Business Plan 2023–2025
Open Call for Proposals
EIT Community Co-Create NEB:
Local communities and public authorities building sustainable, beautiful and inclusive public space – 2025
Guidance for Applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 25 July 2024

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	25.07.2024	Initial version

Any updates to these Guidelines are identified in the table above. Amended versions of this document are published on the EIT Urban Mobility Call website.

Contents

1. Register and apply

1.1 PIC and PIF registration

The first step one organisation must take, to be able to apply for an EIT Urban Mobility Call, is to register in the <u>EU Funding & Tender Portal</u> and obtain a **valid PIC number**.

You can verify directly on the EU Portal whether your organisation is already registered and has a PIC: <u>https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search</u>

Once an organisation has a PIC number, it will be possible to register in the <u>new EIT UM NetSuite platform</u>, by submitting the <u>Partner Information Form (PIF).</u>

For organisations that previously applied to an EIT Urban Mobility/EIT Community NEB Call for Proposals, and therefore are already registered in the PLAZA platform, please contact the EIT Urban Mobility Service Desk servicedesk@eiturbanmobility.eu. You will be then provided with the credentials to access the new NetSuite platform.

1.2 Search for open calls and apply

Once you land on the **homepage of the portal**, click on the menu, Call for Proposals, Open Calls:
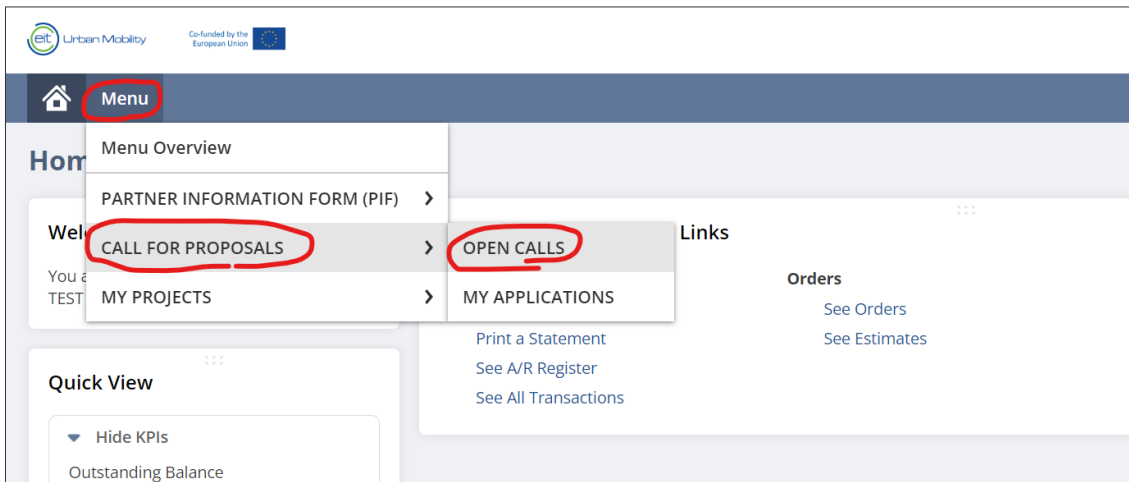
You will see the list of all EIT Urban Mobility Calls currently open. Choose **CO-CREATE New European Bauhaus Open Call 2025** from the list and click on the "**apply**" icon:

Once you click on "apply" a new Application Form (AF) is created and you will be able to start filling it in with all the information of your project. The AF is divided into six different tabs, each containing a set of information.

Once you start working on your AF, we recommend you to **save often**, especially when you move from one tab to another.

You will be able to find your draft application as shown here below. In the "My applications" section, you can also see if your application is still in draft or was submitted.

2. Main Information

The ID proposal number is automatically assigned by the system when you first save your proposal.

You have to select the main challenge addressed by your proposal from the dropdown list below:

* Main challenge addressed

Please select it from the dropdown list.

1. Re-connecting with nature

1. Re-connecting with nature
2. Re-gaining a sense of community and belonging
3. Prioritising the people and places that need it the most
4. Prioritising the need for long-term, life cycle and integrated thinking in the industrial ecosystem

If your proposal addresses another challenge, please select a second one from the dropdown list below (optional):

Other challenges addressed

Please select it from the dropdown list.

