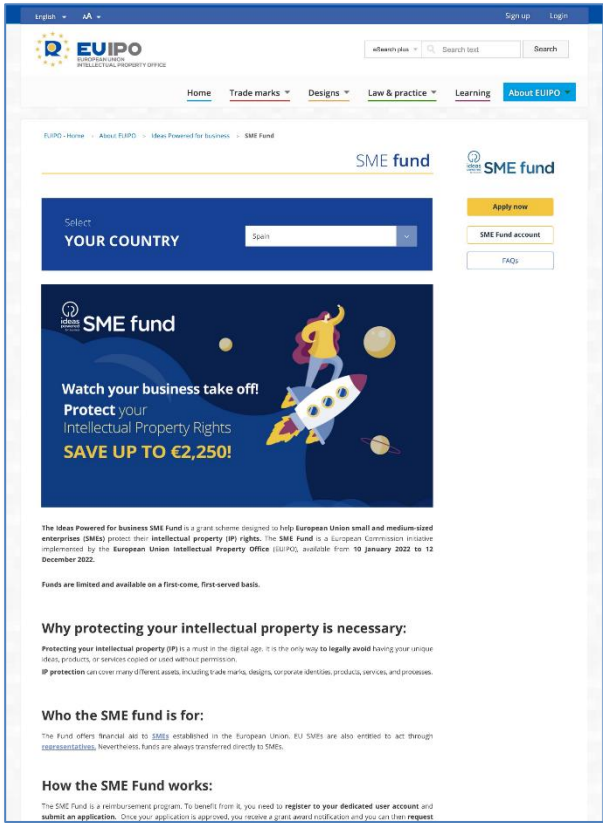
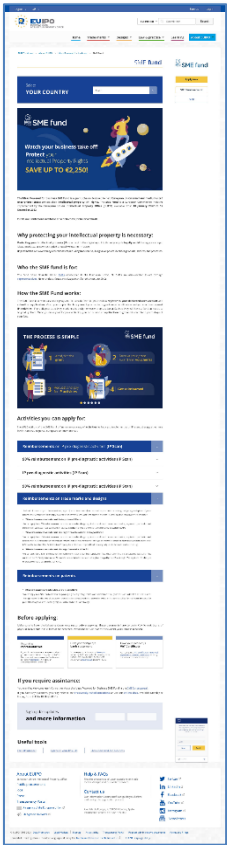
Run an IP Scan, apply for your trade mark, design, and/or patent



4. Get Reimbursed

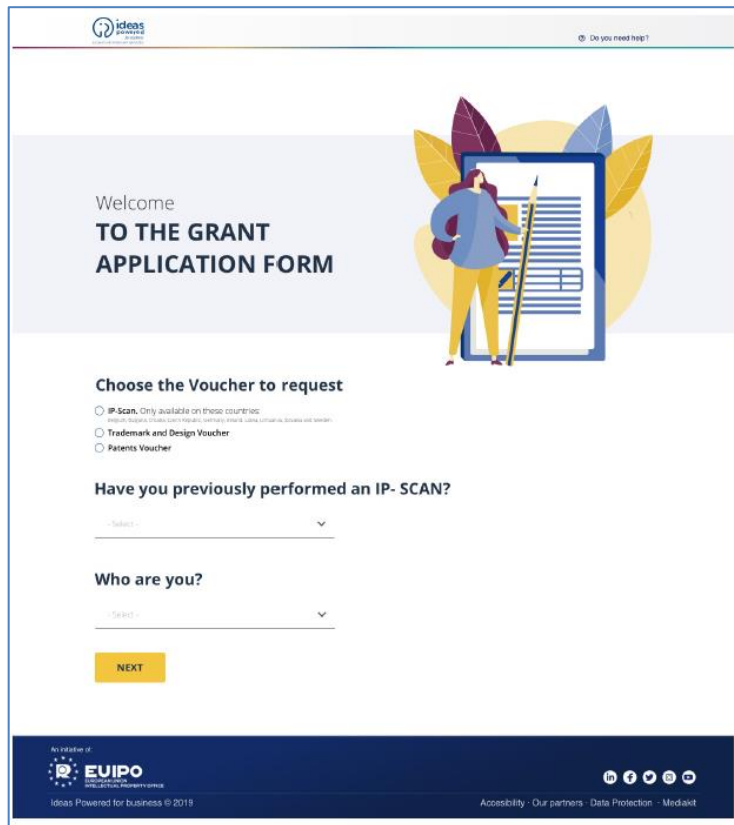
Pay up-front for activities, fill out the reimbursement form in your SME Fund account area, and receive your reimbursements

WHERE TO APPLY? SME FUND LANDING PAGE IN EUIPO WEBSITE



- Clear information about the SME Fund, IP activities included and how it works
- FAQs section and online chat
- To apply you need to login with your EUIPO account or register
- SME Fund account with the **online form** to apply and relevant info

1. APPLY FOR THE GRANT: APPLICATION FORM



ideas for business

Do you need help?

