



Design Enabled Innovation in Urban Environments

H2020-SC6-CO-CREATION-2016-3

Project number: 763784

Open Call for Pilot Proposals

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For any enquiry please contact: info@designscapes.eu



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DESIGNSCAPES.EU

Glossary of used terms

| | |
|---------------------------------|---|
| Design enabled Innovation (Del) | A non-linear, multi-causal, multilevel and networked process of change aimed at producing new functions, uses and meanings while empowering values derived from a shared view on key problems/challenges enabled by the action of design skills and approaches. |
| Pilot Project | An exemplary, experimental instantiation of the Del concept, framed within city, multi-city or cross-city environments. Can take the shape of a Feasibility Study, Prototype Development or Scalability Proof (see definitions below). |
| Feasibility Study | A concise description of a proposed project or initiative, outlining its main (expected, or desired) characteristics, a time plan for involved activities, a cost and value creation analysis, and an assessment of its practicality. |
| Prototype Development | An experimental release of a new product, service, process or other innovative solution, built according to a predefined guideline (including a feasibility study) and tested in a laboratory environment and/or in real life conditions, with or without the participation of its prospective end users. |
| Scalability Proof | A special project or initiative, materializing the successful replication, and/or transfer, and/or reuse, and/or diffusion of an existing prototype, in one or more additional contexts than those where it was originally conceived, implemented or tested. |
| Admissible Proposals | Pilot Project Proposals verifying the criteria listed in §4 of this Call. |
| Eligible Proposals | Pilot Project Proposals verifying the criteria listed in §5 of this Call. |
| Potential Winners | Admissible and Eligible Proposals demonstrating compliance with the features listed in §6 of this Call. |
| Selection Criteria | Evaluation of Potential Winners will be effected using the criteria listed in §17 of this Call. |

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1. Call objectives

The overarching aim of the DESIGNSCAPES project is to exploit the generative potential of urban environments, highlighting the systemic challenges embedded therein and supporting those innovation processes that, thanks to a Design enabled approach, bring collective values and increase the capacity of innovative solutions to tackle crucial, “wicked” and systemic problems successfully.

The target of this Call for proposals is to identify and support no fewer than 100 European pilot projects – 50 feasibility studies, 40 prototype developments, 10 scalability proofs – involving an average a global number of 300 natural persons in the respective teams. These may be composed of (e.g.) design professionals and academics, startup entrepreneurs, young and serial innovators, business (incl. SMEs) and government managers and officials, leaders and members of NGOs as well as expert facilitators of participatory decision making and creative brainstorming processes.

This critical mass of pilot projects is expected to provide substantial evidence in support of the view that the urban/local and the cross-city/regional/multi-regional dimensions can promote, procure and stimulate Design enabled Innovation (henceforth: Del), highlighting the main barriers, drivers, enablers and conditions for Del to materialize in urban environments.

The DESIGNSCAPES Call for pilot proposals has a global budget of €1,5 million and 3 distinct deadlines, as described in the following table:

| Stage | Topic | Opening Date | Deadline |
|-------|---------------------|--------------|------------------------|
| 1 | Feasibility Studies | 13.07.2018 | 26.10.2018 at 5pm CEST |
| 2 | Prototypes | 27.10.2018 | 31.05.2019 at 5pm CEST |
| 3 | Scalability Proofs | 01.06.2019 | 29.11.2019 at 5pm CET |

These three deadlines are completely independent from one another, namely an applicant can decide to bid for any of these but having been successful in one stage does not create any title or right to access the following stage in a preferential manner.

The definitions of Feasibility Study, Prototype and Scalability Proof are supplied in the Glossary.

The budget allocations for the three deadlines are respectively: € 250.000,00 for the feasibility studies, € 1.000.000,00 for the prototype developments and € 250.000,00 for the scalability proofs.

The maximum grant per project is € 5.000,00 for the feasibility studies and € 25.000,00 for both the prototypes and the scalability proofs.

The funding rate is a lump sum of € 5,000.00 maximum for the feasibility studies and minimum 70% of eligible costs for the prototype developments and the scalability proofs (100% for non-profit making entities).

In addition to funding, awarded projects will receive technical support from selected members of the DESIGNSCAPES consortium, as described in §7 below.

In return, participation in the DESIGNSCAPES consortium's formative and summative evaluation activities will be demanded, as further explained in §13 below.

2. Project Information Summary

| | |
|---------------------|---|
| Project number: | 763784 |
| Project acronym: | DESIGNSCAPES |
| Project website: | www.designscapes.eu |
| Project title: | Building Capacity for Design enabled Innovation in Urban Environments |
| Starting date: | June 1 st , 2017 |
| Duration in months: | 48 |
| Type of action: | CSA (Coordination and Support Action) |
| Project coordinator | ANCI Toscana, Italy |
| Call identifier: | H2020-SC6-CO-CREATION-2016-3 |
| Topic: | CO-CREATION-02-2016 User-driven innovation: value creation through design-enabled innovation |

3. Call Information Summary

| | |
|------------------------------------|--|
| Total budget: | € 1.500.000 |
| Number of stages/deadlines: | 3 |
| Help desk: | info@designscapes.eu |
| | |
| Total budget for stage 1: | € 250.000 |
| Opening date: | Friday, 13 July 2018 |
| Stage 1 deadline: | Friday, 26 October 2018 at 17:00 CEST (Brussels time) |
| Number of proposals to be funded: | At least 50 |
| Number of applicants per proposal: | 1 |
| Maximum funding per proposal: | € 5.000 |
| Stage 1 funding rate: | Lump sum |
| Expected duration of the projects: | 3 months max (no extensions will be allowed) |
| | |
| Total budget for stage 2: | € 1.000.000 |
| Opening date: | Saturday, 27 October 2018 |
| Stage 2 deadline: | Friday, 31 May 2019 at 17:00 CEST (Brussels time) |
| Number of proposals to be funded: | At least 40 |
| Number of applicants per proposal: | 1 |
| Maximum funding per proposal: | € 25.000 |
| Stage 2 funding rate: | 70% of eligible costs (100% for not for profit entities) |
| Expected duration of the projects: | 6 months max (no extensions will be allowed) |
| | |
| Total budget for stage 3: | € 250.000 |
| Opening date: | Saturday, 1 June 2019 |
| Stage 3 deadline: | Friday, 29 November 2019 at 17:00 CET (Brussels time) |
| Number of proposals to be funded: | At least 10 |
| Number of applicants per proposal: | 2 |
| Maximum funding per proposal: | € 25.000 |
| Stage 3 funding rate: | 70% of eligible costs (100% for not for profit entities) |
| Expected duration of the projects: | 9 months max (no extensions will be allowed) |

| | |
|------------------------------------|---|
| Type of participants (all stages): | Academia, Businesses (incl. SMEs), Government, NGOs, Natural persons (only Stage 1), People aged 16+ (only Stage 1) Special attention will be paid to promoting women participation, particularly from the Southern and Eastern European Countries |
| Language of the proposals: | English |
| Format of the proposals: | A template is available for downloading at the URL: www.designscapes.eu/open-calls/ as well as in Annex A to this document |
| Submission of proposals: | Via the DESIGNSCAPES electronic submission system, see www.designscapes.eu/open-calls/ |
| Notification of acceptance: | By the end of the second month after each deadline |
| Signature of Sub-grant agreement: | By the end of the following month after notification of acceptance |

4. Admissibility criteria

- 4.1 Stage 1 and 2 proposals must be submitted by a sole applicant. In case of consortia, a single organisation or natural person shall act on behalf of the remaining partners, signing the Sub-grant agreement and taking all the resulting duties as well as the technical and financial benefits of this Call.
- 4.2 Stage 3 proposals must be submitted by two applicants, not necessarily residing in the same country. In this case, both of them will sign the Sub-grant agreement for the successful application and take the technical and financial benefits of the Call independently (pro rata) within the maximum funding ceilings stipulated in §3 above.
- 4.3 Applicants must be resident in the countries listed in part A of the General Annexes to the General Work Programme of the EC H2020 Framework Programme (available online at the following URL: http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-a-countries-rules_en.pdf).
- 4.4 To be considered admissible, a proposal/application must be:
- (a) submitted in the electronic submission system before the deadline stated in the Call;
 - (b) written in English language only;

- (c) readable, accessible and printable;
- (d) complete in all its parts;
- (e) respecting the page limits and layout requirements set out in the template;
- (f) including all supporting documents specified in the Call.

4.5 By sending their candidature, applicants confirm that they have the necessary personnel and financial resources to perform the proposed pilot experimentations.

5. Eligibility criteria

5.1 Applicants must be eligible for participation in the EC H2020 Framework Programme. This includes not only organisations, but also natural persons above 18 years old, provided they have a valid Tax (or Social Security) Identification Code or a VAT Registration Number in their respective country.

5.2 Exceptionally, Stage 1 proposals can also be submitted by applicants who are natural persons between 16 and 18 years old. In this case, a tutor or guardian must be nominated in the application, who will sign the contract on their behalf.

5.3 A proposal will only be considered eligible if:

- (a) Its content, including the annexes, corresponds, wholly or in part, to the description of the topic for the stage it is submitted to;
- (b) No concurrent submission is done, with similar or different contents, to the same Call stage that could lead to the signature of two distinct contracts with a same legal entity (organisation or natural person).

5.4 In case of multiple applications, only the last received according to the time stamp of the electronic submission system will be evaluated. All the previous ones will be rejected as ineligible.

5.5 Any party can however submit distinct applications at different Call stages.

6. Scope of this Call for Pilots

For an indication of the kind of pilot projects this Call aims to support, candidates can consult the following (non-exhaustive, exemplary) list of pursued/qualifying aspects of potential winners:

- Projects where the urban dimension promotes a more intensive use of design in the innovation processes of public and/or private sector organizations;
- Projects where a more intensive use of design in the innovation processes of public and /or private sector organizations facilitates the generation of more effective responses to big collective problems of greatest importance for humankind;
- Projects demonstrating that the more efficient/effective way Del deals with and tries to solve the big collective problems of humankind is linked with the fact that Design per se allows to realize goals of resource aggregation and collective value creation that are not easy to achieve otherwise;
- Projects where the framing of Del practices within urban environments facilitates the transfer of innovations to other urban contexts – be they neighboring or not;
- Projects where an appropriate and purposeful use of Design facilitates the absorption by/within less innovative urban environments of innovations realized by/within more advanced urban contexts.

