

**NetZeroCities** 

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#### Text of open call and related communication

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#### Summary

Compilation of the Open Call for Pilot Cities Guidelines, Financial Guidelines for Applicants, Call Form Template and Dissemination and outreach results of the Pilot Cities Call campaign

Approval	
Date	Ву
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#### Abbreviations and acronyms

Acronym	Description	
CCC	Climate City Contracts	
DNSH	Do No Significant Harm [principle]	
EU	European Union	
EGD	European Green Deal	
FAQ	Frequently Asked Questions	
GHG	Greenhouse gases	
H2020	Horizon 2020	
M&E	Monitoring and Evaluation	
MEL	Monitoring, Evaluation, and Learning	
NZC	NetZeroCities	
PCP	Pilot Cities Programme	
SME	Small and Medium Enterprises	
ТоС	Theory of Change	



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# Call for Proposals: Open call for Pilot Cities -NetZeroCities

This document covers applications for funding under Horizon 2020, Grant Agreement number: 101036519 — NetZero Cities — H2020-LC-GD-2020 / H2020-LC-GD-2020-2.

Call Opens: 5 September 2022

Deadline: 4 November 2022, 23.59 CET

Call ID: NZC-H2020-202209

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History of changes			
Version	Date	Item	
NZC Pilot Call Guidelines 2022 v1.0 Publication 04_07_2022	27 June 2022	First draft publication	
NZC Pilot Call Guidelines 2022 v1.1 Publication 05_09_2022	5 September 2022	<ul> <li>Refinement of eligibility criterion #1 to ensure no territorial overlap and/or double funding. (p18)</li> <li>Minor refinement of wording in other eligibility criteria tables (no fundamental change in criteria themselves). (18p)</li> <li>Removal of eligibility criterion #7 referring to maximum grant allocation per legal entity in application (p18) – instead, this is moved under 7.1 Grant allocation compliance and will be treated as a compliance requirement under subsequent grant agreements, rather than an eligibility requirement at the point of submission of an application to the NZC Pilot Cities Programme open call. (p14)</li> <li>Elaboration of grant disbursement tranches as contingent upon approval of interim and final reporting, under section 1.3 Funding. (p6-7)</li> <li>The inclusion of a requirement and guidance to obtain a Participant Identification Code (PIC): a 9-digit number that serves as a unique identifier for legal entities participating in European funding programmes – section 5. How to submit a proposal. (p11)</li> <li>Amended assessment criterion: <i>Net-zero carbon emissions ambition:</i> Mission City selected status requiring a document supporting commitment. (p19)</li> <li>The entry Financial management and audit in the 7.3 NZC Pilot Cities Programme: special budget features table now refers to the published Financial Guidelines only. (p15-16)</li> </ul>	

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## Introduction to the Open call for Pilot Cities – NetZeroCities

#### 1. Call Summary

This Open Call is for cities in EU Member States or Horizon 2020 Associated Countries who wish to undertake two-year, systems innovation-oriented pilot activities under the aegis of the **European Union (EU) Cities Mission,** supported *NetZeroCities* (NZC) project.

Supported through the range of services, knowledge, and expertise provided by the NZC Platform, **Pilot Cities** will commit to implementing a project within and/or across several city systems/emissions domains that tests pathways to decarbonisation and challenges/barriers to transformation and, ultimately, becoming a carbon-neutral city.

Pilot Cities will receive grant funding to support implementation of their experiment with an emphasis on collaboration, reflection, and learning, and identifying both barriers to change and opportunities for multi-level, multi-lever interventions to overcome these.

The grants will be funded under the umbrella of Horizon 2020, the 2014-2020 **Research and Innovation** (R&I) Framework Programme of the European Commission (EC). In 2020, the EC made  $\leq 1$  billion available under the Green Deal call - the last and biggest call under Horizon 2020. The European Commission's Green Deal (EGD) proposes a new growth strategy that aims to preserve the planet for future generations. It sets an ambitious target of a 50%-55% reduction of greenhouse gas (GHG) emissions by 2030. Seventy-three projects were selected for funding under the Green Deal call to contribute to the EU's response to the climate crisis and help protect Europe's unique ecosystems and biodiversity. NZC was awarded to support the progress towards climate neutrality by fostering climate-neutrality and social innovation in cities. Within the project, a budget of  $\leq 32M$  is dedicated to cities to fulfil this objective.

#### 1.1 Background

**NZC** is a four-year project designed to help cities overcome the current structural, institutional, and cultural barriers they face to achieve climate neutrality by 2030. NZC recognises the need for cities to develop specific strategies that are tailored to suit local and regional contexts, and will support them by developing, promoting, and integrating new and existing tools, resources, and expertise into a one-stop platform accessible to all cities through an online portal (*Mission Platform*). The project tailors advanced capabilities related to systemic change, citizen engagement and democratic, participatory governance, capital and financial structuring, and social innovation, to ensure cities have access to expertise needed to address their challenges in becoming climate-neutral.

The **NZC Mission Platform** provides support in the co-creation of Climate City Contracts with local stakeholders and citizens. Drawing up, signing, and implementing Climate City Contracts



is a central feature of the EU Mission on 100 Climate Neutral and Smart Cities by 2030. While not legally binding, these contracts constitute a clear and highly visible political commitment not just to the EC and the national and regional authorities, but also to their citizens. They set out plans for the city to achieve climate neutrality by 2030 and include an investment plan.

The **NZC Pilot Cities Programme** component of the NZC project will support large scale piloting activities to exploit, deploy, and scale R&I and systemic solutions combining social, cultural, technological, nature-based, regulatory, and financial innovation, and new business and governance models to underpin the climate transition.

For a more detailed introduction to NZC, the EU Cities Mission, and the systems innovation approach being undertaken in the NZC project and Pilot Cities Programme, please refer to the NZC Pilot Cities Guidebook.

We aim to issue full and complete Call Guidelines, however sometimes it is necessary to issue amendments to the Guidelines or make clarifications via additional guidance or Frequently-Asked-Questions. These important updates (if any) will be emailed to prospective and registered proponents and posted on the <u>NZC Platform</u>.

#### 1.2 NZC Pilot Cities programme – How cities will work in and through the programme

The NZC Pilot Cities Programme will identify European cities or districts to test and implement innovative approaches, exploiting R&I towards rapid decarbonisation over a **two-year** pilot programme, working across thematic areas and functional silos in support of transforming systems. The selection of Pilot Cities will seek to address all urban systems, including mobility, energy systems, and the built environment, material and resource flows, health and well-being, natural areas, cultural/ social/ financial/ institutional systems, and accessible public spaces. Any one Pilot City might target all, or a combination of, these urban systems, depending on their context and the scale of the proposed pilot activities.

The expected results of the NZC Pilot Cities Programme are:

- i) up to 30 innovative solutions or groups of solutions <u>tested and implemented</u> at city or district level over the duration of the Pilot Cities Programme,
- ii) explicit lessons learnt from the innovative trajectories, with knowledge, capacity and capabilities developed at city level; and
- iii) a clear set of innovative solutions <u>identified and ready to be implemented</u> by the end of the Programme, which could include a new business model, policy initiative, governance innovation, funding or financing model, and EU-level replication or scaling strategy.

Cities or city-led partnerships selected to be an NZC Pilot City will receive pilot funding in the form of grants (following H2020 Grant Agreement rules for financial support to third parties specified in Article 6.1 and Article 15) and, in addition, hands-on assistance from City Guides to advance their work. Selected Pilot Cities will also receive support from Mission Platform services provided by the NZC consortium members or by external expertise, through a NZC City Expert Support Facility, to match specific challenges.

As cities and/or local communities participating in pilot activities work to leverage additional resources, the NZC Mission Platform will assist them in building funding and financing for full implementation and subsequent replication and scaling efforts.

Finally, numerous activities will be organised to advance learning among Pilot Cities, as a key component for building capabilities, replicating successful innovations, and deepening relationships. A twinning programme (City Learning Programme) will link each lead city with two or three twin cities from across EU Member States. The twinning effort aims at building inclusive participation in effective climate action, nurture just and inclusive transitions, and build social cohesion.

#### 1.3 **Funding**

Under this call, there are three sizes of grants available to cities. Applicant cities should specify for which of the three they are applying. The NZC Consortium will aim to fund Pilot Cities of differing sizes and that reflect different starting points for cities, so as to reflect the diversity of contexts across the EU and maximise learning, replication, and scaling potential across the EU. This approach ensures an EU-level innovation and learning dimension (i.e., addressing challenges of/at European scale and potentially relevant for many cities to meet European policy objectives) is achieved by the platform, as it evolves over the course of the programme. A balanced representation of contexts is the most conducive means towards the EC Missions target of change at EU level, which goes beyond what can be achieved at the level of individual regions and nations.

The anticipated ratio of awards is as follows:

12 grants of 1.5 million EUR, 10 grants at 1.0 million EUR, 8 grants at 0.5 million EUR.

Reflecting the diversity of cities and the proposed scope in combination of eligible activities that cities may undertake in the Pilot Cities Programme, the amount awarded will be determined by the grant request specified by the applicant and the budget/estimated costs corresponding to the proposed activities articulated in the proposal form (matching the grant request), in line with national and institutional policies, rules, practices. Please see **7.1 Cost** *category guidance* for further information.

The specific size and number of gr"nts 'ay change depending on the profile of proposals and ratio of grants requested by applicants; the NZC Consortium reserves the right to change the size and number of final awards based on submissions and grants requested, within the maximum grant budget envelope of thirty-two million Euros ( $\in$ 32M), paying close attention to the need for city diversity and the EU dimension (see section 8.3 of this document).

The above allocation framework is set to match the offer of grants with both the varied sizes of cities and/or districts across Europe and the planned activities of the project (as aligned to/with the eligible activity types). In the event resources are available based on the selection of an initial 30 Pilot Cities (i.e., if there is a higher profile of submissions for the lower amount), alternative arrangements may be made to extend the Call.



Payments to the Pilot Cities will be made in tranches to allow for monitoring of progress and to mitigate risks, with a foreseen 40% first tranche as pre-payment, 50% after the approval the first reporting milestone and 10% final balancing payment after approval of the final reporting. These payments will be subject to satisfactory reporting and after review of grant absorption and associated financial risk factors.

#### 1.4 Who can apply

This call is open to cities based in EU Member states or Horizon 2020 Associated Countries<sup>1</sup>. The definition of the persons or categories of persons which may receive financial support are: local authorities or city administrations; other local partners, such as research institutions/universities, SMEs, NGOs/associations, citizen groups or other relevant stakeholders involved by the local authorities or city administrations in the implementation of their climate ambitions.

Eligibility requirements for the call include, but are not limited to, each proposal being led by the relevant local authority or city administration, and the presence of at least two legal entities (one of which must be the local authority or city administration), as part of the Pilot City consortium. Any city can apply, whether or not selected as one of the <u>100 Mission Cities</u> (undertaking the Climate City Contract (CCC) process).

A group of cities (national or trans-national) is allowed to apply together, however one of the cities will have to be designated as the consortium leader for all administrative and process-related purposes. In the case of a group of cities applying together in one application, the size of the requested grant must follow the award amounts as stated above (1.3 Funding). The logic behind a joint application will need to be explained in the introductory section of the application form, and addressed in the subsequent, relevant sections of the form, particularly the impact section.

With reference to the eligibility criterion referring to a minimum of 50,000 inhabitants, for countries with a lower number of larger cities this population threshold is lowered to 10,000 inhabitants. This applies specifically to cities from countries with less than 5 cities of more than 100,000 inhabitants. However, each application should represent at least 50,000 inhabitants. Therefore, where applicable, joint applications are expected to fulfil this eligibility criterion.

In the case of a grouped application, please note that references to "city" in this document, and the associated Pilot Cities Programme Guidebook, will imply the group of cities or each city involved in that group.

For further information on eligibility, please see section 8.2 of this document.

