



Scalable Cities Action Grant

4th Call for proposals

Positive energy districts
E-mobility

Written by Energy Cities
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the European Union

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1. Introduction and background

Scalable Cities Action Grant is part of the service contract on 'Support for the Smart Cities and Communities Lighthouse project group'¹ for the European Climate, Infrastructure and Environment Executive Agency (CINEA). The service contract is implemented by a consortium of seven partners led by SPL Lyon Confluence, including Energy Cities, who is responsible for this call for proposal.

This is a call for proposals for action grants to support the replication of Smart Cities and Communities measures implemented through Smart Cities and Communities (SCC) projects. The European Commission has set out a clear aim for SCC projects to deploy wide-scale, innovative, replicable and integrated solutions in the areas of energy, transport, sustainability, inclusion, citizens, and ICT.

Scalable Cities represents 18 Smart Cities and Communities projects funded by Horizon 2020 (H2020) two Horizon Europe projects and their 124 cities piloting innovative approaches and solutions to create more inclusive, resilient, and smart cities. Scalable Cities aims to accelerate and intensify the collaboration among SCC projects and promotes the replication of best practices and innovative technologies and services.

The **Scalable Cities Action Grant** financially supports cities and ad-hoc partnerships that seek to replicate measures that have been successfully implemented through Horizon 2020 SCC projects.

2. About the Scalable Cities Action Grant

2.1 Objective

The objective of the **Scalable Cities Action Grants** is to promote the replication of innovative approaches and solutions tested in Smart Cities and Communities (SCC) projects funded under Horizon 2020 in other cities and to stimulate the sharing of the knowledge gained in these projects. It provides financial support to cities and ad-hoc partnerships that wish to replicate approaches and solutions that were successfully implemented in the SCC projects².

Cities and ad-hoc-partnerships can apply for **Action Grants** organised from 2022 to 2024 in **four calls for proposals**, each covering different topics.

The present fourth call for proposals addresses the following three two priority topics: a) positive energy districts; and b) e-mobility.

This call seeks to:

- initiating the development of positive energy districts (PED) in the local context and / or tackling the technical, spatial, regulatory, legal, financial, social, and economic challenges of ongoing PED development projects and/or offering mentoring and knowledge exchange on PED development, or;
- support and promote e-mobility solutions through the replication of successfully piloted solutions among SCC projects.

¹ Contract Number: 300002306

² <https://smart-cities-marketplace.ec.europa.eu/projects-and-sites/projects?f%5B0%5D=lighthouse%3ALighthouse%20projects>



This call targets cities and related partners (e.g. local energy agencies, construction agencies, civil society organisations, research institutes, NGOs, SMEs) from consortia involved in completed and ongoing Horizon 2020 SCC Lighthouse projects and/or any external cities and local stakeholders interested in replicating specific actions from Horizon 2020 SCC Lighthouse and Horizon Europe smart cities' projects.

2.2. Conditions and scope

2.1.1. Eligibility criteria

Proposals can be submitted both by individual legal entities³ or by consortia. To be eligible for the Scalable Cities Action Grants, lead applicants and, where applicable, co-applicants must comply with all the following conditions:

- **Political commitment:** A letter of commitment signed by an authorised political representative of the municipality benefiting from the Action Grant needs to be attached to prove support for the application. In case the applicant is not a municipality itself, the letter should still be signed by the municipality to demonstrate their commitment for a close cooperation with the applicant.
- **Type of eligible applicants:** Local authorities or municipalities as well as other legal entities who support local authorities with the implementation of the actions (i.e. civil society organisations, municipal owned companies, municipal agencies, private companies, universities and other non-profit organisations).
- **Country of eligible applicants:** Be located in a country identified as Member States (MS) of the European Union (EU), including their outermost regions as well as associated countries listed in [Annex A](#) of the Work Programme 2018-20 of the Horizon 2020 Programme;
- **Existence of energy and climate plans:** the applicant, local authority or the city represented by the applicant (in case the applicant is not a local authority) must be a signatory of the Covenant of Mayors, with a current SECAP or SEAP approved by or submitted to the European Commission's Joint Research Centre. Alternatively, the city needs to demonstrate the existence of an equivalent plan with targets as ambitious as the 2020 European Energy and Climate targets.

The Scalable Cities Action Grant welcomes and prioritises applications to implement activities in small (up to 100.000 inhabitants) and medium (up to 300.000 inhabitants) sized cities.

Applications must demonstrate how the proposed activities link to innovative approaches and solutions tested in a Horizon 2020 or Horizon Europe Smart City and Communities (SCC) project.

