

# Actors of Urban Change: FAQs for the Open Call

## Urban Development through Cultural Activities and Cross-Sector Collaboration in Europe

As of: August 15, 2017

### 1) Eligibility

#### 1.1 From which countries do you accept applications?

Teams can apply from **all 28 member states of the EU** as well as

Albania	Iceland	Norway
Andorra	Kosovo	Russian Federation
Armenia	Liechtenstein	San Marino
Azerbaijan	Macedonia (FYROM)	Serbia
Belarus	Moldova	Switzerland
Bosnia-Herzegovina	Monaco	Turkey
Georgia	Montenegro	Ukraine

#### 1.2 How many team members do we have to be? And can we all come from the same organization?

Since cross-sector collaboration is one of the program's main objectives, it is not possible to have several team members from the same organization and thus probably the same sector in the core team taking part in the program activities. (Nonetheless, it is possible and desirable to integrate other colleagues from your organizations within the development and implementation of your project activities.)

Therefore, please make sure to find three team members, one from each sector (cf. question 1.4) in order to apply for our program. In some exceptional cases particular local circumstances and the project might justify team constellations with only two representatives at the moment of application (e.g. cultural sphere and administration).

A program by the  
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in cooperation with MitOst e.V.

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**1.3 Our team members come from different countries – is that a problem?**

No, it is not a problem for us if the members of your team come from different countries. As long as you now live in your project's city (see also question 1.5), nationality is not decisive. In the first two program rounds there have been several teams with international team members, and in some cases this was even an asset (diverse perspectives, etc.), provided everyone has sufficient knowledge of the local language, besides English.

**1.4 I would like to apply with my project idea, but I do not have a team yet. Can you provide me with team members?**

Please make sure you apply **as a team**, not as an individual (see the sections A, B and C in the online application form). We cannot provide you with suitable team members in your city. We are aware that it is not always easy to find partners for such cross-sector collaboration, but that is what makes us believe that the program can serve as an important catalyst.

**1.5 Do we all have to live in the city in which we will implement the project?**

In general, all team members live in the city in which you chose to implement the project. In some cases, professional or personal reasons might lead to a situation in which for example one of the team members lives in a city an hour away, or commutes weekly between the project city and another one. For implementing the community-based local projects, this is a true challenge, e.g. with regard to gaining trust in the community and team collaboration. However, such a constellation does not disqualify you from applying: In this case we expect you to mention the situation openly in your application and point out clearly how you plan to handle it.

**1.6 Who qualifies as an “actor from the cultural sphere, the public administration, respectively the private sector”?**

Applicants have to be involved in one of those three sectors, either as staff or, for the cultural sphere, as well through voluntary involvement in a cultural organization or initiative. The professional position in terms of hierarchy is not crucial.

The *cultural sector* includes citizens' initiatives, cultural organizations (privately or publicly funded), as well as the independent cultural scene. Generally this sector has to be represented by a person from a non-profit organization.

The *public sector* can mean municipal, regional, or federal administrative bodies. Generally this sector has to be represented by a person from the public sector, such as local or governmental institutions and facilities, municipalities, public bodies and institutions etc.

The *private sector* includes small and medium-sized businesses, companies, creative industries, real estate, as well as (social) entrepreneurs and freelancers. Publicly-owned companies qualify as well. Generally this sector has to be represented by a person from a for-profit organization.

### **1.7 Which topics and challenges related to urban change can be addressed by eligible projects?**

From the program's perspective, urban change is not mainly focused on formal processes of urban planning or development, but rather on strengthening community-driven engagement for local urban development through cultural activities. Topics may include

- innovative ways of citizen's participation,
- affordable housing and gentrification,
- social inclusion and cultural diversity,
- accessibility of (formerly) public resources and spaces,
- sustainable mobility and transportation,
- health, food-supply and physical activity,
- climate change and environmental justice,
- digital solutions to shape urban change.

This list is not exhaustive; there are other topics that would be perfectly suitable. However, it is crucial that your project addresses a concrete, relevant challenge in your particular city.

### **1.8 What types of projects qualify as "cultural projects"?**

The broad term "culture" has been deliberately chosen within our program, to allow for a wide range of projects and to respond to and address a variety of needs of current urban spaces. In addition to projects in the realm of arts and cultural education (e.g. performances, theater, music, installation), this also includes projects that focus on social interaction and intercultural communication (e.g. fostering activities between generations and groups from

different cultural backgrounds). Moreover, “culture” includes projects that foster dialogue between urban stakeholders and initiate new models of collaboration as well as to support new ways of thinking and acting in the context of urban and social changes (e.g. through innovative formats of participatory activities).