<sup>&</sup>lt;sup>1</sup> Iceland, Norway, Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, United Kingdom, Tunisia, Georgia, Armenia.



## 2. Call Timeline

Date / Time (CET)	Item	Link (if applicable)
March 2022	Early announcement of the call timeline on the NZC website	NZC website
June 2022	Publication: Guidebook for participantsA Pilot Cities Guidebook will be launched at the NZC Conference in June2022, to support cities in preparing proposals for submission to the openCall.Publication: Call GuidelinesThe guidelines for the Call, including eligibility, assessment, and selectioncriteria, will be published both to the NZC website, Mission Portal, and EUFunding and Tenders Opportunities Portal, under the type of grants"Cascade Funding Calls"	NZC Platform <u>EU Mission: Climate-</u> <u>Neutral and Smart</u> <u>Cities   European</u> <u>Commission</u> <u>Funding &amp; tenders</u> (europa.eu)
27 June 2022 4 July 2022	Past information sessions: NZC Pilot Cities Programme: Ambition, approach, application (27/6/22) NZC Pilot Cities Programme: Criteria for selection and the selection process (4/7/22)	<b>Recordings</b> 27 June 2022: 4 July 2022:
5 September 2022 7 September 2022	Upcoming information sessions: 5 September 2022 – 15:00 – 16:30: Refresher on the Ambition and Approach & Technical Information 7 September 2022 – 15:00 -16:30: Refresher on Eligibility and	Registration link 5 September 2022
8 September 2022	Assessment Criteria 8 September 2022 – 15:00 – 16:30: Pilot City Monitoring, Evaluation and Learning Info Session Open forum (to be scheduled ad hoc)	7 September 2022 8 September 2022
Monday 5 September 2022 (12.00 CEST)	<b>Call Opens</b> At 12.00 CEST hrs on Monday 5 September, the NZC Call, and Grant Management module will go live. Cities will be able to register themselves with the module through the NZC Mission portal and create a proposal with headline information. Cities will be able to save and return to this proposal at any time up until the submission deadline as stated below.	NZC Platform
June –October 2022	<b>Publication: Frequently Asked Questions (FAQs)</b> Between June and October 2022, a Frequently Asked Questions (FAQ) file will be created and updated.	NZC Website
Friday 4 November 2022 (23.59 CET)	<b>Call deadline</b> Formal deadline for full submission. Proposals received after this date will not be accepted. No extensions can be granted and modification of your proposal after submission is not possible. We suggest setting your own internal deadline ahead of this date.	NZC Platform
November 2022 – January 2023	<b>Review and selection</b> Proposals will be checked against eligibility criteria (Stage 1) and eligible proposals reviewed by independent external experts (Stage 2). Proposals reaching a minimum scoring threshold against specified criteria will proceed to final selection (Stage 3). More information about these Stages can be found in section 8 of this document.	N/A
28 February 2023	<b>Decision Communication</b> Formal outcomes will be sent to applicants, along with feedback.	Email
March 2023	<b>Contract development</b> Applications amended to address compliance and selection feedback. Due diligence checks, and finalisation of revised project plans.	N/A
March 2023	<b>Publication of Call outcomes and selected Pilot Cities</b> Parallel to the contracting process, a list of successful Pilot Cities will be published to the NZC Platform and disseminated through NZC communications channels. This will include a description to illustrate the portfolio selected.	NZC Platform

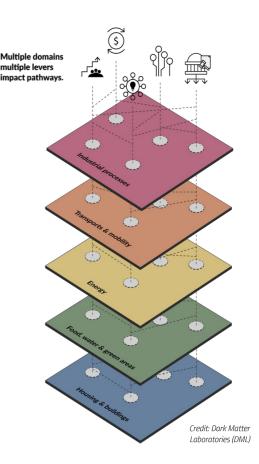
#### 3. What we are calling for

#### 3.1 **Aim**

The aim of the selected cohort of circa 30 Pilot Cities and the City Learning Programme is to explore and test pathways to accelerated change towards 2030 climate neutrality goals — relevant to a city's key emission domains — and to generate accelerated learning that can inform subsequent replication and scaling efforts in all other EU cities.

Cities will aim to achieve breakthroughs in overcoming entrenched barriers in emissions reduction, driving towards "tipping points" in deploying a range of solutions relevant to the local context, and enabling accelerated mutual and peer learning both locally and across Europe.

The NZC Pilot Cities Programme will support piloting activities aiming at a larger scale to deploy and scale systemic solutions, exploiting R&I outcomes, and combining social, cultural, technological, nature-based, regulatory, and financial innovation and new business and governance models to underpin the climate transition.



Selection of Pilot Cities will result in **multiple pilot-activity-types**, each of which generates a different test of change and proves diverse types of pathways – as such, a cohort of diverse pilots.

#### 3.2 Approach: Systems innovation

Climate action in cities needs a systemic approach to change. We cannot change things in isolated pilot activities but only through a systemic way of thinking and acting on how to reduce harmful emissions quickly and at the same time build capacity for a just transition.

That means that cities must address sources of emissions at a sectoral scale (e.g., mobility, industry, buildings, etc.), understanding them as 'transition building blocks' to be 'assembled' in an overall city-scale climate neutrality strategy. Different levers of change need to be activated simultaneously and in a coordinated way to enable change and achieve impact at sectoral or cross-sectoral level — political decisions that give a structure for changing cities, investments into change, regulation that triggers change, citizen engagement that demands change and technological, innovative, and holistic solutions that make implementation possible.

An approach integrating one or many emission sources (domains) combined with multi-lever action is an explicit requirement for Pilot Cities under NZC.

Therefore, in their applications, cities will need to identify:

- key emissions domains they will be addressing through the pilot activities
- systemic barriers related to these key emissions domains
- levers/enabling conditions (technology; business models and finance; regulation, governance and contracting; participative democracy and culture; organisational capacity, etc) and system intervention-points to be tested in pilot activities
- anticipated shorter- and longer-term impacts of their pilot activities implementation
- and how they intend to build upon relevant past or existing city climate action, research and innovation, related regional/national policies, knowledge and stakeholder platforms, and lessons to date.

In support of this, cities will also outline:

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- their mandate to act (support and/or direct buy-in and contribution of decision makers, politicians, city/government departments, agencies, etc.)
- existing capabilities and capability gaps within the city government
- existing and intended (informal and formal) collaboration partners and coalitions of relevant stakeholders and actors.

This is not *only* about numbers of emissions reductions in/through the programme, but about the enabling system conditions, and complementary support impacts (cross system), to achieve the levels of decarbonisation required for net-zero by 2030. The change also needs to be sustainable, so this is about creating the conditions, vectors, learning opportunities and co-operative structures (trans-national, trans-continental) for change.

#### 3.3 **Scope of activities**

The NZC Pilot Cities Programme will identify European cities or districts to test and implement innovative approaches, exploiting and building upon existing and past R&I towards rapid decarbonisation over a **two-year** pilot programme, working across thematic areas and functional silos in support of transforming systems.

#### Activities eligible for funding are:

- Pioneering activities to support climate-neutrality, including the deployment of innovative (new or improved) technology, product, process, service, solution, policy, or governance model at city level, explored in a cross-sectoral and systemic manner.
- Systemic, science-based innovative initiatives that strengthen cities' use of scientific research and ensure translation of research results into policy actions, to accelerate climate neutrality in the sectors/domains of water, food, energy, industry, housing and deep building retrofitting, transport, and mobility through the levers of green technology (i.e. digitalisation), behavioural/lifestyle change, social innovation, culture, policy and regulation, finance, and new business models (e.g., circular economy). These innovations shall account for co-benefits (e.g., health promotion) and the <u>"Do No Significant Harm</u>" (DNSH) principle.

- Activities to support climate-neutrality to establish new knowledge and build capacity and capabilities of city government and associated local actors through training, workshops, and other forms of learning.
- Activities aiming to build more collaborative communities, to advance new governance models at city level, and to engage citizens (including vulnerable/marginalised groups) and enable them to act on climate change in a systemic and cross-sectoral manner.

## Please note: Pilot activities may cover several or all of these descriptions of eligible activities: this list is not intended to limit your proposed activities to any one alone.

Applicants will be requested at the point of submitting a proposal to describe and declare the links between their pilot activities and the eligible activities as listed above. This will carry through to any subsequent grant agreement in order to ensure funding is spent in and on activities that are eligible under this call and the Horizon 2020 programme, respecting the applicable Articles of the AMGA.

#### 4. Dissemination and Intellectual Property

As a general principle, NZC follows the requirements the General Data Protection Regulation (GDPR) and of the <u>Open Research Data pilot of Horizon 2020</u>. As such, the management of knowledge and data should be "as open as possible and as closed as necessary," "open" in order to foster reusability and to accelerate research, but at the same time should be "closed" to safeguard privacy and intellectual property. Therefore, our approach is open source by default. No foreground result, which can refer to data, concept, information, etc. generated via the implementation of the pilot activities, is in principle expected to be patented or subject to other protection measures.

Background (meaning know-how or information that is held by the beneficiaries before they accede to any subsequent Grant Agreement, and that is needed to implement the action or exploit results) can be protected when contracting with EIT Climate-KIC<sup>2</sup>.

<sup>&</sup>lt;sup>2</sup> EIT Climate-KIC is the NZC Project coordinator and cascade grant manager, responsible for programming, disbursing, and monitoring the cascade grant funding.



#### 5. How to submit a proposal

To develop a good quality proposal to this call, you should run through this pre-submission checklist:

Checklist	
You have read this document carefully and started to think about how your pilot activities will be framed with respect to the Call for Proposals brief.	
You have read the EU <u>Cities Mission Implementation Plan and the Info Kit for Cities</u> , and you have attended the information sessions to learn how to shape your proposal. For further information on these, please contact us at <u>pilotcities@netzerocities.eu</u> .	
You have read the <u>NZC Pilot Cities Programme Guidebook</u> , which contains useful information for developing your pilot activities and proposal, and further information about the NZC Pilot Cities Programme and its implementation.	
(Upon the launch of the Call window) Cities have registered both their organisation and individual account(s) in our grant management system through the <u>Mission Portal</u> . The registration process can take time, so do not leave it until the last minute! We encourage proponents to register in the system as soon as possible. Please ensure you have registered more than 10 days in advance of any deadline.	
[Optional] (Upon the launch of the Call window) You have created a proposal in the grant management system, providing high-level information about the proposed pilot activities (this is not assessed but will be useful for the NZC consortium to analyse registered proposals and their location, focus, etc.)	
During the Call Window, all organisations involved in your application have registered with the European Commission and received a Participant Identification Code (PIC). For guidance on how to start this process and obtain a PIC, please see <u>this document</u> .	
All proposals should be written in English. Exceptions can be made for supporting documents, such as census source data, formal council resolutions – these documents could be written in one of the official languages spoken in the country from which the application is submitted. You may choose to provide a brief summary in English <sup>3</sup> .	

If you have followed all the suggested steps above and wish to proceed, you should then complete the Full Proposal (according to the Call process), by the specified deadline.

Applications must be submitted via the <u>NZC Platform</u>. The system will be open for applications from **12.00 CEST**, **5 September 2022**.

Please note that we will not accept any applications outside of the system, **and please note the system will be locked after the deadline**. If you experience difficulties with the system, please consult the system guidance and, if you are still unable to resolve your issue then, for technical issues, please raise a support request through appropriate channels in the system. For all other non-technical related queries contact <u>pilotcities@netzerocities.eu</u>.

<sup>&</sup>lt;sup>3</sup> EIT Climate-KIC reserves the right to request a translation at any time. EIT Climate-KIC also reserves the right not to pass additional information to reviewers if not provided in English or supported by a translation.



