

# PROPOSAL GUIDELINES

EIT BUSINESS PLAN 2018 Call 2

**Deadline for Application: 2<sup>nd</sup> March 2018**

## Covering

Earlier-Stage Innovation: Pathfinder and Partner Accelerator

Later-Stage Innovation: Demonstrator, Scaler, and Urban Challenges

Other Innovation: Climate Innovation Ecosystems

Education: Online Education and Professional Education

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## 1 Purpose

This document describes EIT Climate-KIC's programme types, call schedule, proposal submission process and review and decision-making mechanism for Call 2 under the Specific Grant Agreement 2018 signed between the Climate-KIC Holding B.V. (on behalf of itself and KIC Partner Organisations). It complements the EIT Climate-KIC 2018 Priorities Document, which presents EIT Climate-KIC's programmatic priorities for 2018.

## 2 Introduction

EIT Climate-KIC is looking to support ambitious projects/interventions with a clear pathway to positive impact that is consistent with the Paris Agreement targets, our Climate Innovation Impact Goals, and our priorities as described in the EIT Climate-KIC 2018 Priorities Document. Please make sure that you have read the EIT Climate-KIC 2018 Priorities Document to improve your success rate of gaining support through one of our programmes (see <http://www.climate-kic.org/calls-for-proposals/>). We also strongly encourage any prospective applicants to enter a dialogue with EIT Climate-KIC team members at the earliest opportunity.

The objective of this document is to provide detailed guidance on how to submit proposals under EIT Climate-KIC's open calls for proposal. Please note that this guidance covers calls for Earlier-Stage Innovation (Pathfinder & Partner Accelerator), Later-Stage Innovation (Demonstrator, Scaler, Urban Challenges), Cross-European Innovation Ecosystems, and Education (Online Education, Professional Education)<sup>1</sup>.

For more information on how to engage with other programme types not listed in the document, please contact your local EIT Climate-KIC office. Contact list can be found on our website: <http://www.climate-kic.org/locations/>

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<sup>1</sup> Note that all guidance in this document applies to Flagships as well. Flagships will not run separate calls.

### 3 Programme Types

EIT Climate-KIC uses a systematic and coherent approach to nurturing innovation. We dissect the innovation growth process into four distinct phases (ideation, acceleration, demonstration and scale-up) and have programmes in each of these stages. In addition, we offer complementary programmes to orchestrate climate innovation ecosystems and educate future generations of climate leaders.

**Figure 1** provides an overview of how the various programmes (within the scope of this document) are linked to the KIC Added Value Activities (KAVA) in the EIT Business Plan 2018 and the EIT Climate-KIC 2018 Priorities document.

KIC Added Value Activities	Earlier-Stage Innovation		Later-Stage Innovation			Orchestrating Climate Innovation Ecosystems	Turning Bright Minds into Climate Innovation Leaders
Programme Types	Pathfinder	Partner Accelerator	Demonstrator	Scaler	Urban Challenges	Cross-European Innovation Ecosystems	Online Education, Professional Education
Main Objectives	Create ideas and innovation opportunities that can be subsequently exploited to produce innovation	Test and validate an identified innovation	Develop innovation into self-sustainable products/services/ approaches, ready to be deployed and scaled	Support to overcome barriers to growth through propositions targeting geographic reach, scope, unlocking, replication, investment, etc.	Support cities to define sustainability challenges and to provide access to a wide range of solutions by entrepreneurs and innovators	Create networks of places with high ambitions for climate innovation, which are rich in the ingredients and capacities needed for achieving system-wide change across Europe	Educate innovators and entrepreneurs and build a community of change agents; Focuses on curation and delivery of knowledge and creating skills and mindset to develop Europe's human capital for climate innovation

**Figure 1: Programme and Project Types**

### 3.1 Earlier Stage Innovation: Pathfinder

Pathfinders support partner consortia in exploring and confirming an innovation opportunity that has the potential to generate significant impact in our Climate Innovation Impact Goals. Pathfinders will enable key actors to build consortia and work together in a structured way. It is expected that Pathfinder consortia will use our support to explore an area of systems innovation and identify an intervention, concrete model or new approach that can be tested during the 'Accelerator' and 'Demonstrator' phase (see [Annex 1](#) for further details).

### 3.2 Earlier Stage Innovation: Partner Accelerator

The purpose of a Partner Accelerator project is to validate the scaling model<sup>2</sup> behind an innovation proposition. It aims to make selected innovation endeavours more likely to scale, attract investment, and reduce the risks in developing the innovation further. The principal outputs of the Partner Accelerator projects are validated scaling models, including in-depth investigations in markets and other adoption/diffusion pathways. Partners, whether alone or within consortia, will be considered for the Partner Accelerator if they can demonstrate that they have clearly identified a systems innovation opportunity that is ready for scaling model validation (see [Annex 2](#) for further details).

### 3.3 Later Stage Innovation: Demonstrator

The purpose of a Demonstrator project is to demonstrate or prove that viable innovations have been created. This programme supports the development of systems innovation opportunities into self-sustainable interventions, products, services or approaches, ready to be deployed and scaled up in a commercial, public or socio-economic sense. In the context of systems innovation, EIT Climate-KIC may support Demonstrator projects that develop the principal innovations that help to demonstrate the potential impact on entire systems. For example, the project may develop several parts of a value chain or develop several components in a geographic cluster.

Partner consortia must either have validated or clearly described the scaling model that underpins the identified systems innovation opportunity (see [Annex 3](#) for further details).

### 3.4 Later Stage Innovation: Scaler

Scaler projects support tried and tested innovation in growing to achieve greater overall climate mitigation and adaptation impact. EIT Climate-KIC offers scaling services through the EIT Climate-KIC Team and through EIT Climate-KIC's Partnership. Our Partners can therefore offer their scaling services to others as part of the Scaler programme while benefitting from scaling support for their own innovation (see [Annex 4](#) for further details).

EIT Climate-KIC has designed two Scaler formats which are aiming to overcoming barriers to scale:

- **Scaler Instruments** – tools, networks, knowledge, competencies and intellectual property (the “capacity”)
- **Scaler Opportunities** – providing support (delivered by EIT Climate-KIC or through Partners) to specific innovations

*Note: To leverage and create impact in the European dimension, **Demonstrator and Scaler projects are encouraged to exhibit aspects of geographic diversity**, and project proposals with a relatively high degree of geographic diversity will be preferred over those with a relatively low degree of geographic diversity, all else being equal.*

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<sup>2</sup> Scaling models describe routes to impact. For example, a *business model* is a scaling model based on a *commercial* route to impact. Other logic models can be used to describe routes to impact based on policy change, behavioural change, or capacity building.

### 3.5 Later Stage Innovation: Urban Challenges

EIT Climate-KIC's Urban Challenges presents the opportunity for a city to define its sustainability challenges and to have access to a wide range of best-in-class solutions offered by entrepreneurs and innovators presented at an open innovation pitch event.

The Urban Challenges programme is divided into two phases. Phase 1 helps cities to articulate their challenges and identify best-in-class solutions, while Phase 2 focuses on bringing these solutions closer to implementation. Continuing onto phase 2 is optional for the city partner and will require an additional application (see [Annex 5](#) for further details).

### 3.6 Cross-European Innovation Ecosystems

This programme helps build connections between cities, regions and networks on a cross-European basis, and is focused on building the capacity for genuinely transformative innovation at a systems level. We expect projects to nurture the environment for systems innovations to emerge rather than to support individual innovations. Further, we expect successful Climate Innovation Ecosystems projects to deliver greater volumes of innovations, many of which would receive support from mechanisms outside EIT Climate-KIC (see [Annex 6](#) for further details).