2.1.2. Exclusion criteria

Applicants MUST NOT participate if they are subject to an EU exclusion decision or in one of the following exclusion situations that bar them from receiving EU funding:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)

³ A 'legal entity' means any natural or legal person created and recognised as such under national law, EU law or international law, which has legal personality and which may, acting in its own name, exercise rights and be subject to obligations, or an entity without legal personality.



- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct⁴ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that⁵:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).
- the activity to be supported is already funded by another EU programme.

2.1.3. Eligible activities

Through the present Call for Proposals, the Scalable Cities Action Grant is seeking to fund actions in line with the following two strands:

Strand 1 – Positive energy districts

Positive energy districts (PEDs) embody a holistic approach for accelerating the energy transition and integrate local, renewable energy production in urban environments. PEDs are energy-efficient and energy-flexible neighbourhoods or groups of buildings which produce net zero greenhouse gas emissions and actively manage an annual local or regional surplus production of renewable energy. PEDs require various technological solutions for managing energy demand, flexibility and sharing, as well as supporting legal frameworks, integration with the existing energy systems, high level of energy efficiency of buildings, integration with public infrastructure and transportation and

⁴ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

⁵ See Article 141 EU Financial Regulation 2018/1046

(<https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=15350460240120>)



complex stakeholder coordination processes, including active citizen engagement to enable behavioural changes.

Many SCC projects have piloted a range of innovative solutions for PED development, including ICT applications, stakeholder engagement processes, business models, urban planning and design strategies, legal and regulatory frameworks, governance models, etc.

The type of activities that can be supported under this strand are those geared towards (i) initiating PED development in the local context; or (ii) tackling the technical, spatial, regulatory, legal, financial, social, and economic challenges of ongoing PED development projects.

Moreover, this strand aims to facilitate mentoring between the H2020 Smart Cities and Communities (SCC) project cities that have developed (or are currently developing) PEDs or PED strategies and other cities willing to learn from and replicate their work.

The following activities represent a non-exhaustive list of examples that could be funded under this strand:

- *Replication of any of the Scalable Cities project solutions that relate to PEDs or preparatory work for such replication (e.g., preliminary feasibility studies, preparation of procurement documentation to purchase technical or ICT equipment, software, etc).*
- *Activities for deploying tools and approaches to optimise local energy management in a neighbourhood/group of buildings.*
- *Development of city-wide strategies for planning and coordinating PED development, incl., action plans for municipal staff, guidelines for engaging local stakeholders, engagement campaigns, methodologies for data gathering and monitoring, etc.*
- *Workshops and other activities with local stakeholders to strengthen cooperation to develop a new or support an existing PED (new regulations and capacity-building activities for private developers, co-creation activities with inhabitants, etc.).*
- *Mentoring activities between SCC cities and other cities on the topic of PEDs.*
- *Activities related to coordination or governance mechanisms to steer the development and implementation of a PED or a series of PEDs;*
- *Plan and/or implement citizen engagement activities with a focus on PEDs.*
- *Capacity development activities for municipal staff working with PED coordination, planning and strategies.*

Useful resources

! Find out more about the solutions tested in 18 Lighthouse projects [HERE](#).

! Find concrete examples from SCC projects and cities working on various aspects of PEDs in the [Positive Energy Districts Solution Booklet](#)

Strand 2 – E-mobility

The transport and mobility services must be embedded in wider smart and sustainable city strategies aimed at a fair and decarbonised mobility for all citizens⁶.

⁶ Strategic Transport Research and Innovation Agenda (STRIA) priorities. Source: https://research-and-innovation.ec.europa.eu/research-area/transport/stria_en



Many SCC projects have piloted a range of smart mobility solutions, including electric vehicles, ICT applications, e-mobility as a service, smart data sensors and real-time data platforms, as well as urban planning and traffic control strategies, legal and regulatory frameworks incentivizing sustainable commuting, etc.

The type of activities that can be supported under this strand are those geared towards promoting e-mobility solutions through the replication of successfully piloted solutions among SCC projects.

The following activities represent a non-exhaustive list of examples that could be funded under this strand:

- *activities that support large scale adoption of electric vehicles and charging infrastructure including e-Mobility as a Service (eMaaS) solutions, public transportation fleet electrification, charge point operator platforms and software, vehicle-to-grid (V2G) and vehicle-to-everything (V2X) charging systems (example projects: CityxChange, Remourban, IRIS, Sharing Cities);*
- *actions, including preparatory measures like feasibility studies and cost-benefit analyses, aimed at developing a demand management system for efficiently handling the charging demand of electric vehicles (example project - MatchUP project).*

Useful resources

!Find out more about the solutions tested in 18 Lighthouse projects [HERE](#).

