# 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

|  |  |
| --- | --- |
| *Describe the core idea of your application in* ***one sentence****.* |  |
| *What is new or different about it? Has it been tried before?* |  |

## 1.2 Relevance to the call

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

## 1.3 Open approach

|  |  |
| --- | --- |
| *Which (if any) data do you intend to gather or produce? How much of this will be openly available?* |  |
| *Which other outputs will the pilot have? Which will be openly available?* |  |
| *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).* |  |

# 2. Impact

## 2.1 Value proposition

|  |  |
| --- | --- |
| *What problem does your pilot address and how?* |  |
| *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?* |  |
| *Who are the key stakeholders? Who will be (positively or negatively) impacted by the pilot and how?* |  |

## 2.2 Opportunity and timing

|  |  |
| --- | --- |
| *Why is now a good time to address this issue?* |  |
| *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?* |  |

## 2.3 Growth and sustainability

|  |  |
| --- | --- |
| *How many participants do you need to achieve your goals and why?* |  |
| *How will you manage the growth of the pilot during the six months of the accelerator? Please provide a rough timeline.* |  |
| *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.* |  |

# 3. Implementation

## 3.1 Planned activities

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

## 3.2 Team

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

## 3.3 How will you use the €20k

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

|  |  |
| --- | --- |
| *Explain the main cost items briefly.* |  |