Welcome
TO THE GRANT APPLICATION FORM

Choose the Voucher to request

IP-Scan, Only available on these countries:
Belgium, Bulgaria, Croatia, Cyprus, Denmark, Estonia, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

Trademark and Design Voucher

Patents Voucher


Have you previously performed an IP-SCAN?

- Select -

Who are you?

- Select -

NEXT

An initiative of  **EUIPO**
EUROPEAN UNION INTELLECTUAL PROPERTY OFFICE

ideas Powered for business © 2018

Accessibility - Our partners - Data Protection - Media kit

Part 1: Personal details

1.1 Basic information

Name *

Surname(s) *

E-mail address *

E-mail of the company you represent *

I am authorized to request this grant on behalf of an SME

Please, download, fill and upload [this document](#) *

Upload

The acceptable PDF file should not be protected. One file only, with a 5 MB file size limit.

Language preference for digital communications *

- Main language preference -

Mobile number *

Country code

Please, download, fill and upload this document *

- Additional language preference -

PREVIOUS **NEXT**

1. APPLY FOR THE GRANT: APPLICATION FORM

Part 2: Company details

2.1 Company details

Part 2: Company details

Company name *

Address *

Postal code *

City *

2.2 Company identifiers

VAT
 Tax identification number

Upload supporting document *

Upload - No file chosen

Value Added Tax (VAT) number *

Tax identification Number (TIN) *

2.3 Type of SME (refer to the table below)

Type of SME	Number of employees	Annual turnover	Annual balance sheet total
Medium	51 - 250	≥ EUR 50 million	≥ or ≤ EUR 40 million
Small	11 - 50	≥ EUR 10 million	≥ or ≤ EUR 10 million
Micro	0 - 10	≥ EUR 2 million	≥ or ≤ EUR 2 million

Select your company's focus:

Select your company's sector:

2.4 How did you learn about the SME Fund? *

Choose one *

Or in the case of other, please specify:

PREVIOUS NEXT

- You can request voucher 1, voucher 2 or both
- Required documents:**
 - VAT or TIN document
 - Bank account certificate
 - Declaration on honor (for representatives)
- Each voucher can be requested once in the year

Part 3: Bank account details

3.1 Bank details for reimbursement

Bank name *

Account holder name *

BIC/SWIFT code *

International Banking Account Number (IBAN) *

Country

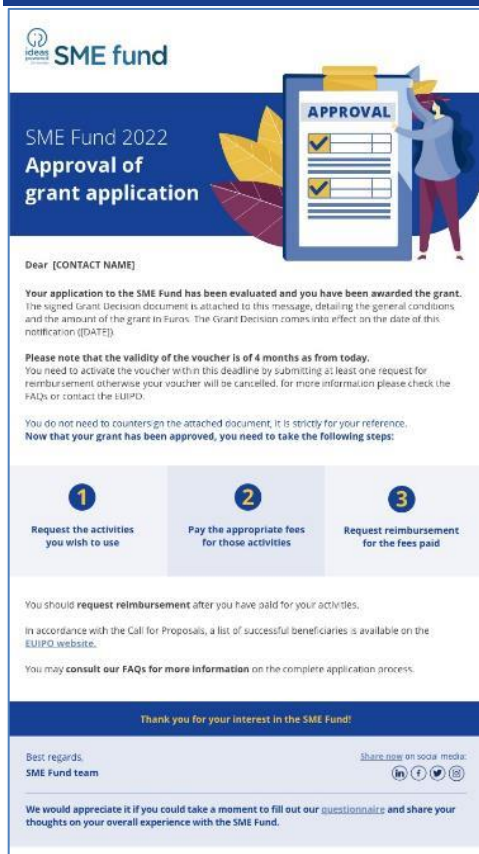
Proof of statement *

Upload - No file chosen

The uploaded PDF file should not be protected. Use the only, with a size no more than...

