# Table of contents

1. Objective of the first OrganiCity Open Call .................................................. 3
2. Application process .................................................................................................. 4
   2.1 Who can apply? ......................................................................................... 4
   2.2 Prepare and submit a proposal ............................................................... 5
   2.3 Funding conditions .................................................................................... 7
       Budget available
       For which activities can I receive funding?
       Which costs are you allowed to include in your budget?
   2.4 Evaluation process ...................................................................................... 9
       2.4.1 Who will evaluate my proposal? ...................................................... 9
       Ethics and Privacy Assessment
       2.4.2 What does evaluation measure? .................................................... 10
       Idea (0-5 points)
       The expected effect or impact of your idea (0-5 points)
       Feasibility of your idea (0-5 points)
   2.5 Timeline ...................................................................................................... 11
       Fixed term call 2016 key dates (experiments up to 60.000 €)
       Rolling call 2016 key dates (experiments up to 10.000 €)
   2.6 Support options ........................................................................................... 13
       Frequently asked questions (FAQ)
       Open call helpdesk
       Open call clinics

APPENDIX 1: The OrganiCity city challenges
APPENDIX 2: Horizon 2020 associated countries
1. Objective of the first OrganiCity Open Call

The main objective of the first open call is testing the OrganiCity tools with experiments that are co-created with citizens and communities. The testing will help develop the OrganiCity facility as a whole to match the needs of experimenters, and will evolve the technical integration across the three cities involved Aarhus (Denmark), London (United Kingdom) and Santander (Spain).

The development of the OrganiCity facility will allow more citizens to experiment with urban data and the Internet of Things to improve their cities during the second open call (2017). OrganiCity is funded by the European Commission and is subject to the regulations established in the Horizon 2020 programme\(^1\).

\(^1\) Conditions of participation and funding are those of Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020), as defined principally in Regulation (EC) No 1290/2013 of the European Parliament and the Council of 11\(^{th}\) December 2013 laying down the rules for the participation of undertakings, research centres and universities in actions under the Horizon 2020 Programme and exploitation and dissemination results (2014 - 2020). More information can be found at the rules for the participation and dissemination in Horizon 2020.

This Guide for Applicants does not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the Horizon 2020 Research and Innovation Programme of the European Commission - Multi-beneficiary General Model Grant Agreement.
2. Application process

2.1. Who can apply?

The call is open to individuals, associations, organisations or businesses legally registered in a member state of the European Union or in an H2020 associated country or in a developing country. Applications may be made as an “Experiment Group” bringing together any combination of the above entities. A complete list of these countries is available in Appendix 2 of this document. It is not necessary that your organisation is located in one of the three cluster cities Aarhus, London or Santander, where experiments will be conducted.

Each Experiment Group will have an appointed Experiment Lead, who coordinates the group and is responsible for providing the OrganiCity project management with reports and feedback for the relevant European Commission auditing.

Successful applicants who have been awarded funding are expected to provide proof of their registration in one of the countries mentioned (for example, by submitting each participant’s legal registration number and a passport copy for individuals; or a business registration extract for organisations). In addition, successful applicants will be required to sign the OrganiCity experiment agreement (which can be read here).

OrganiCity partners are not eligible for funding.

Institutions, organisations or other types of legal entities funded by or otherwise affiliated with an OrganiCity partner are not eligible for funding and cannot be included as a partner in your proposal. We are obliged to avoid conflict of interests, and therefore we reserve the right, at our full discretion, to reject your proposal on the basis hereof.
2.2. Prepare and submit a proposal

Proposals are submitted in a one-stage process, that means that applicants submit a full proposal before the deadline. The proposal language is English. Proposals submitted in any other language will not be eligible. Experimenters are encouraged, where necessary, to collaborate with others in order to meet the requirement to submit proposals in English.

Information requested in your proposal:

1. Title of your idea

2. Your idea and objective, relating to the OrganiCity City Challenges or arguing for other relevant challenges that concern citizens (max. 3,000 characters)

3. A list of activities which you propose and your time plan, aligned with the experimentation period – it can be of any length between September 2016 and January 2017. Please explicitly list what you consider to be the key milestones and deliverables within this plan (max. 1,500 characters). You can also provide an optional 1 page PDF planning document.

