



THE CIVITAS INITIATIVE
IS CO-FINANCED BY THE
EUROPEAN UNION

CIVITAS SUMPS-UP

THIRD CALL TO JOIN THE SUMP LEARNING PROGRAMME



Frequently Asked Questions

CIVITAS SUMPS-UP encourages Innovation Pilot Pool applicants to directly contact the secretariat (helpdesk@sumps-up.eu) should they need clarification about the Terms of Reference (ToR) and call for applications. This document summarises some of the main questions raised while drafting the ToR and Call for Applications documents.

1. Who can apply?

CIVITAS SUMPS-UP will consider applications from two types of applicants to join the SUMP Learning Programme (SLP):

- **Planning authorities:** These are local or regional authorities or a public authority that are legally qualified to prepare and implement a Sustainable Urban Mobility Plan (SUMP).
- **Local consortium:** These are groups of organisations that are working together locally to prepare and implement a SUMP. The local consortium must include a planning authority and one or several accompanying organisations, such as consultancy firms, local public agencies, or NGOs. The local consortium must also designate a representative for project-related matters - this person will be responsible for various tasks, including signing the contract with CIVITAS SUMPS-UP.

2. I do not work for a planning authority, can I apply?

Non-planning authorities, such as consultancies, NGOs, and public agencies, are eligible to apply. However, the applicant must accompany a planning authority in a local consortium.

When applying, non-planning authorities must do the following:

1. Tick the corresponding box (labeled “local consortium”) in the application form; and/or
2. Provide an official letter from the planning authority stating that the applicant has the planning authority's permission to submit the consortium application on their behalf.

3. Should the applicants be located in the EU?

CIVITAS SUMPs-Up follows the rules of the Horizon 2020 programme. To be eligible, applicants must be legal entities established within a **Member State of the European Union**, including also **overseas departments** and **overseas countries and territories linked to the Member States**, or within an [associated country of the Horizon 2020 programme](#).

4. Can planning authorities 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.

Planning authorities that are full partners in one of the three ongoing CIVITAS Research and Innovation Action projects on SUMPs (CIVITAS SUMPs-Up, CIVITAS PROSPERITY, and CIVITAS SUITS) are not eligible. Planning authorities that have already been selected via the first two calls and have taken part in the SLP1 - 4 are not eligible.

5. What are the financial procedures?

The budget of EUR 7,500 (VAT included) must be primarily used by the participants to cover costs related to their participation in the respective SLP, such as travel costs and staff time, and costs related to SUMP development at the local level, including meeting costs, consultation campaigns, and expert/consultant costs. However, SUMPs-Up will not ask for detailed financial reports, only for an indication of the use of the budget.

To participate in the activities of one SLP class, comprising three webinars, three workshops, three e-courses, one city-to-city review and a one-to-one expert support session, the selected SUMP Expert Group city will receive total funding in the amount of EUR 7,500 (VAT included). A contract will be signed between the Contractors (SUMPs-Up partners: Polis and Rupperecht Consult Forschung & Beratung GmbH) and the Subcontractor (the selected applicant).

After the contract has entered into force, a pre-payment of EUR 2,500 will be made, based on an invoice issued by the respective planning authority to the contractor, to cover the expenses of one person participating in the three SLP workshops. The reimbursement of the remaining costs will be made upon the satisfactory completion of all SLP5 activities and the submission of all expected outputs outlined under the subsection titled “Activities and expected outputs” in the “Call for Application” document.

6. Do applicants need to sign the CIVITAS Declaration to be eligible?

No, this is not required. However, the CIVITAS Forum Secretariat will follow up on your application with an explanation about the benefits of being a CIVITAS Forum Network member.

7. What are my obligations? What type of reporting will be required?

The participants' obligations are detailed in the contract signed between the applicant and the SUMP-UP partner. Obligations include participating in a minimum number of learning activities (see table below); supporting SUMP-UP for a period of six months to test some of the SUMP tools identified by the project; and contributing to the evaluation and improvement of these tools.

The organisation(s) carrying out the contract will have to present the following reports:

SUMP Learning Programme (SLP) (Expert Group)			
Quantity	Activity	Output	Language
2 (min.) 3 (max.)	Workshops (including field visits in SUMP-UP cities or other locations within the European Union)	Feedback: evaluation survey for each workshop	English
2 (min.) 3 (max.)	Online courses	Feedback: evaluation survey for each online course	English
2 (min.) 3 (max.)	Webinars	Online evaluation survey for each webinar	English
1	City-to-city review	Short written report	English
1	One-to-one expert support	Short written report	English
1	Contribution to evaluation activities	Ex-ante and ex-post online survey	English
At the end of the SLP		FINAL Activity Report (including feedback on the tools and methodologies)	English

**For all questions and information,
please contact helpdesk@sumps-up.eu**