3. Prioritising the people and places that need it the most

1. Re-connecting with nature
2. Re-gaining a sense of community and belonging
3. Prioritising the people and places that need it the most
4. Prioritising the need for long-term, life cycle and integrated thinking in the industrial ecosystem

Your proposal must comply with at least one of the expected outcome targets from the dropdown list below:

* Please identify the most selected outcome

Please select it from the dropdown list.

Outcome A: Improved quality of a defined public space by implementing the NEB approach.

Outcome A: Improved quality of a defined public space by implementing the NEB approach.
Outcome B: Improved quality of a public space through complementarity with a local policy/strategy and implementation of the NEB approach.

In addition, your proposal must meet at least one of the following expected outputs from the dropdown list below:

* Please identify the selected output

Please select it from the dropdown list.

OUTPUT 2: Co-design and co-stewardship

OUTPUT 1: Products and services (including rapid product prototypes)
OUTPUT 2: Co-design and co-stewardship

When entering the **project title and acronym**, remember this will be the official name publicly used to promote your project.

In the framework of this Call, projects should maximum duration of 11 months from 1 February 2025 up to 31 December 2025, as indicated in the Call Manual.

* Project Title

Please enter a descriptive title of your project (max 140 characters)

TEST Cocreate PMO

* Project Acronym

Please enter a short title or acronym for your project (max 25 characters)

TEST Cocreate PMO

* Project starting date

Please enter the start of the project.   01/02/2025

* Project ending date

Please enter the end date of your project   31/12/2025

The sections "total budget", "total EIT funding" and "total co-funding" will be populated automatically by the system once you insert the budget.

When writing the **executive summary**, remember this must provide a comprehensive but general overview of the project and that, if your project is selected for funding, it will be used for dissemination purposes. We suggest you to fill in this section once you have completed all other sections and therefore have a clear overview of your project.

You must enter a **minimum of three and a maximum of five keywords** (to be selected from a drop-down menu) and a **minimum of three and a maximum of five self-defined keywords** (which you can therefore freely type). Make sure you select the keywords that best represent your project.

To enter a **self-defined keyword**, click on "new keywork", type the word and press "enter" to save it.

* List of Keywords Related to this Project

Please provide a minimum of three and a maximum of five keywords

> Select

* Free Self-defined Keywords

please provide a minimum of three and a maximum of five keywords   + New Keyword

* Free Self-defined Keywords

please provide a minimum of three and a maximum of five keywords   Lorem ipsum   11 / 80

Before moving to the next tab, remember to **click on the "save" button**.

3. Partner Information

The "**project leader**" is automatically assigned by the system, and it is the organisation of the contact that creates the Application Form.

The **e-mail of the main contact person** is also automatically populated and is always the e-mail address of the contact who created the Application Form.

In the section "**partners involved in the project**" you must list all partners that will be involved in the project and describe what will be their **role and contribution**.

As indicated in the Call Manual, proposals must be composed of a consortium with a **minimum of two and a maximum of four partners** located in an EU Member State or a Third Country associated to Horizon Europe. At least two of these partners must be independent of each other and one must be a city, region or an entity affiliated with a city or region.

The project leader is automatically included by the system in the list. All other partners (if any) must be added by clicking on the "plus" button.

Once you click on the "plus" button, you must enter the **full PIC number of that specific partner**. Once you enter the full PIC, you will be able to select the organisation from the drop-down menu and include it as a partner.

If the organization you are looking for is not found in the list, please invite them to **register here**.

Once you have added all partners, you must indicate if there is any **direct link** between any of them. If there is a direct link, you must indicate which partners are linked and which type of link they have.

Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

- *A legal entity is under the same direct or indirect control as another legal entity; or*
- *A legal entity directly or indirectly controls another legal entity; or*
- *A legal entity is directly or indirectly controlled by another legal entity.*

Control: Legal entity A controls legal entity B if:

- *A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or*
- *A, directly or indirectly, holds in fact or in law the decision-making powers in B.*

The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:

- a. *the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;*
- b. *the legal entities concerned are owned or supervised by the same public body.*

Under this section, you can also add any contact to whom you wish to grant **co-editor rights**. To add a contact, you must introduce the full and correct e-mail address. At that point, you will be able to select the contact from the drop-down menu.

If you cannot find your contact in the drop-down menu, you must ask the contact to register in NetSuite or to be added as the contact person of an organisation already registered in the system.

We suggest granting co-editor rights only to a limited number of people and only when their direct contribution in filling in the Application Form is needed.