!MatchUP mobility solutions [\(LINK\)](#)

!SmartENCity mobility solutions [\(LINK\)](#)

2.1.4. Duration

Projects should have a maximum duration of up to 9 months (no extensions will be granted).

2.2. Deadline and available budget

The deadline for submitting an application for this call for proposals is **26th April 2024, at 23.00 Brussels time.**

The minimum total envelope available for the present call for proposal is **120 000 EUR**. Ideally, this funding will be allocated to different project categories:

Small projects – Below to 15.000 EUR each;

Medium projects -Between 15.000 - 30.000 EUR each; and

Large projects - between 30.000 and 50.000 EUR.

A project's budget will be granted according to the principle of efficient use of resources. Eligible costs will be daily fees, subcontracting or other costs within the lump sum of EUR 450.

Lumps sums offer beneficiaries the flexibility to use them for any expense that contributes to the objectives of the Call and the expected results of the project. In the application process applicants must describe the deliverables they plan to produce with the requested grant.



3. Application Process

The applications will be assessed following a one step-application process. The evaluation period is expected to last approximately two months. The evaluation will start immediately after each call deadline.

3.1 How to submit an application

All proposals must be submitted online using the Scalable Cities Action Grant platform (<https://grants.scalable-cities.eu/login>). Paper applications are NOT accepted.

Applicants will need to create an account for the main applicant organisation through the platform and then they will be able to create and add additional users or collaborators. However, **please be aware that only the main applicant, the one who initiates the application, is authorised to submit an application.**

Applications include:

1. Administrative information about the applicant organisations: the lead applicant - coordinator, beneficiaries, requested amount, budget overview (excel file) including the number of days/units and justification.
2. Descriptive part of the technical content of the proposal.
3. Annexes (to be uploaded as PDF files), including:
 - a. Letter of support signed by a political representative of the city where the activity is to be implemented, and
 - b. A copy of the SECAP or SEAP (or alternative equivalent plan) approved by or submitted to the European Commission's Joint Research Centre.

3.2 The award criteria

Applications will be evaluated according to the following grid of criteria.

Scope, objectives, impact	
Problem analysis	0 - 15 points
<ul style="list-style-type: none">• <i>Clarity and relevance of the context and problem analysis.</i>	<i>Up to 5 points</i>
<ul style="list-style-type: none">• <i>Clarity and appropriateness of the approach to address the identified problem.</i>	<i>Up to 10 points</i>
Link with SCC projects	0 - 10 points
<ul style="list-style-type: none">• <i>Extent to which the proposed action builds on measure(s) demonstrated in Smart City and Communities (SCC) projects⁷</i>	<i>Up to 5 points</i>
<ul style="list-style-type: none">• <i>Quality of the evidence provided to demonstrate the connection between</i>	<i>Up to 5 points</i>

⁷https://smart-cities-marketplace.ec.europa.eu/projects-and-sites/projects?f%5B0%5D=project_type%3Alighthouse



<i>the proposed action and measure(s) of Smart City and Communities (SCC) projects⁸</i>	
Stakeholder engagement	0 - 10 points
<ul style="list-style-type: none"> • <i>Quality and appropriateness of the stakeholder definition</i> 	<i>Up to 5 points</i>
<ul style="list-style-type: none"> • <i>Quality of the measures to engage relevant stakeholders</i> 	<i>Up to 5 points</i>
Deliverables, outputs and impacts	0 - 20 points
<ul style="list-style-type: none"> • <i>Quality of the definition of the expected results, including deliverables, outputs (e.g. number of people engaged) and impacts (e.g. energy savings achieved or RES productions)</i> 	<i>Up to 5 points</i>
<ul style="list-style-type: none"> • <i>Scale and significance of the expected results, including deliverables, outputs and impacts.</i> 	<i>Up to 10 points</i>
<ul style="list-style-type: none"> • <i>Credibility of the expected results, including outputs and impacts.</i> 	<i>Up to 5 points</i>
Size of the city	0 or 5 points
<i>Size of the city where the proposed actions are to be implemented:</i> <ul style="list-style-type: none"> • <i>Small and medium size cities (< 300.000) = 5 Points</i> • <i>Large (>= 300 000 inhabitants) = 0 points</i> 	
Actions	
Implementation	0 - 20 points
<i>Quality and efficiency of the work plan, including task descriptions, timeline, and key milestones:</i> <ul style="list-style-type: none"> • <i>The action is not clear and/or not relevant. The description of the action is either missing or lacks relevance for the present call for proposals = 0 points</i> • <i>The action is relevant but not very clear, as descriptions of some elements (tasks, timeline, milestones) are missing or incomplete = 5 point</i> 	<i>0 / 5 / 10 / 15 / 20 points</i>