#### 6. Data, systems, and complaints

#### 6.1 Your Data

In Call and Grant Management System, all registrants are required to accept EIT Climate-KIC's <u>General Terms and Conditions</u> which also includes in particular, our <u>Privacy Policy</u>, <u>Acceptable Use Policy</u> and <u>Cookie Policy</u> and warrant and represent that they have the authority to agree and accept these on behalf of the named organisation. The public sharing of data may include, but is not limited to, EIT Climate-KIC making the outcome of this call for proposals available on its website in relation to: statistics on number of applications, per country, per thematic topics, budget, and funding (i.e., aggregated Call data). Information on each activity selected for funding, including data on each participant and abstracts of the activity proposal, may also be made available for publication purposes.

Personal data provided may be processed, including sharing with other organisations, by EIT Climate-KIC and certain sensitive data elements will be visible to other NZC Consortium partners. The applicant warrants and represents that in providing personal data in connection with the proposal, the data subjects have consented to the provision of this personal data and the processing of it by EIT Climate-KIC in the manner indicated in accordance with our Privacy Policy, and that the organisation provides the personal data in accordance with applicable law.

Applicants shall comply with applicable data protection legislation including but not limited to the General Data Protection Regulation (EU) 2016/679 (GDPR) and any national implementing laws, regulations, and secondary legislation, in each case as amended, supplemented or replaced from time to time.

#### 6.2 **Confidentiality**

EIT Climate-KIC will treat your proposal confidentially, as well as any related information, data and documents received in accordance with our Privacy Policy or as otherwise indicated throughout the proposal form (i.e., city name, project title, summary description etc.), subject to the above paragraph (Your Data).

Please note, NZC Consortium members will not be able to discuss in detail or contribute directly to the development of your proposal.

#### 6.3 **Complaints & Appeals**

Upon reception of the decision communication letter with the evaluation report or with the results of the eligibility review, the lead applicant may request for eligibility or evaluation review, if there is an indication that the results of the eligibility checks were incorrect or that there has been a procedural shortcoming or a manifest error in the evaluation process.

The evaluation review procedure is not meant to call into question the judgement made by the independent external reviewers or the selection committee. It will look into procedural



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shortcomings and – if it applies – into factual errors. The decision communication letter will specify a deadline for the receipt of any such requests, which will be 10 calendar days from the date of receiving the decision communication letter. A decision communication letter is considered to have been received by the lead applicant 5 calendar days after sending.

An acknowledgement of receipt will be sent by the NZC Pilot Cities Team no later than 10 calendar days after the deadline for submitting the request, indicating the estimated date of a final reply.

Request must be:

- related to the evaluation process or eligibility checks, including a clear description of the grounds for complaint;
- received within the time limit specified in the information letter;
- sent by the lead applicant.

Requests that do not meet the above-mentioned conditions will not be admitted.

Should the applicants want to raise a complaint, they will need to send an email to the NZC Pilot Cities team at <u>pilotcities@netzerocities.eu</u>. EIT Climate-KIC maintains an independent and fair assessment procedure to avoid potential conflicts of interest and ensure fair treatment among applicants.

### 7. Budget requirements

#### 7.1 Grant allocation compliance

For your budget assumptions and grant allocation to be compliant under the NZC grant agreement (H2020-LC-GD-2020 / H2020-LC-GD-2020-2), the following budgeting rules, at the level of the application, should be followed:

- at least two legal entities should have budget / allocated grant in the application; and
- the requested grant allocation per legal entity shall be not more than two-thirds of the total grant requested.

This will need to be reflected in the budget assumption submission, specified per consortium organisation in the budget table of the application.

The signing of grant any grant agreement will be precluded by compliance with this budgeting rule.

#### 7.2 Cost category guidance

Information and guidance on eligible cost categories for the NZC Pilot Cities Programme will be published by the opening of the Call on 5 September 2022.

-0

It is anticipated that eligible costs will cover **direct costs:** personnel; travel and subsistence, equipment, other goods and services (purchase costs); and subcontracting – following applicable H2020 Model Grant Agreement Articles 6.1 and 15.

#### Forms of Costs

Costs actually incurred, identifiable and verifiable, recorded in the accounts, etc. Only **indirect costs** are based on a flat rate -25% – calculated on the direct costs (personnel and purchase costs only; subcontracting costs do not attract overheads), and no supporting evidence is needed to verify them.

More information on the eligible costs for the Pilot Cities Programme will be published in <u>NZC</u> <u>PCP Financial Guidelines for Applicants</u>, by the Call opening on 5 September 2022. These guidelines will provide the framework to prepare the budget to ensure value for money and proportionate budgets as related to planned activities. Budgeted costs should align with national and institutional policies and practices. Such assessment would take place prior to any grant allocation and may result in the adjustment of grant allocation where there is assessed to be misalignment or where financial guidelines are not followed.

#### Form of grant

Financial support is provided in the form of grants based on, and reimbursed against, actual costs incurred and submitted in interim and final reporting.

The criterion for determining the exact financial support is based upon estimated costs (based on the guidelines provided) and in relation to the activities proposed (i.e. budget assumption), in line with national and institutional policies, rules, and practices.

## 7.3 NZC Pilot Cities Programme: special budget features

Considering the specificity of the NZC Pilot Cities programme, including the features focussing on a large learning programme addressing pan-EU pathways to change and decarbonisation, and the development of skills and capabilities in addressing financial sustainability of climate action, the following activities should be represented by person months/necessary resources in your application:

Activity	Scope
Sensemaking <sup>4</sup>	Sensemaking and cross-fertilization activities task will require the appointment of a systemic innovation focal point of the city. The focal point will participate in the co-design of specific cross-fertilization activities (providing contrast and suggesting topics) and will also facilitate the participation of city officials and other relevant city stakeholders in those activities. The estimated person months for this activity during the Pilot Cities Programme is 4 to 5 person months, in addition to any consortium partner contributions.
Learning Activities	Learning Activities (including the Cities Learning Programme) consists of two or three mentoring visits of two days to peer cities (plus preparation time), one meeting hosting peer cities for two days (plus preparation time), online work

<sup>&</sup>lt;sup>4</sup> Sensemaking refers to a structured, facilitated process of observation, collection, reflection, synthesis, analysis, pattern finding and insight generation in order to produce intelligence that enables decision making.



(Including the Cities	up to nine hours monthly, on average. This may also include consortium		
Learning	partners and city stakeholders as required.		
Programme)			
Future financing	Future financing / financial sustainability is a separate compulsory workstream		
/financial	to allow Pilot Cities (and in the case of a multi-city application, all cities) to		
sustainability	acquire and test capabilities necessary to ensure the sustainability and the		
	replication of their pilot activities. Estimated person months for this activity		
	during the Pilot Cities Programme is 8 to 10 person months.		
Communications	Communications and media activities – please make sure to include pilot		
and media	activities in your communications and media programming.		
activities	, , , , , , , , , , , , , , , , , , , ,		
	Beneficiaries must promote the action and its results, targeting multiple audiences (including the media and the public) in a strategic and effective manner; and ensure the visibility of the EU funding. This is a pass-through grant requirement for third parties and will be contained within subsequent grant agreements resulting from this call, including further information on obligations.		
Financial management and audit	Please refer to the NZC Pilot Cities Programme <u>Financial Guidelines</u> for further information on the audit requirement.		

#### 8. Review Mechanism & Decision-making

#### 8.1 **Overview**

This call will follow a three-stage process with each proposal being assessed for:

 Stage 1: Eligibility – where pass/fail requirements related to the conditions of the call are assessed by the NZC consortium. Proposals must pass all eligibility criteria to proceed to Stage 2.

**Stage 2: Assessment of quality** – where a score (0 to 5) is made against the individual assessment criteria by at least two independent external reviewers based on the individual merits of the proposal. Proposals which reach the below threshold of points for **each** of the criteria groups (and the specified individual criteria identified in the table under section **8.3**) will proceed to stage 3. This threshold represents an overall outcome of "Good" across the grouped criteria as per the scoring table. The overall review score will carry forward to stage 3 as one of the selection criteria.

• Stage 3: Strategic selection – where a selection committee will select 30 Pilots<sup>5</sup> Cities for implementation and grant funding support, based on a range of contextual selection criteria (as outlined below in section 8.4).

<sup>&</sup>lt;sup>5</sup> The NZC Consortium reserves the right to adjust the number of pilots funded based on the profile of applications received and funding requests made.



All submissions will be assessed fairly and transparently in the scope of the eligibility criteria, assessment of quality criteria, and strategic programme considerations as outlined in section 8.4.

Decisions as to whether a proposal is accepted or rejected will be communicated as detailed in this document.

#### Potential conflicts of interest

In keeping with H2020 requirements, EIT Climate-KIC are committed to ensure no conflicts of interest in the assessment and selection process:

- Stage 1: EIT Climate-KIC persons involved in Stage 1 abide by the Conflicts of Interest & Gifts Policy and Anti-Fraud, Corruption & Bribery Policy and undergo periodic training to ensure processes are free from conflicts of interest. These policies are available at <u>https://www.climate-kic.org/policies/</u>
- **Stage 2**: Independent reviewers are appointed by EIT Climate-KIC ensuring confidentiality of review and freedom from conflicts of interest.
- **Stage 3**: The selection committee will confirm freedom from conflicts of interest prior to conducting Stage 3.

#### 8.2 Stage 1 – Eligibility

Eligibility criteria are used to ensure proposals submitted under the call meet mandatory requirements as set out in the Grant Agreement [No.101036519 — NetZeroCities — H2020-LC-GD-2020 / H2020-LC-GD-2020-2] and, should they be successful in Stages 2 and 3, are subsequently eligible to receive funding. Eligibility criteria are typically pass/fail where proposals must pass on <u>all criteria</u>, otherwise they will not proceed to the next Stage of the process and be rejected from the call outright. The pass/fail eligibility criteria for this call are:



#	Eligibility criterion	How demonstrated	How assessed
1	Only one application may be submitted by an eligible city <sup>6</sup> /district <sup>7</sup> (and in the case of multi- city/district applications, each city/district may appear in only one application). There shall be	Proponent/consortium members listed in the Call platform, and their role(s). Applicants are advised to coordinate at the relevant	Pass/fail
	no territorial double-funding; therefore, a higher level of administration should not appear in a separate application to that of a constituent, lower-level administration (e.g. district).	administrative levels before applying.	
2	Eligible cities/ districts must have a population size of over 50,000 inhabitants. For cities in countries with less than 5 cities of more than 100,000 inhabitants, this criterion may be met with a joint application of more cities, where each participating city has inhabitants of 10,000 or more, and the combination of cities must represent over 50,000 inhabitants.	As defined by the proponent and qualified by supporting national, regional, or European official documentation / database available for online checking (link required). For example: OECD, Eurostat, national census.	Pass/fail
3	Cities/districts must be within either an EU Member state or an approved H2020 Associated Country, at the point of the submission deadline.	As compared with official, online EU/EC information at the time of submission.	Pass/fail
4	The consortium must contain at least two partnering organisations, one of which must be the city / district administration, and any others must be separate, independent (from the city) legal entities.	Proponent/consortium members listed in the Call platform, and their role(s). Note: due diligence will be undertaken post-selection to establish legal entities, as/where required.	Pass/fail
5	The application must be led by the city administration; in case of a district submission, it must be led by an authorised (city) administration from within the specified district.	Proponent/consortium members listed in the Call platform, and their role(s).	Pass/fail
6	Letter of support from the city mayor (or equivalent) and/or any city official mandated to sign on the city/mayor/city council's behalf, for the NZC Pilot City Programme. In the case of a multi-city application, one letter must be provided for each city.	<ul> <li>Letter of support included in application.</li> <li>The letter must include:</li> <li>Applicant's official document header/template;</li> <li>Signed and dated by a city/district official mandated to signed on the city/mayor/city council's behalf;</li> <li>The name and code of the Call;</li> <li>Unambiguous commitment of the city/district authority to the NZC Pilot Cities Programme and declaration of learning exploitation.</li> </ul>	Pass/fail
7	A list of stakeholders engaged/to be engaged are provided	Question in the Call Form requesting a list of engaged/to be engaged stakeholders.	Pass/fail

Please be mindful that applicants will be required to declare participation in the City Learning Programme ("Twinning" programme) at the point of submission.

