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

Summary

Provide a brief overview of your proposed project
What does your project look like at the moment; how many participants does it have, what do they do?

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?
Who are the key stakeholders? Who will be (positively or negatively) impacted by the pilot and how?

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 activities in your proposed pilot 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

Why is this funding important? What problem will it allow you to address?
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?

2.2 Sustainability

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.
How will your participation in ACTION change your sustainability planning?

3. Implementation

3.1 Planned activities

How will you engage your existing and/or any new participants in the pilot? What will they be asked to do, what data will they collect or produce? What will change from their current engagement? How many citizen scientists do you plan to engage by the end of the project?
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? How important is online engagement for their engagement?

3.2 Team

Who are the core members of your team? What are their relevant skills and experience?

Tell us about your experience with online engagement and managing an online citizen science project. What do you currently do, what tools are you using at the moment?

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.