Supported pilot projects are conceived of as real-life testbeds of Del achieved in the practical life of Cities. To give further inspiration to the applicants, a collection of cases from the Cities participating in the project is available at the following URL: www.designscapes.eu/city-snapshots/. This collection will be further enhanced during the Call's lifetime by adding the profiles of the successful proposals supported at the various call stages. To this end, applicants will be requested to allow a full disclosure of the contents of their proposals to the public domain, unless major impediments are invoked – such as an ongoing patent application, trademark registration, or other form of IPR protection.

7. Technical Support Instrument

Successful applicants will not become official members of the DESIGNSCAPES consortium but considered as Financially Supported Third Parties and named as such in the DESIGNSCAPES official website, in the published collection of cases and in all the project's communication and dissemination materials. Also for this reason, the grant agreement signed to access the financial

benefits of the Call will actually be named Sub-grant agreement. A template of this agreement is presented as Annex D to this Call.

However, in addition to the financial benefits of the Call, better described in the following §8 of this document, successful applicants (of Stages 2 and 3 only) will be actively supported in the achievement of their proposal objectives through specific technical measures (notably coaching, mentoring and other advisory services) which will be set up and delivered by selected DESIGNSCAPES partners.

To ensure that each granted initiative through the DESIGNSCAPES call for pilots gets adequate and easily accessible technical support, each successful applicant of Stage 2 and 3 will be formally assigned a “patron” (nominated in the Sub-grant agreement) who is responsible for providing advice on the Design instruments, methods and tools that are most appropriate to their case. In addition, the DESIGNSCAPES technical support service will aim at minimizing the time required after the signature of the Sub-grant agreement to perform the funded pilot project in full, considering that no time extension can be allowed to the proposals retained for receiving the sub-grant.

The most popular Design instruments, methods and tools available in the state of the art will be offered jointly with a user manual and suitable training material. Successful applicants feeling they are knowledgeable enough of Design may ask to convert this technical support into a Q&A facility. However, the provision of such support will be limited to offering more qualified resources for the execution of planned activities, without substituting or compensating for the efforts of the successful applicants and their teams, who will remain solely responsible for the coordination and execution of planned tasks.

The DESIGNSCAPES consortium will also organize public workshops for successful applicants to share experiences, facilitate their networking and access to private equity or promote better interaction with key stakeholders at European and international level. The first workshop of this series was held on 20 June 2018 at the ICE Conference in Stuttgart, Germany. Other events will be announced on the official project website on due time.

A Wiki/blog-like platform made available on the official DESIGNSCAPES website will collect all questions received from applicants and provide timely answers to them. This will include a primer on how to use the electronic submission system. A permanent help-desk will assist all the applicants in resolving any issues related to the use of the platform that may come up during the application process.

Further details on the DESIGNSCAPES technical support can be retrieved at this URL:
www.designscapes.eu/technical-support/

8. Financial Support Instrument

Selected applicants will not receive the financial support of this Call from the European Commission, but from the coordinator of the DESIGNSCAPES project, ANCI Toscana, via the so-called Financial Support to Third Parties (also known as sub-granting) process, according to the following rules:

- A lump sum of up to € 5.000 (depending on the request received) for the stage 1 proposals;
- 70% of eligible costs, with a maximum sub-grant of € 25.000, for the stage 2 and 3 proposals;
- For government and not for profit organizations, as well as natural persons, the above percentage is increased from 70% to 100% of eligible costs, always with the ceiling of € 25.000 per proposal;
- The financial benefits assigned to stage 3 proposals will be equally shared between the two applicants, unless a different distribution is demanded in the application form.

Therefore, with the exception of stage 1 of the Call, the sub-grant will be proportioned to the expenses actually documented at the end of pilot activities. To this end, ANCI Toscana will carry out (through an appointed, external third party) a careful audit of all cost items reported by the successful applicants, in order to validate their expenses as eligible (see § 12 below) and get to a final determination of the specific sub-grant amount attributed to them.

9. Output of stage 1

Stage 1 of the DESIGNSCAPES Call for pilot proposals is similar to the corresponding stage of the SBIR scheme in the Netherlands or the SME instrument in the EU. The common trait to those programmes is that a financial incentive (of little amount in this case) is provided as incentive for, and conditioned to, the release of a feasibility study for a proposed project, which will be realized afterwards.

Likewise, successful applicants to Stage 1 of this Call will deliver a Feasibility Study for a new Design enabled Innovation in Urban Environments. The lump sum of € 5.000 (maximum) will be paid by ANCI Toscana upon reception and approval of the Study.

In case the delivered Study is not approved by the DESIGNSCAPES consortium, based on

objective circumstances and with the appropriate motivations, no payment will be effected and the applicant can decide to resubmit a new version of the Study or simply withdraw from the contractual relationship with ANCI Toscana.

As mentioned, the DESIGNSCAPES Call plans to distribute up to € 250.000 to promote the realization of at least 50 Feasibility Studies.

10. Output of stage 2

Stage 2 of DESIGNSCAPES Call for pilot proposals is also similar to the corresponding stage of the Dutch SBIR or the EU SME instrument schemes. The common trait here is that a grant of more relevant amount than in Stage 1 is provided for, and conditioned to, the release of a tested and validated prototype, which is not yet part of the state of the art.

Likewise, successful applicants to Stage 2 of this Call will deliver a Prototype of a new product, service, process or other innovative solution as defined in the Glossary, representing a Design enabled Innovation in Urban Environments. The maximum sub-grant of € 25.000 will be paid by ANCI Toscana upon reception and approval of the Prototype, in proportion (70% or 100%) of the eligible expenses applicants have incurred into during the preparation and testing of their Prototypes.

An advance payment of 50% of the awarded sub-grant can however be requested to ANCI Toscana by successful applicants, right after the signature of the Sub-grant agreement.

In case the delivered Prototype is not approved by the DESIGNSCAPES consortium, based on objective circumstances and with the appropriate motivations, no further payment will be effected and the applicant can decide to resubmit a new version of the Prototype or simply withdraw from the contractual relationship with ANCI Toscana, returning the cashed advance payment (if any).

As mentioned, the DESIGNSCAPES call plans to distribute up to € 1.000.000 to promote the development of at least 40 Prototypes.

11. Output of stage 3

Stage 3 of DESIGNSCAPES Call for pilot proposals is a bit different from the corresponding stage of the Dutch SBIR or the EU SME instrument schemes. The purpose here is to document that a Design enabled Innovation already available in at least prototype form in one specific Urban

Environment, can be successfully transferred or replicated in another Urban Environment, not necessarily residing in the same country. This explains why two distinct applicants are required to sign the Sub-grant agreement with ANCI Toscana, one representing the transferring and the other the replicating entity.

We have called this scheme Scalability Proof, having in mind the concept of scaling up and/or out of innovations, and the role that Design can play to promote and achieve that.

Therefore, successful applicants to Stage 3 of this Call will deliver a Scalability Proof as defined in the Glossary, being referred to Design enabled Innovations in Urban Environments. The maximum sub-grant of € 25.000 will be paid by ANCI Toscana upon reception and approval of the Scalability Proof, in proportion (70% of 100%) of the eligible expenses the applicants have incurred into during the experimentation.

An advance payment of 50% of the awarded sub-grant can however be requested to ANCI Toscana by successful applicants, after the signature of the Sub-grant agreement.

In case the Scalability Proof is not approved, based on objective circumstances and with the appropriate motivations, no further payment will be effected and the applicants can decide to resubmit a new version of the Prototype or simply withdraw from the contractual relationship with ANCI Toscana, returning the grant already cashed.

In case only one of the two co-applicants decided to withdraw, the Sub-grant agreement will not survive as if the two of them had taken the same decision.

As mentioned, the DESIGNSCAPES Call plans to distribute up to € 250.000 to promote the realization of at least 10 Scalability Proofs.

12. Eligible expenses

In line with the financial provisions of the EU SME instrument, eligible expenses at all Stages of the Call include the direct costs related to the implementation of the pilot project, such as personnel costs (both staff and in-house consultants), travel and accommodation expenses, other miscellaneous goods and services. Due to the specialty of the case, no subcontracting is allowed as well as no purchase or amortization of technical equipment and infrastructure.

A detailed breakdown of planned costs will be attached to the applications/proposals of Stage 2 and 3. To this end, applicants can use the template made available as Annex B to this Call.

With the only exception of Stage 1, all costs incurred during the implementation of the pilot project must be documented according to the rules and principles mentioned in Section I, Art. 6

(Eligible and ineligible costs) of the H2020 Annotated Model Grant Agreement (AMGA) – see http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf – prior to receiving the final payment, which will be made in proportion of finally eligible/approved costs.

In addition, all activities and expenses of the successful applicants are subject to the controls and audits mentioned in AMGA's Section I, Article 22.

13. Reporting duties

Before the final payment, in addition to the aforementioned outputs (respectively: Feasibility Study, Prototype and Scalability Proof), successful applicants will have to deliver a short final report describing the activities done and the results achieved, as well as a clear justification of the expenses incurred, with all accompanying evidence that an external auditor may require to comply with the EC's financial rules in full.

Part of this report may be used by the DESIGNSCAPES consortium for inclusion in the reporting documents to the EC and in public presentations. Inclusion of confidential information should therefore be expressly annotated, and the limits of its authorized handling specified beforehand. A publishable summary of the short final report, destined to publication on the DESIGNSCAPES website, will also be required.

The structure of the short final report and of the publishable summary are presented as Annex C to this Call.

An invoice or receipt for every payment requested needs to be submitted to ANCI Toscana. In case of applicants being natural persons below 18 years old, the document will be issued by the identified tutor or guardian.

Should any of the above reports and documents be missing, ANCI Toscana may suspend the payment even in the presence of an approved output of the underlying pilot project.

The following table summarizes the reporting duties of the successful applicants:

| Stage | Output | Doc #1 | Doc #2 | Doc #3 | Doc #4 |
|-------|-------------------|--------------------------|------------------------|-------------|--------------------------|
| 1 | Feasibility Study | Short final report | = | Publishable | Invoice or Receipt |
| 2 | Prototype | | Justification of costs | Summary | |
| 3 | Scalability Proof | | Justification of costs | Report | |

As the successful applicants will be linked to the DESIGNSCAPES consortium as Financially Supported Third Parties only, no input will be asked to them for the fulfilment of any of the periodic project reports, which the DESIGNSCAPES consortium needs to submit to the EC.

However, participation and/or involvement in the technical support activities (of coaching, mentoring etc.) may require the signature of attendee lists, the compilation of forms and templates, and other forms of written interaction, which will never be made compulsory for the successful applicants and/or the members of their teams and networks, but in some cases are specifically demanded for the effective/efficient delivery of related service. In such cases, the refuse to sign, compile or interact in writing may lead to the suspension of the technical support and the applicants falling in that position will receive a written alert in that sense.