Proposals must comply to the full set of the eligibility criteria. Proposals that fail the eligibility criteria will not be considered further in the process and applicants will be informed of the outcome. Due to the large volume of proposals and the nature of the criteria applied, EIT

<sup>&</sup>lt;sup>6</sup> defined as a Local Administrative Unit (LAU), or a "greater city" or metropolitan region.

<sup>&</sup>lt;sup>7</sup> administrative sub-division of a city, with the authority to act on behalf of the local community

Climate-KIC is not able to entertain modification to proposals that fail to meet eligibility criteria. Applicants are advised to pay careful attention to these criteria to avoid errors at this stage.

#### 8.3 Stage 2 – Assessment

#### **Assessment criteria**

The assessment criteria for this call are set out below. Each criterion is scored, on a scale of 0 to 5, by at least two independent external experts. The score across all categories is totalled to produce a ranked list of proposals. The maximum available score is 115 points.

In order to proceed to **Stage 3 - Selection**, applications will need to meet minimum threshold score in each of the following three groupings of criteria, as follows:

Criteria grouping	Points available number of criteria	/ Threshold required*
Mandate to Act	35pts / 7 criteria	21 (including at least 6 pts score against "Understanding the problem" and at least 3 pts score against "Orienting to solutions")
Capacity to Act	35pts / 7 criteria	21 (including at least 3 pts score against "Cross-cutting considerations")
Impact	45pts / 9 criteria	27

\*EIT Climate-KIC reserves the right to adjust the threshold depending on the overall quality and number of applications received.

#### Scoring table

Score	Description	
0	Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.	
1	Poor. The criterion is inadequately addressed or there are serious inherent weaknesses.	
2	Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.	
3	Good. The proposal addresses the criterion well, but a number of shortcomings are present.	
4	Very good. The proposal addresses the criterion very well, but a small number of shortcomings are present.	
5	Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are	
	minor.	

	Criterion	Description
Mandate to Act	Net-zero carbon emissions ambition (5 points)	<ul> <li>The city is committed to climate neutrality by 2030 and has formalised evidence of this commitment (Mission City selected status with document supporting commitment, City Council Resolution, Strategy, or equivalent adopted by the City Council and/or)</li> <li>(5 points for demonstrated, formalised 2030 ambition; 2 points for formalised ambition 2031-2050; 0 points for non-formalised ambition, or beyond 2050)</li> </ul>
Mand	Mandate to Act (15 points)	<ul> <li>The pilot activities are well connected to the city's overarching vision for climate neutrality and existing activities that will support this. (5 points)</li> <li>The pilot activities have a high level of political support and endorsement from the city (5 points), with a strong mandate for continued support through political will, city budgeting, and city programming. (5 points)</li> </ul>

	Understanding the problem(s) (10 points)	<ul> <li>The pilot activities are focussed on relevant and important emissions domain(s) for the city, and the city's understanding of the emission domains' status quo is credible and - where available/applicable - backed up with data. (5 points)</li> <li>The city has identified systemic barriers and/or opportunities relevant to the concerned emissions domains. (5 points)</li> </ul>
	Orienting to innovative and systemic solutions (5 points)	• The pilot activities identify multiple, connected levers of/for change relevant to the concerned emissions domain(s) considering and exploiting relevant R&I solutions (and where relevant, inspired by and building upon existing European best practices and available solutions) and the city's overarching carbon neutrality ambition. Relevant entry / intervention points for the pilot activities to exploit the levers of change are identified, and the proposal explains how their interaction will target a system change / transformation, towards climate-neutrality. (5 points)
	Collaboration and engagement (10 points)	<ul> <li>The pilot activities engage/aims to engage stakeholders that are relevant to these activities and emissions domain(s) concerned and representing a broad spectrum of expertise and experience. Roles of stakeholders are elaborated and an understanding of how the city will collaborate with them to implement pilot activities. (5 points)</li> <li>Citizens are engaged at relevant stages of the pilot activities, and it is clear how their engagement will contribute to garner collective narrative and understanding of climate actions. Where relevant, the pilot activities describe how citizen engagement will contribute to the design and implementation of the pilot activities. (5 points)</li> </ul>
Capacity to Act	Cross-cutting considerations (5 points)	• The Pilot City proposal demonstrates awareness of how its activities and/or outcomes relate to and cater for cross-cutting themes such as diversity, inclusion, gender dimension, accessibility, and a just transition. The pilot activities outline a practical and proportionate approach to how it will monitor and evaluate how such considerations are treated in the implementation of the pilot activities. (5 points)
Ca	Capacity and capability (10 points)	<ul> <li>The proposal details how the pilot activities will be led and coordinated by the city, with representation from relevant city departments, roles, and capabilities, as they relate to the pilot activities and their implementation. (5 points)</li> <li>The proposal identifies, through a learning assessment plan, how it intends to address capability and capacity needs throughout implementation and retain these beyond the life of the Programme. (5 points)</li> </ul>
	Soundness of work plan (10 points)	<ul> <li>The proposed work plan to implement the pilot activities, within the allocated timeframe and budget, is sound and coherent with a systemic approach. Where a pilot cannot be fully implemented with the provided grant, a coherent plan is demonstrated for identifying and securing additional resources (by the city or co-financers) to fully implement the pilot within 24 months. (5 points)</li> <li>The proposed budget is clearly outlined and justified and reflects value for money. (5 points)</li> </ul>
Impact	Pilot activities' (learning /	• The proposed governance model fosters transparency and accountability, actively contributes to the implementation of the pilot activities, and engages a diverse range of relevant participants with appropriate roles. (5 points)

reflexive) governance (10 points)	Governance activities support and promote learning and reflection, to drive development and improvement of pilot activities. (5 points)
Pilot activities' direct impact and scalability (20 points)	<ul> <li>Relevant indicators have been identified for the pilot activities' intended outcomes and impact, with appropriate proposed monitoring of indicators (including how to measure). (5 points)</li> <li>The proposal outlines substantive, direct impact it aims to have on city-level emissions, as a proportion of the city's overall emissions profile. (5 points)</li> <li>The proposal outlines how the pilot activities could be scaled, and the impact scaling would have (at intervals/over time) upon city-wide carbon emissions. (5 points)</li> <li>The proposal presents detailed assumptions for how learning in and through the pilot activities will be captured and disseminated to support potential transferability and/or replication to other cities across the EU. (5 points)</li> </ul>
Pilot activities' indirect impact (15 points)	<ul> <li>A wide range of co-benefits of the pilot activities is identified and the link demonstrated, beyond the scope of direct implementation. (5 points)</li> <li>The city has a vision for how their pilot activities will unlock the city's pathway to decarbonisation, across all emissions domains. (5 points)</li> <li>The pilot activities identify appropriate risks related to both the practical implementation of the activities and the potential indirect impacts and outcomes (such as related to co-benefit factors), with adequate proposed mitigation and contingency measures. (5 points)</li> </ul>

#### 8.4 Stage 3 – Strategic Selection

A Selection Committee composed of two members of the Executive Committee, the Coordinator, and the potential addition of (an) external independent observer(s) (EC staff or external) will look for geographic diversity, a range of city sizes and typology, city-system and emissions domain foci, potential connections, synergies, and combinatorial learning and opportunities across Pilot Cities.

This stage constitutes a contextual judgement that considers and prioritises a portfolio of Pilots Cities. We regard all proposals that have passed the preceding Stage 2 as being of suitable quality and this subsequent stage instead focusses on the potential additional value that can be unlocked by supporting multiple Pilot Cities in parallel as part of a portfolio of experiments.

Strategic selection takes consideration of (in order):

- Geographic diversity and the "EU Dimension" 8
- Diversity of city size
- Diversity of focus on emissions domains/barriers and of intended levers of/for change to be tested

<sup>&</sup>lt;sup>8</sup> "EU Dimension" refers to the relevance and synergies of City Pilots for EU policy and directives implementation (such as the EGD, the Climate Pact, the New European Bauhaus and the Horizon Europe climate-neutral cities Mission) and geographic diversity to ensure a proper balance between EU Member States (and H2020 Associated Countries).



- NET ZERO CITIES
  - Score in quality assessment (see section 8.3 Stage 2 Assessment)

In the event of equal scoring in quality assessment (see section **8.3 Stage 2 - Assessment**) and strategic/portfolio value-add, the following parameters will be decisive:

- Priority will be given to those scoring highest in the grouped Impact criteria; and
- Where assessment results in applications with equal overall scores and equal scoring on impact, priority will be given to those scoring highest on **cross-cutting considerations, including gender dimension**.

Grant allocation across budget envelopes will be considered according to the information set out in section **1.3 Funding**.

#### 8.5 **Decision communication**

EIT Climate-KIC will aim to communicate final outcomes to applicants by 28 February 2023. The final communication will indicate the grant allocation and state the cost eligibility period. This communication might include (if applicable) a set of recommendations/conditions. The granted funding may vary from the requested funding in the proposal. A list of selected projects with a description of the action, grant amounts and legal names of selected applicants and their country as well as date of the award and duration will be published on the NetZeroCities Platform. Contract development and signing processes are expected to continue into March 2023 as applicants respond to relevant compliance requirements and conditions for funding. EIT Climate-KIC aims to issue grant awards for signature between 6 March and (not later than) 31 May 2023, with the programme commencing from no later than 31 May 2023.



# NetZeroCities Financial Guidelines for Applicants to the Call for Pilot Cities

This document supports applications for funding under Horizon 2020, Grant Agreement number: 101036519 — NetZero Cities — H2020-LC-GD-2020 / H2020-LC-GD-2020-2.

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NZC Pilot Cities Programme Financial Guidelines - Version N°03 Authors: NZC Consortium coordinated by EIT Climate-KIC



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#### Introduction

The purpose of this document is to enable applicants to prepare their grant applications for the NetZeroCities (NZC) Call for Pilot Cities. The document provides a summary to help preparing the application budget and contains the main legal and financial rules for the NZC Call for Pilot Cities. The NZC project is funded under Horizon 2020, and the rules for the NZC applications reflect those of the H2020 Programme.

The information given is not exhaustive and applicants are therefore asked to carefully read the NZC call for proposals. The award agreement – signed with the awarded organisations – will include the legal and financial rules contained in this document.

## **1** General Principles

NZC Call for Pilot Cities grants are subject to the principles laid down below, in particular the principles of prohibition of double financing and non-profit.

#### Non cumulative award

A given project activity may only receive one grant from the NZC budget. Under no circumstances shall the same costs be financed twice. To ensure this, applicants shall indicate in the grant application any funding received or applied for, (and the source(s)) for the project, specifying the relevant activities or for the applicant's functioning during a relevant financial year(s).

#### No-profit principle

The NZC grant may not have the purpose or effect of producing a profit. Profit is defined as a surplus of the receipts over the eligible costs incurred, when the request is made for payment of the balance. If this calculation results in a profit, the granting organisation (EIT Climate-KIC) will reduce the final amount of the grant proportionally to the profit made. The verification of the no-profit principle does not apply for beneficiaries which are a non-profit organisation.

#### 2 **Definitions**

#### Applicant/s - Beneficiary/ies

"Applicants" are organisations, which submit a project proposal; "beneficiaries" are applicant entities which then sign the award agreement with the granting organisation (EIT Climate-KIC). They are actively involved in the implementation of the project and are financially engaged, be it by hiring staff or incurring other costs.

The text of the NZC Call for Pilot Cities specifies, inter alia, the eligibility criteria for applicants. The proposals can be submitted by a group of several applicants (consortium).

In the proposals submitted by a consortium, one applicant must take the role of lead applicant and is called the "coordinator". The other organisations involved in the application are called "co-applicants" at application stage and "co-beneficiaries" in the award agreement. The coordinator is responsible for



submitting the proposal on behalf of the consortium, acting as the contact point for the consortium during the application and subsequent grant agreement processes, and for coordinating the signing of the award agreement, with the co-beneficiaries.