4. Which of the OrganiCity tools and data sources you intend to experiment with and how you will use them. Tell us if you think your experiment will be integrated into the OrganiCity platform and in which way. Find more information about the OrganiCity tools at organicity.eu/tools (max. 6,000 characters) and details about the platform and the data sets at the Experimentation as a Service description.

5. The ways you have co-created or plan to co-create with citizens, companies or other stakeholders for whom your idea is relevant or who will benefit from your experiment. This must include any consideration on ethics and privacy (max. 3,000 characters)

6. Your Experiment Group: organisation, skills and resources you have (max. 3,000 characters)

7. Your budget for cost related to your funding application. We have provided a template to assist you with this requirement here.

Application steps:

- **Step 1:** Visit and review the instructions at organicity.eu/before-applying
- **Step 2:** Prepare your application. Go to f6s.com/organicity/apply, sign up for an account and complete the application form.
- **Step 3:** You’re done! You’ll hear back from us by email by the end of August 2016.
If you discover an error in your proposal, you may modify your application, provided the call deadline has not passed. Should this happen, please contact helpdesk@organicity.eu in order to have your application unlocked. Only the final version received before the call deadline will be considered in the evaluation.

Proposals must be received by noon (12:00h CET) of 29th June 2016 for the fixed open call. Proposals that are sent in after this date or which are incomplete will not be evaluated.

If you are applying for the Rolling call up to 10.000 €, you can submit your proposal before the first deadline (29th June 2016), before 19th of September or before 1st November 2016. All application periods close at 12 noon CET on the mentioned dates.
2.3. Funding conditions

Budget available

The first open call will give 600,000 € in funding, with a maximum of 60,000 € for one experiment.

We work with two different sizes of experiments:

**Experiments of up to 10,000 €** will be part of the Rolling Call. These proposals can be submitted up to noon (12h CET) on 1st November 2016. These applicants can get up to 50% of pre-financing, with an interim payment of 35% (upon evaluation or work completed) and a final payment of 15% of the total funding (once final reporting is complete). For shorter experiments (up to 1.5 months), only a brief balancing statement will be required for interim payments.

**Experiments of up to 60,000 €** will be part of the Fixed Term Call. These proposals can be submitted up to noon (12h CET) on 29th June 2016. These applicants can get up to 50% of pre-financing, with an interim payment of 35% (upon evaluation or work completed) and a final payment (final reporting complete) of 15% of the funding.

The final report requires that experimenters provide OrganiCity with feedback on their experiments and the platform tools they have used.

For which activities can I receive funding?

You are eligible for funding for all activities mentioned below, under the condition that these activities contribute to maturing and further developing the OrganiCity facility and follow the guidelines below:

1. Planning and preparation of the experiments, e.g. exploring OrganiCity features and organising initial OrganiCity stakeholder meeting.

2. Co-creation of services with stakeholders (citizens, companies, etc).

3. Technical integration and adaptation.

4. Experimentation deployment on the OrganiCity platform.

5. Evaluate the generation of reports and publications related to the experiment including preparation of a showcase about the experiment that can be used for dissemination purposes.

6. Supporting the rest of technical activities in the project, by providing feedback about the use of the facility and asking for key strategic functionalities that would be interesting to include in the facility in future versions. You will be required to do this as a condition of funding.
7. Report the necessary effort and costs according to H2020 rules and management practices requested by the Coordinator. You will be required to do this as a condition of funding.

Which costs are you allowed to include in your budget?

For a cost within your project to be eligible for funding it must:

- be incurred and paid between your project start and end dates.
- be directly related to the activities listed
- be best value for money
- be indicated in the estimated budget
- be incurred in connection with the action as described in your project application and necessary for its implementation
- be identifiable and verifiable, in particular recorded in your accounts and in accordance with the accounting standards applicable in your country and according to your organization’s usual cost accounting practices
- comply with the applicable national law on taxes, labour and social security

You are allowed to include:

- Staff costs
- Subcontracting costs
- Material costs
- Travel costs
- Other costs

Regarding staff costs, the eligible labour costs will be salary amounts actually incurred and paid (monthly / hourly). Please note that the number of working days per year for the organization is based on full time working days per year, less standard holiday allowance. Sick days, waiting time, training days and non-productive time are not eligible as part of the salary calculation. For more information about personnel costs, please see H2020- AGA, Article 15 – Financial support to third parties.