Another consequence of participating in this Call, and of being subsequently awarded a Sub-grant, is that the pilots selected for funding must agree to be surveyed during the monitoring and evaluation activities planned by DESIGNSCAPES across the funded period. These activities may include, inter alia: providing data to the DESIGNSCAPES partners and evaluation teams on their experiences of participating in the pilot, and its outcomes; using the tools provided for the purposes of data collection and reporting; participating in some of the evaluation and training events organized by the DESIGNSCAPES project. Again as above, the refuse to provide answers to the surveys or data for monitoring purposes can lead to the suspension of the financial support and the applicants falling in that position will receive a written alert in that sense.

14. IPR management principles

As indicated above, successful applicants acting as Financially Supported Third Parties, rather than full partners of the DESIGNSCAPES consortium, will be paid in full or at least in part for the implementation of a pilot project that is clearly distinct from the other activities carried forward by the DESIGNSCAPES partners. As a consequence, successful applicants cannot claim any IPR (Intellectual Property Rights) on the foreground knowledge generated by the DESIGNSCAPES consortium or individual partners, who will nevertheless sublicense it for possible use, free of any charge, during the execution of pilot activities. In return, the DESIGNSCAPES partners will not claim any IPR on any material or output released by the successful applicants, despite the fact that it was made possible by the existence of a financial and technical support. Further to that, it has been clearly stated in §6 of this Call that the preferential avenue for the results delivered by the funded projects is a full disclosure to the public domain.

Therefore, the general principles for the management of IPR resulting from the pilot activities can be summarized as follows:

- A) All parties (including both the DESIGNSCAPES partners and the Call applicants) shall exhaustively identify the background knowledge assets they will bring to the project, and assess their suitability for access rights as regards potential third parties' rights on such background;
- B) Ownership of project results (including joint results generated by two or more parties) will belong to the party(ies) having generated them;
- C) The parties owning the results will take all appropriate measures for the protection of those results that are suitable for commercial or industrial exploitation, notably through patents, trademarks or other forms when relevant;
- D) The same parties will provide their best efforts to exploit and disseminate the results, either directly or indirectly, for instance by out-licensing them;
- E) Unless specifically mentioned in the above license(s), project results will be put at free disposal of the public domain as Open Source / Open Access.

Further references to IPR management principles and concrete rules of behavior are / will be included in the Sub-grant agreement provided as Annex D to this Call.

15. Electronic submission system

The DESIGNSCAPES electronic submission system – available at: www.designscapes.eu/open-calls/ - is the only valid means for submitting applications under the provisions of this Call.

In addition to the gateway to the system, applicants will find on the same URL an instructional document specifying the type of information expected in each section and the expected number of characters for the text to be placed therein. Applicants remain solely responsible, however, for completing all required fields of the proposal according to received instructions.

Beside filing in the online proposal, conforming to the template provided as Annex A to this Call, applicants will also be enabled to attach and send the required supporting documents– without any of which the proposal will be declared not admissible – that are summarized in the table below:

| Stage | Proposal (see Annex A) | Costs Breakdown (see Annex B) | Declaration of honor (see Annex F) | Other |
|-------|---------------------------------|-------------------------------------|--|-----------------------------|
| 1 | Online template filled in | No | Yes | Info on guardian for minors |
| 2 | | Yes | Yes | = |
| 3 | | Yes | Yes | Info on the co-applicant |

Proposals must be written in English and submitted (together with their annexes) exclusively through it. Notification of reception will be immediate.

Updates to a submitted proposal or its annexes are allowed until the Call deadline. Based on the automatic time stamp, only the latest editions of the documents will be evaluated.

16. Indicative timing of the evaluation and reporting process

The following table provides an overview of the indicative timing of the evaluation process and the subsequent milestones:

| Stage | Deadline | Feedback (1) | Contract (2) | Outputs (3) | Payments (4) |
|-------|------------|-----------------|-----------------|----------------|-------------------------------|
| 1 | 26.10.2018 | Dec-2018 | Jan-2018 | Apr-2019 | 100% in May-2019 |
| 2 | 31.05.2019 | Jul-2019 | Aug-2019 | Feb-2020 | 50% in Sep-2019, 50% Apr-2020 |
| 3 | 29.11.2019 | Jan-2020 | Feb-2020 | Nov-2020 | 50% in Mar-2020, 50% Jan-2021 |

- (1) Indicatively, notification of acceptance will be sent by ANCI Toscana 2 months after each deadline;
- (2) Sub-grant agreements are expected to be signed electronically, based on the template already available as Annex D to this Call;
- (3) The maximum duration allowed to the pilot projects is 3 months for the Feasibility Plans, 6 months for the Prototype Developments and 9 months for the Scalability Proofs. No extensions will be possible;
- (4) Only for Stage 1 projects, payments will be made in full upon reception and approval of the Feasibility Plans. For Stage 2 and Stage 3 projects, 50% of the sub-grant may be paid (on the

applicant's request) within one month after contract signature with ANCI Toscana, while the remaining 50% will be paid indicatively 2 months after the reception of all outputs and contractual reports, and provided that the eligible costs declared in the proposal will be confirmed as such after auditing the respective cost statements.

17. Selection criteria

Only applicants that pass the admissibility and eligibility criteria stated in §4 and §5 of this Call will be evaluated against the following selection criteria.

To that end, each pilot proposal will be evaluated by a special committee composed of 1 researcher, 1 government official and 1 industrial representative, selected from within the DESIGNSCAPES consortium by the Project Management Board, excluding any conflict of interest. Received proposals will be ranked according to the following criteria, and scored with points 0=nonexistent, 1=very poor, 2=limited, 3=fair, 4=good and 5=excellent (half points can also be assigned):

- i) *(for all Stages)* Documented inclusion of User Co-Creation / Design Thinking and other similar features within product / process / service / organization / infrastructure / social / or marketing related innovations;
- ii) *(for all Stages)* Clear embedment into an urban environment in terms of taking inspirations, catalyzing resources and showcasing synergies with other actors, networks and initiatives in that context;
- iii) *(for all Stages)* Appropriate consideration of aspects related to social inclusion and inequality in citizens' access to innovations, including gender balance, youth participation and integration of European peripheries;
- iv) *(only for Stage 1)* Potential to generate more effective responses to big collective problems of greatest importance for humankind;
- v) *(only for Stage 2)* Originality of the proposed solution(s) in relation to the stated needs of both target markets / communities / cities and of additional ones, which may be targeted at a later stage, according to a scaling up / scaling out logic;
- vi) *(only for Stage 3)* Likelihood that the proposed solution(s) can be successfully made available (transferred, reused) into one or more urban environments – be they neighboring or not – where they are presently not adopted;
- vii) *(only for Stage 2 and 3)* Value for money, measured by the rate of applicant's co-

financing, which may not be lower than 30% for profit making undertakings, while not for profit and government entities are dispensed from obligatory co-financing;

- viii) *(only for Stage 1)* Capacity of documenting the proposed project's impact, replication and scaling up potentials.

The scores attributed by the 3 experts will be summed up. The minimum scores to pass the evaluation are 9 per criterion and 50 overall.

Very important: proposals will be evaluated as they are, not in the perspective of making changes – whether big or small – after their approval. Every score assigned will be duly motivated in writing, but the justification will not be made public, unless in case of request for access to the evaluation proceedings.

18. Ranking, notification of acceptance and contract signature

At the end of the evaluation process, all applications will be ranked according to the score received. Those not achieving the minimum scores will be rejected.

In case of identical total scores, the proposals will be ranked according to the score received in the individual criteria listed above, following the same order. In case of a tie, proposals from women residing in Southern and Eastern European Countries will be given preference to.

Based on the ranking, from the top downwards, applicants will be invited to sign the Sub-grant agreement with ANCI Toscana electronically and those who fail to do so by a predefined deadline (indicatively 10 calendar days) will be skipped to the benefit of the following ones in the ranking.

Further Sub-grant agreements will be signed until available financial resources are exhausted. In case the residual funds do not allow the signature of an additional contract, ANCI Toscana will reserve the right of deciding whether to integrate the Call's budget to the required extent or not.

19. Special provisions

The DESIGNSCAPES consortium adheres to the H2020 standards with respect to transparency, equal treatment, conflict of interest and confidentiality. In particular, this Call satisfies the conditions specified in Article 15 (Financial support to third parties), 35 (Conflict of interest), 36 (Confidentiality), 38 (Visibility of EU funding) and 46 (Liability for damages) of the H2020 AMGA, which also apply to the Third Parties receiving financial support.

This Call will be published on the H2020 Participant's Portal and on the DESIGNSCAPES website (www.designscapes.eu/open-calls/). Any changes to the Call provisions will immediately be published on those pages and all already pre-registered applicants will be informed via the electronic submission system.

20. Right to appeal

If a prospective applicant considers that they have been adversely affected by any of the provisions of this Call, a request for a revision concerning such provisions shall be submitted within 20 calendar days after the publication of the Call itself and addressed to ANCI Toscana, info@designscapes.eu with a clear specification of the reasons for such appeal.

However, the submission of a request for revision does not waive the obligation to submit the application by the set deadline if the requestor wishes to be considered as a valid applicant to the Call.

Likewise, a complaint against the decision of the evaluation committee on the final ranking of received applications may be lodged to ANCI Toscana at the same address specified above within 20 calendar days after the publication of the ranking and will be examined in the next 20 days. Against the final decision an appeal can be lodged before the European Court of Justice and/or the European Ombudsman.

21. Post-award events

If at any point in time during project evaluation or contract signature, or during the execution of the pilot, a successful applicant decides to withdraw from the proposal or the Sub-grant agreement, or is found to be ineligible or unable to fulfil the commitments stated in the pilot proposal, the corresponding project will irrevocably be disqualified without the opportunity of substitution.

In no case a modification of the contents of an awarded pilot proposal can be accepted, even if it could be demonstrated that the essential features, key impacts, or original traits of the project are preserved. Should this occur, ANCI Toscana will disqualify the project and ask for immediate reimbursement of the advance payment already cashed (if any).

22. Privacy

Personal data shall be collected, processed and published in accordance with Regulation (EU) 2016/679, also known as GDPR (General Data Protection Regulation). Please refer to Annex E for a complete Privacy Statement.

The DESIGNSCAPES consortium's appointed Data Protection Officer is Mr Besnik Mehmeti, besnik.mehmeti@ancitoscana.it.