If you have one or more co-editors assigned to your proposal, make sure no more than one user is working on the AF at the time. If more users are working simultaneously in the AF, the system will not be able to save the work of all users and this will cause a loss of information.

We also suggest that only the creator of the AF does the final submission of the proposal.

If you click on the "+" button to add a contact but you cannot find the user, remember to click on the delete button otherwise the system will give you an error message when clicking on "save".

Before moving to the next tab, remember to **click on the "save" button**.

4. Project Scope

For this whole section: we recommend you to prepare the answers offline and copy-paste them in the Application Form only once they are finalised. When filling in the final information in the system, we recommend you to **save often** (do not wait to have the whole tab completed before saving).

Remember that you are **not allowed to include any urls** in your Application Form.

Under the project scope tab, you will be asked to define the **main objectives** of your project:

Main Information	Partner Information	Project Scope	WorkPlan	Supporting Documents	Budget

* Project main objectives

Outline your project objectives. Ensure that objectives are SMART and inline with the NEB challenges. (max 3000 characters)

You will then be required to reply to all the call-specific questions, in particular:

Excellence

- Project background and social context
- Proposed solution & methodology
- NEB alignment
- Gender, diversity and inclusion

Impact

- Project outcomes, outputs and impacts
- Project relevance & alignment with existing local strategies
- Outreach, dissemination and end-user engagement plan
- Project replicability and scalability potential
- Potential future durability and transferability of the project

Quality of implementation

- Project Management Structures and Procedures

Under the **risk management** section, we ask you to outline the risks potentially related to your project. To add a risk, click on the "add new" button.

You will be asked to choose the risk category, as well as the risk likelihood, from a drop-down menu

At the end of the Project Scope tab, you will find the **ethics and security** section.

If there are any ethics and security issues related to your project, please indicate which they are by selecting them from the drop-down menu (multiple selections are possible) and describe each of the categories you have selected:

1. Human Embryonic Stem Cells and Human Embryos

2. Humans

3. Human cells/tissues (not covered by element 1)

4. Personal data

5. Animals

6. Non-EU countries

7. Environment & Health and Safety

8. Artificial Intelligence

Select

Before moving to the next tab, remember to **click on the "save" button**.

5. Work Plan

5.1 Work Packages

Under this tab, you are asked to build and define the operational structure of your project. You must therefore divide your planned activities into different **Work Packages (WPs)**. A WP is a component of the project work breakdown. It represents a group of project activities targeting common specific objectives. Please include the activities and the tasks under each WP. To each WP you can add the related deliverables.

The creation of the WPs structure must be done before starting to work on the Budget tab: the WPs will in fact appear in the Budget tab, only after you have created in the WPs in the Work Plan tab. Following this same logic, once you remove a WP in the Work Plan tab, the related WP will disappear also from the Budget tab.
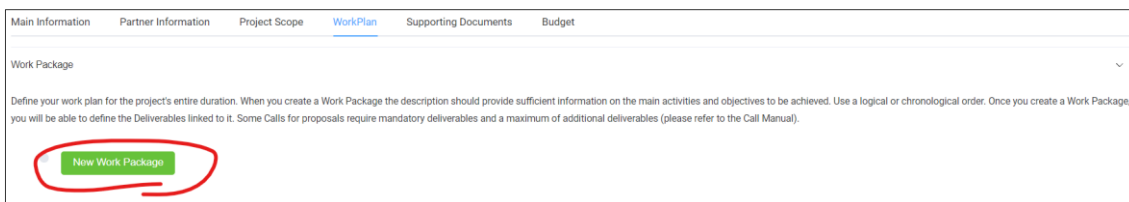
Once you click on "new work package" a new window will appear where you can insert the details of the work package. The WPs will be **automatically numbered** by the system: do not include the WP number in the WP title, and make sure you give them a name that clearly reflects the type of activities covered.

The start and end date of the WPs must be consistent with the start and end date of the overall project.

Remember that the WP leader **must** be included also under the WP contributors. The WP will in fact be created in the Budget tab, only for the partners that are listed as contributors under that specific WP.

If you delete a WP, all deliverables linked to it will be deleted too. By deleting a WP the system will automatically re-number the other existing ones (if any).

5.2 Deliverables

Deliverables capture the achievement of key outputs and may take the form of analysis reports, feasibility studies, strategy documents, pilot action reports, training documentations. The deliverables specified need to fully demonstrate the project's achievements and the judicious use of public funds.