### 3.7 Education

Innovation skills and capacities are key drivers of transformational change and hence critical for EIT Climate-KIC's Climate Innovation Impact Goals. EIT Climate-KIC has developed multiple programmes to develop innovators and entrepreneurs and to build a community of change agents.

#### Online Education

EIT Climate-KIC's Online Education Programme aims to co-create innovative education modules together with partner organisations and to curate knowledge to develop human capital for climate innovation. Our learning design embodies a transformational approach rooted in the learning-by-doing principle. Our target audience is spread globally, across schools, universities, business, government, institutions and individuals. EIT Climate-KIC is seeking to collaborate with partners to develop successful long-term and self-sustaining training activities that have wide reach and adoption (see [Annex 7](#) for further details).

#### Professional Education

Professional Education programmes are intended to provide professionals with inspiring and empowering training that will support them to tackle challenges arising through climate change. EIT Climate-KIC is seeking partners who co-create Professional Education programmes together with our Professional Education Team. The proposed training courses shall be aligned to one of the generic formats of the Professional Education portfolio, which includes:

- **Spotlight:** 1-3 days in-class training. Focusing generically on climate innovation (can be context-/theme specific).
- **Catalyst:** 4-6 day coached residential workshop, or two 2-3 day modules; online modules for preparation; focus on enhancing participants' competencies to move on with their individual innovation cases / projects
- **Exchange:** Project-oriented 18-month programme for capacity building at institutions. Participants of institutions work jointly on an individual (systemic) innovation project. Professional mentoring through workshops and individual support will be integrated in the programme (See [Annex 8](#) for further details).

## 4 Call Schedule

In 2018, EIT Climate-KIC will run three open calls for proposal as detailed below:

Call number <sup>3</sup>	Deadline for applications	Programmes calling for proposals	Implementation
2018 Call 2	2 <sup>nd</sup> March 2018	<ul style="list-style-type: none"> <li>• Earlier- and Later Stage Innovation programmes</li> <li>• Cross-European Innovation Ecosystems</li> <li>• Online and Professional Education</li> </ul>	Start in Q2 2018
2018 Call 3	28 <sup>th</sup> May 2018	<ul style="list-style-type: none"> <li>• Early and Late Stage Innovation programmes</li> <li>• Cross-European Innovation Ecosystems</li> <li>• Online and Professional Education</li> </ul>	Start in Q3 2018
2019 Call 1	28 <sup>th</sup> October 2018	<ul style="list-style-type: none"> <li>• Early and Late Stage Innovation programmes</li> <li>• Cross-European Innovation Ecosystems</li> <li>• Online and Professional Education</li> </ul>	Start in Q1 2019

- All calls will be announced 8 weeks before the closing date along with all pertinent call documentation.
- No further calls for 2018 activity will be advertised beyond May 2018, except in exceptional circumstances.
- Please also note that while EIT Climate-KIC manages total funding availability in accordance to the call schedule in principle, available total funding may differ from call to call based on the quality of proposals received to date. In instances where calls for certain project types must be closed, EIT Climate-KIC will announce this on the official website in advance. For more details and most up-to-date information, please check EIT Climate-KIC's official website: <http://www.climate-kic.org/calls-for-proposals/>

<sup>3</sup> 2018 Call 1 ran in Q4 2017 for execution starting in 2018. Please refer to **Figure 2**.

	2017				2018									
	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Call 1(a) (earlier)	Earlier Stage closing 29 <sup>th</sup> Sep	Earlier Stage decision by 27 <sup>th</sup> Oct		Project kick off period depending on approval conditions and task confirmations.										
Call 1 (b) (later)		Later Stage closing mid-Oct		Later Stage + Other decision by 15 <sup>th</sup> Dec	Project kick off period depending on approval conditions and task confirmations.									
Call 2 (later + earlier)				Call 2 document released 15 <sup>th</sup> Dec		Sand-pit events for themes and flagships	Call 2 closing 2 <sup>nd</sup> Mar	Earlier Stage decision by 2 <sup>nd</sup> Apr	Later Stage + Other decision by 7 <sup>th</sup> May	Project kick off period depending on approval conditions and task confirmations.				
Call 3 (later + earlier)							Call 3 document released 28 <sup>th</sup> Mar	Sand-pit events for themes and flagships	Call 3 closing 28 <sup>th</sup> May	Earlier Stage decision by 25 <sup>th</sup> Jun	Later Stage + Other decision by 23 <sup>rd</sup> July	Project kick off period depending on approval conditions and task confirmations.		
Call 1 for 2019 (tbc)												Call 1 2019 document released		Call 1 2019 closing

Figure 2: Call schedule calendar for work executed in 2018

## 5 Proposal Submission Process

### 5.1 Check Assessment Criteria

Before developing your proposal, please **read the annex relevant to the programme type you are applying for**. There are **eligibility criteria** which are fundamental requirements a proposal needs to satisfy to be considered for funding under the specific programme to which it is submitted. To increase your chances of being successful, please read the **quality assessment criteria** enclosed within this document. These criteria will be used by EIT Climate-KIC and external assessors to assess the quality of proposals. Note that details vary from programme to programme.

### 5.2 Proposal Form

Please make sure to use EIT Climate-KIC's official Proposal Form (available on our website: <http://www.climate-kic.org/calls-for-proposals/>) to submit your proposal. EIT Climate-KIC will not accept proposals submitted in a different form. The proposal form needs to be fully completed, containing information that is accurate and in accordance with the guidance provided.

The information requested in the Proposal Form is required to verify that projects are constructed and planned effectively by the organisations receiving funding and to meet our reporting obligations from EIT. Please ensure that all required information is provided. Without the availability of the relevant information the application will not be progressed.

All application documents should be written in English. Exceptions can be made for supporting documents, such as letters of intent, which could be written in one of the official languages spoken in the country from which the application is submitted. To be assessed by all reviewers, you may choose to provide a short summary in English. EIT Climate-KIC reserves the right to request a translation at any time.

### 5.3 Partner Status

Only KIC Partner Organisations who have acceded to the Framework Partnership Agreement (FPA) with EIT are eligible to receive EIT-funding. However, organisations who have not applied for or received partnership status are strongly encouraged to participate in/apply to programmes. Should such organisations wish to receive EIT-funding, they are welcome to apply for partnership status (which must be obtained before receiving EIT funds) or enter into a sub-contract by an EIT Climate-KIC partner. Please reach out to the local EIT Climate-KIC office for further information.

### 5.4 Co-Funding

Co-funding minimum levels are applied at the project level. Further information about the definition of co-funding can be obtained from your local EIT Climate-KIC office.

### 5.5 Proposal Submission

Proposals can be submitted at any time from the launch of the call **until 6pm/18:00 CET** on the day of closing as indicated in Figure 2. We strongly recommend that you liaise with your local EIT Climate-KIC office prior to submitting a proposal to receive support and guidance on completing your application.

All applications must be submitted to [applications@climate-kic.org](mailto:applications@climate-kic.org).

**Please note:** No extensions will be granted. Any changes to the proposal requested by the applicant after submission will not be allowed.

## 5.6 Review Mechanism & Decision-making

All proposals will be assessed fairly and transparently in the context of EIT Climate-KIC's 2018 priorities, programme eligibility, and assessment criteria. Conflicts of interest are mitigated through a disclosure process, and conflicted individuals are recused from the decision process in such instances.

For Earlier-Stage innovation programmes, the review mechanism consists of an internal review followed by a decision taken by the programme board. For Later-Stage innovation projects, the review mechanism consists of both an internal review and an external independent review followed by a decision taken by the programme board.