PREVIOUS NEXT

2. RECEIVE YOUR GRANT



SME fund

SME Fund 2022
Approval of grant application

Dear [CONTACT NAME]

Your application to the SME Fund has been evaluated and you have been awarded the grant. The signed Grant Decision document is attached to this message, detailing the general conditions and the amount of the grant in Euros. The Grant Decision comes into effect on the date of this notification ([DATE]).

Please note that the validity of the voucher is of 4 months as from today. You need to activate the voucher within this deadline by submitting at least one request for reimbursement otherwise your voucher will be cancelled. For more information please check the FAQs or contact the EUIPO.

You do not need to countersign the attached document, it is strictly for your reference.
Now that your grant has been approved, you need to take the following steps:

1	2	3
Request the activities you wish to use	Pay the appropriate fees for those activities	Request reimbursement for the fees paid


You should **request reimbursement** after you have paid for your activities.

In accordance with the Call for Proposals, a list of successful beneficiaries is available on the EUIPO website.

You may **consult our FAQs for more information** on the complete application process.

Thank you for your interest in the SME Fund!

Best regards,
SME Fund team

Share now on social media:


We would appreciate it if you could take a moment to fill out our [questionnaire](#) and share your thoughts on your overall experience with the SME Fund.

Within 15 working days of submitting your application, you will receive:

- An email with your **grant award**, or
- a **clarification email** requesting details on missing information or documents pertaining to your application, or
- A **rejection** email stating why you are not eligible to receive the grant

3. INITIATE YOUR IP ACTIVITIES

- Remember to initiate your IP activities **after** having received a grant award
- IP activities eligible in each voucher:
 - **Voucher 1:** IP Scan (MS IPOs), trade marks, and designs (through MS IPOs, the EUIPO and the WIPO)
 - **Voucher 2:** national patents (through MS IPOs)
- Once you have paid for your first activity, you can request your **first reimbursement to activate your voucher**
 - Your voucher **expires in 4 months** but can be extended an additional **2 months if required** within the last month of the initial period

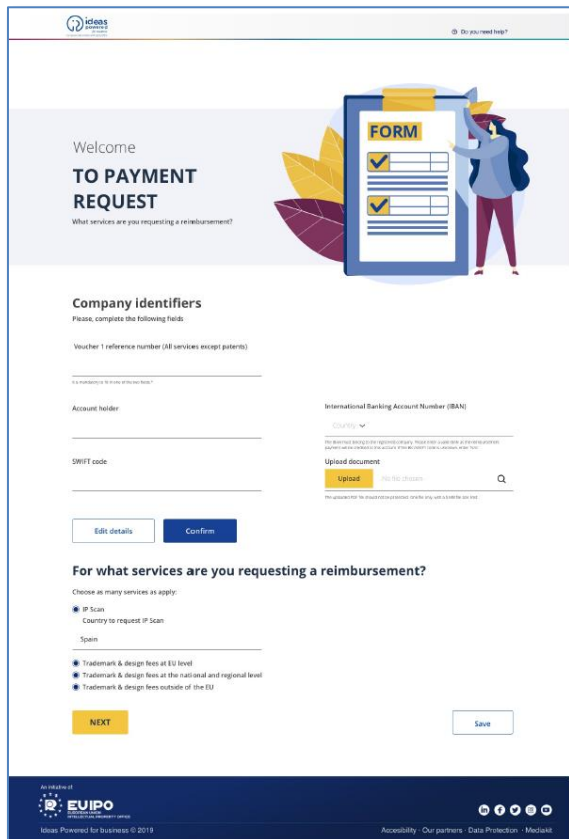


3. INITIATE YOUR IP ACTIVITIES

- Once you have activated your voucher, you start the **implementation period** (6 months for voucher 1 and 12 months for voucher 2)
 - During this period, you can request further reimbursements of fees for the activities already initiated and also for new ones
 - Your reimbursement will be paid in **30 days** from the date of your request (up to the remaining balance of your voucher)



4. GET REIMBURSED: PAYMENT REQUEST FORM



Welcome TO PAYMENT REQUEST
What services are you requesting a reimbursement?

