



**Driving Urban
Transitions**

EUROPEAN PARTNERSHIP

GUIDELINES

Urban Doers Grant

Co-founded by the European Commission

DUT WP6; T6.2 Target Group Specific Empowerment





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1 Introduction

Social innovators, urban community associations, NGOs, micro enterprises, neighbourhood initiatives, social entrepreneurs, activist groups and civil society organisations, or whatever precisely defined label Urban Doers feel comfortable to give themselves, play an important role in developing urban transitions pathways to sustainable future(s). Examples include diverse topics of urban sustainability: energy communities (such as [La Pile](#) and the communities engaging in [REScoop](#)), activating underused urban public spaces for communities in neighbourhoods (such as [prostoroz](#)), citizen led urban regeneration (such as [Urban Lab Nürnberg](#)), or rethinking urban mobility and public spaces (such as [Smarter Than Car](#)), just to mention a few. Urban Doers are usually boundary spanners between sectors, silos, disciplines and policy lines, they are intermediators in capacity building.

However, Urban Doers face challenges in meeting the requirements of transnational research and innovation calls, which need specific knowledge, networks and capacity. They lack access to institutional structures like universities that provide learning and capacity building for responding to joint calls. This is why the European Partnership Driving Urban Transitions is testing a new funding scheme called Urban Doers Grant, which will provide targeted support to Urban Doers for their specific needs in driving urban transitions. This shall help Urban Doers to gain the necessary knowledge and skills, reduce financial risks and frustration, and improve their chances of success in participating in research and innovation projects.

2 Ambitions & Aims

The ambitions of the Urban Doers Grant are twofold:

- **To synthesise the tested knowledge** and experiences of Urban Doers’ initiatives in order to scale up and translate the Urban Doers’ innovations to other and/or larger urban contexts.
- **To build capacities** among Urban Doers to participate in DUT activities, such as joint calls for research and innovation projects

It aims at supporting to take the next steps, enhance the reach of the initiative by sharing knowledge, experiences, extracting lessons learned and aiming at translating it to other urban contexts. The thematic orientation of the Urban Doers’ call corresponds to the thematic pathways of DUT (see chapter 6).



Figure 1: DUT thematic priorities

The Urban Doers Grant seeks to support a wide range of community-led initiatives across Europe that aim to achieve sustainable urban development. These initiatives include energy communities that aim for local self-sufficiency and integration into the regional energy system, small-scale green energy providers, and neighbourhood initiatives that deal with energy issues and promote sustainable refurbishment. Additionally, the grant supports grassroots mobility initiatives, such as cycling advocacy groups that

incorporate energy issues into their goals and activities. The grant also recognizes the power of civil society organisations (CSOs) with a transformative agenda, e.g. groups that organise low-budget tourism or advocate for biking. The grant aims to promote knowledge production by supporting documentary filmmakers, small and suburban news agencies, local theatre groups, self-organized artist collectives, contemporary art and design museums, and other social movements and organizations that benefit from infrastructure. The grant also acknowledges the underrepresented groups in society, such as disabled, immigrants, indigenous people or national minorities, and aims to give them a voice in the urban development process.

The organisations receiving Urban Doers Grants can use the 12 months of the running time of the grant to further shape their knowledge and innovation ideas, build networks and partnerships and capacity in the additional support. Ideally, granted organisations, after the running time of their Urban Doers grant, will join consortia preparing proposals to answer DUT Calls for research and innovation projects.

3 Grant framework

3.1 Support & Financial framework

Ten initiatives will be granted up to €12,000 in this call, which shall be used to prepare a **concept paper** (corresponding to up to €9,000 excl. VAT) and invest in **community building** (up to €3,000 depending on travel costs¹).

The **concept paper** is the central deliverable expected from the winning proposals on their strategic development and possibilities for future transnational R&I cooperation (see chapter 3.3).

The Community Building part consists of participating in obligatory **Urban Doers Kick-Off and Closure meetings**, other webinars, trainings and workshop organised by DUT.