For all other call processes, EIT Climate-KIC follows a similar evaluation and selection process.

Decisions as to whether a proposal is accepted or rejected will be communicated as per the above Call Schedule.

## Annex 1: Pathfinder Call Details

### Eligibility Criteria

Pathfinder proposals must fulfil the following requirements to be considered eligible for funding:

CRITERIA	DESCRIPTION
<b>Maximum duration</b>	12 months, but not spanning multiple calendar years <sup>4</sup>
<b>Maximum EIT funding request</b>	€50.000 (FIFTY THOUSAND EUROS)
<b>Co-funding</b>	Total declared co-funding must be at least 25% of the total EIT-funding requested

### Quality Assessment Criteria

EIT Climate-KIC will use the following quality assessment criteria for assessing Pathfinder proposals:

CRITERIA	WEIGHT	DESCRIPTION
<b>Strategic Fit &amp; Contribution to the Climate Innovation Impact Goals</b>	20%	<ul style="list-style-type: none"> <li>Does the proposal provide a clear narrative substantiating how and why the project aligns with the 2018 EIT Climate-KIC Priorities and long term (2020/2030) impact goals?</li> <li>Does the proposal clearly work in line with the objectives of the Pathfinder programme?</li> </ul>
<b>Demand Assessment</b>	15%	<ul style="list-style-type: none"> <li>Does the proposal convey how it aims to identify or address the challenges and needs of the demand-side (business, society, policy community, etc.) of the innovation? (Note: For projects exploring the supply side only, the proposal must clearly describe the already established challenges and needs.)</li> <li>To what extent are demand side representatives expressing interest in the innovation?</li> </ul>
<b>Systems Innovation Potential</b>	10%	<ul style="list-style-type: none"> <li>Does the innovation have intention/potential to create transformational change on a systems level?</li> <li>Does the proposal clearly describe why it is innovative?</li> </ul>
<b>Expected Impact</b>	20%	<ul style="list-style-type: none"> <li>Does the proposal clearly describe the mechanism for how it will contribute to climate change mitigation and/or increasing climate resilience? What is the potential scale of the impact?</li> <li>How well does the proposal consider socio-economic benefits and risks that the innovation entails?</li> <li>Is evidence provided to substantiate (if appropriate: quantify) the expected impact? Does the proposal adequately reference other studies?</li> <li>Does the project encourage diversity and, in particular, gender equality?</li> </ul>
<b>Project Consortium/ Partnership</b>	10%	<ul style="list-style-type: none"> <li>Do the consortium partners have the appropriate skills and capabilities to successfully deliver the project?</li> <li>To what extent does the consortium engage organisations from different parts of society (government, academia, industry and civil society)? All else being equal, a high degree of diversity will be preferred.</li> </ul>
<b>Project Plan &amp; Clarity of Outputs</b>	10%	<ul style="list-style-type: none"> <li>Are the work plan and work packages clearly explained and relevant to support the project objectives and expected impact?</li> <li>Are the project outputs, deliverables and KPIs clearly stated and linked to the different work packages/project stages identified in the work plan?</li> <li>Is the work plan, work packages, outputs, deliverables and KPIs targeted reasonable for the duration of the project and the grant amount requested?</li> <li>Is consideration given to how the results and learnings inform further action?</li> </ul>

<sup>4</sup> Projects must conclude work in the same calendar year as they have started.

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- Are key assumptions and risks presented clearly?

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**Value for Money** 15%

- How well is the funding spent on activities directly linked to achieving the project objectives, deliverables and KPIs?
  - How appropriate is the funding request in relation to the anticipated benefits?
  - How much co-funding is offered to match the EIT funding? (Note: Baseline is the minimum programme-specific co-funding requirement.)
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## Annex 2: Partner Accelerator Call Details

The Partner Accelerator programme is modelled on the EIT Climate-KIC Start-Up Accelerator and can be tailored to specific Partner needs. The programme is divided in two stages: **Stage 1** focuses on the creation of a viable scaling model, while **Stage 2** focuses on the validation and refinement of the scaling model with a view toward the activity securing a pilot, a customer or investment.

Through EIT Climate KIC's extensive experience of working with partners and the start-up community across Europe, we have learned that that most successful bids will require coaching support to develop viable scaling models. The Partner Accelerator programme provides an excellent opportunity to secure this valuable support.

EIT Climate-KIC's country offices can help you with requesting the support that best meets your needs. In addition to coaching, this could include a range of other support formats, for example market research, mentoring, training or financial planning assistance.

### Eligibility Criteria

Partner Accelerator projects must fulfil the following requirements to be considered eligible for funding:

CRITERIA	DESCRIPTION
<b>Maximum duration</b>	12 months, but not spanning multiple calendar years <sup>5</sup>
<b>Maximum EIT funding request</b>	€50.000 (FIFTY THOUSAND EUROS)
<b>Co-funding</b>	Total declared co-funding must be at least 25% of the total EIT-funding requested

### Quality Assessment Criteria

EIT Climate-KIC will use the following quality assessment criteria in assessing Partner Accelerator proposals:

CRITERIA	WEIGHT	DESCRIPTION
<b>Strategic Fit &amp; Contribution to the Climate Innovation Impact Goals</b>	20%	<ul style="list-style-type: none"> <li>Does the proposal provide a clear narrative substantiating how and why the project aligns with the 2018 EIT Climate-KIC priorities and long term (2020/2030) impact goals?</li> <li>Does the proposal clearly work in line with the objectives of the Partner Accelerator programme?</li> </ul>
<b>Demand Assessment</b>	15%	<ul style="list-style-type: none"> <li>Does the proposal convey how it aims to identify or address the challenges and needs of the demand-side (business, society, policy community, etc.) of the innovation? (Note: For projects exploring the supply side only, the proposal must clearly describe the already established challenges and needs.)</li> <li>To what extent are demand side representatives expressing interest in the innovation?</li> </ul>
<b>Systems Innovation Potential</b>	10%	<ul style="list-style-type: none"> <li>Does the innovation have intention/potential to create transformational change on a systems level?</li> <li>Does the proposal clearly describe why it is innovative?</li> <li>Does the proposal clearly describe how the innovation opportunity was identified (e.g. through a Pathfinder project)?</li> </ul>

<sup>5</sup> Projects must conclude work in the same calendar year as they have started.

<b>Expected Impact</b>	20%	<ul style="list-style-type: none"> <li>• Does the proposal clearly describe the mechanism for how it will contribute to climate change mitigation and/or increasing climate resilience? What is the potential scale of the impact?</li> <li>• How well does the proposal consider the socio-economic benefits and risks the innovation entails?</li> <li>• Is evidence provided to substantiate (if appropriate: quantify) the expected impact? Does it adequately reference other studies?</li> <li>• Does the project encourage diversity and, in particular, gender equality?</li> </ul>
<b>Project Consortium/ Partnership</b>	10%	<ul style="list-style-type: none"> <li>• Do the consortium partners have the appropriate skills and capabilities to successfully deliver the project?</li> <li>• To what extent does the consortium engage organisations from different parts of society (government, academia, industry and civil society)? All else being equal, a high degree of diversity will be preferred.</li> </ul>
<b>Project Plan &amp; Clarity of Outputs</b>	10%	<ul style="list-style-type: none"> <li>• Are the work plan and work packages clearly explained and relevant to support the project objectives and expected impact?</li> <li>• Are the project outputs, deliverables and KPIs clearly stated and linked to the different work packages/project stages identified in the work plan?</li> <li>• Are the work plan, work packages, outputs, deliverables and KPIs targeted reasonable for the duration of the project and the grant amount requested?</li> <li>• Is consideration given to how the results and learnings inform further action?</li> <li>• Are key assumptions and risks presented clearly?</li> </ul>
<b>Value for Money</b>	15%	<ul style="list-style-type: none"> <li>• How well is the funding spent on activities directly linked to achieving the project objectives, deliverables and KPIs?</li> <li>• How appropriate is the funding request in relation to the anticipated benefits?</li> <li>• How much co-funding is offered to match the EIT funding? (Note: Baseline is the minimum programme-specific co-funding requirement.)</li> </ul>