As indicated in the Call Manual, the following mandatory deliverables are expected to be submitted:

- Deliverable 1 Intermediate report (achievement date 30 June 2025)
- Deliverable 2 Final performance report (achievement date 31 December 2025)

A few additional deliverables may be needed (e.g. slide decks and presentations) depending on the projects' scope, and/or the product/service solution.

Once you save a WP, it will be possible to link deliverables to it. To do so, simply click on "add deliverable" and a pop-up window will open:

The deliverables will be automatically numbered by the system: do not include the deliverable number in the title, and make sure you give them a name that clearly reflects the type of activities covered (as indicated in the Call Manual).

If you delete a deliverable, all deliverables linked to it will be deleted too. By deleting a deliverable, the system will automatically re-number the other existing ones (if any).

If your project is approved for funding, you will be asked to justify in a dedicated report the achievement of each deliverables foreseen: make therefore sure you only include meaningful deliverables and that the achievement date you indicate is plausible.

5.3 Outputs and milestones

To add outputs and milestones, simply click on the "add new" button: a pop-up window will open and you can insert.

Outputs are tangible results, e.g. the concrete technology, product, service, method, design, patents, new jobs, new curricula, prototypes, concept, methodology, approach, skills and experience, etc. created by the project.

As indicated in the Call Manual, please include at least one of the following expected outputs:

• OUTPUT 1: Products and services (including rapid product prototypes)
• OUTPUT 2: Co-design and co-stewardship

Milestones are control points to chart the progress of a project implementation. They may correspond to the completion of a key deliverable that allows the next phase of work to begin.

5.3 Key Performance Indicators (KPIs)

In the Application Form, the KPIs linked to this Call are automatically included by the system. Read carefully the Call Manual.

Each proposal must address a **minimum of two mandatory KPIs** from the list provided and specify the minimum target value expected for each chosen KPI. The selected KPIs might be subject to amendment depending on the scope of the project and the coordinating KIC designated during the conditions-clearing phase

You will have to click on the "edit" icon and include the missing information.

The KPI achievement date has to be 31/12/2025 for all KPIs in the system.

KPI Code	KPI Title	KPI Description	Target Value 2025	KPI achievement date	Responsible partner	Contributing partner/s
KSN02	Demonstration/pilots/living labs within a project that actively involve citizens and/or local associ	Actively engaged an appropriate amount of citizens/community representatives of various age and social groups in running a demonstration/successful pilot/living lab* to encourage experimentation, research and the development of solutions to city challenges and issues; and, where relevant: Mobilised local citizen associations and community groups to help maximise reach out to citizens. The aim is to ensure acceptance of measures, raise awareness for opportunities or restrictions that come with measure implementation, and enhance ownership of measures. *Living labs are defined as user-centred, open innovation ecosystems based on a systematic user co-creation approach integrating research and innovation processes in real life communities and settings. Living labs place the citizen at the centre of innovation.	2	2025-11-13	CUS7216 CFP Test Customer B	CUS7259 TEST EK #1
KSN03	Public realm improvements	The number of successful single interventions directly implemented by the activity focused on public realm improvements, in line with SO1 "Create liveable urban spaces". Public realm is a platform for life with a diversity of urban functions to live, work, shop, relax, encounter and play, commonly defined as all areas between buildings including streets, boulevards and open squares that are accessible to the public. Improvements for the diversity of individual users (citizens, customers, visitors, tourists etc. incl. young and elderly, mobility impaired and diverse gender/roles) within the common urban space specifically address: giving more space to pedestrians and cyclists, reducing car ownership/dependency, improved routes, multi-modal options, efficient public transport, streets greening and expansion of the tree canopy, parklets (reusing parking space and creating real opportunities for people to meet), new street lighting, new greenery, waste collection, improved directions for visitors, etc This KPI includes both: a) small-scale and temporary changes, using low-cost and scalable interventions, as the first step in informing long-term systemic change, and b) permanent investment as part of a public realm action plan and/or a walking and cycling strategy, and/or parking interventions.	2	2025-07-18	CUS7216 CFP Test Customer B	CUS7259 TEST EK #1
CL01	Strengthened resilience to the unavoidable impacts of climate change	People with strengthened climate resilience Reach of activities with awareness and capability building effects for climate change mitigation, adaptation, green skills, futures literacy. Reporting requirement in the final performance report as structured data on: List of activities/events incl. the type, title and short description and number of participants	0	2025-11-07	CUS7216 CFP Test Customer B	CUS7259 TEST EK #1
CL02	Climate-friendly jobs created or sustained	Combined 1 new jobs created in start-ups/scale-ups, and 1 jobs/employment in existing businesses, partners sustained through innovations	0	2025-07-18	CUS7216 CFP Test Customer B	CUS7259 TEST EK #1
FD01	Increased public engagement in food system.	Number of people taking part in food co-creation activities.	9	2024-07-10	CUS7259 TEST EK #1	CUS7216 CFP Test Customer B
FD02	New skills and professions developed in the food sector	Number of new skills and professions developed.	0	2025-06-01	CUS7259 TEST EK #1	CUS7216 CFP Test Customer B