23. Acceptance of all terms and conditions of this Call

By submitting a proposal, applicants irrevocably accept all the terms and conditions set out in this Call, and in particular:

- 1) They certify that all information provided is accurate and correct, including plans and estimates of the costs expected to be incurred into while carrying out the work described in the proposal;
- 2) They declare on their honor that the conditions specified in Article 15 (Financial support to third parties), 35 (Conflict of interest), 36 (Confidentiality), 38 (Visibility of EU funding) and 46 (Liability for damages) of the H2020 AMGA, are satisfied;
- 3) In case the proposal is awarded, they commit to signing the sub-grant agreement as Financially Supported Third Parties to the DESIGNSCAPES consortium without making any change to the scope and contents of the proposed pilot project and to bringing it to successful conclusion within the time frame originally stated in the proposal;
- 4) In case for any reason and at any point in time the proposal is disqualified, they commit to refunding ANCI Toscana of any payment duly received prior to the disqualification of the proposal.

Upon submission of their proposal, each applicant will sign the declaration of honor displayed as Annex F to this Call, including all the above provisions.

Annex A. Proposal Template

1 PROFILE

This section collects both administrative and general data on the applicants and the project.

1.1 Personal data

Contact person First Name* Last Name*

Name of the organization or team*

Address

Telephone Number

e-mail*

Organization Type

| | |
|---------------|--------------------------|
| Academia | <input type="checkbox"/> |
| Business | <input type="checkbox"/> |
| Government | <input type="checkbox"/> |
| Civil Society | <input type="checkbox"/> |
| People | <input type="checkbox"/> |

Number of team members

Number of team members younger than 18

Number of female team members

If the applicant is under 18 years old please provide data of a legal guardian / tutor

First Name Last Name

Address

Telephone Number

e-mail

How did you hear about this call?

| | |
|--------------------------------------|--------------------------|
| Designscapes website | <input type="checkbox"/> |
| Designscapes social media groups | <input type="checkbox"/> |
| European Commission websites | <input type="checkbox"/> |
| Third party websites | <input type="checkbox"/> |
| Google and other search engines | <input type="checkbox"/> |
| Friends, teachers, personal contacts | <input type="checkbox"/> |
| Local events | <input type="checkbox"/> |
| Media | <input type="checkbox"/> |
| Other | <input type="text"/> |

1.2 Project data

Name of the project*

Name of the city

Name of the country

Abstract: short project description

max. 2500 characters, spaces included + a significant picture or very short video

Estimated cost of the project, in Euros

Total costs, including funding request to Designscapes:

| |
|--|
| |
| |
| |
| |

up to € 5000

from € 5000 to €20000

from € 20000 to €50000

over € 50000

1.3 Participants data and Design experience

Please provide a short profile of each team member, highlighting previous design related experiences and projects

max 300 characters/member - all profiles in this space please

How would you summarize the design expertise of the project team as a whole?

Level of expertise

| | None | Very limited | Limited | Significant | Advanced |
|--|------|--------------|---------|-------------|----------|
| | | | | | |

2 INNOVATION

This section explores the type of innovation the project presents by looking at its content domains and field of work, its mission and underlying motivations.

2.1 Problem / Challenge

Describe the specific problem the project aims to tackle and the specific context where it is experienced

max 1000 characters, spaces included

Please consider the following list of problem domains and possible fields of action.

Choose a maximum of three fields of action your project belongs to and rank them from the most (1) to the least (3) relevant

| Problem | Field of Action | Relevance (1-3) |
|--|---|-----------------|
| Climate Change and Environmental Footprint | Sustainable and Smart Mobility | |
| | Sustainable Energy | |
| | Sustainable Food Supply Chain | |
| | Reduction of Waste | |
| | Sustainable Resource Management | |
| | Zero Emissions | |
| | Coping with Natural Disasters | |
| | Other, please describe at the end of the page | |
| Social Exclusion | Coping with Migrants and Asylum Seekers | |
| | Measures for the Ageing Society | |
| | Opportunities for Youth | |
| | Intergenerational Dialogue | |
| | Wealth Distribution Equity | |
| | Minorities Integration | |
| | Spatial Integration | |
| | Intercultural Integration | |
| | Disabled People Integration | |
| | Access to Education | |
| | Affordable Healthy Food | |
| | Gender Equality | |
| Affordable Housing | | |
| | Other, please describe at the end of the page | |
| Economic Crisis | Income Support Measures | |
| | New Jobs | |
| | Urban Transformation | |
| | Alternative Finance | |
| | Arts and Culture | |
| | Social Enterprises | |
| | New Economic Models (Sharing, Circular, Gig, Social Currency) | |
| | New Business Models | |
| | Other, please describe at the end of the page | |
| Low Quality of Life | Healthcare | |
| | Sense of Safety and Security | |
| | Urban Space Quality | |
| | Personal Wellbeing | |
| | Other, please describe at the end of the page | |
| Crisis of Democracy | Alternative Democratic Models | |
| | People's Participation | |
| | Institutional Responsiveness | |
| | Transparency | |
| | Media (Old and New) | |
| | Access to Power Structures | |
| | Other, please describe at the end of the page | |
| Crisis of Values | Solidarity and Collaboration | |
| | Environmental Awareness | |
| | Peace Values | |
| | Cultural Awareness | |
| | Sense of Belonging and Community Identity | |
| | Respect of Diversity | |
| | Other, please describe at the end of the page | |

Please add further information for choices where you selected "Other, please describe at the end of the page":

max 500 characters, spaces included

2.2 Solution / Response

What is the focus of your project? Please choose only one.

| | |
|---|--|
| Product / Service Innovation | |
| Process Innovation (production, manufacturing, etc.) | |
| Marketing Innovation (including in aesthetics) | |
| Organizational Innovation (management, decision-making, etc.) | |

To what extent does your project imply...

| | Not at all | In a very limited way | To some extent | In a significant way | In a very significant way |
|---|------------|-----------------------|----------------|----------------------|---------------------------|
| ...transformations of societal values, perceptions, emotional relations to the object of innovation | | | | | |
| ...new functions and changes in use-value through technological or functional development | | | | | |

Please describe the novelty of your project. Why do you think it is different from any other initiative?

max 500 characters, spaces included

What is the main target of your innovation? Please choose only one.

| | |
|---|--|
| The global market / society | |
| One or more national markets / societies | |
| One or more regional or local markets / communities | |
| One or more organisations, groups or individuals | |
| Other (please describe at the end of the page) | |

Please add further information if necessary

max 500 characters, spaces included

2.3 Genesis and Orientation

Can you tell us how your project idea was born? Under which circumstances? What was the source of inspiration? Which were the most significant events that led to its development?

max 1000 characters, spaces included

What is the prevalent orientation of the project? Please choose only one

| | |
|--|--|
| Not for profit, mostly aimed at generating societal/communitarian value | |
| Profit oriented, but also aimed at generating societal/communitarian value | |
| Profit oriented, instrumentally using societal/communitarian resources | |
| Other, please describe at the end of the page | |

Please add further information if necessary

max 500 characters, spaces included

3 VALUE OF DESIGN

This section explores the role of design in enabling the innovation the project presents.

3.1 Design Agency

Please complete the sentence choosing one of the following options:

The project idea has been...

| |
|--|
| |
| |
| |

Developed by different creative inputs: expert designers and researchers, end-users, policy makers, etc.

Developed exclusively by highly specialized design experts

Developed by an active participation of citizens and non-expert designers

3.2 Design Embedment

Design Approaches

Please describe how design has played or may play a role in the development of your idea.

max 1000 characters, spaces included

According to the previous answer, which of these design approaches do you plan to apply for the development of your project?

| | |
|---|--|
| Design methods to generate ideas (brainstorming, mindmapping, brainwriting, free listing,...) | |
| Use of design thinking methodologies | |
| Participatory process to validate ideas (focus groups, surveys,...) | |
| Participatory design, co-design | |
| Prototyping methods | |
| Usability Evaluation methods | |
| No design methods applied | |

Will any of these tools be helpful in dealing with the following activities?

DESIGN TOOLS

| ACTIVITIES | | Personas | Scenarios | Cultural Probes | Service Walkthrough | Co-creation Workshop | Stakeholder Map | Business Model Canvas | Journey Map | Blueprint | Motivation Matrix | Touch Point Matrix | Experience Prototyping | not used |
|--|------------------------------------|----------|-----------|-----------------|---------------------|----------------------|-----------------|-----------------------|-------------|-----------|-------------------|--------------------|------------------------|----------|
| | | | | | | | | | | | | | | |
| Exploring Opportunities | Market research | | | | | | | | | | | | | |
| | Problem setting | | | | | | | | | | | | | |
| | Create insight by observation | | | | | | | | | | | | | |
| | Understand the context | | | | | | | | | | | | | |
| Generating Ideas | Draw Ideas | | | | | | | | | | | | | |
| | Select ideas | | | | | | | | | | | | | |
| | Cluster Ideas | | | | | | | | | | | | | |
| | Represent Ideas | | | | | | | | | | | | | |
| | Share Stories | | | | | | | | | | | | | |
| Developing and Testing the Innovation | Sketch | | | | | | | | | | | | | |
| | Testing | | | | | | | | | | | | | |
| Making the (business) case | Listen to the feedbacks of users | | | | | | | | | | | | | |
| | Clarify financials | | | | | | | | | | | | | |
| Delivery and Implementation of the Results | Define business model | | | | | | | | | | | | | |
| | Adjusting based on users feedbacks | | | | | | | | | | | | | |
| | Project Management | | | | | | | | | | | | | |
| Scaling the Innovation | Critical task overview | | | | | | | | | | | | | |
| | Scaling Plan | | | | | | | | | | | | | |
| | other | | | | | | | | | | | | | |

Please describe how you will use these tools in the most significant phases of your project work

max 2000 characters, spaces included

3.3 User involvement

Is your initiative user driven? (not simply centred on users)

 yes no

Who are your key user groups? Name max. 3 of them, in order of importance (1=most, 3=least)

| |
|---|
| 1 |
| 2 |
| 3 |

Why do you think that involving users is crucial for the development of your project?

max 1000 characters, spaces included

4 ECOSYSTEM

This section highlights the relation of the project with its urbanscape.