## Annex 3: Demonstrator Call Details

### Eligibility Criteria

Demonstrator proposals must fulfil the following requirements to be considered eligible for funding:

CRITERIA	DESCRIPTION
<b>Maximum duration</b>	Not specified (Typically, 1-3 years)
<b>Maximum EIT funding request</b>	Not specified (Typically, up to €3.000.000 (THREE MILLION EUROS) of EIT-funding over project's lifetime)
<b>Co-funding</b>	Total declared co-funding must be at least 50% of the total EIT-funding requested

### Quality Assessment Criteria

EIT Climate-KIC will use the following quality assessment criteria in assessing Demonstrator proposals:

CRITERIA	WEIGHT	DESCRIPTION
<b>Strategic Fit &amp; Contribution to the Climate Innovation Impact Goals</b>	20%	<ul style="list-style-type: none"> <li>Does the proposal provide a clear narrative substantiating how and why the project aligns with the 2018 EIT Climate-KIC priorities and long term (2020/2030) impact goals?</li> <li>Does the proposal clearly work in line with the objectives of the Demonstrator programme?</li> </ul>
<b>Demand Assessment</b>	15%	<ul style="list-style-type: none"> <li>Does the proposal convey what challenges and needs (business, societal, political etc.) it addresses?</li> <li>Is a validated scaling model of the proposed innovation clearly presented? Please share any due diligence to confirm the proposed innovation opportunity has not already been tried or applied elsewhere, or if so, what the differences are that increase the chances of this innovation being successful.</li> <li>Are demand-side representatives part of the project consortium and/or expressing concrete interest in the innovation? (Note: Formal commitments will be favoured.)</li> </ul>
<b>Systems Innovation Potential</b>	10%	<ul style="list-style-type: none"> <li>Does the innovation have the intention/potential to create transformational change on a system level?</li> <li>Does the proposal clearly describe why it is innovative?</li> <li>Does the proposal clearly describe how the innovation opportunity was identified (e.g. through a Pathfinder project) and validated (e.g. through a Partner Accelerator project)?</li> <li>Does the proposal illustrate how the solution will be tested to demonstrate its innovation potential?</li> </ul>
<b>Expected Impact</b>	20%	<ul style="list-style-type: none"> <li>Does the proposal have a well described narrative of how it intends to contribute to climate change mitigation and/or increasing climate resilience? What is the potential scale of the impact?</li> <li>How well does the proposal consider the socio-economic benefits and risks the innovation entails?</li> <li>Is evidence provided to substantiate (if appropriate: quantify) the expected impact? Does it adequately reference other studies?</li> <li>Does the project encourage diversity and, in particular, gender equality?</li> </ul>
<b>Project Consortium/ Partnership</b>	10%	<ul style="list-style-type: none"> <li>Do the consortium partners have the appropriate skills and capabilities to successfully deliver the project?</li> <li>To what extent does the consortium engage organisations from different parts of society (government, academia, industry and civil society)? All else being equal, a high degree of diversity will be preferred.</li> <li>Does the consortium exhibit geographic diversity? All else being equal, a high degree of geographic diversity will be preferred.</li> </ul>

<b>Project Plan &amp; Clarity of Outputs</b>	10%	<ul style="list-style-type: none"> <li>• Are the work plan and work packages clearly explained and relevant to support the project objectives?</li> <li>• Are the project outputs, deliverables and KPIs clearly stated and linked to the different work packages/project stages identified in the work plan?</li> <li>• Are the work plan, work packages, outputs, deliverables and KPIs targeted reasonable for the duration of the project and the grant requested? (Note: Multi-annual projects must be broken down by year.)</li> <li>• Is consideration given to how the results and learnings inform further action?</li> <li>• Are key assumptions and risks presented clearly?</li> </ul>
<b>Value for Money</b>	15%	<ul style="list-style-type: none"> <li>• How well is the funding spent on activities directly linked to achieving the project objectives, deliverables and KPIs?</li> <li>• How appropriate is the funding request in relation to the anticipated benefits?</li> <li>• How much co-funding is offered to match the EIT funding? (Note: Baseline is the minimum programme-specific co-funding requirement.)</li> <li>• How high is the potential for the innovation to attract further capital/investment (beyond EIT-funding)?</li> </ul>

## Annex 4: Scaler Call Details

### Scaler Instruments

While there are currently no restrictions on what type of scaling instrument EIT Climate-KIC would like to build, we see certain areas of instruments providing the best prospects based on past experience. These areas are outlined in the following table:

#	Scaling Instrument Prospect Area	Explanations	Types of partners or instruments
1.	Matchmaking and networking instruments	No specific format, but examples include: <ul style="list-style-type: none"> <li>• Networking events connecting value chain actors</li> <li>• Demand-side actors offering challenges that innovation providers can respond to</li> </ul>	<ul style="list-style-type: none"> <li>• Value chain actors able to mobilise demand side</li> <li>• Platform operators with stakeholder databases</li> </ul>
2.	Training instruments	Training packages, including the development of training modules, that facilitate the adoption of innovation. For example, training to help city planners use technology tools	<ul style="list-style-type: none"> <li>• Training and Education partners</li> </ul>
3.	Marketing instruments	Leveraging the KIC Partnership and connections to drive awareness and action	<ul style="list-style-type: none"> <li>• Large corporates with strong access to value chains</li> </ul>
4.	Policy or regulatory support	Navigating policy landscapes, support policy compliance and providing access paths to policy influence	<ul style="list-style-type: none"> <li>• Partners specialising in policy support and influence</li> <li>• Partners offering policy compliance services</li> </ul>
5.	Capital mobilisation	Providing access routes to capital investment aligned with addressing climate change	<ul style="list-style-type: none"> <li>• Investment funds</li> <li>• Large corporates</li> <li>• Public bodies subsidizing or offering loans to innovation (including development banks)</li> </ul>

### Scaler Opportunities

Every innovation has different needs, barriers and challenges relating to market conditions and customer needs. There is no one solution to these barriers and challenges to scaling an innovation, but typical ones include:

- Policy, legal or regulatory barriers that may prevent the commercialisation of certain products or services
- Financial barriers to engaging with the supply chain upstream or downstream
- Resource challenges within the entity developing the innovation or within potential customers/suppliers
- Behavioural challenges that limit the effective utilisation of a product or service

Applicants may wish to consider the following guiding questions when developing the proposal:

- To what degree are the resources required to deploy the solution significant and/or difficult to mobilize?
- To what degree is it difficult to adapt the solution to different contexts?
- What are the production costs of the solution if it is not produced at industrial scale, and is that cost level an issue?
- What kind of marketing approach is needed to enter the market? Is it a niche market that requires a specific marketing approach?
- How can the solution be sold? Would it need to be sold in combination with another product/solution? And is this other product/solution a limiting factor?

- To what extent is the value chain developed?
- What kind of pro-active action of other actors of the value chain would the solution benefit from?
- What kind of behaviour change by users or customers is needed to implement the solution?
- How can training or capacity development of users or customers be used to ensure the solution is well implemented/used?
- What kind of policy or regulations barriers are there and to what extent can these barriers be removed to enable the solution?

