



Social sciences & Humanities for Achieving a  
Responsible, Equitable and Desirable GREEN DEAL

## SHARED GREEN DEAL – GUIDELINES AND FAQ FOR CALL FOR LOCAL EXPERIMENT PARTNERS

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# 1. What are the SHARED GREEN DEAL social experiments about?

## 1.1 What is the objective of the call?

SHARED GREEN DEAL is offering local and regional authorities (including municipalities, cities, towns, villages) and not-for-profit organisations (e.g. NGOs, civil society organisations, municipal companies, local energy agencies, associations, etc.) the opportunity to run social experiments focused on the following six priority Green Deal topics (Clean Energy, Circular Economy, Efficient Renovations, Sustainable Mobility, Sustainable Food, Preserving Biodiversity), all of which contribute to the climate action and zero pollution ambitions of the EU Green Deal.

Utilising diverse participatory approaches to involve local stakeholders and citizens, the experiments will address the behavioural, social and cultural dimensions of the Green Deal. The social experiments aim to facilitate and learn from change processes at both individual and collective levels whilst collecting research data in the process.

SHARED GREEN DEAL will provide financial support of up to EUR 22,000 to each municipality or not-for-profit organisation that commits to run a local social experiment.

24 European locations will be selected to run the social experiments (4 locations/stream).

The experiments have specific objectives according to each of the six streams covered:

- **Clean Energy:** Imagine your community's future, powered by energy that keeps our air clean and communities healthy! In this experiment stream, you will get to work with different members of your community to design this future and help make it happen. Using a community visioning approach, we will work with you to support various communities (e.g. citizens from a range of ages, local and national policy representatives, business employees) with imagining their own energy futures and build their capacity to plan for those futures. We will produce practical recommendations to advance the energy transition through collaborative approaches and by focusing on clean energy as well as energy demand.
- **Circular Economy:** This experiment stream aims to support circular business innovation. We are looking for applicants who will establish Local Accelerator Hubs (LAHs) that will gather and share knowledge about good practices in sustainable and circular business models to support innovation in 10+ local businesses and nudge the introduction of circular economy concepts; identify local needs and challenges; and co-create solutions. The experiment will organise a series of workshops and a local circular award event to reward the best solutions of the local businesses registered in the LAH using business innovation to optimise waste prevention and elimination and increase the use of circular strategies for new products and services. We encourage applicants to bring their own circular economy focus, based on local priorities that matter to them.
- **Efficient Renovations:** The buildings we live and work in require urgent upgrade and renovation to respond to the pressing demands of climate change. This experiment stream is looking for local partners who will help bring members of the community together to form a social network for understanding why renovation matters and what can be done for buildings' and inhabitants' needs. The experiment aspires to provide interactive learning opportunities, through events such as eco-tours so that participants can gain inspiration, practical knowledge and guidance in the process.
- **Sustainable Mobility:** This experiment stream will explore and shape the current mobility habits around travel to school. You will have an opportunity to co-create knowledge and interventions,



through local mobility labs within schools, together with young people and other relevant stakeholders to support the transition towards sustainable school mobility in your city. It will enable young people's voices to feed into the development of policy recommendations at the local level using age-appropriate, playful approaches.

- **Sustainable Food:** This experiment stream will accelerate transformations towards more just and sustainable food systems. We will empower local initiatives to foster transformative change. Together we will explore the local context, identify key food system players and organise a series of meetings during which we develop an action agenda. SHARED GREEN DEAL partners will support you in learning about and applying transition governance methods.
- **Preserving Biodiversity:** In this experiment stream we will explore the different values that people place upon biodiversity in rural and urban areas. To investigate this, we will use the approach of Study Circles (a non-formal community learning approach) to engage a group of adults in each chosen location who will meet regularly during the experiment. We expect that results from the social experiment will induce a transformative change in values regarding biodiversity and will help to counteract biodiversity loss.

## 1.2. Why run and participate in a SHARED GREEN DEAL social experiment?

- Opportunity to contribute to the local implementation of the GREEN DEAL priorities
- Create and strengthen relationships with your community and local institutions
- Benefit from learning outcomes that can be adopted as part of your or your local stakeholders' own processes
- Together with others across Europe, collectively address a social issue and act to achieve its transformation

## 1.3 When should the social experiments start and for how long should they run?

Social experiments should last around 12 months and will start between April and June 2023.

