Practical aspects for proposal preparation

Richard TAVARES
UNIT B2.2- Climate Action
Executive Agency for SMEs - EASME
Content

Getting started
- Proposal preparation
- Proposal template

Building a consortium

Implementation aspects
- Work plan
- Management (structure, milestones, risks procedures)
- Budget plan and resources
- Dissemination, Communication & Exploitation
Getting started - Proposal preparation

- Before you start: Read **all the programme documents** and understand the **policy context, topic, type of action and conditions** (including Annexes)
  - Work programme
  - Policy background
  - Climate-neutral and smart cities Mission Report and website
  - European Commission’s Green Deal

- Explore/check other **EU projects, initiatives, platforms** in the field
  - Examples mentioned in the call text

- **Start early** with time for **final polishing**
Proposal template:

- Section 1 - **Excellence**
- Section 2 - **Impact**
- Section 3 - **Implementation**
- Section 4 – **Members of the consortium**
- Section 5 – **Ethics and security**
Golden rule: Show clear understanding of the current situation and starting point (building on “existing platforms and initiatives”); Be innovative and convincing, but realistic considering the different activities to be addressed.

Be precise and specific: Make your objectives S.M.A.R.T. and provide facts and figures; indicate WHY, by WHOM, WHERE, WHEN and HOW something will be done.
Building a Consortium

- Interdisciplinary approaches
- Integration of stakeholder knowledge
- Public engagement

- Involved from an early stage of the project implementation.
- In an iterative fashion, so that learnings can contribute to enriching processes and outcomes.
Building a Consortium

- Demonstrated experience and reliability of the Coordinator

- Interdisciplinary cross-sectoral consortium (including cross-cutting issues)

- Find partners with the necessary wide expertise/skills competence needed, remit and who will deliver

- Consider including partners that can easily reach out to cities

- Keep in mind integrating key stakeholders and end users (city networks/initiatives mentioned, citizens, etc.)
Implementation aspects: Work plan & Resources

- Reasonable duration
- Justified budget
- Risks mitigated
- Consortium
Implementation aspects: Work plan & Resources

- **Coherent** with objectives and methodology
  - Reflect the methodology explained in the Excellence section
  - translate it into concrete actions = Work Packages and Tasks
- Clear and credible interactions and integration between *work packages*
- **Graphical presentation** of components showing how they inter-relate
- Don’t forget to describe the *Open calls for proposals*
Implementation aspects: Management

- The right actors with the right expertise and experience
- Reliable mechanisms for quality assurance and performance monitoring
- **Special expertise** required for the management of financial support mechanism (see special call topic condition)
- Well identified and assessed **project related risks (in particular implementation risks)**, with likelihood and impact, with suitable and effective mitigation measures and contingency plans
Check for **potential synergies with other funding instruments** and a potential combination of funds for the pilots under Activity 4 (requires a **wider expertise** for advising cities on several funding streams)

- Clarify at application phase
  - H2020 vs other funding scheme(s) budget – who is funding what
  - Availability of budget – timing of resources commitment
  - Identification of fallback solution(s)

- Involvement of relevant beneficiaries
- Letter of commitments (if relevant)
Make sure the information in the technical annex matches the costs as stated in the budget table of the administrative proposal forms (Part A).

Consider planning sufficient resources for:

- Project management
- Data management
- Platform management
- Dissemination, communication and exploitation
Proposals requesting up to EUR 53 million, should allocate at least 60% of the total contribution requested to EC to activities covered under Activity 4 for the financial support to third parties.

Activities covered under Activity 4, allows for the provision of financial support to third parties, between EUR 0.5 million up to EUR 1.5 million, depending on the expected impact of the proposed projects (check Part K of General Annexes)
# Implementation aspects: Dissemination, communication and exploitation

<table>
<thead>
<tr>
<th>Communication</th>
<th>Dissemination</th>
<th>Exploitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informing about the project</td>
<td>Informing about its results</td>
<td>Making the results available for use</td>
</tr>
<tr>
<td>Project website</td>
<td>Project website</td>
<td>Facilitating further use of results</td>
</tr>
<tr>
<td>Brochure</td>
<td>Newsletter</td>
<td></td>
</tr>
<tr>
<td>Social media</td>
<td>Conference presentation</td>
<td></td>
</tr>
<tr>
<td>Press releases</td>
<td>Interviews</td>
<td></td>
</tr>
<tr>
<td>Events</td>
<td>Platform online tool</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Demonstration or info day events</td>
<td></td>
</tr>
<tr>
<td></td>
<td>...</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scientific publication</td>
<td>Innovation/knowledge management</td>
</tr>
<tr>
<td></td>
<td>Policy brief/roadmaps</td>
<td>Data management</td>
</tr>
<tr>
<td></td>
<td>Training/workshops/demonstration</td>
<td>Citizens engagement</td>
</tr>
<tr>
<td></td>
<td>Platform services online tool</td>
<td>Cities engagement</td>
</tr>
<tr>
<td></td>
<td>Sharing results on online repositories</td>
<td>Users and stakeholders engagement</td>
</tr>
<tr>
<td></td>
<td>...</td>
<td></td>
</tr>
</tbody>
</table>

- Making use of project results
- Further research / pilots
- Implementation of climate actions or solutions
- Standards
- ...
Implementation aspects: Dissemination, communication and exploitation

- Involve partners with experience in communication & dissemination activities and management
- Involve relevant organisations with an interest to exploit results in the consortium and/or engaged as externals (during and beyond the project lifetime)
- Consider exploitation activities and IPR, knowledge and information management and strategy during and beyond the project lifetime
- Don’t forget citizens engagement activities and organisations.
Grants awarded under this topics will be subject to the following additional dissemination obligations:

- The European Commission intends to establish network activities for the funded projects in the areas of the European Green Deal Call. Supported projects are requested to contribute to the networking and experience sharing activities.
- Applicants must acknowledge and integrate these obligations in their proposal.
- The topic is also flagged for Clean Energy on the GTP.
The F&T Portal

- **H2020 online manual**: Find partners, OA & data management, Dissemination and Exploitation, International cooperation, Ethics, IP & European IPR Helpdesk, Financial instruments

- Check the **FAQ**
- Contact the **H2020 Research Enquiry Service**

National Contact Points

**NCPs**

#GreenDeal

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

@EU_H2020

@EU_ecoinno
THANK YOU!