If applicants are aware of pre-existing Scaler Instruments through discussions with EIT Climate-KIC, they are encouraged to declare that Scaler Instrument with a rationale for its suitability.

While the call details and this introduction strive to give sufficient guidance for Partners to directly respond to the call, we strongly encourage applicants to contact their local EIT Climate-KIC representative who can help guide their proposals to ensure the best match with a Scaler instrument.

### Eligibility Criteria

Scaler proposals must fulfil the following requirements to be considered eligible for funding:

CRITERIA	DESCRIPTION
<b>Maximum duration</b>	Not specified (Typically, 4-12 months)
<b>Maximum EIT funding request</b>	Not specified (Typically, up to €1.000.000 (ONE MILLION EUROS) EIT-funding over project's lifetime)
<b>Co-funding</b>	Total declared co-funding must be at least 50% of the total EIT-funding requested

### Quality Assessment Criteria

EIT Climate-KIC will use the following quality assessment criteria in assessing Scaler proposals:

CRITERIA	WEIGHT	DESCRIPTION
<b>Strategic Fit &amp; Contribution to the Climate Innovation Impact Goals</b>	20%	<ul style="list-style-type: none"> <li>• Does the proposal provide a clear narrative substantiating how and why the project aligns with the 2018 EIT Climate-KIC priorities and long term (2020/2030) impact goals?</li> <li>• Does the proposal clearly work in line with the objectives of the Scaler programme?</li> </ul>
<b>Demand Assessment</b>	15%	<ul style="list-style-type: none"> <li>• Does the proposal convey what challenges and needs (business, societal, political etc.) it addresses?</li> <li>• Is a validated scaling model of the proposed innovation clearly presented? Please share any due diligence to confirm the proposed innovation opportunity has not already been tried or applied elsewhere, or if so, what the differences are that increase the chances of this innovation being successful.</li> <li>• Are demand-side representatives part of the project consortium and/or expressing concrete interest in the innovation? (Note: Formal commitments will be favoured.)</li> <li>• Is there evidence that there has been uptake<sup>6</sup> of the innovation?</li> </ul>
<b>Systems Innovation Potential</b>	10%	<ul style="list-style-type: none"> <li>• Does the innovation have intention/potential to create transformational change on a system level?</li> <li>• Does the proposal clearly describe why it is innovative?</li> <li>• Does the proposal clearly describe how the innovation opportunity was demonstrated (e.g. through a Demonstrator project)?</li> </ul>

<sup>6</sup> This could be in the form of a first commercial transaction, policy application or training delivery.

<b>Expected Impact</b>	20%	<ul style="list-style-type: none"> <li>• Does the proposal have a well described narrative of how it intends to contribute to climate change mitigation and/or increasing climate resilience? What is the potential scale of the impact?</li> <li>• How well does the proposal consider the socio-economic benefits and risks the innovation entails?</li> <li>• Is evidence provided to substantiate (if appropriate: quantify) the expected impact? Does it adequately reference other studies?</li> <li>• Does the project encourage diversity and, in particular, gender equality?</li> </ul>
<b>Project Consortium/ Partnership</b>	10%	<ul style="list-style-type: none"> <li>• Do the consortium partners have the appropriate skills and capabilities to successfully deliver the project?</li> <li>• To what extent does the consortium engage organisations from different parts of society (government, academia, industry and civil society)? All else being equal, a high degree of diversity will be preferred.</li> <li>• Does the consortium exhibit geographic diversity? All else being equal, a high degree of geographic diversity will be preferred.</li> </ul>
<b>Project Plan &amp; Clarity of Outputs</b>	10%	<ul style="list-style-type: none"> <li>• Are the work plan and work packages clearly explained and relevant to support the project objectives?</li> <li>• Are the project outputs, deliverables and KPIs clearly stated and linked to the different work packages/project stages identified in the work plan?</li> <li>• Are the work plan, work packages, outputs, deliverables and KPIs targeted reasonable for the duration of the project and the grant requested? (Note: Multi-annual projects must be broken down by year.)</li> <li>• Is consideration given how the work will consolidate and apply knowledge developed by the project?</li> <li>• Are key assumptions and risks presented clearly?</li> </ul>
<b>Value for Money</b>	15%	<ul style="list-style-type: none"> <li>• How well is the funding spent on activities directly linked to achieving the project objectives, deliverables and KPIs?</li> <li>• How appropriate is the funding request in relation to the anticipated benefits?</li> <li>• How much co-funding is offered to match the EIT funding? (Note: Baseline is the programme-specific minimum co-funding requirement.)</li> <li>• How high is the potential for the innovation to attract further capital/ investment (beyond EIT-funding)?</li> </ul>

## Annex 5: Urban Challenges Call Details

EIT Climate-KIC's Urban Challenges is a programme that is tailored to city needs and shall offer the following benefits:

### Benefits for Cities:

- Support cities in **articulating** the challenges they face
- **Source and gain knowledge** on innovative, relevant and viable urban solutions from across Europe and beyond
- Support to **select solution providers** and work with them in preparation for meetings/pitches
- Provide transparent **expert assessments** of solutions to assist in prioritisation and selection
- Receive access to **PR and branding** opportunities throughout the Urban Challenges process

### Benefits for Solution Providers:

- Gain understanding on the **challenge(s)** – the demand for a solution – a city faces
- **Network** with potential clients (cities)
- **Receive support in preparing** for meetings/ pitches
- Receive access to **PR and branding** opportunities
- **Leverage** success demonstrated in Urban Challenge for scaling to other cities

The Urban Challenges programme is divided into two phases. **Phase 1** helps cities to articulate their challenges and identify best-in-class solutions, while **Phase 2** focuses on bringing these solutions closer to implementation.

## Phase I

Phase I can be divided into four work packages:

WORK PACKAGE	OBJECTIVE	DURATION	DETAILS
<b>1) DEFINE: Identifying project objective and challenge areas</b>	Understanding the city's drivers, challenges and barriers to innovation	3-6 weeks	<ul style="list-style-type: none"> <li>• Articulate a clear urban challenge statement</li> <li>• Conduct stakeholder assessment</li> <li>• Tailor robust challenge success criteria</li> <li>• Develop communications messaging and outreach strategy</li> </ul>
<b>2) DISCOVER: Identification of solutions</b>	Leveraging EIT Climate-KIC's network of 280+ partners and 1000+ start-ups to source innovation	~8 weeks	<ul style="list-style-type: none"> <li>• Disseminate call for solutions</li> <li>• Reach out to start-up/solution provider communities</li> <li>• Establish evaluation criteria</li> <li>• Collect a catalog of solutions</li> <li>• Screen and validate solutions</li> </ul>
<b>3) ANALYSE: Innovation boot camp</b>	Support to select final list of solution providers and coach them on the pitch	~2 weeks	<ul style="list-style-type: none"> <li>• Select best-in-class solutions</li> <li>• Define and communicate the format for pitch presentations</li> <li>• Ensure focus on the scaling model of the innovations</li> <li>• Train solution providers for pitch</li> </ul>
<b>4) CONNECT: Making event</b>	Host pitch event and identify winning solution(s)	~4 weeks	<ul style="list-style-type: none"> <li>• Organise pitch event</li> <li>• Select and convene jury</li> <li>• Have solutions presented at the pitch event</li> <li>• Potential for further EIT Climate-KIC support to facilitate follow-up (see Phase II)</li> </ul>

At the end of Phase I, the city is expected to have produced an **Event Report** on the pitch event and the solution providers selected.