## 1.4 What is the available budget and how many experiments will be funded? What are the eligible cost categories?

In the period between 2023 and 2024, SHARED GREEN DEAL will grant a total of EUR 528,000 to fund 24 social experiments, with a duration of 12 months.

**We consider that applications requesting up to EUR 22000 would allow this experiment to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.**

Therefore, each social experiment can be allocated a budget of approximately EUR 22,000. HOWEVER, the exact amount may vary depending on local costs and the budget needed must be specified and justified by the applicants in the application form.

Applicants may submit proposals that exceed EUR 22,000 (up to a maximum of EUR 24,000); however, in this case, applicants might have to co-finance the missing amount.





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Successful applicants will sign a contract agreement and be awarded 30% of the budget upon signing the contract. The remaining amount will be transferred via an interim payment of 30% of the budget in Month 6 of the contract (after the approval of the interim report), whereas the final payment of 40% of the budget will be transferred upon completion of the work, as approved by the SHARED GREEN DEAL responsible partners and the European Commission.

### **Eligible cost categories:**

- Human resources
- Travel costs for essential and justified travels
- Logistic costs connected to the organisation of events (e.g. rent of venues, catering)
- Communication costs (e.g. promotional materials, translation)
- Equipment
- Subcontracting - Justified outsourced activities (e.g. specific facilitation or technical assistance).

### **1.5 In what language should the social experiments be run?**

Social experiments will be run in your local language.

However, to ensure that participants gain the most and ensure successful cooperation and exchange among the 24 social experiments, and in order that local partners are able to use resources provided by the central SHARED GREEN DEAL team, the applicant's main contact person is required to have at least level B1 command of English (please see section on eligibility below).

In addition, we require interview data collected from the experiment to be translated by the applicant into English.

### **1.6 What are the eligibility criteria?**

#### **1.6.1 Which applicants are eligible?**

Proposals can be submitted only by singular organisations, consortia are not accepted; however it is possible to name local organisations who would like to be involved in the experiment activities.

To be eligible for the SHARED GREEN DEAL Grant, applicants must comply with all the following conditions:

- Be located in the European Union or Horizon2020 Associated countries (*note: UK based applicants ARE eligible under the current call*).
- The applicants must be either:
  - Local and regional authorities (including municipalities, cities, towns, villages)
  - Not-for-profit organisations (e.g. NGOs, civil society organisations, municipal companies, local energy agencies, associations etc).
- *Please note that ONLY for the Sustainable Mobility stream, eligible applicants should run the social experiments linked to locations with a minimum population size of 50.000 inhabitants.*
- Financial capacity - Applicants must have stable and sufficient resources to successfully implement their local social experiment.
- Applicants need to commit to provide the necessary human resources and skill to carry out the social experiments.
- The applicant's main contact persons are required to have at least level B1 command of English.

#### **1.6.2 What are the exclusion criteria?**



Applicants who are subject to an EU exclusion decision or in one of the following exclusion situations that bar them from receiving EU funding CANNOT participate:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>1</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that<sup>2</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information.
- they were previously involved in the preparation of the current call for social experiments and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).
- The activity to be supported is already funded by another EU programme.

### 1.6.3 What are the desirable criteria (that are a plus)?

- Prior experience of running participatory community events and facilitation skills to run co-creation processes.
- Demonstrable capacity to recruit participants and keep them actively involved.
- Prior experience in conducting interviews.
- A letter of support signed by a political representative of the local/regional authority on which territory the social experiment takes places. This is applicable only to applicants who are not-for-profit organisations (e.g. NGOs, civil society organisations, municipal companies, local energy agencies, associations, etc.).

<sup>1</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>2</sup> See Article 141 EU Financial Regulation 2018/1046 (<https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=15350460240120>)

## 1.7 What do you commit to?

### 1.7.1 What are the overall commitments you need to comply with concerning the call (applicable to all social experiment streams)?