⁸https://smart-cities-marketplace.ec.europa.eu/projects-and-sites/projects?f%5B0%5D=project_type%3Alighthouse



<ul style="list-style-type: none"> • The action is relevant and understandable, but the description of some elements is inconsistent and/or unclear = 10 points • The action is relevant and well described but some details are lacking = 15 points • The action is relevant and all elements are very well described = 20 points 	
Budget: Efficient use of resources	max 20 points
All costs included in the budget are eligible: Yes: 5 points, NO: 0 points	5 points
The justification provided per the expenditure of each activity (budget file) is reasonable. Yes: 5 points, NO: 0 points	5 points
The grant requested and the costs of planned activities can be considered efficient versus the comparative price levels of applicants' respective countries. Yes: 5 points, NO: 0 points	5 points
The goals of activities described are realistic (thus, making the grant likely to be spent efficiently and providing value). Yes: 5 points, NO: 0 points	5 points

3.3 The evaluation process

The evaluation of submitted applications will start immediately after each deadline and it will take approximately two months.

For the present call for proposals, applications will be evaluated by AIT - Austrian Institute of Technology (AIT), GNE Finance, Twenty Communications (TC) and Blue Sight Conseil in accordance with the above-described award criteria.

Successful applicants will be notified of the results and asked to proceed to the preparation of the grant agreement phase. Furthermore, please bear in mind that it may take up to a month from receiving the positive outcome email to signing the Grant Agreement. This timeframe is subject to potential requirements for further validation by CINEA.

Unsuccessful applicants will receive notification via email.

! Please note that only the main applicant, the user that created and submitted the application, will receive the notification.

4. Legal and Financial Set-up of the Grant Agreement



Selected applicants will have to sign a sub-contract (Grant Agreement), which will set the framework for the grant and its terms and conditions, particularly concerning deliverables, reporting and payments. The sub-contract will include information regarding:

- The project starting date and duration
- Grant amount
- Payment arrangements
- Reporting

The Grant Agreement will be uploaded to the Scalable Cities Action Grant platform (<https://grants.scalable-cities.eu>). This platform creates a specific dossier for each application, linking the application, budget, Grant Agreement, and implementation tab. Therefore, the Grant Agreement encompasses all actions and budgetary details outlined in the application.

4.1. Grant agreement preparation

Each successful applicant's primary user will be required to log-in to the platform and complete a Partner Identification Form (PIF), via the Action Grant platform. This form collects the legal and financial information of the legal representative, or multiple legal representatives in case of consortium, responsible for signing the Grant Agreement on behalf of the beneficiary, or beneficiaries, of the grant.

Once the PIF has been submitted, the individual/s indicated as the legal representative in the PIF will receive an email requesting them to proceed with the digital signature of the Grant Agreement.

4.2. Payment arrangements

Payment will follow the signature of the grant agreement by the beneficiary(ies) and the representative of Energy Cities. In case of consortia, the payment will be directed to the projects' lead applicant. An internal agreement (e.g. consortium agreement) should be signed between the lead applicant and other partners regarding distribution of financing respective to tasks. No particular template is available for such internal agreement or *consortium* agreement that regulates the repartition of budget and tasks between different beneficiaries.

Official payments for project will be arranged in two tranches:

- a pre-financing of 30% with the signature of the grant agreement;
- the remaining 70% will be granted upon approval of the final report.

4.3. Reporting

An online mid-term meeting will be organised with the Scalable Cities Secretariat representative to assess the progress of the project.

All projects will have to submit a **final report** within 30 days after the last day of the project. Final reports must be filled in and submitted online using the [Scalable Cities Action Grant platform](#) (see Annex 4).

4.4. Communication obligations

Successful applicants who produce studies or publications with the financial support of the Scalable Cities action grant apply their own visual identity. However, the successful applicant has to



acknowledge EU funding support displaying the [EU emblem](#) with the words "[Funded by the European Union](#)".



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A **disclaimer** shall be added to the inner pages of any study or publication: "The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

All projects must liaise with the Scalable Cities Secretariat on communication matters, guidelines and templates to ensure coherency in outreach. In particular, they need to inform the Secretariat about their public events and promote them via the Scalable Cities communication channels (ad-hoc news about each event will be published on Scalable Cities website and channels). A representative from the Scalable Cities consortium may attend public events on an ad-hoc basis.