## Phase II

Phase II is focusing on bringing the solution(s) identified in Phase I closer to implementation. It shall allow to test the solutions and investigate the viability and scaling potential for the selected solution(s) together with city officials. Phase II could include the following activities:

- Technical due diligence: Identify if the solution(s) is/are applicable within the city specific context, for example, under consideration of local policies or city stakeholders
- Implementation roadmap of the innovation and/or development of a business plan
- Pilot the solution in the city
- Launch of solution

Cities, in their Phase II applications, will identify the outputs they wish to deliver with the support of EIT Climate-KIC. At the end of Phase II, the city is expected to have produced a **Feasibility Report** on the selected innovation(s), with emphasis on the next steps, within the city specific context.

## Eligibility Criteria

Urban Challenges proposals must fulfil the following requirements to be considered eligible for funding:

CRITERIA	DESCRIPTION
<b>Maximum duration</b>	Phase 1: 6 months Phase 2: 12 months
<b>Maximum EIT funding request</b>	Phase 1: €30.000 (THIRTY THOUSAND EUROS) Phase 2: €50.000 (FIFTY THOUSAND EUROS)
<b>Co-funding</b>	Total declared co-funding must be at least 25% of the total EIT-funding requested

## Quality Assessment Criteria

EIT Climate-KIC will use the following quality assessment criteria in assessing Urban Challenges proposals:

CRITERIA	WEIGHT	DESCRIPTION
<b>Strategic Fit &amp; Contribution to the Climate Innovation Impact Goals</b>	20%	<ul style="list-style-type: none"> <li>• Does the proposal provide a clear narrative substantiating how and why the project aligns with the 2018 EIT Climate-KIC priorities and long term (2020/2030) impact goals?</li> <li>• Does the proposal clearly work in line with the objectives of the Urban Challenges programme?</li> </ul>
<b>Demand Assessment</b>	15%	<ul style="list-style-type: none"> <li>• Is the proposal responding to a substantial urban challenge?</li> <li>• Are demand-side representatives part of the project consortium and expressing concrete interest in the innovation? (Note: Formal commitments will be favoured.)</li> </ul>
<b>Systems Innovation Potential</b>	10%	<ul style="list-style-type: none"> <li>• Does the innovation demand have intention/potential to create transformational change on a system level?</li> <li>• Does the proposal clearly describe why it requires open innovation?</li> </ul>
<b>Expected Impact</b>	20%	<ul style="list-style-type: none"> <li>• Does the proposal have a well described narrative of how it intends to contribute to climate change mitigation and/or increasing climate resilience?</li> <li>• How well does the proposal consider the socio-economic benefits and risks the innovation demand entails?</li> </ul>

		<ul style="list-style-type: none"> <li>• Is evidence provided to substantiate (if appropriate: quantify) the expected impact? Does it adequately reference other studies?</li> <li>• Does the project encourage diversity and, in particular, gender equality?</li> </ul>
<b>Project Consortium/ Partnership</b>	10%	<ul style="list-style-type: none"> <li>• To what extent does the consortium engage organisations from different parts of society (government, academia, industry and civil society)?</li> <li>• Do the consortium partners have the appropriate skills and capabilities to successfully deliver the project?</li> </ul>
<b>Project Plan &amp; Clarity of Outputs</b>	10%	<ul style="list-style-type: none"> <li>• Is the work plan and work packages clearly explained and relevant to support the project objectives?</li> <li>• Are the project outputs, deliverables and KPIs clearly stated and linked to the different work packages/project stages identified in the work plan?</li> <li>• Is the work plan, work packages, outputs, deliverables and KPIs targeted reasonable for the duration of the project and the grant requested?</li> <li>• Is consideration given how the work will consolidate and apply knowledge developed by the project?</li> <li>• Are key assumptions and risks presented clearly?</li> </ul>
<b>Value for Money</b>	15%	<ul style="list-style-type: none"> <li>• How well is the funding spent on activities directly linked to achieving the project objectives, deliverables and KPIs?</li> <li>• How appropriate is the funding request in relation to the anticipated benefits?</li> <li>• How much co-funding is offered to match the EIT funding? (Note: Baseline is the minimum programme-specific co-funding requirement.)</li> <li>• How high is the potential for the innovation to attract further capital/investment (beyond EIT-funding)?</li> </ul>

## Annex 6: Climate Innovation Ecosystems Call Details

The purpose of the Climate Innovation Ecosystems programme is to:

- Pull EIT Climate-KIC Partners together more effectively and mobilise them as innovation cohorts rather than just through project-based innovation collaborations
- Develop several coherent innovation ecosystem groupings based around locations and/or topics
- Develop skills, knowledge and innovation capacity both within and between the ecosystems/clusters
- Enable cross-fertilisation of organisations from different parts of society (government, academia, industry and civil society)
- Complement and strengthen our own skills and expertise (for example by creating opportunities for us to engage with policy networks, networks of investors, and to create exchanges of experience between our Geographies)
- Reach into new geographical spaces in a more coherent way
- Learn about how to prioritise interventions in innovation ecosystems to help them perform better with efficient use of resources
- Inform and refine our thematic priorities by gathering a more demand-led, on-the-ground perspective

Strong proposals identify concrete challenges, potentialities and barriers to be worked upon as well as domains and modes of intervention. They also present action plans that specify targets and relevant parameters to measure progress in the desired transformation (using scenarios) and involve a portfolio of activities ranging from skills development to knowledge sharing, partnership approaches, co-ordination across different domains and stakeholder groups and cross-country learning processes and exchange.

### Eligibility Criteria

Climate Innovation Ecosystems proposals must fulfil the following requirements to be considered eligible for funding:

CRITERIA	DESCRIPTION
<b>Maximum duration</b>	Not specified (Typically 1-3 years)
<b>Maximum EIT funding request</b>	Not specified (Typically up to €3.000.000 (THREE MILLION EUROS) of EIT-funding over project's lifetime)
<b>Co-funding</b>	Total declared co-funding must be at least 50% of the total EIT-funding requested
<b>Geographic reach</b>	Bring together partnerships across a minimum of three European countries

### Quality Assessment Criteria

EIT Climate-KIC will use the following quality assessment criteria in assessing Cross-European Innovation Ecosystems proposals:

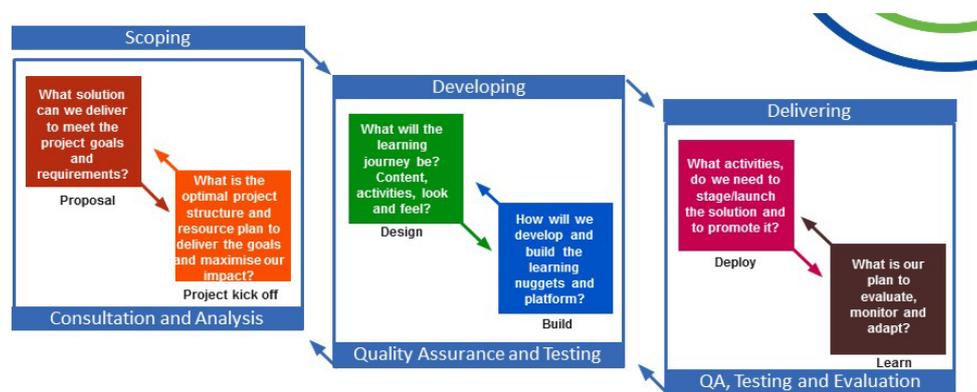
CRITERIA	WEIGHT	DESCRIPTION
<b>Strategic Fit &amp; Contribution to the Climate Innovation Impact Goals</b>	20%	<ul style="list-style-type: none"> <li>• Does the proposal provide a clear narrative substantiating how and why the project aligns with the 2018 EIT Climate-KIC priorities and long term (2020/2030) impact goals?</li> <li>• Does the proposal clearly work in line with the objectives of the Cross-European Innovation Ecosystems programme?</li> </ul>
<b>Demand Assessment</b>	15%	<ul style="list-style-type: none"> <li>• Is the proposal responding to a substantial societal challenge?</li> <li>• Are demand-side representatives part of the project consortium and expressing concrete interest in the innovation ecosystem?</li> </ul>
<b>Systems Innovation Potential</b>	10%	<ul style="list-style-type: none"> <li>• Does the proposal clearly describe why it is innovative?</li> <li>• Does the innovation demand have intention/potential to create transformational change on a system level?</li> </ul>