The award agreement will detail the specific obligations of the coordinator and the co-beneficiaries.

#### 3 Estimated Budget of the Project

#### **3.1 Balanced Budget**

The applications to the NZC Call for Pilot Cities must include a detailed estimated budget presented in Euros. Applicants established in countries outside the Euro zone must use the conversion rates published in the C series of the Official Journal of the European Union (OJ) available at <a href="https://www.ecb.europa.eu/stats/policy\_and\_exchange\_rates/euro\_reference\_exchange\_rates/html/in\_dex.en.html">https://www.ecb.europa.eu/stats/policy\_and\_exchange\_rates/euro\_reference\_exchange\_rates/html/in\_dex.en.html</a>

Applicants should be aware that they fully carry the exchange rate risk. The budget estimate must be properly balanced: the two totals (income and expenditure) must be the same since the available income (the grant requested from the NZC Call for Pilot Cities) will have to finance the planned expenditure.

Expenditure must include the estimated costs for the implementation of the project exclusively.

#### **3.2 Maximum Grant Amount and Reimbursement Rate**

The total funding available for the NZC Call for Pilot Cities is  $\in$  32 million, and the estimated number of grants will be: 12 grants for a maximum grant amount of  $\in$ 1.5 million; 10 grants for a maximum grant amount of  $\in$ 0.5 million.

The reimbursement rate is 100% of the total eligible costs. The maximum grant amount can NOT be exceeded.

#### 3.3 Form of Grant and Eligibility of Costs

Financial support is provided in the form of grants based on, and reimbursed against, actual costs incurred and submitted in interim and final reporting. Only indirect costs are calculated on the basis of a flat rate (25% - as per H2020 rules).

In order to be eligible for funding, eligible costs must meet the following criteria:

- a) be incurred by the beneficiary during the duration of the project, with the exception of costs relating to final reports and audit certificates;
- b) be indicated in the estimated overall budget of the action attached to the award agreement;
- c) be necessary for the implementation of the project which is the subject of the grant;
- d) be identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is/are established and according to the usual cost-accounting practices of the beneficiary;

- e) comply with the requirements of applicable tax and social legislation;
- f) be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.

Value added tax (VAT) is considered as eligible where it is not recoverable under the applicable national VAT legislation and is paid by a beneficiary other than a non-taxable person as defined in Article 13(1) of Council Directive 2006/112/EC13 of 28 November 2006 on the common system of value added tax.

The successful applicant/s must take care to avoid any unnecessary or unnecessarily high expenditure.

The beneficiary's internal accounting and auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

Documentation justifying costs must be kept by the beneficiary for five years following the closure of the NetZeroCities project.

Eligible costs may be direct or indirect.

#### 3.3.1 Eligible Costs

The eligible direct costs for the project are those costs which, provided that they satisfy the criteria of eligibility set out above, are identifiable as specific costs directly linked to the performance of the project and which can therefore be attributed to it directly.

Extra costs associated with the participation of people with disabilities are also eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants, or sign language interpreters.

The following categories of direct costs are considered eligible: Personnel, Subcontracting and Purchase Costs. Indirect Costs are also eligible.

Cost Category		
A. Personnel Costs	A. Personnel Costs	
B. Subcontracting Costs (no indirect costs)		
C. Purchase	C.1 Travel and subsistence	
Costs	C.2 Equipment	
	C.3 Other goods, works and services (e.g. consumables, dissemination, audit costs)	
D. Indirect Costs (= 25% * (A + C.1 + C.2 + C.3))		
Eligible Costs (A + B + C + D)		

a) Personnel Costs - This category covers costs for personnel working under an employment contract for the beneficiary, including in-house consultants having a contract directly with the beneficiary, and personnel seconded to the beneficiary by a third party against payment. The personnel have to be assigned to the grant and their time working on the grant needs to be documented through a time-



recording system (e.g. timesheets), in order to claim the costs. Daily rates will apply and will be based on a fixed number of 215 working days per calendar year:

Daily Rate = Actual annual personnel costs for the person divided by  $(\div)$  215

Personnel Costs = Daily rate x days worked on the NZC grant

The actual annual salary includes social security contributions, taxes and other mandatory costs linked to the remuneration.

b) *Subcontracting Costs* - This cost category covers subcontracts for the implementation of certain action tasks described in the project. To be eligible, the nature and estimated costs must be foreseen in the estimated budget. Subcontracting may only cover a limited part of the project action. Subcontracts must be awarded ensuring competitive selection procedures on a "best value for money" basis and avoiding potential conflicts of interest. Subcontracting may not cover tasks of the project such as project management and coordination. Subcontracting is not allowed between members of the consortium.

c) *Purchase costs* - This category covers costs for goods, work, or services necessary to support the implementation of the project, and it is divided in three sub-categories: Travel and Subsistence; Equipment; Other goods, works and services. c1) *Travel and Subsistence* cover all the project related travels costs during the duration of the project (e.g. to project meetings, events, etc.). Costs generally should be for travel and subsistence for personnel of the awarded organisation. However, travel and subsistence costs for experts participating in the project are eligible provided this is explicitly foreseen in the budget. c2) *Equipment* covers depreciation costs or costs for renting or leasing equipment. Equipment is normally capitalised over its useful life, but only the portion of costs related to the project and for the duration of the project can be depreciated and is eligible. Costs should be calculated according to national/institutional accounting practices. c3) *Other goods, works and services* covers any additional cost needed to implement the project (e.g. dissemination and communication activities, audit certificates, etc.).

d) *Indirect costs* - Those are costs that cannot be identified as specific costs directly linked to the project but are necessary to run, manage and administrate the beneficiary's organisation. They are limited to a flat-rate of 25% of the total eligible direct costs for the project (Personnel Costs + Purchase Costs; Subcontracting costs do not attract the overheads). These can include the expenditure – such as heating, electricity or other forms of energy, water – necessary for the successful completion of the project. As indirect costs are a flat rate, no supporting evidence is needed to verify them.

#### **3.3.2 Ineligible Costs**

Costs are not eligible when they do not comply with the conditions set out above, in particular:

- costs related to return on capital;
- debt and debt service charges;
- provisions for future losses or debts;
- interest owed;
- doubtful debts;
- currency exchange losses;
- excessive or reckless expenditure;
- deductible VAT;
- costs incurred in case of suspension of the project implementation.

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#### 3.3.3 Out of scope Costs

The following costs are out of scope for the NZC Pilot Cities Programme:

- infrastructure costs;
- sub-grants or prizes;
- large research infrastructure.

## 4 Reporting and Payment Procedures 4.1 Reporting

The project will be divided into the following reporting periods:

- RP1 from month 1 to month 12;
- RP2 from month 13 to month 24.

The coordinator of the project will be required to submit the interim (RP1) and final (RP2) reports on behalf of the consortium within 60 days following the end of each reporting period.

The interim and the final reports must include the following:

- The Technical Report with an explanation of the work carried out by the beneficiaries and the use of resources;
- The Financial Report containing the individual financial statement from each beneficiary detailing the eligible costs (actual costs for the direct costs and the flat rate of 25% for the indirect costs).

#### **4.2 Payment Procedures**

Payment of the grant will be made in three instalments: pre-financing instalment, interim payment, and a final payment (the balance). The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the granting organisation (EIT Climate-KIC) until the payment of the balance.

The payment will be made as follows:

- 1. A pre-financing of 40% of the grant within 30 calendar days from the entry into force of the award agreement;
- 2. An interim payment of 50% within 30 calendar days from the approval of the technical report and financial statement submitted for the first reporting period covering months 1-12;
- 3. The balance within 30 calendar days from the approval of the technical report and financial statement submitted for the second and final reporting period covering months 13-24, including any adjustment required for the first reporting period. If required, a certificate on the financial statement must be also provided.

#### **5** Certificate on Financial Statement

In case of award, the granting organisation (EIT Climate-KIC), the European Commission, the European anti-fraud office (OLAF) and the European Court of Auditor have the right to run checks and audits on



any aspect relating to the NZC grant, as required by Article 15 of the Grant Agreement signed by the NZC Consortium with the European Commission.

## 3. Additional cost eligibility condition: Controls on the recipients (by the Commission/Agency, ECA and OLAF) — Evaluation of the impact of the action

The beneficiaries must ensure that the Commission/Agency, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) have the right to carry out checks, reviews, audits and investigations on the recipients (*see Article 22*).

They must also ensure that the Commission/Agency has the right to make an evaluation of the impact of the action under Article 23.

It is the beneficiaries' responsibility to ensure that these obligations are accepted by the recipients (for example, if they refuse access and the Commission/Agency cannot verify the eligibility of the costs, it will reject them).

Source: Annotated Model Grant Agreement, page 160-846

The awarded organisations will be required to provide a report by an independent auditor (Certificate on Financial Statements – CFS) with their final report (RP2). The CFS's aim is to enable the granting organisation (EIT Climate-KIC), the European Commission, the European anti-fraud office (OLAF) and the European Court of Auditor to check whether costs declared in the financial statements are eligible.

The costs for producing the CFS are eligible in the last reporting period only (RP2) and go under the cost category *c3 Other good, works and services*. It is recommended that each applicant includes the CFS costs in the budget estimated for the project.

This document is aiming to help applicants prepare a sound budget. More information will be provided in the NZC Award Agreement and in the Financial Guidelines for Reporting, which will be shared with the awarded organisations.





## Open call – NetZeroCities Pilot Cities Programme Call Form Template

This document covers applications for funding under Horizon 2020, Grant Agreement number: 101036519 — NetZeroCities — H2020-LC-GD-2020 / H2020-LC-GD-2020-2.

Call Opens: 5 September 2022 Deadline: 4 November 2022, 23.59 CET Call ID: NZC-H2020-202209

Publication Date: 5 September 2022

netzerocities.eu

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# 1. Pilot City application details

All character limitations INCLUDE spaces in the total count!!! Please make sure to respect that count for each relevant section.

#### City/District Name(s)

Only one application may be submitted by an eligible city /district (and in the case of multi-city applications, each city/district may appear in only one application). There shall be no territorial authority double-funding; therefore, a higher level of administration should not appear in a separate application to that of a constituent, lower-level administration (e.g. district).

City <sup>1</sup> /District <sup>2</sup> name	Where applicable, please identify your direct, higher-level authority/ies (for example: if you are a district, the city authority and/or metropolitan or regional authority). Please note this question refers directly to Eligibility Criterion #1 in the Call Guidelines.	Country	Number of inhabitants	Link to supporting national, regional, or European official documentation / database available (for online checking umber of inhabitants. For example: OECD, Eurostat, national census.)

### Lead applicant

The application must be led by the city administration; in case of a district submission, it must be led by an authorised (city) administration from within the specified district.

Lead city/district applicant	Lead contact (i.e. grant applicant lead)

### City department (or equivalent) engagement

Please list participating city departments (or equivalent) committed to and relevant for the implementation of pilot activities.

City departments (or equivalent)	Relevance of participation

#### Consortium members and roles

The consortium must contain at least two partnering organisations, one of which must be the

<sup>1</sup> defined as a Local Administrative Unit (LAU), or a "greater city" or metropolitan region.

<sup>2</sup> administrative sub-division of a city, with the authority to act on behalf of the local community

city/ city administration within the specified district, and any others must be separate independent legal entity/ies. Please identify consortium members and their role(s). Note: due diligence will be undertaken post-selection to establish legal entities, as/where required.

(city & country)	activities	applicant lead)
	country)	country)

### Multi-city application

If you are applying as a group of cities, with a lead city, please provide a brief rationale for to understand why these specific cities will be working together.

### Multi-city application rationale

### Stakeholders

Please list engaged/to be engaged stakeholders for the implementation of your proposed pilot activities.

Stakeholder	Relevance of participation, and intended role in pilot activities

### Letter of support

Please secure and upload a letter of support from the city mayor (or equivalent) and/or any city official mandated to sign on the city/mayor/city council's behalf, for the NZC Pilot City Programme. In the case of a multi-city application, please provide a letter of support for each participating city/district.