**1.9 What do you mean by the requirement that the project proposals need to be “participatory”?**

In order to guarantee ownership, empowerment and relevance of the project in the local context, we favor projects with a strong participatory component. At the moment of application, we expect that you have an idea what this participation might look like (e.g. co-creation of project elements X and Y, survey to gather opinions about Z) and that you can convincingly argue why you consider citizen participation an asset for your project. All selected projects will have the chance to develop their participation concept further during the international program seminars.

**1.10 How far does our project have to be developed to be eligible?**

At the moment of application, your project can be in a draft stage. We expect all projects to be further developed through the input gained through your participation in the program. However, please make sure you provide the jury with a clear understanding of your project and aims.

## **2) Application form and selection process**

### **2.1 Is it a disadvantage if we are a newly formed team without previous project team experience?**

No, teams formed on the occasion of the application for the program are very welcome to apply. Previous experience working as a trio is not a requirement. However, if you have already implemented a project together, we are curious to know more about your team experience.

### **2.2 Is it a disadvantage if we do not upload a sketch of our team structure or project?**

No, you do not have to make use of the upload of optional sketches. We provide the opportunity to upload such material for those applicants for whom it is useful to provide a visual plan in addition to the verbal description. However, it is mandatory to upload one picture, the so-called key visual, summing up your project for better orientation about the aims, structures and activities etc. within your project in the selection process.

### **2.3 In the application form, you write that we might be asked, at a later stage, to provide a statement of support by our municipality (section “Further information”). What if we cannot obtain such a document?**

This request will apply only to the selected teams. In order to make sure that the projects have an impact on a systemic level, the municipality’s declaration of support can be an asset for your work. However, we know that political or other circumstances might make it impossible for some teams to provide such a document. As the document is meant to be a tool to increase your leverage potential, and certainly not a burden, we will find a solution for these teams. In any case, this possible requirement should not hinder you from applying.

### **2.4 Which selection criteria will the jury take into account?**

You must fulfill the formal application criteria as requested in the online application form. During the selection process, the following selection criteria will be applied by the jury:

- Relevance of the project within the local urban context
- Plausibility of the suggested project

- Strength of the project in regard to citizen involvement, cross-sector cooperation, and urban/social change
- Traceability of impacts on personal, team, and city levels
- Visibility on local and potentially regional or national levels
- Potential for scaling-up of your project idea (will be considered as an interesting asset)
- Motivation and commitment of the team members to take part in the intense international exchange and qualification program
- Compatibility with the group of former and new participants as a whole (geographic, thematic, logistic)

## **2.5 What are the steps in the selection process?**

Based on the above-mentioned selection criteria, the jury will select up to 10 teams that will be invited to the Kick-Off Forum in Berlin (January 17-20, 2018). These teams will have the opportunity to take part in the initial program events (workshops, seminars, field trips etc.) and to develop their projects further. In some cases the jury might ask for clarification of certain project elements.

## **2.6 When will we be informed about the results of the selection process?**

We will inform you about the results of the selection round (up to 10 teams out of all applicants) by mid-November 2017.

## **2.7 Are we obliged to provide own funding for our project?**

No, providing funding of your own is not a requirement. However, please reflect carefully upon your budget and on potential sources of additional funding. Take into consideration that the project implementation grants provided by the program amounts to a maximum of 5,000 EUR for material and personnel costs (plus an additional maximum of 5,000 EUR for tailor-made support such as counseling etc. and additional maximum of 3,000 EUR for Shadowing Internships). We recommend you to use this grant to fundraise for additional budget or to seek for further contributions. In case that the provided means are not sufficient for realizing your project or in order to ensure the sustainability of your project, idea and/or commitment etc.

### **3) Details on participation in the program**

#### **3.1 Who will cover travel expenses for program activities?**

Accommodation, meals, and transportation related to participation are covered by the program. However, we only reimburse costs that have been previously agreed upon and can be proven with receipts.

#### **3.2 Is it possible to participate in only one part of the program? Is it really compulsory to take part in all program activities?**

Applicants apply for the entire program. It is compulsory for you to participate in the full program-cycle in order to achieve the program objectives such as further qualification, long-term cooperation on a local level, and the creation of a European network of "Actors of Urban Change". It is not possible to send another representative from your organization to act on your behalf.

In some special cases, exceptions to this rule can be made, but they must be agreed upon in advance with the program management.

#### **Further Questions**

For further questions, please do not hesitate to contact:

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*Please note: This FAQ document is the current version taking into account several questions which have aroused repeatedly during the application process. It will be updated continuously to reflect new questions that arise.*