The total amount of time and cost will be reviewed before approval for funding. The reviewers can decide to fund your proposal with a reduced amount.
2.4. Evaluation process

2.4.1. Who will evaluate my proposal?

Your proposal will be checked to ensure that it meets requirements before it is sent for evaluation to the OrganiCity Experiment Evaluation Committee (EEC). This committee consists of two external experts and one representative for each cluster city (Aarhus, London, Santander).

Each application (both fixed and rolling calls) will be assessed by at least two members of the Experiment Evaluation Committee in collaboration with a technical representative from OrganiCity who will help assessing whether the technical facilities are available so the experiment can be carried out successfully.

For both the rolling calls and the fixed term call, the Experiment Evaluation Committee will provide any feedback and give a score for each of the evaluation criteria (described in the section below). A ranking list will be assembled with all proposals that score above the threshold of 10 out 15. The Experiment Evaluation Committee will meet and make a final funding decision based on the ranking list. In case of applications receiving an equal score, they will prioritise the geographical distribution of experimentations, as well as the experiments’ value in testing the OrganiCity facility. Notifications on funding or rejections will together with any feedback be sent out by the end of August 2016.

Ethics and Privacy Assessment

An Ethics and Privacy Board will check all proposals for ethical and privacy issues. Your proposal can therefore be rejected for ethical and privacy reasons only, so please make sure that these issues are properly addressed.
2.4.2. What does evaluation measure?

The applications will be evaluated based on three aspects: the quality of your idea, the expected effect or impact of your proposed experiment, and whether your plan is feasible (i.e. is it realistic in light of the technical facilities available, as well as in regards to time, human and financial resources). Below we list points evaluators will consider under each of these aspects.

Idea (0-5 points)

• Have you described your idea convincingly?

• Does your proposed idea include innovative elements (for example, development of new products, processes, data or services, adapting a solution to a new context…)?

The expected effect or impact of your idea (0-5 points)

• In which ways can your experiment contribute to further maturing and integrating the OrganiCity facility?

• Who will benefit from the implementation of your idea or development of your service, experience or solution? Does your idea address the OrganiCity city challenges; or can you argue for that other challenges are as important for the communities you have co-created with or plan to involve?

• Is there a strong co-creation strategy or co-creation elements in the activities you outline?

Feasibility of your idea (0-5 points)

• Is your idea technically ready for experimentation?

• Are the OrganiCity tools available suitable for your experiment?

• Are the experience and skills you and your team have sufficient to develop the experiment?

• Is your budget and plan realistic in relation to the activities listed?
2.5. Timeline

- **29 March 2016**
  - Launch Open Call

- **May/June**
  - Local Clinics

- **29 June**
  - Deadline for Applications
    - Final for fixed term call <60,000 € funding
    - First for rolling call <10,000 € funding

- **Late August**
  - Results & Signing Agreement

- **19 September**
  - Second Rolling Call Deadline
    - For <10,000 € funding

- **5 September**
  - Experimentation Period Starts

- **1 November**
  - Final Rolling Call Deadline
    - For <10,000 € funding

- **31 January 2017**
  - End of Experimentation Period

- **2017**
  - Second Organicity Open Call
Fixed term call 2016 key dates (experiments up to 60,000 €)

- March 29th 2016 – First fixed term call opens
- June 29th, 12:00 noon CET – Open call final deadline
- Late August – Funding notification
- 5th September 2016 to 31st January 2017 – Experimentation period

Rolling call 2016 key dates (experiments up to 10,000 €)

Applications for rolling calls can be submitted in the period between March 29th and November 1st 2016. Evaluations will take place following deadlines on June 29th, September 19th, and November 1st 2016.

- March 29th 2016 – First rolling call opens
- June 29th, 12:00 noon CET – First deadline for the rolling call
- Late August – First funding notification under rolling call
- 5th September 2016 to 31st January 2017 – Experimentation period
- September 19th 2016, 12:00 noon CET – Second deadline for the rolling call
- November 1st, 12:00 noon CET – Final deadline for the 2016 rolling call
2.6. Support options

Frequently asked questions (FAQ)

The frequently asked questions section can be read here. It will be updated continuously. For specifically technical details check first the Experimentation as a Service description.