4.1 Urban Context

Location or Address of the project (if the project has a spatial evidence, please add a precise address; otherwise re-write the name of the city)

Urban environments can actively contribute to the development of innovative ideas and products. We ask you to reflect on how your project relates to the following urban dimensions:

Institutional capacity: the way local institutions support innovation processes.
Are the following elements relevant to your project?*

| | Strongly Disagree | Disagree | Neither agree nor disagree | Agree | Strongly agree |
|---------------------------------------|-------------------|----------|----------------------------|-------|----------------|
| Local facilities and services | | | | | |
| Funding from local institutions | | | | | |
| Tutoring from local institutions | | | | | |
| Laws and policies | | | | | |
| Access to public data and information | | | | | |

Cultural Vibe: the vitality of a city's cultural environment both in terms of diversity and quantity of activities and people engaged in the production of art and knowledge.
Are the following elements relevant to your project?*

| | Strongly Disagree | Disagree | Neither agree nor disagree | Agree | Strongly agree |
|---|-------------------|----------|----------------------------|-------|----------------|
| Connection to /inspiration from local cultural activities, events, institutions | | | | | |
| The connection to local cultural/artistic networks (established or informal) | | | | | |
| The cultural debate in our context | | | | | |

Environmental awareness: the attention of a certain context to environmental issues and its capacity to translate them into policies and actions.
Are the following elements relevant to your project?*

| | Strongly Disagree | Disagree | Neither agree nor disagree | Agree | Strongly agree |
|--|-------------------|----------|----------------------------|-------|----------------|
| A diffuse sensitivity towards environmental issues | | | | | |
| Specific social habits enabling the adoption of innovative environmental solutions | | | | | |
| Local policies promoting environmental awareness | | | | | |

Social Activism and integration: the vitality of a certain context in terms of bottom up initiatives, quality of urban relation, openness, cohesion...
Are the following elements relevant to your project?*

| | Strongly Disagree | Disagree | Neither agree nor disagree | Agree | Strongly agree |
|---|-------------------|----------|----------------------------|-------|----------------|
| An active and involved local community | | | | | |
| A system of rooted associations and active stakeholders | | | | | |

Entrepreneurial Culture: the climate of a city in terms of vitality and attitude of the business sector and its facilities and resources supporting private entrepreneurship.
Are the following elements relevant to your project?*

| | Strongly Disagree | Disagree | Neither agree nor disagree | Agree | Strongly agree |
|--|-------------------|----------|----------------------------|-------|----------------|
| Support from business associations or networks | | | | | |
| Easy access to local facilities and services dedicated to new businesses | | | | | |
| Knowledge networks within the business community | | | | | |

4.2 Networking

Relation with the urban dimensions

Describe how your project relates to the urban dimensions listed above

max 1000 characters, spaces included

Collaboration

Describe the way you plan to collaborate with other actors, organizations and networks.

max 1000 characters, spaces included

5 IMPLEMENTATION AND OUTCOMES

This section sketches some implementation aspects and the expected results of the project.

5.1 Maturity and Roadmap

At what level of development is the innovation in the case presented?

| | |
|--|--|
| In the feasibility analysis phase | |
| In the prototyping and/or testing phase | |
| In the full implementation and development phase | |
| In the scaling up phase | |

Roadmap of the project

Please describe the three main outputs and milestones of your project

max 1000 characters, spaces included

Add a GANTT chart if needed

What hurdles/ obstacles/ problems do you expect to experience in your project development?

max 1000 characters, spaces included

5.2 Impacts and Scalability

Which do you think will be the concrete impacts produced by your initiative? On all levels: social, environmental, economic, political etc.

max 1000 characters, spaces included

How do you evaluate the scalability of your initiative? What factors do you consider essential to allow your initiative to grow and reach a wider audience?

max 1000 characters, spaces included

5.3 Transferability

Considering the question of transferability - choose one

| | |
|---|--|
| The underlying innovation can be adopted by a small number of people and does not require complex relationships with other actors and stakeholders | |
| The underlying innovation can be adopted with some ease but requires the collaboration and coordination of various actors/stakeholders | |
| To be adopted the underlying innovation requires a high level of actor/stakeholder consensus and coordination methodologies of a certain sophistication | |
| To be adopted the underlying innovation requires complex governance processes and the consensus of a large number of actors and stakeholders | |

How do you evaluate the transfer potentials of your initiative? What conditions do you consider relevant to make it replicable also in other contexts?

max 1000 characters, spaces included

5.4 Financial Sustainability and Business Model

How do the following sources contribute to the project budget? Please add %

| | |
|---|--|
| Own resources | |
| Third party's - payable (e.g. loans) | |
| Grants from donors or public funds (including this grant) | |
| Total 100% | |

Does your project concept relate to any new/emerging model? E.g.

| | |
|---------------------|--|
| Sharing economy | |
| Circular economy | |
| Alternative Finance | |
| other, describe: | |

What are the financial requirements of your project's further development?

max 1000 characters, spaces included

Please sketch a SWOT analysis of the project perspective in the next 2-3 years

Points of Strength are

max 300 characters, spaces included

Points of weakness are

max 300 characters, spaces included

Opportunities are

max 300 characters, spaces included

Threats are

max 300 characters, spaces included

Annex B. Detailed breakdown of planned costs (for Stages 2 and 3 only)
1. Hired staff costs

| Team member (name surname) | Number of worked hours (A) | Hourly cost (B) | Total cost (A*B) |
|----------------------------|----------------------------|-----------------|------------------|
| | | | 0,00 € |
| | | | 0,00 € |
| | | | 0,00 € |
| TOTAL COSTS (1) | | | 0,00 € |

2. In house consultancies (please note: NO subcontracting is allowed)

| Team member (name surname) | Number of worked hours (A) | Hourly cost (B) | Total cost (A*B) |
|----------------------------|----------------------------|-----------------|------------------|
| | | | 0,00 € |
| | | | 0,00 € |
| | | | 0,00 € |
| TOTAL COSTS (2) | | | 0,00 € |

3. Other direct costs (including consumables, travel and accommodation, etc.)

| Purpose and description | Number of units purchased (A) | Hourly cost (B) | Total cost (A*B) |
|-------------------------|-------------------------------|-----------------|------------------|
| | | | 0,00 € |
| | | | 0,00 € |
| | | | 0,00 € |
| TOTAL COSTS (3) | | | 0,00 € |

4. Indirect costs

Flat calculation of 25% of TOTAL COSTS (1+2+3) **TOTAL COSTS (4)** **0,00 €**

TOTAL PROJECT COSTS (1+2+3+4) **0,00 €**

Annex C. Structure of the Short final report and its publishable summary

Publishable summary

500 words max

The information provided herein is intended for use in public documents and reports by the DESIGNSCAPES consortium.

Detailed description

This section describes the details of the short final report. It will include the following sections:

Concept and Objectives

Experimental Setup and Results

Resources and tools used

Lessons Learned

Impacts

Why DESIGNSCAPES was useful for the Financially Supported Third Party

Annex D. Sub-grant agreement template

Under the EU-funded project entitled “DESIGNSCAPES - Design-Enabled Innovation in Urban Environments” (H2020-SC6-CO-CREATION-2016-3 Project number: 763784) – hereinafter: ‘the Project’

BETWEEN

ANCI Toscana, having their seat in 50122 Florence, Italy, Viale della Giovine Italia 17, Phone: +39 055 247 7490, E-mail: info@designscapes.eu, acting coordinator of the above referenced Project, here represented by Dr Simone Gheri, Director – hereinafter: ‘the Project Coordinator’ – on the one part

AND

[Full official name of the awarded entity, also on behalf of..... in case of a Stage 1 proposal by a person under 18 years old or of a Stage 3 proposal with a second co-applicant, full official address, Phone, E-mail] - hereinafter ‘the Beneficiary’ – on the other part

When together named ‘the Parties’

WHEREAS

- On 20 June 2018 the Project Coordinator published an Open Call for Pilot Proposals – hereinafter ‘the Call’ – aimed to identify and support no fewer than 100 European initiatives (50 feasibility studies, 40 prototype developments, 10 scalability proofs) demonstrating an effective capacity to exploit the generative potential of urban environments towards Design enabled Innovation;
- On the Beneficiary filed an application to Stage [1/2/3] of the Call, with a Pilot Proposal entitled – hereinafter the ‘Action’;
- On the Project Coordinator informed the Beneficiary that its application was awarded a sub-grant of € (Euro) maximum, under terms and

conditions stipulated in the Call and which were known and priorly accepted by the Beneficiary upon submission of the Pilot Proposal;

- The full text of the Beneficiary's application is attached as Annex I to this Sub-grant agreement;
- The full text of the Call is attached as Annex II to this Sub-grant agreement;

NOW IT IS STIPULATED AND AGREED AS FOLLOWS:

Article 1 — Purpose of the Sub-grant agreement

1.1 The purpose of this Sub-grant agreement is to specify the terms and conditions for the Beneficiary to be paid the sub-grant awarded by the Call to finance the implementation of the Action.

1.2* [*only for Call Stages 2 and 3] In addition to the sub-grant, the Beneficiary may ask to receive dedicated technical support from the Project Coordinator and/or nominated Partners of the DESIGNSCAPES Project, to facilitate the achievement of the goals set out in its Pilot Proposal, as stipulated by Article 10 of this agreement.

1.3 This Sub-grant agreement consists of 17 articles and 2 annexes, the contents of which the Beneficiary hereby declares have been well noted and fully accepted. If some of the articles are omitted, this is because the Parties have mutually agreed they are not applicable to the specific case – notably a Call Stage 1 awarded Action, holding several elements of distinction compared with the other two Stages of the Call.

Article 2 — Responsibility of the Beneficiary

2.1 The Beneficiary shall implement the Action under its own responsibility and in accordance with the Pilot Proposal referenced to as Annex I, with a view to achieving the objectives laid down therein.

2.2 This responsibility extends to other entities acting as collaborators, partners or supporters of the Beneficiary itself, including if applicable the proposer of a Stage 1 Action being less than 18 years old or the second applicant of a Stage 3 Pilot Proposal as foreseen by the Call.

2.3 In no case may the rights and duties of this Sub-grant agreement be assigned or transferred to any third party in any manner whatsoever. Even if any of the two special cases mentioned in the previous paragraph apply, the Beneficiary will be solely responsible of the execution of this

Sub-grant agreement towards the Project Coordinator and indirectly, the European Union bodies listed in Article 8 below.

Article 3 — Timeline and Description of the Action

3.1 Implementation of the Action shall begin on [date to be agreed with the Beneficiary] and end on [date to be agreed with the Beneficiary].

3.2 No extension of the Action's timeline can be negotiated or allowed.

3.3 No change in the description of the Action modifying relevant contents of Annex I to this Sub-grant agreement can be negotiated or ultimately allowed.

3.4 In case of any deviation from the provisions of this Article the Project Coordinator is entitled to terminate the Sub-grant agreement as per Article 13 below.