* KPI Code

KSN02 Demonstration/pilots/living labs within a project that actively involve citizens and/or local associ ⌄

KPI Title

Demonstration/pilots/living labs within a project that actively involve citizens and/or local associ

KPI Description

Actively engaged an appropriate amount of citizens/community representatives of various age and social groups in running a demonstration/successful pilot/living lab* to encourage experimentation,

* Explanation

* Target Value 2025

* KPI achievement date

* Responsible partner

Select ⌄

* Contributing partner

Select ⌄

Save   Cancel

Please indicate 0 as the target value and N/A as an Explanation next to the KPIs that your proposal is **not contributing to**. In this case, you must also indicate a random KPI achievement date, responsible partner and contributing partner, otherwise, the system will prevent you from submitting your proposal.

Before moving to the next tab, remember to **click on the "save" button**.

6. Supporting Documents

Under this tab, we can upload the following documentation:

- **Registration document/Declaration of affiliation (mandatory only if applicable)** in PDF.

As indicated in the Call Manual, in the case no city or region is involved in the project, the entity affiliated with a city or region that participates in the project has uploaded together with the application form, either the legal registration/official document that proves the legal affiliation with said city/region or a declaration of affiliation signed by the legal representative of the affiliated entity that proves the legal affiliation with said city/region.

- **Project Gantt Chart (optional)** in Excel

Please make sure you only include these documents and use the template for the Declaration of Affiliation when available.

Before moving to the next tab, remember to **click on the "save" button**, otherwise the upload will not be executed.
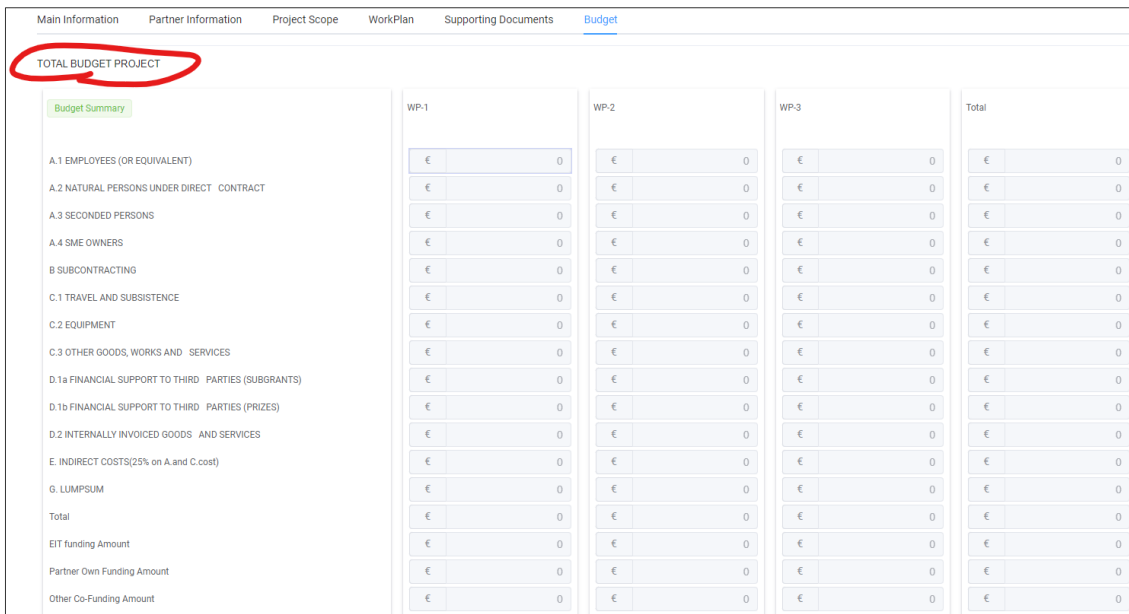
7. Budget

The Budget section is directly linked to the Work Plan tab. The Budget table is structured according to Work Packages (WPs) – and WPs appear in the Budget tab as soon as they are created in the Work Plan tab. This means that, deleting a WP under Work Plan will automatically delete that specific WP under the Budget tab as well.