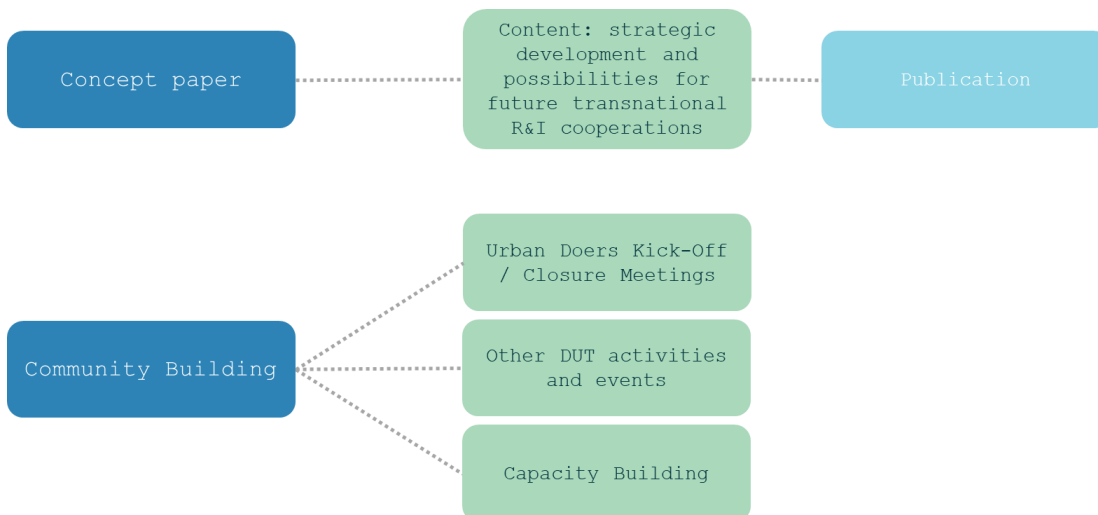


Figure 2: Expected deliverables and actions during the running time of the projects

¹ FFG reimburses only expenses for economy flights, Mileage allowance will NOT be paid: FFG reimburses the equivalent for standard tickets of all public means of transport; Expenses for accommodation should not exceed EUR 130,- per night including breakfast (not applicable for trade fairs and special rates agreements); Attention: Payment can only be made upon presentation of original receipts

The granted initiatives will therefore have access to capacity building and dissemination activities organised by DUT such as:

- **Networking:** Invitations to workshops, meetings, conferences, stakeholder dialogues (AGORA events)
- **Trainings and Coaching:** DUT is going to offer trainings and coaching targeted towards urban practitioners and actors (e.g., on Urban Living Labs, how to apply to DUT calls). The initiatives will have access to these capacity building activities.
- **Webinars:** The initiatives will be invited to present their projects and learnings at DUT Urban Lunch Talks to enhance the audience and reach of their work.

3.2 Time frame

In this table you can find an overview of all steps and deadlines regarding the Urban Doers Grant.

Table 1: Time Frame and steps of the Urban Doers Grant

Step	Details	Date/deadline
Launch of the Call	Starting on May 2, 2023, the application for the Urban Doers grant is possible.	May 2, 2023
Closing of the call	Deadline to apply for the grant via the registration form on our website	June 14, 2023 23:59 CET
Eligibility check	The DUT team has checked all applications for their eligibility as mentioned in chapter 4.1.	June 21, 2023
Jury evaluation	Deadline jury evaluation: Six external experts have evaluated the proposals according to the evaluation matrix mentioned in chapter 4.3.	July 21, 2023
Final decision	The final decision on who will be granted is communicated to the applicants.	August 7, 2023
Contracting	The chosen initiatives/organisations sign a contract according to the specimen R&I Service Contract of the Austrian Research Promotion Agency (FFG).	August 2023
Start of the granting period	The running time of 12 months for the Urban Doers Grant for all granted projects starts.	September 1, 2023
Kick-off	An obligatory kick-off meeting with all Urban Doers takes place (on site).	in September 2023
Conferences, Webinars, Workshops, Trainings/Coaching	During the running time of the grant, Urban Doers have the possibility to attend a minimum of 3 on-site events (including kick-off & closure) as well as additional online events.	from September 2023 until September 2024
Concept paper	All granted Urban Doers have developed a concept paper on their strategic development and possibilities for future transnational R&I cooperation	September 1, 2024
Closure	An obligatory closure meeting with all Urban Doers takes place (on site).	in September 2024

3.3 Concept paper

Within the granting period of 12 months, each granted project / organisation is expected to develop a concept paper with the **length of 5 to 10 pages in English**.