- Attend 12 online progress meetings (1/month) to update your SHARED GREEN DEAL contact partner on your latest activities and progress. This involves responding to a brief monthly progress survey pre-meeting.
- Participate in an in-person 1,5-days training linked to your experiment stream (in English) in April 2023 - travel and accommodation costs will be reimbursed via an additional budget provided by the SHARED GREEN DEAL project for 1 person from your organization, based on real costs (proof via invoices will be required)
- Depending on the experiment stream you apply under, you need to commit to the following training dates (*please note you might need to travel on the day prior to the training*):
  - Clean Energy: Place: Vienna, Austria; Date: 26-27 April 2023
  - Circular Economy: Place: Larnaca, Cyprus; Date: 27-28 April 2023
  - Efficient Renovations: Place: Cambridge, UK; Date: 25-26 April 2023
  - Sustainable Mobility: Place: Vienna, Austria; Date: 4-5 April 2023
  - Sustainable Food: Place: Rotterdam, the Netherlands; Date: 12-13 April 2023
  - Preserving Biodiversity: Place: Ljubljana, Slovenia, 25-26 April 2023
- Participate in a in-person 1,5 days study tour within the field of your social experiment in late 2023 or early 2024 (precise dates to be confirmed at a later stage) - travel and accommodation costs will be reimbursed via an additional budget provided by the SHARED GREEN DEAL project for 1 person from your organization (proof based on invoices will be required). *Please note the study tours are different from the training mentioned above.*
- Host the above-mentioned study tour (ONLY if you apply to be a lighthouse local partner via the application form and are selected for this). In this case, logistics (e.g. catering, renting of room etc) will be covered by the SHARED GREEN DEAL project (please note this should include organizing 3 meals for 10 participants).
- Undertake 10 in-depth interviews with the local target stakeholders and citizens of the social experiment INCLUDING translating the questions from English into your local language and the answers into English. Interview resources and transcripts will be provided by the SHARED GREEN DEAL project.
- Provide relevant information on the events held (date, title, photos etc). Event resources will be provided.
- Participate in a webinar to share your learnings and experiences within your local social experiment at the end of the experiment.

### 1.7.2 What are the commitments per each specific social experiment stream?

In addition, as each social experiment stream is different, your commitment varies depending on the stream.

#### **Clean Energy: You will need to commit to:**

- Organise 4 stakeholder-focused co-creation events of approx. 3 hours with approximately 20 attendees invited to each event. The focus of the events is on imagining the energy future of your area by involving various groups of stakeholders: the first meeting should involve attendees representing government/policy makers, the second meeting should involve civil society organisations, the third meeting should involve local businesses and public and private businesses, the fourth meeting should involve residents in the area.



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- Organise a joint stakeholder group event gathering representatives of the 4 stakeholder-focused co-creation events (with more than 60 participants) to share potential future scenarios, enable an exchange of visions, barriers and enablers for a successful and locally-appropriate energy transition.
- Produce reflections, feedback, recommendations, and next steps and communicate these to all attendees of the events.

*Please note that concerning the target group there is an aim to engage younger people (18-30) and older generations (+65) to reflect the intergenerational focus of the social experiment.*

For further details, please go to the experiment webpage.

### **Circular Economy: You will need to commit to:**

- Set up a Local Accelerator Hub (LAH) as an online platform (which can be hosted on an existing website) serving as a one-stop source on circular business innovation with the role of collecting knowledge and linking relevant stakeholders. The thematic field of the LAH should be defined by the applicant in the application form (in line with the resource-intensive sectors identified within the EU Circular Economy Action Plan: 1. packaging, 2. textiles, 3. plastics, 4. batteries and vehicles, 5. electronics and ICT, 6. construction and buildings, 7. food, water and nutrients). The LAH should gather more than 10 local businesses as active participants of the platform (e.g., local producers, local retailers), local business organisations (e.g. retailers' associations), consumer' associations, associations for disabled citizens (e.g. visually and mobility impaired), local authorities, financial institutions, etc. Other actors with complementary roles should be included (e.g. local government, research and academic organisations, NGOs).
- Organise three workshops:
  - Workshop 1: a circular business innovation workshop to map current practices and identify good practices
  - Two local design thinking workshops focused on business innovation linked to the thematic field of action of your LAH. The workshops need to involve local businesses and consumers:
    - Workshop 2: problem setting - define a circularity target linked to new products or services creation or problems from the greater community. Identification and development of common local circular business solutions. (with involvement from local businesses).
    - Workshop 3: user focus approach - identify core user needs and behaviours, detect the relevance of the solutions regarding circular innovation and help translate them into design criteria. Collect consumer feedback on potential local circular business solutions.
- Build the knowledge repository of the LAH by identifying at least 25 good practices or existing local programmes and initiatives in the focus field of the LAH linked to circular business innovations.
- Attend two virtual meetings to share your best practices and learn from examples identified within other social experiments in other countries
- Organise a local circular business award aiming to highlight the best ideas of the local businesses registered in the LAH to incorporate sustainable circular economy in their business models.