#### Grant allocation request

□ €0.5m □ €1m □ €1.5m

NB: Grant allocation balance: the maximum allocation of the total grant request per partner is two-thirds of the total grant requested.

# 2. Pilot City overview and alignment

### Pilot City Summary

Please briefly outline the issues you aim to address, and how. This will be used publicly to profile and describe the submissions received under this Call.	Text (2500 char)

### Alignment to NZC Pilot Cities Programme eligible activities

Please identify where your pilot activities align and link to the NZC P Programme's eligible activities and provide a brief description of the alignment				
Pioneering activities to support climate-neutrality, including the deployment of innovative (new or improved) technology, product, process, service, solution, policy, or governance model at city level, explored in a cross-sectoral and systemic manner.	□ Yes □ No			
Please briefly describe the alignment of proposed pilot activities (2500 ch	ar):			
Systemic, science-based innovative initiatives that strengthen cities' use of scientific research and ensure translation of research results into policy actions, to accelerate climate neutrality in the sectors/domains of water, food, energy, industry, housing and deep building retrofitting, transport, and mobility through the levers of green technology (i.e. digitalisation), behavioural/lifestyle change, social innovation, culture, policy and regulation, finance, and new business models (e.g., circular economy). These innovations shall account for co-benefits (e.g., health promotion) and the "Do No Significant Harm" (DNSH) principle.	□ Yes □ No			
Please briefly describe the alignment of proposed pilot activities (2500 char):				
Activities to support climate-neutrality to establish new knowledge and build capacity and capabilities of city government and associated local actors through training, workshops, and other forms of learning.	□ Yes □ No			
Please briefly describe the alignment of proposed pilot activities (2500 ch	ar):			
Activities aiming to build more collaborative communities, to advance new governance models at city level, and to engage citizens (including vulnerable/marginalised groups) and enable them to act on climate change in a systemic and cross-sectoral manner	□ Yes □ No			
Please briefly describe the alignment of proposed pilot activities (2500 ch	ar):			

# 3. EU dimension and complementary activities

EU, national, regional policy alignment

Please briefly outline how the pilot activities connect, align with, and are complementary to, ambitious EU, national and/or regional policy and strategy; such as the EGD, the Climate Pact, the New European Bauhaus and the Horizon Europe climate-neutral cities Mission.

### Transferability

Please describe the potential relevance and transferability of your pilot (2500 activities beyond your own city's context (i.e. to other cities in Europe). Please note this information will not be assessed however it will be used in the matchmaking process for the City Learning Programme.

#### Current/past pilot-complementary activities

Please provide a brief overview and review of current/past activities related to the pilot activities proposal (including R&I actions and outcomes), including learnings and insights drawn from these experiences. In the event that no activities have been undertaken to date, please specify this.

# 4. Mandate to Act (35/115pts)

## Net-zero carbon emissions ambition (5pts)

<b>Formalised net-zero carbon emissions ambition</b> Please outline your city's demonstrated commitment to net-zero ambition. Please describe how this has been formalised and any associated target date.	(2500 chars)
OPTIONAL UPLOAD OF SUPPORTING DOCUMENT(S) AVAILABLE	

# Pilot mandate to act (15pts)

<b>Overarching vision for carbon neutrality</b> Please describe how the pilot activities connect to the city's overarching vision for carbon neutrality, and related strategies, operational plans, and other activities. (You may refer to published, online documentation via link(s) accordingly)	(2500 char)
<b>Political support and endorsement</b> Please describe how the ambition is politically supported and endorsed,	(2500 char)
including the nature and strength of the support. (You may refer to published, online documentation via link(s) accordingly)	
<b>Connection to city budgeting and financing</b> Please outline how the pilot activities connect to city budgeting and financing.	(5000 char)
<b>Complementary city programming</b> Please outline how the pilot activities connect to complementary city programming activities, i.e. the multi-annual financial perspective for the city,	(5000 char)
linked with an investment plan.	

# Understanding the problem(s) (10pts)

Pilot activities: emissions domain(s) Please identify the relevant emissions domains from the pick list			
Consumption of electricity generated Industrial process emissions r buildings, facilities, and infrastructure			
□ Consumption of non-electricity energy for thermal uses in buildings and facilities (e.g., heating, cooking, etc.)	ses in buildings and facilities disposal		
□ All vehicles and transport (mobile energy)	□ Land use (including agriculture forestry, and other land uses)		
Pilot activition: omiccione domain(a) in re			
Pilot activities: emissions domain(s) in re Please outline the emissions domains the p importance of this/these to the city's carbon emissions are currently being calculated or	ilot activities will focus on, and the neutrality ambition, and how these	(5000 char)	
Please outline the emissions domains the p importance of this/these to the city's carbon	ilot activities will focus on, and the neutrality ambition, and how these measured, if applicable <b>carbonisation</b> where the city is on the journey to		
Please outline the emissions domains the p importance of this/these to the city's carbon emissions are currently being calculated or <b>High-level assessment of progress in de</b> Please provide a high-level assessment of decarbonisation in this/these emissions dom	ilot activities will focus on, and the neutrality ambition, and how these measured, if applicable <b>carbonisation</b> where the city is on the journey to nain(s).	char) (2500 char)	
Please outline the emissions domains the p importance of this/these to the city's carbon emissions are currently being calculated or <b>High-level assessment of progress in de</b> Please provide a high-level assessment of	ilot activities will focus on, and the neutrality ambition, and how these measured, if applicable carbonisation where the city is on the journey to nain(s). via pilot activities ou have identified to be addressed	char) (2500	

# Orienting to systemic solution(s) (5pts)

<b>Pilot activities: Levers of/for change</b> Please identify the relevant levers of/for change from the pick list, and/or add required ("Other – please specify" - i.e. not covered by the provided list).		
Technology/infrastructure	Governance and policy	
Social innovation	Democracy/participation	
□ Finance & funding	Learning and capabilities	
Pilot activities: Levers of/for change and important for carbon neutrality ambition Please outline the potential levers (of/for change) the pilot activities will focus on and the importance of these to the city's carbon neutrality ambition.		
Anticipated interaction of, and entry points for, identified leaver(s) Please describe how the identified lever(s) (of/for change) is/are anticipated to interact, and the entry point(s) the pilot activities will target.		

# 5. Capacity to Act (35/115pts)

## Collaboration and engagement (10pts)

<b>Collaboration and engagement: Stakeholders</b> Please outline stakeholders that you intend to work with (and how you have, or will, select them). Please include reasons why, their roles, timing, and how you are going to work with them.	(2500 char)
<b>Collaboration and engagement: Citizen engagement</b> Is engagement with citizens necessary and relevant to your pilot activities. If it is, please describe how citizens will be engaged with during the pilot activities, and how the design of these activities will foster a collective narrative and purpose and ensure climate actions are understood broadly among involved actors. If it is not, please explain why.	(2500 char)

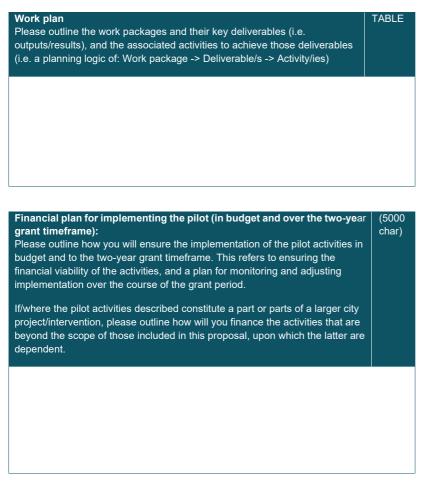
## **Cross-cutting considerations (5pts)**

Cross-cutting considerations	(2500
What do you consider to be important cross-cutting considerations for your pilot	char)
activities, and how do you plan to cater to and evaluate these? How will you	
ensure pilot activities align with the Do No Significant Harm (DNSH) principle?	
Cross-cutting themes may relate to aspects such as diversity, inclusion, gender	
dimension, accessibility, and a just inclusive transition.	

# Capacity and capability (10pts)

Capacity and capability: coordination and management Please outline how the city intends to coordinate and manage the programme, including relevant resource / deployment plans across the city administration, and, where relevant, specific roles, profiles, and expertise.	(5000 char)
Capacity and capability: Learning assessment plan	(2500
What approach will the city take to assess capability and capacity needs to deliver the pilot activities and more broadly to support and capitalise on learning and development for city / systems transformation.	char)

### Soundness of work plan (10pts)



### Budget and resource allocation

EXCEL TEMPLA<u>TE</u>

Please refer to the budget template accessible from the Grant management System.

# 6. Impact (45/115pts)

# Pilot activities' (learning / reflexive) governance (10pts)

<b>Pilot activities' (learning / reflexive) governance model</b> Please describe the governance model for the pilot activities, including who is expected to participate and how, and how the model will ensure accountability, transparency, and diversity of participants.	(5000 char)
Pilot activities' (learning / reflexive) governance: learning, feedback,	(5000
<b>development</b> Please outline how the proposed governance model includes feedback and iterative learning processes (i.e. Sensemaking), to inform the development of the pilot activities and their intended implementation and impact.	char)

# Pilot activities' direct impact (10pts)

	for			utcomes, and proposed lot activities, and expla		vork table ı)		
Intervention	Outcome/impact	Indicate later	Longer-term in benefits Long-term	Co-benefits, where	Proposed indicator	How the indicator will be measured	activities the	et mmented [WW1]: Please Note: for all interventions and ir associated outcomes, please include <i>all longer-term</i> <i>acts/co-benefits</i> that are relevant – this may mean that you
	outcome(s) (1-2 years)	outcome(s) (3-4 years)	Impacts	applicable				e impacts that repeat across the Impact Framework.

# Pilot activities' direct impact, scalability, and replication/transferability (15pts)

<b>Pilot activities' direct impact: reducing emissions</b> How is the pilot going to reduce the city's emissions? What is the intended impact and emissions decrease profile, over the duration of the pilot activities, and as a proportion of the city's overall emissions profile?	(2500 char)
<b>Pilot activities and impact scalability</b> How can the pilot activities be scaled? And what is the potential impact (upon emissions), at scale and over time?	(2500 char)
Pilot activities and impact: learning for transferability and/or replication How do you intend to approach both capturing and disseminating learning	(2500 char)
with a view to supporting transferability and/or replication across EU cities?	

# **Pilot activities' indirect impact (10pts)**

<b>Pilot activities indirect impact: change in the city</b> What do you think the pilot activities will change in your city beyond their direct scope, in your pathway to decarbonisation?	(5000 char)

Please outline a risk assessment for the pilot activities, which covers both implementation risks, and risks related to impact and outcomes:								
Risk name	Risk description	Risk type	Probability	Potential impact	Control over risk	Risk horizon (term)	Mitigation strategy	Risk score
Text entry	Text entry	<ul> <li>External (technological, business)</li> <li>Strategic</li> <li>Operational</li> <li>Legal</li> <li>Financial</li> <li>Governance &amp; Management</li> <li>Other</li> </ul>	Low / Very low / Medium / High / Very high (1 to 5)	Low / Very low / Medium / High / Very high (1 to 5)	Low Medium High	Short- Medium- Long-	Text entry	Probability x Impact (1 – 25)

Pilot activities: implementation risks, impact, and outcomes

# 7. Declarations

### Alignment to NZC Pilot Cities Programme eligible activities

Declaration of pilot activities' alignment to the Pilot Cities Programme Call's eligible activities Yes No

#### **City Learning Programme**

Declaration of participation in the City Learning Programme (Twin cities)

□ No

### Other EU funded programmes / calls

I hereby declare that funding requested through this NZC Pilot Cities programme application does not result in the double-funding of existing, EU funded activities.

\_ ...

 $\square$  No

**(Optional)** Please identify any other EU funded programmes/Calls you either have or intend to apply to in the area of the outlined pilot activities as stated here (similar proposal). Please specify any overlaps and complementarities – these may become important in the definition and finalisation of any future grant agreement.