For this reason, we highly recommend you to fill in the Budget tab only once the Work Plan has been finalised and you don't expect to make any additional changes to the WPs' structure.

At the top of the Budget tab you will find the summary table: this table will be automatically populated as soon as you start to include figures in the budget table of each partner organisation.

By clicking on the title "total budget project" you can hide/unhide this table.

Right under the total budget table, you will find one table per each one of the partners involved into the project. For each of them, only the Work Packages where they have been included as "contributor" will appear.

The budget is divided according to the cost categories foreseen by the **Horizon Europe Programme**. You will be able to fill in all the cells which appear white.

Each time you introduce a cost under a cost category, you must provide a brief explanation of which costs will be covered. Some examples:

- 3.000 Euro under other goods and services "2.000 Euro for the catering and venue of event X; 1.000 Euro for the fee of a professional trainer.

- 5.000 Euro under travel "cost for the trip of two persons for each of the two project's events X and Y".
- 60.000 Euro under employee "10.000 Euro for 0.5 Full Time Employees for the activities linked to Task X of WP X; 50.000 Euro per 3 Full Time Employees for the activities linked to Task X of WP X.

You must also indicate the **percentage of EIT funding** (the part of the costs which will be covered by EIT) and the percentages of potential own and co-fundings.

Own funding will be the costs covered by the partner directly; while **co-funding** will be costs covered by a third party. If any co-funding is foreseen, you must indicate **who is covering** it by selecting the right option/s from the drop-down menu (multiple selection is allowed):
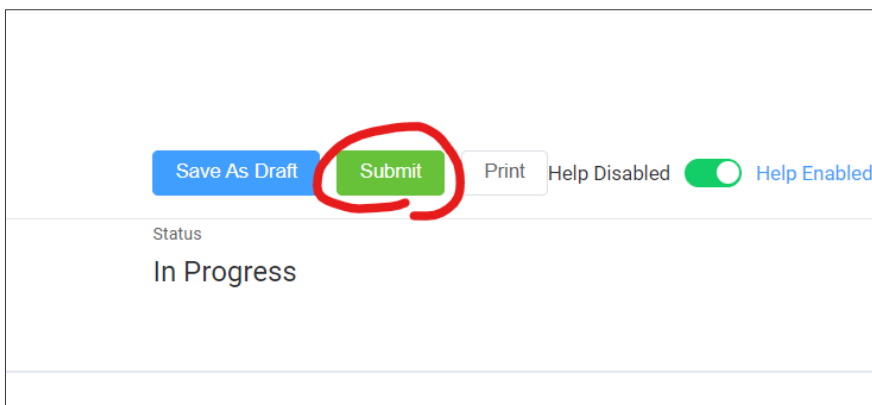
You must repeat this process for each partner.

Before moving to the next tab, remember to **click on the "save" button**.

8. Submit Application Form

We strongly recommend all applicants **not to wait the last day/minute to submit the Application Form**.

You should ideally **submit it with at least one day of margin**: should you encounter any system error while submit the AF, EIT Urban Mobility staff will in fact be able to properly assist you.

When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit it** by clicking the "submit" button:


If your Application Form has been not properly completed – i.e. some mandatory information has not been included – the system will not allow you to submit the AF and an error message will inform you about what is missing.

