



CiViTAS
Cleaner and better transport in cities

CAPITAL



**4th call for proposals of the
CIVITAS Activity Fund
Frequently Asked
Questions
(Updated: 1 October 2015)**



CiViTAS
Cleaner and better transport in cities
CAPITAL



THE CIVITAS INITIATIVE
IS CO-FINANCED BY THE
EUROPEAN UNION

4th call for proposals of the CIVITAS Activity Fund - FAQs

CIVITAS CAPITAL has offered the opportunity for the CIVITAS Activity Fund applicants to engage in a direct dialogue with the secretariat for clarifications about the Terms of Reference of the call for proposals. This document summarises frequently asked questions from previous calls.

Who can apply?

The eligibility is described in the terms of reference. Any organisation or group of organisations can apply. This means cities as well as transport operators, SMEs, Universities, NGOs etc. can apply. As CIVITAS is a project for and about cities, a close link and cooperation with a city/cities is preferred.

Can cities who have been funded by CIVITAS before apply?

Legal entities involved in previous demonstration or support projects co-funded by the CIVITAS Initiative are eligible to apply. However, activities that have been previously (co-) funded by CIVITAS cannot be co-funded again.

Are the tools limited to the current list?

CIVITAS CAPITAL has established a group of tools that is document in the Catalogue of tools. This group will be directly funded by CIVITAS CAPITAL to support the applicant cities. The group is currently limited to the list included in the catalogue.

How do we build the budget when involving a tool sponsor?

The applicant would cover all catering and organisational costs when visiting a tool sponsor. The tool sponsor would be directly reimbursed by CIVITAS CAPITAL for working time and travel. This can be kept out of the budget proposal.

What costs are eligible for applicants?

Eligible costs include staff time, travel and subsistence costs, meeting costs (room rental and catering costs), remunerations of trainers and registration fees for conferences or workshops. Infrastructure and measurement equipment are not eligible costs.

What will technical and financial reporting look like?

There will be a Memorandum of Understanding between the applicant and Rupprecht Consult (the project coordinator) defining the product and the price. The organisation carrying out the MoU will have to present a Final Activity Report including the invoices corresponding to the claimed costs. For the Personnel costs a declaration signed by a responsible person certifying the time spent on the project activities is needed. VAT cannot be included. Product and report are subject to a quality control.

Do applicants need to sign the CIVITAS declaration to be eligible?

No, this is not required, but the CIVITAS Forum secretariat will follow up on your application with further explanations on what the CIVITAS forum has to offer, and how signing the declaration can contribute to that.

Can an application be submitted by an organisation without the formal involvement of a city in the consortium but showing its commitment via a supporting letter?

Yes, the formal involvement of a city is not required, but the applicant has to indicate with what tool sponsor they would like to cooperate, or indicate that it is up to CAPITAL to decide.

What kind of activities have been supported as an outcome of previous calls of the Activity Fund?

The first call for the Activity Fund took place in spring 2014, with 11 of the 22 applicants receiving funding. Among these was Galway (Ireland), with their plan to organise a site visit and workshop with Vitoria Gasteiz (Spain) to implement the superblocks model, and spread awareness of the model in Ireland and the United Kingdom.

The Center for Budapest Transport (Hungary) will also receive funding to develop a more efficient and environmentally friendly urban freight strategy, through learning from the experiences of Bristol. Additionally, Niksic in Montenegro secured funding to develop educational campaigns about road safety and to develop safe school zones, learning from Koprivnica.

For all questions and information, please contact activityfund@civitas.eu