Open call helpdesk

The answers that you can’t find in the FAQ section can be submitted by contacting helpdesk@organicity.eu. Here you can get support regarding technical matters or the proposal.

Open call clinics

To assist you with any detailed questions you may have about the open call process, with networking or with preparing your application, each city will host a number of clinics where you can obtain support in person during the open call application period. Please follow OrganiCity on Twitter @OrganiCity.eu, your local Aarhus, London or Santander Facebook pages and keep an eye on our website for more information.
APPENDIX 1: The OrganiCity city challenges

We’ve been working with communities in Aarhus, London and Santander to understand some of the pressing challenges of those cities. Certainly you should identify the challenge you wish to address with citizens in your chosen city or cities – whether it is one of those specified here or a different issue – but these challenges could serve as a guide for your experimentation.

Aarhus

• **The extension of your living room**
  Enable citizens to experience the city as a second living room, allowing both lively places and private spheres. Fostering a strong urban connection between the energy of city centre and the calm of the suburbs.

• **Green lungs**
  Expand the green spaces in Aarhus and allow citizens to make the most of the ones around them.

• **Time management**
  Facilitate a flexible rhythm across citizens to connect their different flows in the hectic city pace. Everyone wants to make the most of their time!

Read more in [this blogpost](#), at the [Alexandra Institute website](#) or at [#OrganiCityAarhus](#) on Instagram.

London

• **Urban mobility**
  Facilitate or encourage more sustainable, active or social means for people to get around the city.

• **Air quality**
  Address the growing problem of air pollution in London through measurement, behaviour change, creating awareness or technology intervention; in order to improve air quality or reduce public exposure to dangerous pollutants.

• **Connecting communities**
  Help people across London connect to one another, nurture communities and link them to their local assets.

You can read more about the challenges for London in [this blogpost](#).

Santander

• **Urban mobility**
  Facilitate or encourage more sustainable, active or social means to move to the downtown; reduce the perception of wasted time in public transportation or their difficulties with parking.

• **Neighbourhoods improvement**
  Collaborate with the locals to help with the maintenance of their neighbourhoods, preserve traditions and nurture the pride for the local spaces.

• **Environment**
  Experiments that help improve the environmental conditions and connect with the natural and open air spaces of Santander.

Read more in [this blogpost](#) or search [#OrganiCitySantander](#) on Instagram.
APPENDIX 2: Horizon 2020 associated countries

There follows a list of countries from which individuals, Experiment Groups, associations, organisations or businesses legally registered may apply.

EU Member States

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

Horizon 2020 Associated Countries*

Iceland, Norway, Albania, Bosnia and Herzegovina, The Former Yugoslav Republic of Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland (partial association, see source below), Faroe Islands, Ukraine.


Overseas Countries and Territories linked to Member States

Anguilla, Aruba, Bermuda, Bonaire, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Curaçao, Falkland Islands, French Polynesia, French Southern and Antarctic Territories, Greenland, Montserrat, New Caledonia, Pitcairn Islands, Saba, Saint Barthélemy, Saint Helena, Saint Pierre and Miquelon, Sint Eustatius, Sint Maarten, South Georgia and the South Sandwich Islands, Turks and Caicos Islands, Wallis and Futuna.

Automatically Eligible Non-EU Applicants

Applicants based in any of the countries listed here are automatically eligible for funding under the Horizon 2020 budget:

Afghanistan, Algeria, American Samoa, Angola, Argentina, Armenia, Azerbaijan, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia, Botswana, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Chile, Colombia, Comoros, Congo (Democratic People’s Republic), Congo (Republic), Costa Rica, Côte d’Ivoire, Cuba, Djibouti, Democratic People’s Republic of Korea, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Indonesia, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Kosovo, Kyrgyz Republic, Lao, Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Palau, Palestine, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Rwanda, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Sudan, Suriname, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania, Thailand, Timor-Leste, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu, Uganda, Uzbekistan, Vanuatu, Uruguay, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe.