



THE CIVITAS INITIATIVE
IS CO-FINANCED BY THE
EUROPEAN UNION

CIVITAS SUMPS-UP

SECOND CALL TO JOIN SUMP LEARNING PROGRAMME



Frequently Asked Questions

CIVITAS SUMPS-UP encourages applicants to engage in a direct dialogue with the secretariat (helpdesk@sumps-up.eu) should they need clarification about the Terms of Reference (ToR) and the call for applications. This document summarises some of the main questions raised while drafting the ToR and call for applications.

Who can apply?

CIVITAS SUMPS-UP will consider applications from two types of applicants:

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

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:

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

Should the applicants be located in the EU?

CIVITAS SUMP-UP follows the rules of the Horizon 2020 programme. To be eligible, applicants must be legal entities established in a **Member State of the European Union**, including their **overseas departments** and the **Overseas Countries and Territories linked to the Member States**, or a country within the [European Economic Area](#).

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 SUMP-UP (CIVITAS SUMP-UP, CIVITAS PROSPERITY, and CIVITAS SUITS) are not eligible.

Planning authorities that have already been selected via the first call and taken part in the SLP 1 or SLP 2 are not eligible.

What are the financial procedures?

The budget must be primarily used by the participants to cover costs related to their participation in the SLP programme, such as travel costs and staff time, alongside those related to SUMP development at the local level, for instance meeting costs, consultation campaigns, and expert/consultant costs. However, SUMP-UP will not ask for detailed financial reports, only an indication of the use of the budget.

To participate in the activities of one SLP, comprising 3 webinars, 3 workshops, 3 e-courses, 1 city-to-city review and 1 one-to-one expert support session, the selected SUMP Expert city will receive total funding of EUR 7,500 (VAT included). A contract will be signed between the Contractor (CIVITAS SUMP-UP partner: Rupprecht Consult Forschung & Beratung GmbH, Cologne, Germany) and the Subcontractor (the respective selected applicant).

After the contract has entered into force, a pre-payment of EUR 2,500 will be made to cover the expenses and participation of one person travelling to the three SLP workshops, based on an invoice issued by the respective planning authority to the Contractor. The reimbursement of the remaining costs will be made upon satisfactory completion of the work and submission of all the expected outputs as outlined in section "Activities and expected outputs".

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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 on the benefits of being a CIVITAS Forum Network member.

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 SUMPS-Up partner. Obligations include participating in a minimum number of learning activities (see the table below); supporting SUMPS-Up for six months to test some of the SUMP tools identified by SUMPS-Up; and contributing to their evaluation and improvement.

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 SUMPS-Up cities or other locations in Europe)	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 (optional)	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