*Please note that concerning the target group there is an aim to include the needs of disabled customers as part of fostering feedback loops in the innovation process.*



**Efficient Renovations: You will need to commit to:**

- Set up a local knowledge network involving at least 30 participants/members with approximately 50:50 balance of professionals and citizens. Engage at least 10 households at risk of energy poverty as participants; at least 10 representatives of SMEs in the green jobs sector as well as other relevant professionals (e.g. local authorities; housing associations; social workers; health organisations, energy agencies, energy communities, local groups with a focus on energy poverty); and at least 1 provider of funding for renovation. Aim to engage at least 60% female participants.
- Host five capacity-building activities to share knowledge and skills, with at least 10+ participants at each activity:
  - Activity 1 will focus on meeting members of the network, discussing past renovation experiences, future renovation priorities, discuss motivation and shape the following activities together. Duration: 3 hours
  - Activity 2 will focus on experiencing the results of others who have been frontrunners in energy efficient renovations. A series of ‘eco-home tours’ will be organised, where participants can e.g. witness for themselves the results of recent renovations, ask for advice etc. It could even include visiting a construction site where a major renovation is currently underway. We anticipate that both the visitors and hosts will be members of the local knowledge network. *Duration:* 60-90minutes per tour, with around 3-5 tours organised. Participants of the local knowledge network must go to at least one tour.
  - Activity 3 will focus on site visits of pre-renovation projects of the members of the knowledge network. These should be interactive and practical visits, with tangible links made to the evolving renovation plans, with specific advisory discussions (e.g. a pre-renovation site visit, where knowledge network members could discuss and debate first steps for renovation). *Duration:* 60-90minutes per tour, with around 3-5 tours organised. Participants of the local knowledge network must go to at least one site visit.
  - Activity 4 will focus on connecting to existing local programmes and initiatives, to help ensure longer-term legacies. Gather contributions and feedback to be fed into a toolkit. Duration: 3 hours.
  - Activity 5 will focus on what has been learnt throughout the experiment, and what next steps may entail (both as individuals and what they may like from municipalities and NGOs). A prompt for discussion will be a locally focused toolkit, which will have been produced collectively by the 4 social experiment locations that will be selected for this stream of the SHARED GREEN DEAL project. Network members will reflect on this toolkit and their proposed changes will be considered in the final version of the toolkit. *Duration:* 3 hours.

*Please note that concerning the target group there is an aim to engage at least 60% female members in the knowledge network.*

**Sustainable Mobility: You will need to commit to:**

- Involve three primary and/or secondary schools in the experiment (you need to provide a signed letter of interest by each of the three schools in the application form)
- Set up an urban mobility lab for smart and sustainable mobility in the context of schools. The lab should involve 30 young people (ages 10-16) from three different schools and 5-10 other stakeholders (e.g., teachers, parents, members of school administration, district/city administration/departments, mobility providers, etc.).
- Work together in a co-creative setting in the form of “local mobility future forums” which will meet eight times using age-appropriate, playful approaches (e.g., excursions, games, online tools, workshops). These are envisaged to include:
  - A first forum with the 5-10 adult participants, including identification of committee members



- o A first forum with the 30 student participants, including identification of committee members
- o One committee member only meeting
- o Four fora for all participants to: (i) identify fields of action, (ii) propose initial policy ideas, (iii) design context-specific solutions, (iv) finalise solutions.
- o A final forum event which is open more widely at which ideas and recommendations are presented
- The mobility lab will formulate, on the one hand, policy recommendations for travel to school strategies at the city level and thereby foster the representation of young people in policy making and planning processes. On the other hand, each mobility lab will co-create context-specific solutions, understood as interventions to disrupt and develop institutionalised behaviour and norms (e.g., games, exhibitions, info boxes, educational material, small physical interventions with potential for infrastructure-related interventions etc.), to raise awareness of smart and sustainable school mobility.