5. Contact

In case of any questions or issues with the application procedure, please contact the Scalable Cities Secretariat Action Grant 4th Call coordinators: Sofia Corsi sofia.corsi@energy-cities.eu and Elina Sergejeva elina.sergejeva@energy-cities.eu .



6. Annexes

Annex 1 – Letter of political commitment

[Draft text, please insert headed paper of the applicant local authority or the city represented by the applicant (in case the applicant is not a local authority)]

Letter of Political Commitment referred to Scalable Cities Action Grant 4th Call for proposals

Project name:

Dear Sir or Madam,

[Name of the Municipality that will benefit from the project] supports the application of [**project name**] project within the framework of the call for proposals "**Scalable Cities Action Grant - 4th Call for Proposal**".

The [*Name of the Municipality that will benefit from the project*] commits to work closely with the lead applicant in order to benefit and make the most by the implementation of the action. *Only applicable if lead applicant is different from the Municipality*

We support this project as it will bring the following impact to our city [*short description of the impact - max 3 lines*].

Our Municipality has a current SECAP or SEAP approved or submitted for approval to the European Commission's Joint Research Centre (or alternative equivalent plan) that we are sending attached to the present application.

Signature

Role



Annex 2 – Application form template

For information only – application form has to be completed online on using the Scalable Cities Grant platform.

Project Overview	
Project title	max 500 characters
Project duration [in months]	Drop down list 6-7-8-9
Country/countries of implementation	List of countries (drop down list)
Size of the main city where the project will be implemented	Combo box <ul style="list-style-type: none"> • < 100.000 inhabitants • between 100.000 - 300.000 inhabitants • > 300.000 inhabitants
City	max 500 characters
Project Partners	
Lead applicant: Name of lead applicant	max 500 characters
Lead applicant: Type of organisation [local authority or municipality, municipal agency, municipal company, non-profit/civil society organisation, private company, university]	Combo box
Lead applicant: Letter of Political commitment	attachment
Project partners (not compulsory)	Button - Add lines for name of the partners
Name of applicant	max 500 characters
Type of organisation [local authority or municipality, municipal agency, municipal company, non-profit/civil society organisation, private company, university]	Combo box
Link to existing SCC initiative [briefly explain which SSC project has inspired your project or how is your project connected to a SCC project]	max 1000 characters
Strand	window button (combo box)
Grant amount you are applying for (result of the total number of lump sums requested to implement the action, e.g. 450 * 50 = 22.500 euros)	Amount in Euros
Budget category	Automatically prefilled (small, medium, large)
Budget attachment	Attachment
Project abstract [describe in a paragraph the objective of your proposal, emphasising the	max 1000 characters



context, the connection with an SCC project, the stakeholders involved and the expected results]	
Administrative data of the Lead applicant	
Contact person	
Telephone	
Email	
Address	
Website	
Description of the project	
Justification [describe the context for requesting this grant, including the problems that will be addressed]	max 2000 characters
Stakeholder engagement [describe the main stakeholders and your strategy to engage them]	max 1500 characters
Deliverables outputs and impacts:	
Action 1 [describe your work plan, including tasks, timeline, key milestones]	max 1000 characters
Baseline [description of the situation at the start of the project]	max 300 characters
Impact achieved [description of the situation at the end of the project]	max 300 characters
Deliverables and outputs (per each action): max 1000 characters	
Additional actions if needed (plus button) - maximum 20 actions	
Upload button for SECAP or SEAP	
Sustainable Energy Action Plan (SEAP), Sustainable Energy and Climate Action Plan (SECAP) developed within the Covenant of Mayors for Climate & Energy initiative, formally approved by the local council (or equivalent decision-making body) and approved by or submitted for approval to Joint Research Centre of the European Commission	pdf max 50 mb or link



Annex 3 – Budget Table

For information only – download Excel Table from the Scalable Cities Grant platform and fill in before submission.

Scalable Cities - Action Grant			
Annex 3 - budget			
Project title			
Lead applicant			
Actions	Number of working days /units	Lump sum (450,00 EUR)	Total
1.....			
1.1			0
			0
2.....			0
2.1			0
2.2			0
			0
			0
			0
Total	0		0

Tab 2

Actions	Number of working days /units	Justification
1.....		
1.1		
2.....		
2.1		
2.2		
Total		



Annex 4 – Final reporting (after the project is selected)

Report will be filled in directly on the platform.

Please describe the main outcomes of your project, providing both qualitative and quantitative data.

Include information regarding your partners, if there is a scalability plan, how did your project contribute to scale up SCC solutions? Please provide information regarding the local impact and possible follow up plan to maximise the project's results. (max 8000 characters)

Attachments – pdf (not compulsory)