EU funded programmes/calls - overlaps and complementarities



### Instructions

### Understanding this template

1. The second tab in this workbook contains the data table for entering a budget

2. All columns, unless otherwise specified, are mandatory. Note: the Sub-category column contains additional options for Purchase costs ("C.1/.2/.3") but for Personnel and Subcontracting there is only one default option.

This project has received funding from the H2020 Research and Innovation Programme under grant agreement n°101036519.

3. The "Optional" Deliverable column refers to key outputs/results under Work Packages to which the activities substantively contribute. This is not mandatory, but in future may be requested to identify key outputs/results, and how they work together, during your pilot activities implementation.

4. The third tab in this workbook provides overview tables for the budget you have/are entering, to provide break downs of costs across various criteria. This is for reviewers but is also helpful for applicants to check their budget as they enter it.

a. Please ensure to use the "REFRESH" button to update the tables as you enter data

b. Additional pivot can be added or existing ones edit, as you see fit - the sheet is not locked.

### Preparing the Budge Table and file for upload

You only need to enter data into the "Enter Budget" sheet, in the input cells which are highlighted with blue column headers. The orange-headed columns are optional, depending on the level of detail you have planned your budget to at this stage.

PLEASE NOTE:

1. Auto-calculation fields have been projected ("Locked") to retain the integrity of the Enter budget sheet - if, for any reason, you need to change locked cells or amend the worksheet (i.e. adding more rows), please select "Unprotect Workbook" from the "Review" menu

2. Each column heading has a note attached to it to provide further information/definition/guidance.

3. Only Personnel and Purchase costs will incur / calculate Indirect costs - Subcontracting costs do NOT incur indirect costs.

4. For financial guidance and details on cost categories, please refer to:

a. NZC Pilot Cities Programme Financial Guidelines

b. NZC Pilot Cities Programme Call Guidelines (specifically, section 7.1 Suggested budget features)

5. If you have any issues with this template, please reach out to pilotcities@netzerocities.eu

6. All costs should be provided in Euros

7. Ensure to fully describe the assumed costs and how they have been calculated (please refer to the Financial Guidelines linked above)

### Upload the Excel

1. Once your Budget is input, saved, and ready for upload, open the Files tab in the Call and Grant Management System.

2. Click the Upload button. A pop-up will appear prompting you to select your updated Excel file to attach.

3. Attach the file by clicking the Attach button in the pop-up. A confirmation pop-up will display.

4. Once uploaded, you can change the file name, if required, via the Edit drop-down button within the newly uploaded entry.



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Direct costs	Inc	lirect costs	TOTAL			
€ 281,680.00	€	65,420,00	€	347.100.00		

Organisation	Work Package	Activity	Cost Category	Sub-category		iount ined	*(a	irect costs uto- culated)	Tota	alcost	Cost Description
City of Metropolis	EXA MPLE Work Package 1	I dentify and invite key stakeholders - internal a	r A. Personnel	A. Personnel	€ 1	.00,000.00			€	125,000.00	Pilot Cities programme city lead; 12 person months, duration of
City of Metropolis	EXA MPLE Work Package 1	Create schedule and terms of reference	A. Personnel	A. Personnel	€	40,000.00	€	10,000.00	€	50,000.00	Pilot citiesprogramme administrator; 12 person months, duration
City of Metropolis	EXA MPLE Work Package 1	Convene group to agree ToR and operating pro	t C. Purchase	C1. Travel and subsisten	€	560.00	€	140.00	€	700.00	Travel to 10 meetings for two people at 20 EUR per person; trav
City of Metropolis	EXA MPLE Work Package 1	Implement schedule	C. Purchase	C3. Other goods, works,	€	15,000.00	€	3,750.00	€	18,750.00	Public facing project website, estimated 10,000 EUR; Promotion
City of Metropolis	EXA MPLE Work Package 1	Facilitation support	B. Subcontrac	t B. Subcontracting	€	20,000.00	€	-	€	20,000.00	Expert facilitation support of governance meetings; 10 meeting
Metropolis Civic Society	EXA MPLE Work Package 1	I dentify and invite key stakeholders - internal a	r A. Personnel	A. Personnel	€	55,000.00	€	13,750.00	€	68,750.00	Senior manager, 3 person months, duration of project; governa
Metropolis Civic Society	EXA MPLE Work Package 1	Convene group to agree ToR and operating pro	t C. Purchase	C1. Travel and subsisten	€	560.00	€	140.00	€	700.00	Travel to 10 meetings for two people at 20 EUR per person; trav
Metropolis Civic Society	EXAMPLE Work Package 1	I mplement schedule	C. Purchase	C3. Other goods, works,	€	10,000.00	€	2,500.00	€	12,500.00	Venue hire for face to face meetings. 10 meetings at 1,000 EUF
MetroTrans	EXAMPLE Work Package 1	I dentify and invite key stakeholders - internal a	r A. Personnel	A. Personnel	€	40,000.00	€	10,000.00	€	50,000.00	Senior manager, 3 person months, duration of project; governa
MetroTrans	EXAMPLE Work Package 1	Convene group to agree ToR and operating pro	t C. Purchase	C1. Travel and subsisten	€	560.00	€	140.00	€	700.00	Travel to 10 meetings for two people at 20 EUR per person; trav
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					€	-	€	-	€	-	



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Refresh

#### ~(auto-caiculated)

By cost category	Planned		Indirect	costs*
(blank)	£	•	£	-
A. Personnel	¢	235,000.00	¢	58,750.00
B. Subcontracting	¢	20,000.00	¢	-
C. Purchase	¢	26,680.00	¢	6,670.00
C1. Travel and subsistence	€	1,680.00	€	420.00
C3. Other goods, works, and services	€	25,000.00	€	6,250.00
Grand Total		281,680.00		65,420.00

By organisation	Planned		Indirectic	os ts *
City of inetropolis	E	175,560.00	£	38,890.0
MetroTrans	€	40,560.00	€	10,140.0
(plank)	£		£	
Grand Total		281,680.00		65,420.0

By organisation, by work package	Planned		Indirecto	osts*
City of M etropolis	£	175,560.00	£	38,890.00
EXAMPLE W ork				
Package 1	€	175,560.00	€	38,890.00

M etropolis Civic				
Society	€	65,560.00	€	16,390.00
EXAMPLE W ork				
Package 1	€	65,560.00	€	16,390.00
MetroTrans	e	40,560.00		10,140.0
	ť	40,500.00	č	10,140.04
EXAMPLE W ork				
Package 1	€	40,560.00	€	10,140.00
(blank)	¢	-	€	-
Grand Lotal	E	281,680.00	£	65,420.0

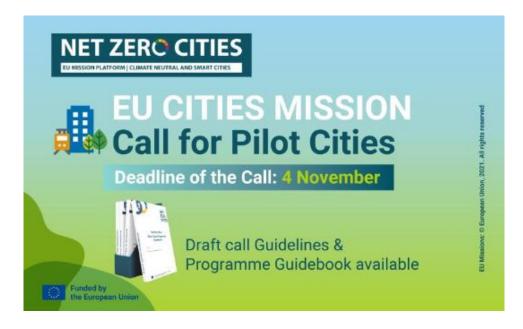
work package, by cost planned			costs*
£	175,560.00	£	38,890.0
£	175,560.00	¢	38,890.0
€	140,000.00	€	35,000.0
¢	20,000.00	€	
¢	15,560.00	¢	3,890.0
€	560.00	€	140.0
€	15,000.00	€	3,750.0
e	65,560.00	ŧ	16,390.0
£	55,000.00	£	13,750.0
£	10,560.00	£	2,640.0
€	10,000.00	€	2,500.0
E	40,560.00	ŧ	10,140.0
¢	40,560.00	¢	10,140.0
£	40,000.00	£	10,000.0
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By Work Package,				
Activity	Planned		Indirectcos	ts*
(blank)	£	-	£	-
EXAM PLE Work				
Package 1	£	281,680.00	¢	65,420.00
key stakeholders -				
internal and external				
to the city				
departments and				
functions		195000	€	48,750.00
A. Personnel		195000	€	48,750.00
Create schedule and				
terms of reference		40000	¢	10,000.00
A. Personnel		40000	€	10,000.00
agree ToR and				
operating				
protocols/mandate		1680	€	420.00
c. Purchase		1680	£	420.00
••••••				
c. Purchase		25000		6,250.00
Facilitation support		20000	E	-
G rand Total	£	281,680.00		65,420.00
		281,680.00	•	05,420.00



# NET ZERO CITIES

# Dissemination and outreach results of the Pilot Cities Call campaign



# 1. Call for pilot cities web page

https://netzerocities.eu/call-for-pilot-cities/

# 2. An article on the NetZeroCities website

https://netzerocities.eu/2022/06/22/call-for-pilot-cities-join-the-information-sessions/

# 3. NetZeroCities press releases

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- https://netzerocities.eu/2022/09/16/pilotcitiesexternalexperts/

# 4. EIT Climate-KIC press releases

- https://www.climate-kic.org/press-releases/32-million-to-drive-carbon-neutrality-in-cities/



- <u>https://www.climate-kic.org/press-releases/netzerocities-is-looking-for-external-experts-to-review-call-for-pilot-cities-applications/</u>

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<u>%25cf%2580%25cf%258c%25ce%25bb%25ce%25b5%25ce%25b9%25cf%2582-</u> %25ce%25b2%25ce%25ac%25b6%25ce%25bf%25cf%2585%25ce%25bd-%25cf%2583%25cf%2584%25cf%258c%25cf%2587%25ce%25bf-%25ce%25bd%25ce%25b1-%25ce%25b3

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%CF%80%CF%8C%CE%BB%CE%B5%CE%B9%CF%82-%CF%84%CE%B7%CF%82-%CE%B5%CF%85%CF%81%CF%8E%CF%80%CE%B7%CF%82-%CE%AD%CF%89%CF%82-%CF%84%CE%BF-2030-video.html

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<u>%ce%ba%ce%bf%ce%b6%ce%ac%ce%bd%ce%b7%cf%82-</u> <u>%ce%bc%ce%ad%cf%83%ce%b1-%cf%83%cf%84%ce%b9%cf%82-100-</u> %ce%ba%ce%bb%ce%b9%ce%b0%ce%b1%cf%84%ce%b9%ce%ba%ce%ac-%ce%bf/

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<u>%ce%bb%cf%8d%cf%83%ce%b5%ce%b9%cf%82-%cf%80%ce%bf%cf%85-</u> %ce%b1%ce%bb%ce%bb%ce%ac%ce%b6%ce%bf%cf%85%ce%bd-%cf%84%ce%b7%ce%bd-%ce%ba/</u>

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# 6. Social media posts

LinkedIn: <u>https://www.linkedin.com/posts/netzerocitieseu\_call-for-pilot-cities-netzerocities-activity-6976177267601248256-USI6?utm\_source=share&utm\_medium=member\_desktop</u>



- LinkedIn - <u>https://www.linkedin.com/posts/netzerocitieseu\_nzcpilotcities-missioncities-</u> eumissions-activity-6972494292883808256vGVj?utm\_source=share&utm\_medium=member\_desktop



LinkedIn - https://www.linkedin.com/posts/netzerocitieseu\_nzcpilotcitiesmissioncities-eumissions-activity-6970276253949902848-5Q0W?utm\_source=share&utm\_medium=member\_desktop

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#### NetZeroCitiesEU 4.373 followers 1mo • Edited • 🕲

Are you hesitating about applying to the upcoming Call for Pilot Cities? Register for our info sessions to learn more and ask your questions!

✓ 5 September 2022 - 15:00 - 16:30: Refresher on the Ambition and Approach & Technical Information

We will walk you through the application process!