The Concept paper shall focus on the further **strategic development** and opportunities to upscale the project or initiative, dissemination of good practices and lessons learned. This paper should provide a comprehensive overview of the project/initiative's current state and future direction. It will cover topics such as the development of partnerships and collaborations, strategies for scaling the initiative, potential challenges and opportunities, and approaches for sharing knowledge and best practices with relevant stakeholders.

The concept paper will also include recommendations for improving the effectiveness and impact of the initiative, based on the **lessons learned and experiences** of the project team. Additionally, the concept paper will include an outlook on possible future engagement in research and innovation programs in a transnational context, while also incorporating possible cooperation with other institutions.

Case studies, important learnings and suggestions from your initiative and other information you would like to share will be **published after the granting period**.

Guiding questions:

- What are the key objectives and goals of your project/initiative?
- How has your project/initiative evolved over time and what factors have influenced this evolution?
- What are the most significant challenges and opportunities that the project/initiative faces, and how will they be addressed?
- What is the potential for the further development or scaling of the project/initiative and what strategies will be used to achieve this?
- What are the key lessons learned from the project/initiative and how can they be applied to other similar initiatives in the future?
- What options for future engagement in transnational research and innovation programs does your initiative/organisation have?
- In what ways can or want the organisation/initiative collaborate with other institutions?

4 Application process

4.1 Eligibility criteria

Table 2: Eligibility criteria

Eligibility criteria	Eligible	Not-eligible
Kind of organisation	Association; non-governmental organisations; not-for-profit organisations; micro enterprises (<10 employees); entrepreneurs	Research and innovation performing organisations; universities; local public administrations; utility providers; industry
Country of origin	Countries participating in DUT: Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Spain, Estonia, Finland, France, Germany, Italy, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, Switzerland, The Netherlands, Turkey	All other countries
Complete submission	Complete submission (submission of the application on time, using the application form on the DUT website; all fields of the form completed; application written in English)	Not complete submission
Organisation's only submission	Only one application from each applicant will be accepted.	All submissions after the first.

4.2 Application form

The call for submissions for the Urban Doers Grant is published on the Driving Urban Transitions website. The submission is organised as a form on the website. Applicants receive an email once their submission has been successful with a summary of their submitted data. The application form is **open until June 14, 23:59 CET**. The application form should be filled in in English.

The following data are requested for the submission form on the DUT website:

- Name of the organisation/initiative /project (in English or local language)
- What type of organisation are you [Drop down menu]:
 - Association
 - NGO (Non-governmental organisation)
 - NPO (Non-for-profit organisation)
 - Micro enterprise (<10 employees)
 - Entrepreneur
- Does your initiative/project have a website?
- Contact person (First and last name)
- Contact email
- City
- Country

- Q1: How does your organisation/initiative/project contribute to urban transformation? (max. 300 words)
- Q2: What experiences and knowledge of your organisation / initiative / project can inspire others and can be translated to larger / other urban contexts throughout Europe (and the world)? (max. 300 words)
- Q3: Which expertise or specific knowledge would you like to build up with respect to urban research and innovation to enhance the impact of your organisation’s work? (max. 300 words)
- Which of the following topics does cover your work and activities? [Drop down menu]
 - Energy and buildings
 - Mobility
 - Circularity and nature-based solutions
 - Urban transition in general

4.3 Evaluation process

Step 1: Eligibility check: the call secretariat will perform an eligibility check of the submitted proposals and provides a compiled document for the evaluation to the jury. The submissions are organised along the three DUT Transition Pathways.

