

# Rules and guidelines

We ask applicants to use the template below. The following rules must be respected:

1. The template **cannot** be changed. When submitting, download a local copy of this template, remove the cover page, and start answering the questions.
2. **Do not change** the page layout, margins, size of the cells in the tables etc.
3. The proposal must have a **maximum length of 4 pages**.
4. **All** questions **must** be answered. Leave the questions in - do not delete the left column in each question table.
5. Use a font size of **at least 11pt** and **single spacing**.
6. Annexes are **not allowed**.
7. Links to external documents that answer a question are **not allowed**. Links to your website or to previous work you have carried out are permitted.
8. The budget **must be for the 6-month accelerator period** and amount to **€20,000**.
9. Visual elements such as **charts, mockups** and **screenshots** are allowed, but they must remain readable.
10. The proposal must be uploaded on the **online submission platform** as PDF.

To remain fair to all applicants, proposals not respecting any of the above rules may be declared non-eligible and discarded without further review.

Some additional advice you might find useful:

1. Read the guide for applicants and the FAQ before you start.
2. Be brief and to the point. This proposal is meant to convince us you deserve to be shortlisted. You can give us more details during the interview if we select you.
3. Use specific examples whenever possible. Use bullet points, graphs, tables to bring your point across.
4. Be bold, but realistic. We want to fund things that matter and that will be delivered.
5. All three sections are equally important. Spend time on each of them.

# Proposal title

## 1. Idea

### 1.1 Strength and novelty of the idea

<i>Describe the core idea of your application in one sentence.</i>	
<i>What is new or different about it? Has it been tried before?</i>	

### 1.2 Relevance to the call

<i>What pollution-related issues does your idea address?</i>	
<i>Which EU territories will the pilot cover? Be specific – if international, note countries, if regional regions, cities etc.</i>	
<i>Which pilot activities will involve citizen scientists and/or the public?</i>	

### 1.3 Open approach

<i>Which (if any) data do you intend to gather or produce? How much of this will be openly available?</i>	
<i>Which other outputs will the pilot have? Which will be openly available?</i>	
<i>Do you rely on personal data? If so, how will you store this data? All pilots will be expected to comply with the General Data Protection Regulation 2016/679 (GDPR).</i>	

## 2. Impact

### 2.1 Value proposition

<i>What problem does your pilot address and how?</i>	
<i>What are the end-benefits of your pilot? How will things be different at the end of the six months pilot? How about in a year, or five, or a decade?</i>	
<i>Who are the key stakeholders? Who will be (positively or negatively) impacted by the pilot and how?</i>	

## 2.2 Opportunity and timing

<i>Why is now a good time to address this issue?</i>	
<i>Is your pilot is an extension of an existing initiative? If yes, how many volunteers do you already have and what are the main outcomes?</i>	

## 2.3 Growth and sustainability

<i>How many participants do you need to achieve your goals and why?</i>	
<i>How will you manage the growth of the pilot during the six months of the accelerator? Please provide a rough timeline.</i>	
<i>How will you ensure the sustainability of the work beyond the end of the funding? Please indicate any additional sources of funding/support you may need and how you plan to secure it.</i>	

## 3. Implementation

### 3.1 Planned activities

<i>What will the volunteers be asked to do? What data will they collect or produce? What other opportunities will they be offered?</i>	
<i>Beyond the activities described above, what activities will your team participate in? E.g. public dissemination, research publications, meetings with stakeholders, etc.</i>	
<i>How do you intend to attract and maintain engagement from citizen scientists and other stakeholders? Why will people want to contribute to your pilot?</i>	

### 3.2 Team

<i>Who are the core members of your team? What are their relevant skills and experience?</i>	
<i>Is this your first citizen science project? Do you have expertise in project design, citizen engagement, data management etc.?</i>	
<i>What expertise do you think you're missing? How could ACTION help?</i>	

### 3.3 How will you use the €20k

	<b>Cost over 6 months</b>	<b>Overhead (25%)</b>	<b>Total in euro</b>
Personnel			
Travel			
Equipment			
Other goods and services			
Subcontracting	n/a		
<b>Grand total in euro</b>			

*Explain the main cost items briefly.*

# Guidelines

- *The signatory must be the legal representative of the applicant organisation. For consortia, this need only be the leading organisation.*
- *The signature can't be typed. Digital signature (e.g. using pdf readers features) is allowed.*
- *The date must be between August 1st 2019 and the deadline of the evaluation round you are applying for.*
- *Delete this notice before uploading the declaration to the application platform.*

# Declaration of honour

1. I declare:

- a. the organisation that I represent is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- d. the organisation that I represent is in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- f. the organisation that I represent is not subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

2. I declare that I:

- a. am not subject to a conflict of interest;
- b. have not made false declarations in supplying the information required by the as a condition of participation in the ACTION call or does not fail to supply this information;
- c. am not in one of the situations of exclusion, referred to in the above mentioned points 1a) to 1f).

3. I certify that I:

- a. am committed to participate in the above mentioned project;
- b. have stable and sufficient sources of funding to maintain activity throughout participation in the above mentioned project and to provide any counterpart funding necessary;
- c. have or will have the necessary resources as and when needed to carry out involvement in the above mentioned project.

4. I declare that I and other representatives of my organisation will:

- a. ensure the quality, integrity and accuracy of research activities and outputs within the scope of the project;

- b. ensure informed consent of any and all volunteers taking part in the project, both data subjects (such as in the case of surveys) and project participants (such as citizen scientists)
- c. take all steps to protect and ensure the confidentiality of all project participants;
- d. take all necessary steps to protect vulnerable groups who may participate within the project (particularly minors and those with a reduced capacity for consent);
- e. actively seek to encourage participation from underrepresented minority groups;
- f. comply with any and all legal requirements, both within the country or countries in which the project shall operate and at the European level, in particular the European Union General Data Protection Regulation 2016/679;
- g. take all reasonable steps to ensure project outputs are made openly available and accessible to the widest possible audience, where this does not infringe upon the rights and expectations of project participants, or contravene the legal requirements of the territories in which the project shall operate.

I declare that, to the best of my knowledge and belief, I am eligible to apply for the ACTION accelerator call and all the information I provided in the form is true.

Name	
Signature	
Date	