Article 4 — Sub-grant Amount

4.1* [*only for Stages 2 and 3] The total eligible costs of the Action are estimated at € (Euro) as set out in the Pilot Proposal.

4.2 The Project Coordinator undertakes to pay the Beneficiary a maximum sub-grant of € (Euro) *corresponding to ...% of the budget referenced above [*this last sentence only for Stages 2 and 3]. The final amount of the sub-grant shall be determined after - and subject to - the final acceptance of documented eligible costs from the Beneficiary to the Project Coordinator.

4.3 In no cases can the Project Coordinator increase or the Beneficiary demand to increase the amount of the sub-grant set out in the previous paragraph.

Article 5* — Payments Schedule [*only for Call Stages 2 and 3]

5.1* Within 15 calendar days after the signature of this Sub-grant agreement, the Project Coordinator will pay to the Beneficiary, on its request accompanied by an invoice or receipt, up to 50% of the sub-grant amount specified in Article 4 above.

5.2* The final balance will be calculated according to the accepted eligible costs and paid to the Beneficiary within 15 calendar days after the Project Coordinator's approval of all the results foreseen by the awarded Action, thereby including the short final report mentioned in the Call as well as the justification of all costs incurred into, as stipulated in the following Article 6.

Article 5* — Payments Schedule [*only for Call stage 1]

5.1* Within 15 calendar days after the Project Coordinator's approval of the Feasibility Study foreseen by the awarded Action and of the short final report mentioned in the Call as well as in the following Article 6, the total amount of the sub-grant specified in Article 4 above will be paid to the Beneficiary, on its request accompanied by an invoice or receipt.

Article 6 — Reporting Duties

6.1 In addition to the results foreseen by the awarded Action (depending on the Call Stage, a feasibility study, a prototype or a scalability proof) the Beneficiary must deliver to the Project Coordinator, within 15 calendar days after the end date specified in Article 3 above, the following documentation foreseen by the Call:

- A short final report with a publishable summary, containing a detailed narrative of the implementation of the Action;
- [only for Stages 2 and 3] A detailed justification of the costs incurred into during the implementation of the Action with all accompanying evidence that an external auditor may require to comply with the EC's financial rules in full;
- An invoice or receipt for the payment demanded. The amount of this invoice or receipt will be defined after the Project Coordinator's approval of the costs documented by the Beneficiary, as described in Article 7 below.

6.2 Should the Beneficiary fail to supply the Project Coordinator with the above referenced results and documentation or to deliver any additional clarification or content modification demanded in writing by the Project Coordinator during the verification and certification process preceding the final payment as per Article 7 below, the Project Coordinator may terminate this Sub-grant agreement and recover the amounts already paid to the Beneficiary as per Article 12 below.

6.3 The same provisions of paragraph 6.2 will apply in case the clarifications and content modifications provided in writing by the Beneficiary are deemed insufficient and therefore rejected by the Project Coordinator, provided a reasonable time allowance has expired with the Beneficiary being unable to comply with or finalize the above requests.

Article 7* — Audit Certificates and Eligible Costs of the Action [*only for Call stages 2 and 3]

7.1* At no cost for the Beneficiary, the Project Coordinator will appoint an external third party a careful audit of all cost items reported by the Beneficiary, in order to validate the eligibility of

expenses and allow a final determination of the sub-grant amount. The audit will be carried forward in the interest of the Beneficiary, who will therefore commit to accepting and complying with its results.

7.2* Eligible costs are costs actually incurred into by the Beneficiary, which meet all the following criteria:

- a) they are paid for during the implementation period of the Action;
- b) they are evidently necessary for the implementation of the Action;
- d) they are identifiable and verifiable, in particular being recorded in the Beneficiary accounts (or Beneficiaries accounts in case of Stage 3 Action) and supported by clear and unequivocal documentation;
- e) they comply with the requirements of applicable, national tax and social legislation of the country(ies) of the Beneficiary(ies);
- f) they belong to the cost categories specified in the Pilot proposal, notably:
 - the costs of internal staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs;
 - the costs of in-house consultants hired for the Action, corresponding to the amounts invoiced to the Beneficiary (excluding VAT);
 - travel and subsistence costs for staff and in-house consultants taking part in the Action;
 - other direct costs (such as consumables), with the exclusion of Subcontracting;
 - VAT will only be accepted as eligible if it cannot be recovered by any means;
 - Any other costs not in the above list will not be accepted.

Article 8* – Bookkeeping and Financial Checks [*only for Call stages 2 and 3]

8.1* The Beneficiary will keep accurate and regular accounts of the implementation of the Action. These may either be an integral part of the Beneficiary's regular system or an adjunct to that system. They will be run in accordance with the accounting and bookkeeping policies and rules that apply in the country concerned. Accounts and expenditure relating to the Action must be easily identifiable and verifiable therein.

8.2* The Beneficiary will allow the Project Coordinator, the European Commission, the European Anti-Fraud Office, the European Court of Auditors and any external auditor authorized by the European Commission or appointed by the Project Coordinator to carry out verifications, ask for the original documents or make copies thereof or do site inspections, audits and checks of the

implementation of the Action and its results. Such visits and audits may take place up to 7 years after the payment of the sub-grant balance.

8.3* The following documents must be kept in original and sent in certified copies to the Project Coordinator with the short final report as justifications of incurred costs:

- Detailed calculations of hourly costs of staff and in-house consultants, including gross remuneration, any insurance, taxes and social security charges;
- Time sheets and other evidence of work performed;
- Salary statements of involved staff members;
- Invoices received from consultants or other service providers (including transportation and accommodation) and proof that VAT can or cannot be reclaimed;
- Justifications for the missions and travels (such as proof of attending events);
- Proofs of receipt of goods such as delivery slips from suppliers;
- Proofs of payment such as bank statements, debit notices, declarations of settlement by the suppliers.

Article 9 – Liability for Damages or Injuries

9.1 The Project Coordinator cannot under any circumstances or for any reason whatsoever be held liable for damage or injury borne by the staff or property of the Beneficiary while the Action is being carried out or as a consequence of the Action. The Project Coordinator cannot therefore accept any claim for compensation or increases in payment in connection with such damage or injury.

9.2 The Beneficiary shall assume sole liability towards third parties, including liability for damage or injury of any kind borne by them while the Action is being carried out or as a consequence of the Action. The Beneficiary shall discharge the Project Coordinator of all liability arising from any claim or action brought as a result of an infringement by the Beneficiary or the Beneficiary's employees or individuals for whom those employees are responsible, of rules and regulations, or as a result of the violation of a third party's rights.

Article 10* – Technical Support to the Beneficiary [*only for Call Stages 2 and 3]

10.1* To facilitate the implementation of the Action and ensure the full attainment of its stated objectives, the Project Coordinator nominates (Mr/Ms) as “patron” of the Action in representation of the partner . (He/She) will act as single point of contact on behalf of the DESIGNSCAPES consortium, for all technical issues related to the Action's

implementation. In particular, (he/she) will provide advice on the design instruments, methods and tools that are most appropriate to be used. (His/Her) support will be totally free of charge for the Beneficiary. In addition, the “patron” will support the Beneficiary in minimizing the time required after the signature of the Sub-grant agreement to perform the activities of the awarded Action in full, considering that no time extension can be allowed as per Article 3 above.

10.2* The Beneficiary and the “patron” are free to agree on the best ways to collaborate and interact. Should the Beneficiary feel knowledgeable enough on the use of Design, the relation can be turned into a remote support facility such as a Q&A service. Otherwise, the “patron” will share with the Beneficiary a list of the most popular Design instruments, methods and tools available in the state of the art, which will be proposed jointly with a user manual and suitable training material.

10.3* However, an effective and proficient exploitation by the Beneficiary of the opportunities described in this Article is neither a necessary nor a sufficient condition for the purposes of the awarded Action to be fulfilled in compliance with the provisions of this Sub-grant agreement.

Article 11 – Publicity of the Action

11.1 The Beneficiary must take all necessary steps to publicize the fact that the European Union has financed the Action.

11.2 In particular, the Beneficiary will mention the DESIGNSCAPES project “Design-Enabled Innovation in Urban Environments” (H2020-SC6-CO-CREATION-2016-3 Project number: 763784) and the European Union's grant received in any interaction with the media as well as in any publication (including leaflets, brochures, websites, etc.) or initiative (such as conference or seminar or training event).

11.3 Wherever appropriate, a disclaimer must be added to any oral or written communication (such as public speeches, press launches, news, journal articles etc.) specifying that the Action has received the financial support of the European Union through the DESIGNSCAPES project, but the contents presented are the sole responsibility of the Beneficiary and can under no circumstances be regarded as reflecting the position of any European Institution.

11.4 The Beneficiary hereby authorizes the Project Coordinator and the European Commission to publish its name and address, nationality, the Action's purpose, duration and location as well as the amount of the sub-grant received. The publishable summary of the short final report is also

destined to publication on the DESIGNSCAPES website, while some parts of the short final report may be used by the Project Coordinator for inclusion in the reporting documents to the EC and in public presentations. As a result, any confidential information included in the short final report will have to be expressly annotated, and the limits of its authorized handling stated beforehand.

Article 12 – Intellectual Property Rights (IPR) Management

12.1 As the global aim of the Call is to fully disclose all Action results to the public domain, in case the Beneficiary identifies – at any stage of implementation – one or more results where limitations to access rights are potentially applicable, such circumstance will be formally communicated in writing to the Project Coordinator. Then the Parties will meet and discuss on the best way to reconcile the Call's interest in transparency and Open Source / Open Access with the Beneficiary's interest in respecting and protecting the IPR of those results that are suitable of industrial and commercial exploitation. Such results may include both Background and Foreground knowledge utilized or created during the implementation of the Action.

12.2 The general principles of IPR management are stated in the Call and are fully compliant with extant legislation. They are only applicable to the Background or Foreground knowledge explicitly and formally identified as described in the previous paragraph.

12.3 The Beneficiary is licensed to use and transfer, according to the Creative Commons SA/BY rule, the original material developed by the DESIGNSCAPES consortium and temporarily put at its free disposal during the implementation of the Action.