Step 2: A jury of six external experts will evaluate the proposals according to the evaluation matrix. Per transition pathway, one expert will evaluate the submission with according thematic focus. Additionally, jury members with a broad expertise on urban transitions will evaluate the submissions. In total, three external jury members will evaluate each proposal.

Evaluation Matrix

Table 3: Evaluation criteria

	Evaluation Criteria	
Step 2 – external evaluation	Contribution to urban transitions; relevance and link to DUT and DUT’s Transition Pathways [Q1]	0-10
	Potential to inspire / translate the applicants' proposal to other urban contexts: Potential to synthesise the initiatives’ knowledge / experience and promote it on European scale [Q2]	0-10
	Ambition of the submission to build capacities and networks to connect to urban research and innovation and European policy [Q3]	0-10

Step 3: Based on the evaluation results, the call secretariat provides a proposal for ranking the submission based on the following:

- **Highest scores** in the evaluation process
- **Balanced distribution across DUT transition pathway:** at least 20% of the granted proposals should be categorised per transition pathway.
- **Balanced geographical distribution:** The aim is to grant submission with representation across Europe.

All proposals over a 20 points threshold will be considered in the final evaluation. The granting of the first five proposals is ensured while the remaining selections are to be made strategically by the jury in step 4 to ensure a balance across transition pathways and geographies.

Step 4: The jury meets online for a half a day to agree on the final ranking list considering the criteria catalogue.

The decision on who will be granted will be taken at the beginning of August, 2023.



5 Contact details

If you have questions regarding the submission, please contact the Urban Doers Grant Contact point.

Call Secretariat

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6 Appendix: DUT Thematic priorities

The Circular Urban Economies Transition Pathway (CUE TP) aims to support the planning and design of inclusive urban spaces sustained by circular resource flows. The CUE TP operates from the assumption that such spaces can only emerge if transformative interventions understand and address urban areas as simultaneously characterized by their resource use and socio-economic aspects. Thus, it encourages a multitude of tools and approaches that combine efforts towards increased urban resource efficiency and liveability. By collecting examples and grouping them according to topic and context, the CUE TP will provide a portfolio of 50+ solutions that can contribute to the circular transformation of urban areas until the end of the partnership.

The Positive Energy Districts Transition Pathway (PED TP) aims at supporting urban energy transitions through innovative solutions for the planning, large-scale implementation and replication of PEDs with the mission to have at least 100 PED by 2025. Furthermore, it will contribute to the Mission on Climate-Neutral and Smart Cities by building a portfolio of PED-related solutions towards climate-neutrality. PEDs build on the optimisation of energy efficiency, (local) energy generation from renewables and energy flexibility and will be synergistically connected to the energy system in Europe. Based on active cooperation with key stakeholder groups and by applying an integrative approach including technology, spatial, regulatory, legal, financial, environmental, social and economic perspectives, PEDs are embedded in holistic urban planning concepts and will contribute to liveable, inclusive, climate-neutral urban environments.

The 15-minute City Transition Pathway (15mC TP) fosters urban mobility transitions by improving accessibility and connectivity for sustainable forms of transportation and logistics, starting from the neighbourhood-level. The concept of the 15-minute City is based on the idea that city dwellers should be able to cover the vast majority of their daily needs within a 15-minute radius, by walking and cycling, while connecting to further districts and travelling larger distances by other forms of sustainable transport. The 15-minute City seeks to establish integrated and mixed-used neighbourhoods at large, which are key to reduce GHG-emissions in the transport and logistics sector and adapt urban environments to the challenges of climate change. Thus, the 15mC wants to account for the diversity of contemporary lifestyles and boost action towards climate-neutral, liveable, and inclusive cities. Our mission is to facilitate analysis, elaboration, experimenting and testing of innovations for 15-minute cities in co-creative settings, bringing these together in a 15-minute City Innovation Portfolio of 50+ experiences and practices, recognising different urban contexts and focusing on transferability. Activities and projects will be communicated actively and shared frequently with a wide audience.