*Please note that concerning the target group there is an aim to engage at least 30 young people in local planning processes concerning school mobility.*

**Sustainable Food: You will need to commit to:**

- o Recruit 15-20 local food system change makers. *By change makers we mean inspiring people with different backgrounds that operate at the grassroots level, who are undertaking actions and organising activities to create awareness and make (small) changes within the food system.*
- o Host and facilitate 4 meetings that build on transition governance methods for the local food system change makers to work towards an action agenda. SHARED GREEN DEAL partners will support you in applying these methods.
  - Meeting 1 will focus on co-creative, shared problem structuring including descriptions of needs and barriers for local food system transition as well as expressing ideas for future alternatives.
  - Meeting 2 will focus on approving and prioritising the problems, needs and ideas collected in Meeting 1. In addition, participants will co-create a shared future vision of a sustainable and healthy local food system in form of an alternative narrative, combined with a set of priority innovations to be implemented/tested to move towards achieving this vision.
  - Meeting 3 will focus on presenting synthesis of future narratives and principles of sustainable, healthy food system. Identifying a set of context specific actions and activating engagements to experiment with solutions for accelerating food system transitions. Designing concrete pilot actions and identifying requirements for their implementation.
  - In addition, around the full Meetings 1-3 it is envisaged that a subset of the group (the ‘transition committee’) would provide additional feedback on the process.
  - Meeting 4: a virtual reflexive learning & outreach assembly (one or two sessions) will focus on identifying key learnings, lessons learned and recommendations across all four food experiment locations.

*Please note that concerning the target group there is an aim to engage young participants in the network of local food system change makers so that one third of the network members are young participants (age 18 - 35).*

**Preserving Biodiversity: You will need to commit to:**

- Recruit around 10-15 adults
- Co-design an adult education programme based on the Study Circle approach focused on reinforcing existing values or change in values regarding biodiversity. This will be done via proactive involvement of participants through a series of meetings to:
  - Identify their interest in biodiversity, define goals and make a learning plan (what interests the participants, finding a cross-section of interests)
  - Set goals more precisely (What do participants already know about biodiversity?; What values do they have related to biodiversity?; What do they want to learn more about biodiversity?; an example could be what is biodiversity in my local environment) and setting the action goals (how are participants going to transfer new knowledge and values, and share them with the local environment; for example an exhibition, a round table discussion, a new walking trail, a brochure, set of postcards, etc.)
  - Decide whether participants want to invite an expert to speak on the topic and who they would like to invite. Potential visit and presentation by biodiversity expert(s)
- Organise a final public event (format to be defined by the participants involved in the learning programme – for example a round table discussion, presentation of a brochure, opening a new walking trail, etc.) publicly showing to the local community what was learnt during the social experiment

*Please note that concerning the target group there is an aim to engage adults who may have experienced isolation (e.g. during the pandemic).*

## 2. Application Process

### 2.1 When to apply?

The present Call for applications will stay open from **25.11.2022 until 31.01.2023**. No applications will be accepted after this date.

Applicants can submit their proposal at any time within this timeframe.

The assessment and evaluation of applications will take approximately 1 month following the call deadline.

### 2.2. How can I access the application forms?

Interested applicants need to first register and then fill in an online application form.

To access the form, please [register here](#), and include the following information:

- Name
- Organisation
- Organisation type
  - Local and regional authority (including municipalities, cities, towns, villages)
  - Not-for-profit organisation (e.g. NGOs, civil society organisations, municipal companies, local energy agencies, associations etc).
- Country
- Email
- Stream of interest: *please select among the 6 streams in the list*





Thereafter, you will receive an email with the link to the full application form of the social experiment stream you expressed interest in: Clean Energy, Circular Economy, Efficient Renovations, Sustainable Mobility, Sustainable Food, Preserving Biodiversity.

After submission, you will receive a confirmation email to the email address provided in the application. In case you do not receive such confirmation, please contact [info@sharedgreendeal.eu](mailto:info@sharedgreendeal.eu)

### 2.3 How to submit an application? What information is required?

The application process will happen in one step.

All proposals must be submitted online using the relevant application forms (please consult section “2.2. How can I access the application forms?”). Paper applications are NOT accepted.

Application forms are divided in three parts:

**Part A:** Contact details and administrative information of the applicant organisation

**Part B:** Detailed description of your local social experiment

**Part C:** Human and financial resources

**Annexes** (to be uploaded) – Budget file, Letter of support in case applicable and relevant

### 2.4 What are the Evaluation Criteria?

Applications will be assessed and evaluated according to the following criteria.