Once an Application Form is submitted it will not be possible to revert the process any longer, nor to submit a new updated version. Make therefore sure that you **submit the AF only once you are sure that the information introduced are final**.
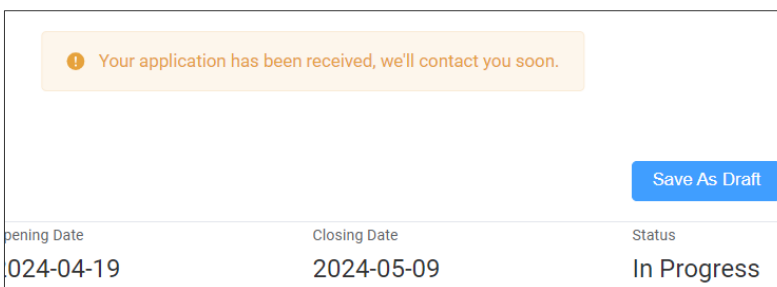
After clicking "submit" a pop-up message will ask you to confirm or cancel your choice:
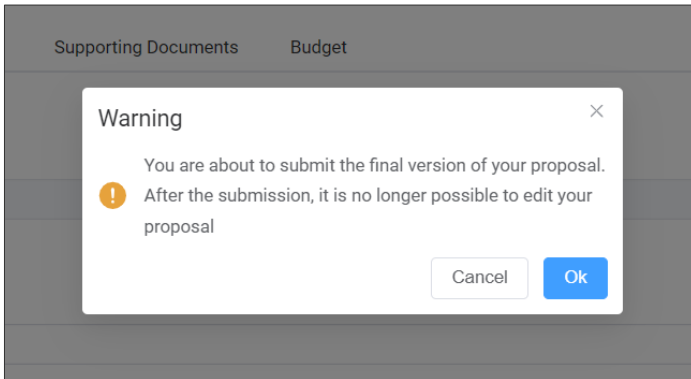
Once you click on OK, the browser will ask you to confirm if you want to leave the page or not: remember to click on "leave".
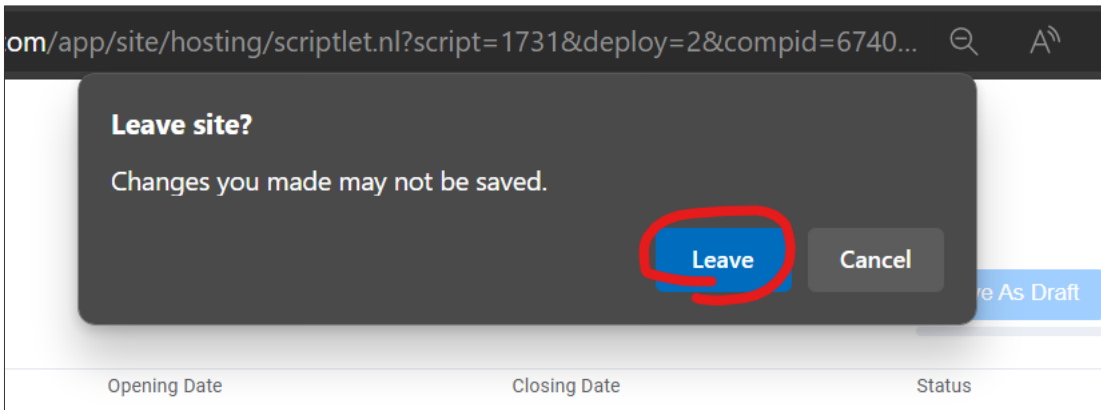
Once your proposal is submitted you will **not** receive any e-mail notification. The following message will however appear and your application will result not be editable any longer.

By going into the section "My applications" you will however be able to see the status of your application and therefore see if it was properly submitted.

9. Tips & Tricks

Please find here below a recap of the **main points of attention** to follow in order to guarantee a smooth application process:

- Start creating and filling in the Application Form **at least 3 or 4 weeks before the submission deadline**: in this way you can familiarise yourself with the Application Form and can **let us know in due time if you are encountering any technical issues** by writing an e-mail to pmo@eiturbanmobility.eu.
- **Do not include any external links (URLs)** in the Application Form.
- For tabs like the "Project Scope" one: prepare your descriptions in an **offline document**, and copy and paste the text in the online Application Form only once final.
- If you have **co-editors**, remember that only **one user** at the time should work on the Application Form.
- The **Budget tab** should be one of the **last tabs to be filled in** since the structure is directly linked to the Work Plan structure.
- When you prepare the **description of the Work Packages** (WP), remember to describe the actions according to **tasks** (i.e. each WP should have Task 1, 2, 3…).
- **Save often**: in this way you can make sure no information will get lost (if you stop working on the Application Form for some time, the system will log you out automatically without saving).
- **Do not wait the last day/minute to submit the Application Form**: should you encounter any system error while submit the AF, EIT Urban Mobility staff will in fact not be able to properly assist you.