



Frequently Asked Questions

CIVITAS SUMPs-Up encourages the Innovation Pilot Pool applicants to engage in a direct dialogue with the secretariat (helpdesk@sumps-up.eu) for clarifications 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 the 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 is legally qualified to prepare and implement a Sustainable Urban Mobility Plan (SUMP).
- **Local consortium:** These are groupings of organisations working locally together 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 which might be e.g. consultancy firms, local public agencies or NGOs. The local consortium must designate a representative (to e.g. sign the contract with CIVITAS SUMPs-Up)

Should the applicants be located in the EU?

CIVITAS SUMPs-Up follows the rules of the Horizon 2020 programme. Eligible applicants should be located in the **Member States** of the European Union, including their **overseas departments** and the **Overseas Countries and Territories** linked to the Member States

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.

Note that planning authorities which 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.

We are interested in applying for developing our SUMP but we are not a starter SUMP planning authority nor a small or medium-sized planning authority (SLP 1 and SLP 2). What can we do?

CIVITAS SUMPs-Up has defined the themes of the first two SUMP Learning Programme (SLP) modules for this first annual call. This is not negotiable. Other topics will be addressed in the following SLPs for which selection will be made via the second and third annual calls. The themes are *Tools and services for elaborating the SUMP* (SLP 3 & 4) and *Tools and services for SUMP implementation* (SLP 5). To be informed about the launch of the next annual calls, please contact CIVITAS SUMPs-Up at helpdesk@sumps-up.eu.

What costs are eligible to be recovered by applicants?

Eligible costs include: staff time, travel and subsistence costs (max EUR 750 per trip), remuneration of experts. Resources must be provided in Euros.

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.

What are the differences between the Leadership Group and the Expert Group?

CIVITAS SUMPs-Up will select a total of 100 participants for the IPP. They will be distributed and will complete activities as described in the table below:

	Leadership Group	Expert Group
Number of participants	10	90
Selection	First call (2017)	Three calls (2017, 2018 & 2019)
Selection criteria	<p>Be in an advanced stage of their SUMP development (phase 2, 3 or 4 in the SUMP planning cycle)</p> <p>AND</p> <p>Commit to complete at least two of the four phases of the SUMP planning cycle and/or develop a SUMP ready for adoption by 2019</p>	Specific criteria per call.

Focus	In-depth development of a SUMP	Focus on a specific theme
Activities	Support the SUMPs-Up project for three years and undergo in-depth analyses of the SUMP process and monitoring. Sharing information and participating in surveys and interviews.	Support the SUMPs-Up project for 6 months and test some of the SUMP tools identified by CIVITAS SUMPs-Up and provide feedback. Contribute to the improvement of SUMP tools.
Learning activities	Participation to several SLP modules	Participation to 1 SLP module
Maximum funding	EUR 13,000	EUR 7,500

What type of reporting will be required?

There will be a contract between the applicant and one of the SUMPs-Up partners defining the activities. 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 (option.)	One-to-one expert support	Short written report	English
1	Contribution to evaluation activities	Ex-ante and ex-post online survey	English
At completion of the SLP		FINAL Activity Report (including feedback on the tools and methodologies)	English

In-depth SUMP development (Leadership Group)			
3 interviews 2 surveys Documents tbd.	Participation in the monitoring and evaluation activities	3 Guided interviews with city-level stakeholders, provision of planning documents and mobility data, ex-post and ex-ante survey	English (Interviews, data) / original language (planning documents)
up to 1	Local workshop (on demand)	Workshop with city level stakeholders	English
min. 5	Workshop (including site visit) in SUMP-Up cities or other locations in Europe	Online evaluation survey for each workshop	English
min. 5	On-line course	Online evaluation survey for each course	English
min. 5	Webinar	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
At completion of the SUMP Learning Programme		FINAL Activity Report	English

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