Relevance: Scope, objectives, impact: 40 POINTS		
Problem analysis and quality of the approach to address the described problem	The local needs and barriers and link to the actions and the way they tackle the barriers are clear and reasonable	15 points
The target group is clearly defined and is/will be appropriately engaged	The target group is clearly defined and suitably chosen in line with the need and action as well as the engagement strategy. The engagement strategy includes specific actions to ensure appropriate representation and participation of all genders and of groups who are in a vulnerable position (according to the experiment target group) in the social experiment.	10 points
Link to existing local/European initiatives	Clear and proved connection, building synergies with existing local policies, projects and initiatives. The project avoids duplication with projects funded by Union programmes	15 points



Quality: Actions, allocation of resources: 30 POINTS		
Is the Action Clear and consistent?	A scale from 1 to 5 where 5 = everything is clear, with timeline, main milestones indicated, deliverables included, baseline and target value clearly stated	20 points
Allocation of resources and skills	The applicant has sufficient resources and capacity to implement the social experiment Efficient use of resources	10 points
Impact: expected results and visibility: 30 POINTS		
Communication	Activities to increase visibility (use of social media, production of comms material etc), no. of persons reached, diversity of stakeholders reached	10 points
Results	How appropriate are the expected results of the social experiments	10 points
Outreach	Outreach (engagement in an active way – not communication)	10 points

Please note that in addition to the above-mentioned evaluation criteria, the SHARED GREEN DEAL project needs to select the 4 social experiment locations under each of the 6 SHARED GREEN DEAL streams, in accordance with:

- geographical balance between Northern, Eastern, Southern, and Western Europe
- balance between type of applicants:
  - Local and regional authorities (including municipalities, cities, towns, villages)
  - Not-for-profit organisations (e.g. NGOs, civil society organisations, municipal companies, local energy agencies, associations etc).
- balance between urban/peri-urban/rural locations

## 2.5 When and how applicants will be informed of the results?

The assessment and evaluation of applications will take approximately 1 month after the call deadline. Applicants will be notified mid-March via the main contact's email address provided in the application form.

### 3. What is the legal and financial set-up of the Grant Agreements

Selected applicants will have to sign a contract, which will set the framework for the grant and its terms and conditions, in particular concerning deliverables, reporting and payments. The contract will include information regarding:

- The social experiment starting date and duration.
- Milestones and deliverables
- Form of grant, funding rate and maximum grant amount
- Budget categories and cost eligibility rules
- Reporting and payment arrangements

### 4. What are the payment arrangements?

Payment will follow the signature of the Grant Agreement by beneficiaries and representatives of the SHARED GREEN DEAL project, and after clearance from the European Commission.

Payment will be arranged in three tranches:

- A pre-financing of 30% with the signature of the partnership agreement
- An interim payment (in Month 6, mid-way through the social experiment) – **upon request by applicant upon submission of the interim report (please see section on Reporting below)**
- The remaining 40% will be provided upon approval of the final report
- Project activities must be implemented by the beneficiaries within 12 months.

### 5. What does reporting consist of?

All projects will have to submit a final narrative and financial report within 30 days after the last day of the social experiment, including annexes (12 sets of field notes, translations of 10 interviews, summary of the social experiment, links to any relevant websites, photos taken in events related to the social experiment if applicable).

Reporting templates will be made available soon on the SHARED GREEN DEAL project website.

A progress report will be submitted in Month 6 of the local social experiment.

Monthly online meetings (1-2 hours) will be organised with the SHARED GREEN DEAL project representatives.

### 6. What are the communication obligations?

All project outputs and deliverables will have to display the logo of SHARED GREEN DEAL and of the European Commission.

All local partners will need to inform the SHARED GREEN DEAL contacts about their local public events and promote them via the SHARED GREEN DEAL communication channels.

The following disclaimer, accompanied by the EU flag, should be used on all public material produced by your social experiment:



*This project has received funding from the European Union's Horizon 2020 research and innovation program under grant agreement No 101036640. The sole responsibility for this content lies with the SHARED GREEN DEAL project and does not necessarily reflect the opinion of the European Union.*





## 7. Data and privacy policy

SHARED GREEN DEAL Partner, Energy Cities, will store the application forms and process personal data that applicants will supply therein. Personal data will be held for a maximum of 3 years after the end of the project (i.e. up to 31 Jan 2030), after which time it will be destroyed.

Please note that during this period, the application forms might be shared with the European Commission.

## 8. Who should I contact?

Should you have any queries linked to the application process, please contact [info@sharedgreendeal.eu](mailto:info@sharedgreendeal.eu)

Should you have queries about any specific SHARED GREEN DEAL stream, please indicate this in the subject line of your email.

This document will be updated as additional FAQs are submitted and answered