Article 13 – Termination of the Sub-grant agreement

The Project Coordinator may terminate the Sub-grant agreement, by giving a seven (7) day notice and without paying compensation of any kind, but with the obligation to recover any amount of the sub-grant already paid to the Beneficiary:

- a) in case of any deviation from the provisions of the preceding Article 3, notably as far the duration and contents of the awarded Action are concerned;
- b) should the Beneficiary fail, without convincing justification, to fulfil any of the obligations incumbent on it and, within fifteen (15) days after being given written notice of the need to comply with those obligations, still fail to do so or to supply a satisfactory explanation;
- c) particularly in the case the reports and clarifications described in Article 6 above are not delivered to the Project Coordinator and the Beneficiary fails to provide a timely, acceptable and sufficiently articulated explanation of the reasons why it is unable to

comply with any of those obligations;

- d) should the Beneficiary go bankrupt or be wound up, have its affairs administered by the courts, enter into an arrangement with creditors, suspend its business activities, be the subject of proceedings concerning those matters or fall into any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- e) should the Project Coordinator find evidence of serious professional misconduct on the Beneficiary or any related entity or person, including staff, consultants and agents;
- f) should the Project Coordinator find evidence of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests on the Beneficiary or any related entity or person, including staff, consultants and agents;
- g) should the Beneficiary change its legal status, without informing the Project Coordinator in advance;
- h) should the Beneficiary make false or incomplete statements to obtain the grant provided for in the Sub-grant agreement or provide reports that do not reflect reality;
- i) [*only for Stages 2 and 3] should the Project Coordinator find evidence that the Beneficiary has not fulfilled its obligations related to the payments of some of the costs claimed, including payroll taxes and social security contributions in accordance with the legal provisions of the country where it is established;
- j) should the Project Coordinator find evidence of substantial errors, irregularities or fraud in the award procedure of the sub-grant or the operation of this Sub-grant agreement.

Article 14 — Applicable Law and Arbitration

14.1 All issues, questions and disputes concerning the validity, interpretation, enforcement, performance or termination of this Sub-grant agreement shall be governed by and construed in accordance with Italian law, and no effect shall be given to any other choice of law or any conflict-of-laws rules or provisions (Italian, foreign or international) that could cause the laws of any jurisdiction other than Italy to be applicable.

14.2 The Parties agree to first endeavor to settle amicably any dispute concerning the validity, interpretation, enforcement, performance or termination of this Sub-grant agreement. In the absence of an amicable settlement within 45 days from a written notice specifying the nature of the dispute and sent to the other Party, such dispute shall be submitted to the Arbitration Tribunal of the Chamber of Commerce of Florence (Italy).

14.3 The Arbitration Tribunal, consisting of a sole Arbitrator, will decide on the substance of the dispute in accordance with the law. The decision is unappealable and its costs will be borne by the surrendering Party.

Article 15 – Contact Addresses

15.1 Any communication relating to this Sub-grant agreement shall be in writing, stating the title of the Action and sent to the following addresses:

For the Project Coordinator

ANCI Toscana

Viale della Giovine Italia 17

50122 Florence, Italy

Phone: +39 055 247 7490

E-mail: info@designscapes.eu

Contact: Mr Besnik Mehmeti

For the Beneficiary

[Full Name]

[Address]

[Location]

[Phone]

[E-mail]

[Contact Person]

Article 16 – Privacy and Data Protection

16.1 With the signature of this Sub-grant agreement, the Beneficiary agrees that the following personal data and information is collected and further processed by the Project Coordinator, its appointed staff or subcontractors (e.g. external auditors):

- Name of the Beneficiary;
- Tax (or Social Security) Identification Code or VAT Registration Number;
- Bank account reference (IBAN and BIC codes);
- Contact details (e-mail, telephone number, fax number, postal address, country of residence, internet site);
- Declaration on honor that the Beneficiary is not in any exclusion situation referred to in articles 106 and 107 of the Financial Regulation (EU, Euratom) No. 2015/1929;
- Information about the Beneficiary's representative: Name and Surname, Birthplace and Date of Birth, Title, Position, Telephone number, Mail address, Passport/ID number, Tax (or Social Security) Identification Code, Signature;
- Information about the list of people mentioned in the Pilot Proposal as involved in the tasks described therein: educational background, professional experience including details on current and past employment, technical skills and languages, etc.;
- Other personal data (including pictures and photos if provided) stored in the Action

results, reports and justifications listed in Article 6 above, particularly concerning third parties.

16.2 In addition to the above, verbal information on the Action's progress including some personal data of the Beneficiary and the people involved in the Action may be shared by the Beneficiary with the "patron" appointed by the Project Coordinator as per Article 10 above (where applicable).

16.3 Finally, a limited subset of personal data (including, if provided, pictures and photos) might be published on the DESIGNSCAPES website as well as on other portals of the European Union and/or disseminated by any other means, including the identification of the Beneficiary, any personal data included in the publishable summary of the Action, and the names and contact details of the administrative contacts of the Beneficiary.

16.4 Personal data collection, storage, processing and publication will be a sole responsibility of the Project Coordinator, managed through its appointed staff, subcontractors as well as other DESIGNSCAPES partners, their appointed staff and subcontractors. Personal data will be collected, stored, processed and published in full accordance with Regulation (EU) 2016/679, also known as GDPR (General Data Protection Regulation). Data and information will be retained for a maximum period of 10 years after the closing of the Action. Anonymous or encrypted data can be retained for a longer period and further processed for historical, statistical, or scientific purposes.

16.5 All personal data and information is stored in secure databases that reside permanently on the DESIGNSCAPES servers, under the control of the Project Coordinator and of selected DESIGNSCAPES partners. For more details on the DESIGNSCAPES Privacy Policy the reader is referred to Annex E to the Call.

16.6 At any point in time, any natural person or legal entity is entitled to access own personal data and information, asking the Project Coordinator to rectify/block or erase them in case they are inaccurate or incomplete. One can exercise one's own rights by contacting the DESIGNSCAPES Data Protection Officer (see further) or directly the European Data Protection Supervisor (EDPS): edps@edps.europa.eu. The DESIGNSCAPES Data Protection Officer is Mr Besnik Mehmeti, besnik.mehmeti@ancitoscana.it.

Article 17 — Entry into force

17.1 This Sub-grant agreement will enter into force on the date when the last Party has signed it.

For the Beneficiary

Name

Title

Signature

Date

For the Project Coordinator

Name

Title

Signature

Date

Second signature to confirm reading and understanding of the following Articles of this Sub-grant agreement: 2 (Responsibility of the Beneficiary), 3 (Timeline and Description of the Action), 6 (Reporting Duties), 8 (Bookkeeping and Financial Checks), 9 (Liability for Damages or Injuries), 13 (Termination of the Sub-grant agreement), 14 (Applicable Law and Arbitration), 16 (Privacy and Data Protection).

For the Beneficiary

Name

Title

Signature

Date

For the Project Coordinator

Name

Title

Signature

Date

Third signature from either the applicant under 18 years old of a Stage 1 proposal or the co-applicant of a Stage 3 proposal.

With my signature, I certify that I carefully read and understood the contents of this Sub-grant agreement

Name Surname

Title

Signature

Place and Date

Annex I. Beneficiary's Application

Annex II. Call Text

Annex E. Privacy statement

1. Introduction

This Privacy Statement explains the reason for the collection and processing of your personal data, the way we protect your personal data provided and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The evaluation of pilot proposals presented in reply to this Call and the management of funded actions requires the processing of personal data and is therefore subject to Regulation (EU) No 2016/679 – also known as General Data Protection Regulation (GDPR). This Privacy Statement thus concerns the processing of Applicants and Beneficiaries (as well as Third Parties) personal data within the context of this Call. Applicants are the legal entities that apply for funding through the submission of pilot proposals. Beneficiaries are the successful Applicants, i.e. proposers of the awarded Actions, which may also imply the involvement of active Third Parties.

It should be noted that in addition to receiving a sub-grant, Beneficiaries operations in the context of the awarded Actions are also supported by the technical advice of one or more DESIGNSCAPES partners. Therefore, the relevant processes for this Privacy Statement do not only include the reception of Pilot Proposals under the provision of the Call, their evaluation, award or rejection, and the subsequent signature of the sub-grant agreement, its management and follow-up; but also a more direct involvement in the development of awarded Actions while their results are being produced.

In all these processes, the DESIGNSCAPES Consortium is committed to protecting and respecting the privacy of Applicants, Beneficiaries and Third Parties and the remainder of this Privacy Statement outlines our Privacy Policy as of the date of publication of the Call.

2. Which data do we collect and process and when?

The personal data and information relevant for this Privacy Statement is provided in your application form (see Annexes A and B to the Call) for the immediate purpose of allowing a full and hopefully successful evaluation of the Pilot Proposal. This includes:

- Name of the Beneficiary;
- Tax (or Social Security) Identification Code or VAT Registration Number;

- Bank account reference (IBAN and BIC codes);
- Contact details (e-mail, telephone number, fax number, postal address, country of residence, internet site);
- Declaration on honor that the Beneficiary is not in any exclusion situation referred to in articles 106 and 107 of the Financial Regulation (EU, Euratom) No. 2015/1929;
- Information about the Beneficiary's representative: Name and Surname, Birthplace and Date of Birth, Title, Position, Telephone number, Mail address, Passport/ID number, Tax (or Social Security) Identification Code, Signature;
- Information about the list of people mentioned in the Pilot Proposal as involved in the tasks described therein: educational background, professional experience including details on current and past employment, technical skills and languages, etc.

Other personal data and information, particularly concerning Third Parties, possibly including pictures and photos if provided, will be delivered by you within the technical and financial reports related to the Action and the justifications of the costs you have incurred into, with the purpose of receiving the final payment of the sub-grant, in line with the provisions of the Call.

In addition to the above, information on the pilot's progress including some personal data of the participants may be shared verbally by you with the DESIGNSCAPES partner in charge of providing technical advice and support during the execution of the pilot activities.

3. Is this collection and processing necessary?

Unless we collect the above data and information, it will not be possible for us to evaluate and award the pilot proposals received; it will not be possible to enter into a sub-grant agreement (see Annex D to the Call) with the successful Applicants; it will not be possible to effect the final payment demanded at the end of a successful Action; it will not be possible to support it with technical advice during its course.

However, all partners and stakeholders involved in data collection and processing are reminded to use the personal data and information only for the purpose for which they were transmitted and to disregard all irrelevant and excessive data received with the proposals.

4. Is this data and information private?

Generally speaking, no. For example, the address, city, country, telephone and fax numbers, bank account numbers as well as e-mail addresses provided in the proposal are usually the professional ones related to the legal entity submitting the application. Thus, as a general rule (with the exception of cases where the Applicant is a natural person), private addresses or bank account numbers etc. are not processed. Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual orientation may be received only in as much as these data appear spontaneously in the CV provided by the Applicants. Such information is however not pertinent and therefore not processed during the management of the Call or the execution of the sub-grant agreement.

