



**CiViTAS**  
Cleaner and better transport in cities

**CAPITAL**



**1<sup>st</sup> call for proposals of the  
CIVITAS Activity Fund  
Frequently Asked  
Questions  
(1 April 2014)**



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THE CIVITAS INITIATIVE  
IS CO-FINANCED BY THE  
EUROPEAN UNION

## 1<sup>st</sup> 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 that occurred the first weeks after the call was launched.

### 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?

The initial communication about the Activity fund has caused some confusion. **The information given at that time (in the mass mailing message, not in the ToR) that cities or organisations that were previously funded within the CIVITAS initiative would not be eligible was wrong.**

The organisations and cities that have been funded by CIVITAS before remain eligible. What is not eligible is a continuation or repetition of activities that have been conducted within previous CIVITAS projects.

### We want to explore CIVITAS measures that are not part of the current selection of measure categories. How can we do that?

The European Commission and CIVITAS CAPITAL have agreed on a thematic focus for this call (6 topics). This is not negotiable. The other topics will be address in the next calls, and all CIVITAS measures will be addressed by the end of CIVITAS CAPITAL.

### We would like to explore innovation outside the group of eligible countries?

The main objective is to learn inside the group of eligible countries, involving a CIVITAS city. In principle, a common activity of a CIVITAS city and a learning city joining forces to learn from for instance US cases could be funded, but needs to be clearly motivated in the application form. We will explore the possibility to enlarge the activities to areas outside Europe, but this is at this moment not confirmed.

## **The Application Form is difficult to handle.**

Since the launch of the Activity Fund, the application form is updated and is made more user-friendly. If there would be continued problems, please contact [icre@polisnetwork.eu](mailto:icre@polisnetwork.eu).

## **Are the pioneer cities limited to the current list?**

CIVITAS CAPITAL has established a group of pioneer cities that is document in the catalogue of measures and pioneer cities. 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. In the second half of 2014, a call for pioneer cities will be issued to enlarge the catalogue.

## **How to build the budget when involving a pioneer city?**

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

## **How will technical and financial reporting look like?**

There will be a subcontract between the applicant and Rupprecht Consult (the project coordinator) defining the product and the price. The organisation carrying out the subcontract 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 organization without the formal involvement of a city (pioneer or take up) 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 city they would like to cooperate, or indicate that it is up to CAPITAL to decide.

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**For all questions and information, please contact [icre@polisnetwork.eu](mailto:icre@polisnetwork.eu).**