✓ 7 September 2022 - 15:00 -16:30: Refresher on Eligibility and Assessment Criteria

An illustrative journey through the NetZeroCitiesEU theory of change and learning ambition

Registration form: https://lnkd.in/emWNqbWA

#NZCPilotCities #MissionCities #EUMissions



LinkedIn - <u>https://www.linkedin.com/posts/netzerocitieseu\_nzcpilotcities-</u> missioncities-eumissions-activity-6968827519789600768dKe9?utm\_source=share&utm\_medium=member\_desktop



LinkedIn - <u>https://www.linkedin.com/posts/netzerocitieseu\_decarbonisation-</u> carbonneutral-nzcpilotcities-activity-6971344450543349760kf2z?utm\_source=share&utm\_medium=member\_desktop

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Next Monday is a BIG DAY! We will be launching the Call for Pilot Cities!
 Are you interested in testing and implementing innovative ideas for the
 #decarbonisation of your city but lack the funding and support to make it happen?
 The Call for Pilot Cities is a very good opportunity for your city to test pathways to
 decarbonisation and barriers to transformation to become a #carbonneutral city.
 More information available here: https://lnkd.in/eVpANGVg
 Stay tuned for the publication of the call!

. . .

#NZCPilotCities #MissionCities #EUMissions



LinkedIn - <u>https://www.linkedin.com/posts/netzerocitieseu\_nzcpilotcities-</u> missioncities-eumissions-activity-6968252244844544000-<u>5u\_H?utm\_source=share&utm\_medium=member\_desktop</u>



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The Pilot Cities 2-year Programme will identify European cities or districts to test and implement innovative approaches, exploiting and building upon existing and past R&I towards rapid decarbonisation, working across thematic areas and functional silos in support of transforming systems.

Register for our info sessions and get your questions on the call answered: \$\star\$ 5 September 2022 - 15:00 - 16:30: Refresher on the Ambition and Approach, &

 S September 2022 - 15:00 - 16:30; Refresher on the Ambition and Approach, & Technical Information

 ✓ 7 September 2022 - 15:00 - 16:30: Refresher on Eligibility and Assessment Criteria
 ✓ 8 September 2022 - 15:00 - 16:30: Pilot City Monitoring, Evaluation and Learning Info Session

https://lnkd.in/erec577v

#NZCPilotCities #MissionCities #EUMissions



LinkedIn - https://www.linkedin.com/posts/netzerocitieseu\_climatetransitionnzcpilotcities-missioncities-activity-6965927946909843456-VLUU?utm\_source=share&utm\_medium=member\_desktop



### NetZeroCitiesEU NET NetZeroCities 4,373 followers

1mo • Edited • 🕥

The Pilot Cities two-year programme will support a portfolio of large scale piloting activities to exploit, deploy and scale R&I and systemic solutions in all urban systems, including: mobility, energy systems, built environment, material and resource flows, health and well-being, natural areas, as well as new business and governance models to underpin the #climatetransition.

In addition, numerous activities will be organised to advance learning among Pilot Cities, as a key component for building capabilities and replicating successful innovations.

More information on the call: https://lnkd.in/eVpANGVg #NZCPilotCities #MissionCities #EUMissions



LinkedIn - https://www.linkedin.com/posts/netzerocitieseu\_decarbonisationnzcpilotcities-eumissions-activity-6949688657704329216-PYQn?utm\_source=share&utm\_medium=member\_desktop





LinkedIn - <u>https://www.linkedin.com/posts/netzerocitieseu\_nzcpilotcities-eumissions-</u> activity-6947896920631611392fY9q?utm\_source=share&utm\_medium=member\_desktop

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NetZeroCitiesEU will open a Call for Pilots on 5 September 2022! Cities or cityled consortia with an ambition to explore and implement pathways to rapid decarbonisation will be able to join an innovative two-year programme with multiple benefits, including technical and financial assistance.

Curious about the selection process and criteria? Download the guidebook for participants and join our upcoming information session on 4 July! https://lnkd.in/erec577v #NZCPilotCities #EUMissions



LinkedIn - <u>https://www.linkedin.com/posts/netzerocitieseu\_decabornisation-cities-</u> missioncities-activity-6945366965670567936-QtDC?utm\_source=share&utm\_medium=member\_desktop

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I On 5 September NetZeroCitiesEU will launch a Call for Pilot Cities that will test & implement innovative approaches to rapid #decabornisation!

A series of information sessions is being organised for **#cities** interested in the call: 27 June: NZC Pilot Cities Programme: Ambition, approach, application 4 July: NZC Pilot Cities Programme: Criteria for selection and the selection process

5 September: Technical information session

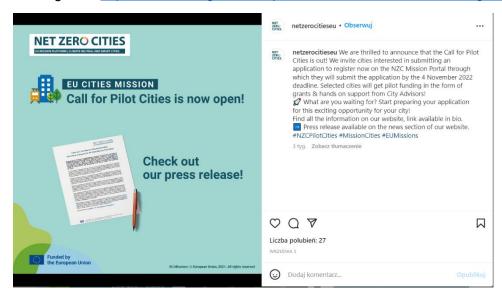
Registration is already open: https://lnkd.in/erec577v

The Call documentation will be published in the upcoming days to provide support and guidance to cities intending to apply to the NZC Pilot Cities Programme. Stay tuned!

#MissionCities



## - Instagram - https://www.instagram.com/p/CiHv1WYoSQs/?utm\_source=ig\_web\_copy\_link



- Twitter - https://twitter.com/Cities\_Today

Cities Today @Cities\_Today

•••

NetZeroCities launches call for proposals for European cities to test out #climate strategies and solutions, with grants of  $\in 0.5$  million,  $\in 1$  million, or  $\in 1.5$  million

cities-today.com/e32-million-av...

@EU\_Commission @NetZeroCitiesEU #climateaction
#climatechange



3:51 PM · Sep 13, 2022 · Zoho Social

5 Retweets 9 Likes

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We are thrilled to announce that the Pilot Cities Call is out! We invite cities interested in submitting an application to register now on the NZC Mission Portal. Selected cities will get pilot funding in the form of grants & hands-on support from City Advisors!

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31 Retweets 11 Quote Tweets 56 Likes



Next Monday is a BIG DAY as we'll be launching the Pilot Cities Call! Interested in testing & implementing innovative ideas for the #decarbonisation of your city but lack the funding & support to make it happen? netzerocities.eu/call-for-pilot...

#NZCPilotCities #MissionCities #EUMissions



1.50 AM · Sep 2, 2022 · Twitter web App

15 Retweets 2 Quote Tweets 32 Likes

Twitter - https://twitter.com/NetZeroCitiesEU/status/1564511385115049984



Are you hesitating about applying to the upcoming Call for Pilot Cities? Register for our info sessions! 5 September: Refresher on the Ambition and Approach & Technical Information We will walk you through the application process!

		FIES MISSION Pilot Cities
Ор	enin	g of the Call: 5 September
		5 September 2022 – 15:00 - 16:30: Refresher on the Ambition and Approach & Technical Information
	<b></b>	7 September 2022 – 15:00 -16:30: Refresher on Eligibility and Assessment Criteria
Funded by the European Un		8 September 2022 – 15:00 - 16:30: Pilot City Monitoring, Evaluation and Learning Info Session

17 Retweets 3 Quote Tweets 23 Likes

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Twitter - https://twitter.com/NetZeroCitiesEU/status/1563062079229087745



Do you want to submit a good quality proposal to the Pilot Cities Call? Read the Programme Guidebook, which outlines the scope, aims & objectives of the programme, and lists useful resources, tools & case studies → netzerocities.app/PilotGuideBook #NZCPilotCities #MissionCities #EUMissions



9 Retweets 1 Quote Tweet 18 Likes

Twitter - https://twitter.com/NetZeroCitiesEU/status/1562486799716327426

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NetZeroCities @NetZeroCitiesEU

The Pilot Cities programme will identify European cities or districts to test innovative approaches, exploiting and building upon existing and past R&I towards rapid decarbonisation, working across thematic areas & functional silos in support of transforming systems.

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7:07 PM · Aug 24, 2022 · Twitter Web App
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5 Retweets 7 Likes
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7:07 PM · Aug 24, 2022 · Twitter Web App

3 Retweets 7 Likes

Funded by the European Unit



In addition, numerous activities will be organised to advance learning among Pilot Cities, as a key component for building capabilities and replicating successful innovations.

More information on the call: netzerocities.eu/callfor-pilot...



9:11 AM · Aug 18, 2022 · Twitter Web App

1 Retweet 8 Likes

Twitter - https://twitter.com/NetZeroCitiesEU/status/1543923632614916103



The draft Guidelines for the Pilot Cities call have just been published! Would you like your city to participate in this two-year programme to test pathways to #decarbonisation and challenges/barriers to transformation?

...



36 Retweets 5 Quote Tweets 78 Likes



The call for **#NZCPilotCities** will open on 5 September 2022! European cities with an ambition to rapidly decarbonise & reach **#climateneutrality** will get technical & financial assistance for 2 years from **@NetZeroCitiesEU** 

100 Barris	If for Pilot Cities         Image: Structure         27 June         14:00-16:00         NZC Pilot Cities Programme: Ambition, approach, application         Image: A July         11:00-13:00         S Sept.         Technical information session
	Opening of the Call: 5 September
3:04 PM · .	Jun 29, 2022 · Twitter Web App

22 Retweets 4 Quote Tweets 37 Likes

Twitter - https://twitter.com/NetZeroCitiesEU/status/1539602491171561472



On 5 September @NetZeroCitiesEU will launch a Call for Pilot Cities that will test & implement innovative approaches to rapid #decabornisation! A series of information sessions is being organised for #cities interested in the call:

Call for Pilot Cities Information sessions
<ul> <li>27 June NZC Pilot Cities Programme: Ambition, approach, application</li> <li>4 July NZC Pilot Cities Programme: Criteria for selection and the selection process</li> <li>5 Sept. Technical information session</li> <li>Opening of the Call: 5 September</li> </ul>
:33 PM · Jun 22, 2022 · Twitter Web App
1 Retweets 10 Quote Tweets 57 Likes

Twitter - https://twitter.com/NetZeroCitiesEU/status/1536305317604098050



## 7. Pilot Cities Webinars YouTube Recordings

- 27.06.2022 - NZC Pilot Cities Programme: Ambition, Aapproach, Application Webinar NZC Pilot Cities Programme | Information Session #1: Ambition, approach, application



- 4.07.2022 - NZC Pilot Cities Programme: Criteria for selection and the selection process Webinar

NZC Pilot Cities Programme | Information Session #2 Criteria for selection and the selection process



- **5.09.2022** - Pilot Cities Refresher on the Ambition and Approach & Technical Information Webinar

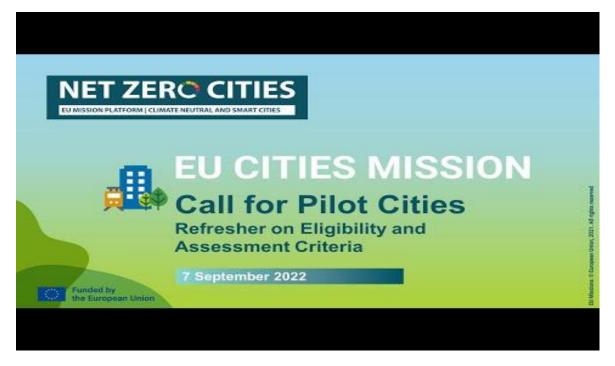
NZC Pilot Cities Programme - Information session on Ambition and Approach & Technical Information

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- 7.09.2022 - Pilot Cities Refresher on Eligibility and Assessment Criteria Webinar

NZC Pilot Cities Programme | Information Session - Refresher on Eligibility and Assessment Criteria



- 8.09.2022 - Pilot Cities Pilot City Monitoring, Evaluation and Learning Info Session NZC Pilot Cities Programme | Information Session - Monitoring, Evaluation and Learning





## 8. Pilot Cities Guidebook on the NetZeroCities Portal

https://netzerocities.app/PilotGuideBook



This project has received funding from the H2020 Research and Innovation Programme under grant agreement n°101036519.

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