Company identifiers
Please, complete the following fields:

Voucher 1 reference number (All services except patents)

Account holder

SWIFT code

International Banking Account Number (IBAN)

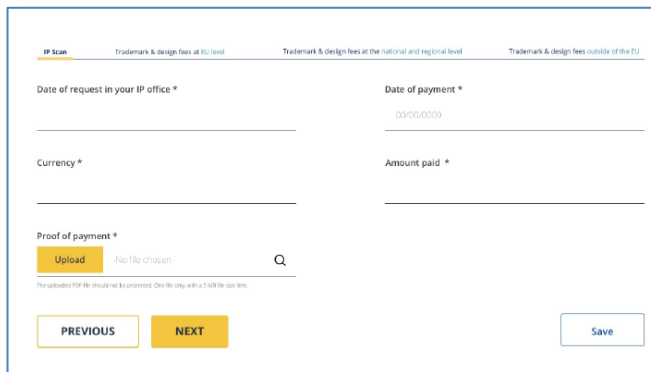
Upload document

For what services are you requesting a reimbursement?
Choose as many services as apply:

- IP Scan
- Trademark & design fees at EU level
- Trademark & design fees at the national and regional level
- Trademark & design fees outside of the EU

NEXT **Save**

IP Scan



IP Scan Trademark & design fees at EU level Trademark & design fees at the national and regional level Trademark & design fees outside of the EU

Date of request in your IP office *

Date of payment *

Currency *

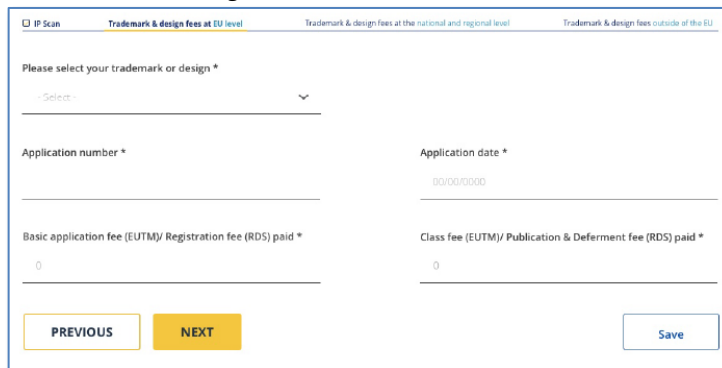
Amount paid *

Proof of payment *

Upload No file chosen

PREVIOUS **NEXT** **Save**

Trade marks and designs at EU level



Trade marks and designs at EU level Trademark & design fees at the national and regional level Trademark & design fees outside of the EU

Please select your trademark or design *

Application number *

Application date *

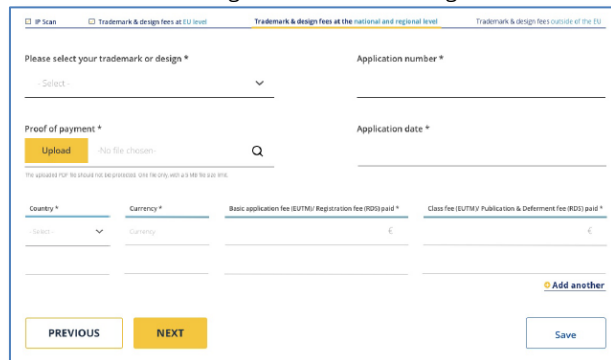
Basic application fee (EUTM)/ Registration fee (RDS) paid *

Class fee (EUTM)/ Publication & Deferment fee (RDS) paid *

PREVIOUS **NEXT** **Save**

4. GET REIMBURSED: PAYMENT REQUEST FORM

Trade marks and designs at national and regional level

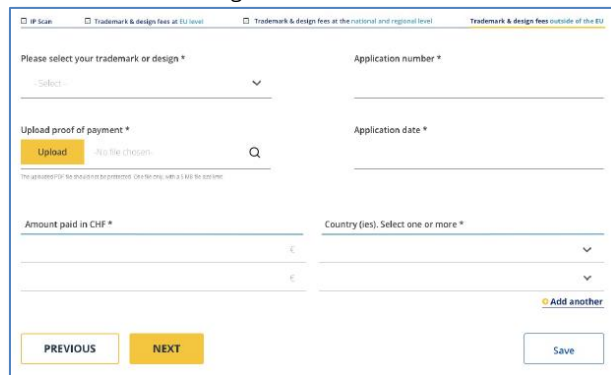


The screenshot shows a web form titled "Trade marks & design fees at the national and regional level". It includes a breadcrumb trail: IP Scan > Trademark & design fees at EU level > Trademark & design fees at the national and regional level > Trademark & design fees outside of the EU. The form contains the following fields and elements:

- Please select your trademark or design ***: A dropdown menu with "Select..." and a downward arrow.
- Application number ***: A text input field.
- Proof of payment ***: An "Upload" button and a "No file chosen" label, followed by a search icon. Below it is a note: "The uploaded PDF file should not be protected and be only with a 5MB file size limit."
- Application date ***: A text input field.
- Country ***: A dropdown menu with "Select..." and a downward arrow.
- Currency ***: A text input field with "Currency" as a placeholder.
- Basic application fee (EUTM) / Registration fee (RDS) paid ***: A text input field with "€" as a suffix.
- Class fee (EUTM) / Publication & Deferment fee (RDS) paid ***: A text input field with "€" as a suffix.
- Add another**: A button with a plus icon.
- Navigation**: "PREVIOUS" and "NEXT" buttons in yellow, and a "Save" button in white.

- Company information automatically transported from the application form
- Ability to save and edit later as well as a Euro conversion function
- Final summary of amounts requested
- **Required documents:**
 - Proof of payment (not for trade marks and designs at EU-level)

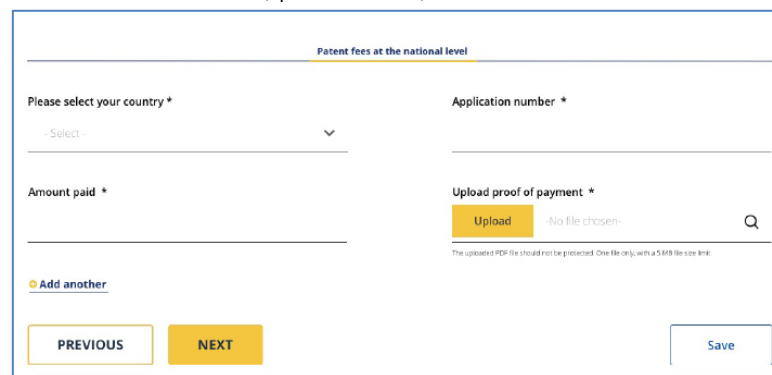
Trade marks and designs outside of the EU



The screenshot shows a web form titled "Trademark & design fees outside of the EU". It includes a breadcrumb trail: IP Scan > Trademark & design fees at EU level > Trademark & design fees at the national and regional level > Trademark & design fees outside of the EU. The form contains the following fields and elements:

- Please select your trademark or design ***: A dropdown menu with "Select..." and a downward arrow.
- Application number ***: A text input field.
- Upload proof of payment ***: An "Upload" button and a "No file chosen" label, followed by a search icon. Below it is a note: "The uploaded PDF file should not be protected (only for filing with a 5MB file size limit)".
- Application date ***: A text input field.
- Amount paid in CHF ***: A text input field with "€" as a suffix.
- Country (ies). Select one or more ***: A dropdown menu with a downward arrow.
- Add another**: A button with a plus icon.
- Navigation**: "PREVIOUS" and "NEXT" buttons in yellow, and a "Save" button in white.

Patents at national level (specific eform2)



The screenshot shows a web form titled "Patent fees at the national level". It includes a breadcrumb trail: Patent fees at the national level. The form contains the following fields and elements:

- Please select your country ***: A dropdown menu with "Select..." and a downward arrow.
- Application number ***: A text input field.
- Amount paid ***: A text input field.
- Upload proof of payment ***: An "Upload" button and a "No file chosen" label, followed by a search icon. Below it is a note: "The uploaded PDF file should not be protected. One file only, with a 5MB file size limit."
- Add another**: A button with a plus icon.
- Navigation**: "PREVIOUS" and "NEXT" buttons in yellow, and a "Save" button in white.

EXAMPLES OF REIMBURSED FEES

IP activity	Regular fee	75% reimbursement	Final cost
National trade mark in Malta	€115	€86.25	€28.75
National design in Malta	€46.59	€34.94	€11.65
EU trade mark	€850	€637.5	€212.5
EU design	€350	€262.5	€87.5

THINGS TO KEEP IN MIND

Tips before submitting your online forms





- Check your documents **match** the details provided in the online form
- Check the uploaded documents are **readable**
- Check the **contact emails** provided

We are here to help!

- Read **FAQs** in SME Fund landing page
- Use the **online chat** if you have any questions
- If you need any help, contact us at INFORMATION@EUIPO.EUROPA.EU

And remember, we are here at your service!

Where to find information and to get support?

-  Information on [SME Fund website](#)
-  Send us an email to information@euipo.europa.eu
-  Call us on +34 965 139 100
-  Live chat on EUIPO website



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THANK YOU