		<ul style="list-style-type: none"> <li>• Does the proposal illustrate how the innovation ecosystem creates the conditions for innovation to emerge?</li> </ul>
<b>Expected Impact</b>	20%	<ul style="list-style-type: none"> <li>• Does the proposal have a well described narrative of how it intends to contribute to climate change mitigation and/or increasing climate resilience?</li> <li>• How well does the proposal consider the socio-economic benefits and risks the innovation ecosystem entails?</li> <li>• Is evidence provided to substantiate (if appropriate: quantify) the expected impact? Does it adequately reference other studies?</li> <li>• Does the project encourage diversity and, in particular, gender equality?</li> </ul>
<b>Project Consortium/ Partnership</b>	10%	<ul style="list-style-type: none"> <li>• Do the consortium partners have the appropriate skills and capabilities to successfully deliver the project?</li> <li>• To what extent does the consortium engage organisations from different parts of society (government, academia, industry and civil society)? All else being equal, a high degree of diversity will be preferred.</li> <li>• Does the consortium have a high degree of geographical diversity that is relevant for the project? (Note: Baseline will be the minimum requirement of three countries.)</li> </ul>
<b>Project Plan &amp; Clarity of Outputs</b>	10%	<ul style="list-style-type: none"> <li>• Are the work plan and work packages clearly explained and relevant to support the project objectives?</li> <li>• Are the project outputs, deliverables and KPIs clearly stated and linked to the different work packages/project stages identified in the work plan?</li> <li>• Are the work plan, work packages, outputs, deliverables and KPIs targeted reasonable for the duration of the project and the grant requested? (Note: Multi-annual projects must be broken down by year.)</li> <li>• Is consideration given how the work will consolidate and apply knowledge developed by the project?</li> <li>• Are key assumptions and risks presented clearly?</li> </ul>
<b>Value for Money</b>	15%	<ul style="list-style-type: none"> <li>• How well is the funding spent on activities directly linked to achieving the project objectives, deliverables and KPIs?</li> <li>• How appropriate is the funding request in relation to the anticipated benefits?</li> <li>• How much co-funding is offered to match the EIT funding? (Note: Baseline is the minimum programme-specific co-funding requirement)</li> <li>• How high is the potential for the project to attract further capital/investment (beyond EIT-funding)?</li> </ul>

## Annex 7: Online Education Call Details

The Online Education Team (OET) is initiating a process to identify suitable collaboration projects for the EIT Climate-KIC Online Education Work Plan (WP) 2018. The aim is to identify an appropriate range of online learning projects to continue the population and scale the dissemination of learning materials across Europe through EIT Climate-KIC's learning platform ([www.learning.climate-kic.org](http://www.learning.climate-kic.org)) and through collaboration with other global learning platforms.

Our learning design team works closely with subject matter experts from within our partnership to create the learning resources. This work is done through a structured consultation process where partners often have the role as subject matter specialists, interacting with our team of learning designers and graphics and tech developers driving the development process from the scoping phase towards delivery. It normally takes about 2-3 months to develop a learning module.



EIT Climate-KIC partners can use this initiative to develop their online learning dimension. The development of online course materials can be based on source materials ranging from PowerPoint presentations with speaker notes, offline course curricula and materials as well as articles and books. E-learning outputs can range from full online courses (MOOCs) to short learning nuggets on specific knowledge assets for programmes, campaigns, etc.

Our learning design embodies a transformational approach rooted in the learning-by-doing principle. Our target audience is spread globally, across schools, universities, business, government, institutions and individuals. For more examples of existing materials pls. look at [www.learning.climate-kic.org](http://www.learning.climate-kic.org) and the associated education programme sites.

### Process and Timeline

During the proposal preparation process, we will be available for feedback about the potential of making the learning materials of partners available online. We are specifically looking for proposals that link to our 2018 priorities. For approved projects, we will develop a project plan and timeline together with partners.

### Inform us about your interests

If you are interested in developing and submitting a proposal to our Online Education programme, please contact Elisabeth Westerman ([elisabeth.westerman@climate-kic.org](mailto:elisabeth.westerman@climate-kic.org)) or Christoph Auch ([christoph.auch@climate-kic.org](mailto:christoph.auch@climate-kic.org)) to obtain more details about the programme, proposal development process, and assessment criteria.

## Annex 8: Professional Education Call Details

### Introduction

Professional Education programmes are intended to provide professionals with inspiring and empowering training that will support them to tackle challenges arising through climate change. There are three generic training formats:

- **Spotlight:** 1-3 days in-class training. Focus generically on climate innovation (can be context-/theme specific).
- **Catalyst:** 4-6 day coached residential workshop, or two 2-3 day modules; online modules for preparation; focus on enhancing participants' competencies to move on with their individual innovation cases / projects.
- **Exchange:** Project-oriented 18-month programme for capacity building at institutions. Participants of institutions work jointly on an individual (systemic) innovation project. Professional mentoring through workshops and individual support.

### Conception

Training courses should inspire and empower innovators to catalyse climate innovation by providing a **combination of theoretical knowledge and real-life case studies and challenges**. Main skills and competencies trained within our Professional Education Programmes seek to enable practitioners and professionals to think outside the box, leave their comfort zone and create new climate innovative solutions to specific challenges.

Specifically, the courses shall address the following:

- Develop skills needed to accelerate innovation and entrepreneurship to promote sustainable economic development
- Equip participants with tools and instruments to lead change processes
- Demonstrate existing ideas/solutions and options to adapt those to participants' own contexts
- Provide capacity building for managing and scaling systemic innovation (incl. multi-stakeholder management and trans-disciplinary communication)

Trainings shall be implemented in a blended format, combining online elements with class attendance and face-to-face interaction. EIT Climate-KIC's online platform will allow delivery partners to connect with participants before and after the training.

### Delivery

Delivery of EIT Climate-KIC's Professional Education programme is based on a **co-creation process** between the delivery partners and our Professional Education Team. Delivery partners will be responsible for the preparation and implementation of the courses (including organisational matters such as booking of the venue, catering and contracting the coach/ course lead etc.), working closely with EIT Climate-KIC's Professional Education Team and local education managers particularly during the conception and preparation phase.

Generic learning materials will be made available for coaches and partners, including assignments (incl. on the System Innovation Tools) and relevant case studies. Delivery partners need to customize the learning materials to the specific needs of the target group and adhere to EIT Climate-KIC's branding guidelines.

In designing a Professional Education course, the following aspects related to delivery should be considered:

- **Date:** Please pick a date that allows for a minimum planning period of 14 weeks and avoids holiday seasons and other inconvenient dates for travelling to/from your location
- **Coaches/Facilitators:** Our Professional Education Team will assist you in selecting a coach/facilitator from our network of experienced individuals who are familiar with our quality standards and ways of working.
- **Marketing:** All communication materials must be in line with EIT Climate-KIC branding guidelines. The Professional Education Team will provide support in marketing courses by producing materials and advertising the courses in relevant European networks, while the delivery partner is responsible to marketing the courses locally.