5. Is this data and information subject to further publication?

Generally speaking, yes. For example, a limited subset of personal data (including, if provided, pictures and photos) may be published on the DESIGNSCAPES website as well as on other portals of the European Union and/or disseminated by any other means, including the identification of the Beneficiary, any personal data included in the publishable summary of the short final report of the Action, and the names and contact details of the administrative contacts of the Beneficiary. However, the contents of the Action's short final report may be restricted or even denied publication, e.g. in case there are specific intellectual property rights to be protected.

Further personal data (usually anonymized or treated in aggregate form) may be processed for the purpose of delivering statistical studies, impact evaluation analyses of the project, or policy recommendations based on the Call results.

6. How do we process your data?

The data you provide in your application forms is collected through a platform managed by BWCON and stored on their server located in Germany. When the Call closes, all received applications are downloaded from the server and shared with the DESIGNSCAPES partners to evaluate them. If the proposal is successful, the Project Coordinator will use some data to prepare and share the sub-grant agreement to be signed by you. In addition, the full details of

the application will be shared with an identified DESIGNSCAPES partner (known by you as its name will be included in the sub-grant agreement) acting as a “patron” to your pilot project. At the end of the Action, we will receive the contractually required reports and the additional documentation, which will be stored by the Project Coordinator on a secure server and shared only with its staff and the external auditor appointed for the certification of costs.

7. Who has access to your data?

As a general rule, staff and external subcontractors of all DESIGNSCAPES partners, to the extent they have been appointed to work at the project, may receive full or partial access rights to your data and information. A limited subset of this information may be used by some Partners for external communication purposes, e.g. within presentations delivered to conferences or articles prepared for scientific journals. Staff members of EU bodies and agencies may be granted access for the execution of institutional duties, such as the verification of compliance with the law of Call related operations.

All recipients are reminded of their obligation to process the personal data provided to them only for the purposes for which they were transmitted.

8. What happens to data and information provided by non successful Applicants?

As the general principle is that personal data and information must be collected as necessary for the purposes for which they were provided, they are not retained if becoming irrelevant. However, there is a legal need to keep records of the evaluation process, therefore we will actually store all applications in our secure servers for a certain period of time (see next point below). Another exception to this rule may be that the DESIGNSCAPES consortium decides to monitor the underlying initiative and ask its proposers to supply some ‘ad hoc’ information with the purpose of publishing it on the DESIGNSCAPES website or using it in the context of studies of various scientific nature. These circumstances will be expressly described and a specific consensus to publication will be required.

9. For how long will we keep your data?

For information on beneficiaries receiving EU funding, personal data (in electronic and/or any other format) is retained for 10 years after the closing of the Action. Personal data related to unsuccessful proposals are kept for up to 5 years after the closure of the call for which the data have been collected or updated. This applies also to data contained in previous outdated versions of proposals and in withdrawn proposals.

Anonymous or encrypted data can be retained for a longer period and further processed for historical, statistical, or scientific purposes, in accordance with the procedures established by the data controller.

Should you provide an extract of your judicial records, it would not be kept for more than 2 years following the accomplishment of the particular procedure. In any case, personal data contained in cost justification documents are deleted where possible when this data is no longer necessary for budgetary control and audit purposes.

10. How do we protect your data?

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored on secure servers of the DESIGNSCAPES Consortium, the European Commission or of selected sub-contractors. Access rights and controls are enabled via authentication systems granting access to specific documents only to authorized persons.

11. What are your rights and how can you exercise them?

At any point in time, any natural person or legal entity is entitled to access own personal data and information, asking the Project Coordinator to rectify/block or erase them in case they are inaccurate or incomplete. One can exercise the above rights by contacting Mr Besnik Mehmeti, the DESIGNSCAPES Data Protection Officer (besnik.mehmeti@ancitoscana.it) or directly the European Data Protection Supervisor (EDPS): edps@edps.europa.eu.

12. Special provisions concerning the Early Detection and Exclusion System (EDES) Database

In some cases, information provided may lead to an entry in the Early Detection and Exclusion System (EDES) Database directly managed by the European Commission, in compliance with Regulation (EU, Euratom) 2015/1929. Information exchanged within the EDES is centralized in this database. The database contains information on economic operators that could represent a threat to the Union's financial interests, economic operators who are in one of the exclusion situations listed in Article 106 (1) and economic operators on which financial penalties are imposed as per Article 106 (13) of Regulation (EU, Euratom) 2015/1929, in the form of cases created therein. The EDES foresees the right of economic operators to be informed of the data stored in the database upon their request to the Commission. The information contained in the database will be updated, where appropriate, following a request for rectification or erasure of the data stored. For more information, please visit:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#SAP

The detailed description of the processing operations relating to financial controls and external audit for Research projects are described in the notification DPO-3852 of the Directorate-General for Research and Innovation, published in the register of the European Commission Data Protection Officer (<http://ec.europa.eu/dpo-register>). The Privacy Statements of the Controllers for external audit and control are published on the Participant Portal (see http://ec.europa.eu/research/participants/portal/desktop/en/support/legal_notices.html).

13. Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the DESIGNSCAPES Data Protection Officer referenced above or simply the DESIGNSCAPES project by sending an email to info@designscapes.eu.

For general information on data protection, you may also contact the European Data Protection Supervisor.

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link: <http://ec.europa.eu/dpo-register>

This specific processing will be notified to the Commission DPO.

With my signature, I certify that I carefully read and understood the contents of this Privacy Statement.

For the Applicant:

Name Surname

Title

Signature

Place and Date

Annex F. Declaration of honor

I, the undersigned:

[for natural persons:] in my own name

OR

[for tutors/guardians:] representing the following natural person:

[insert full name and surname]

[insert postal address, postcode and city]

[insert VAT registration number OR tax/social security registration code]

OR

[for legal entities or entities without legal personality:] representing the following legal entity / entity without legal personality:

[insert full official name]

[insert official legal form]

[insert full official address]

[insert VAT registration number OR tax/social security registration code]

hereby certify

that I irrevocably accept all the terms and conditions set out in the Call, and in particular that:

- 1 — the information I have provided in the application form is accurate and correct;
- 2 — the information I have given concerning the legal status is correct;
- 3 — I comply now and will comply for the duration of the sub-grant agreement concluded with ANCI Toscana should a sub-grant be awarded, with all the admissibility and eligibility criteria, as defined in the DESIGNSCAPES call for pilot proposals;
- 4 — I am committed to act as coordinator of the proposed pilot action and I have both the financial and the operational capacity to do so;
- 5 — In case the proposal is sub-granted, I commit to signing the sub-grant agreement as Associated Partner to the DESIGNSCAPES consortium, accepting the terms and conditions laid

down in the sub-grant agreement/award decision and without making any change to the scope and contents of the pilot project and bringing it to successful conclusion within the time frame originally stated;

6 — I am in possession of stable and sufficient resources to carry out the proposed activities throughout the duration of the aforementioned pilot action and will provide any counterpart funding as and when needed;

7 — I will inform ANCI Toscana of any other grant application or funding from the EU or Euratom budget related to this action;

8 — the conditions specified in Article 15 (Financial support to third parties), 35 (Conflict of interest), 36 (Confidentiality), 38 (Visibility of EU funding) and 46 (Liability for damages) of the H2020 AMGA, are satisfied;

9 — I am aware that the European Commission and/or ANCI Toscana may impose administrative or financial penalties on applicants who:

- are guilty of misrepresentation in supplying the information required as a condition of participation in the sub-grant award procedure or fail to supply this information;
- have been declared to be in serious breach of their obligations under any contract, grant or sub-grant agreement covered by the budget of the European Commission.

Such penalties will be proportionate to the importance of the contract, grant or sub-grant agreement and the seriousness of the misconduct, and may consist in the exclusion from this procedure as well as from other contracts, grants or sub-grants financed by the EU or Euratom budget and the payment of financial penalties;

10 — In case for any reason and at any point in time the proposal is disqualified, I commit to refunding ANCI Toscana of any payment duly received prior to the disqualification of the proposal;

further declare

that I and/or the entity I represent are not in any of the following situations:

a) Bankrupt, subject to insolvency or winding up procedures, with assets being administered by a liquidator or by a court, or in an arrangement with creditors, or with business activities suspended or in any analogous situation arising from a similar procedure provided for under national legislation or regulations;

- b) As established by a final judgement or final administrative decision, in breach of obligations relating to the payment of taxes or social security contributions in accordance with the law of the country of establishment, those of the country in which the authorising officer is located or those of the country of the performance of the contract;
- c) As established by a final judgement or final administrative decision, guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the entity belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility, where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other persons with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the European Commission and/or ANCI Toscana during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- d) As established by a final judgement, guilty of either of the following:
- (i) Fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) Corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the authorising officer is located, the country in which the entity is established or the country of the performance of the contract;
 - (iii) Participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) Money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;

- (v) Terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
- (vi) Child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- e) Having shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
- f) As established by a final judgment or final administrative decision, having committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- g) For the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, it is subject to:
 - i. Facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - ii. Non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - iii. Decisions of the ECB, the EIB, the European Investment Fund or international organisations;
 - iv. Decisions of the European Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law;
 - v. Decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body;
- h) any natural person(s) who are member(s) of the administrative, management or supervisory body(ies) or who has/have powers of representation, decision or control (this covers company

directors, members of management or supervisory bodies, and cases where one person holds a majority of shares) is/are not in any of the following situations:

- situation (c) above (grave professional misconduct)
- situation (d) above (fraud, corruption or other criminal offence)
- situation (e) above (significant deficiencies in performance of a contract)
- situation (f) above (irregularity);

and acknowledge

- that the European Commission and/or ANCI Toscana may request at any time to provide general information and applicable evidence on the applicant's legal status as well as concerning any person that is member of an administrative, management or supervisory body (persons with powers of representation, decision or control);
- that the above evidence may be requested as follows:
 - For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record, or failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the entity showing that those requirements are satisfied;
 - For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned. These documents must provide evidence covering all taxes and social security contributions for which the entity is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment;
 - If an entity has already submitted such evidence for other purpose of the same procedure and provided that the submitted documents are still valid and that the time elapsed since the issuing date of the documents does not exceed one year, the entity shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation;
- that any personal data concerning this procedure shall be collected, processed and published in accordance with Regulation (EU) 2016/679, also known as GDPR (General

Data Protection Regulation), as further described in Annex E to the DesignsCAPES call for pilots;

- that any confidential information provided in the context of the call shall be expressly annotated, and the limits of its authorized handling specified beforehand to ANCI Toscana.

SIGNATURE

For the Applicant

[function/forename/surname]

[ID card or passport number and date of expiry]

Done in English on [time stamp]