- **Participants:** Target size per class is 20-30 participants. The application and selection process will be administered by the Professional Education Team in close collaboration with delivery partners.
- **Reporting:** Delivery partners are required to prepare a report within two months after the delivery of the course, following EIT Climate-KIC's reporting guidelines.
- **Quality Management:** Successful applicants will receive a programme management handbook outlining quality management guidelines and processes.
- **Course Fees:** Professional Education courses are fee-paying. EIT Climate-KIC will determine and collect all fees and retain all revenue (revenue-sharing models can be discussed). Fee waivers are possible in some cases.

## Costs & Budget

Budgets will be agreed based on actual costs to ensure a high-quality learning experience. Based on experience, budgets tend to fall into the following bands: Spotlight 8,000 – 15,000 EUR, Catalyst 40,000 – 60,000 EUR, Exchange 70,000 – 100,000 EUR. Costs vary depending on the programme, number of participants, coaches and experts, and location.

In general, budget is available for the implementation of the courses (venue, experts, coaches, management). Limited budget is available for further development of the training material.

## Eligibility Criteria

Professional Education proposals must fulfil the following requirements to be considered eligible for funding:

CRITERIA	DESCRIPTION
<b>Co-funding</b>	Total declared co-funding must be at least 30% of the total EIT-funding requested

## Quality Assessment Criteria

EIT Climate-KIC will use the following quality assessment criteria in assessing proposals:

CRITERIA	DESCRIPTION
<b>Strategic fit to EIT Climate-KIC</b>	Does the proposed course fit to the thematic focus areas of EIT Climate-KIC and/or does it clearly address skill development for climate innovation?
<b>Format</b>	Does the proposed course fit into the framework of EIT Climate-KIC Professional Education formats? Proposals that follow a traditional expert knowledge dissemination format are not encouraged.
<b>Target groups</b>	Is the audience clearly defined?
<b>Learning objectives</b>	Are the activity's objectives clearly defined and realistic to achieve?
<b>Value proposition and market/user attractiveness</b>	Does the course seem to be attractive for the target audience? Are hypotheses clear regarding the attractiveness of the proposal for the user/participants and have hypotheses been tested?
<b>Scaling and business potential</b>	In case of successful implementation, have paths been identified to scale the course/programme and is there a high likelihood to attract revenue/external funding? Is the delivery partner interested in supporting the development of a business model?
<b>Ability to pre-finance</b>	Is the delivery partner able to pre-finance the costs of the course?
<b>Risk/Management implications</b>	Clear and realistic view of risk/management implications related to the activity delivery.
<b>Co-funding</b>	How much co-funding is offered to match the EIT funding? (Note: Baseline is the minimum programme-specific co-funding requirement.)
<b>Value for money</b>	Is the proposed EIT budget efficient in relation to the objectives? Scale ratio: targeted learners vs. cost.

## Annex 9: 2018 KPIs

Our primary funder, the European Institute of Innovation and Technology, (EIT) uses the below KPIs to assess the performance of EIT Climate-KIC and its partners. All interventions should consider the KPIs that they will achieve in their applications.

2018 EIT Core KPI	Code	Category Indicator	Definition/Formula	Supporting Evidence requirements
# Start-ups created by students enrolled and graduates from EIT labelled MSc and PhD programmes	EITN02	Result /Impact	<p>Sum of start-ups created by students enrolled and graduates from EIT labelled MSc and PhD programmes in year N.</p> <p>To be eligible, a start-up should be created during EIT labelled programme (by students) or within three years from the graduation (by graduates).</p>	<ol style="list-style-type: none"> <li>1. Registration certificate, company's profile, contact details and gender(options available are male or female)of the CEO/owner;</li> <li>2. Document such as an invoice or an online sales record certifying the first financial transaction for a service/product sold to a customer, or a declaration of honour from a former student certifying the first commercial transaction with a reference to the customer.</li> </ol> <p>Additional comments provided by EIT as at November 2017 As a substitute evidence for the invoice from the first customer, a proof of attracted investment, online sales with reviews, open source, customer order, a letter of intent may be accepted if it is proportional and substantiated. <b>The EIT will decide on the acceptance of the substitute evidence on case by case basis</b> depending on the field and product in question. For instance, a letter of intent should clearly state that the purchase of the service / product will be made, as well as an indicative timeline of the purchase should be provided. An open source should sufficiently demonstrate the number of downloads. <b>Note to partners from Climate-KIC:</b> please avoid substitute evidence unless absolutely necessary as substitute evidence may not be accepted and therefore the KPI claimed will not be accepted.</p>
# Products (goods or services) or processes launched on the market	EITN03	Output	<p>Number of innovations introduced to the market during the KAVA duration or within three years after completion thereof. By innovations we mean new or significantly improved products (goods or services) and processes sold. Innovations should be reported in the year when they were introduced on the market (but not later than three years after completion of the KAVA).</p>	<ol style="list-style-type: none"> <li>1. Description of product or process with specified performance characteristics/ physical parameters/ functionalities demonstrating novelty (new or significant improvement) of the product/ process; Please also identify if it is a <b>new</b>, or if it is an <b>improved</b> product (goods or services) or process launched.</li> </ol>

2018 EIT Core KPI	Code	Category Indicator	Definition/Formula	Supporting Evidence requirements
				<p>2. Declaration demonstrating link with the specific KIC KAVA (indication of the specific output of KIC KAVA(s));</p> <p>3. Documented proof such as an invoice demonstrating that the purchase has been made by a customer.</p> <p>Additional comments provided by EIT as at November 2017</p> <p>As a substitute evidence for the customer invoice, online sales with reviews, open source, customer order, a letter of intent may be accepted if it is proportional and substantiated. The EIT will decide on the acceptance of the substitute evidence on case by case basis depending on the field and product in question. For instance, a letter of intent should clearly state that the purchase of the service / product will be made, as well as an indicative timeline of the purchase should be provided. An open source should sufficiently demonstrate the number of downloads.</p> <p><b>Note to partners from Climate-KIC:</b> please avoid substitute evidence unless absolutely necessary as substitute evidence may not be accepted and therefore the KPI claimed will not be accepted.</p>
# Start-ups created as a result of innovation projects	EITN04	Result /Impact	Sum of start-ups established in year N as a result/ based on the output(s) of Innovation/ Research related KAVA(s), or start-ups created for the purpose of an innovation project to organise and support the development of an asset (but not later than three years after completion of the KAVA).	<p>1. Registration certificate, company's profile and contact details and gender (options available are male or female) of the owner/CEO;</p> <p>2. Declaration demonstrating link with the specific KIC KAVA (indication of the specific output of KIC KAVA(s));</p> <p>3. Document such as an invoice or an online sales record certifying a first financial transaction for a service/product (result of the KIC KAVA) sold to a customer.</p> <p>Additional comments from EIT</p> <p>As a substitute evidence for the invoice from the first customer, a proof of attracted investment, online sales with reviews, open source, customer order, a letter of intent may be accepted if it is proportional and substantiated. The EIT will decide on the acceptance of the substitute evidence on case by case basis depending on the field and product in question. For instance, a letter of intent should clearly state that the purchase of the service / product will be made, as</p>

2018 EIT Core KPI	Code	Category Indicator	Definition/Formula	Supporting Evidence requirements
				<p>well as an indicative timeline of the purchase should be provided. An open source should sufficiently demonstrate the number of downloads.</p> <p><b>Note to partners from Climate-KIC:</b> please avoid substitute evidence unless absolutely necessary as substitute evidence may not be accepted and therefore the KPI claimed will not be accepted.</p>
# Start-ups supported by KICs	EITN05	Output	Number of start-ups that that have started receiving KIC's business creation (BC) services through KIC KAVA activities within year N. KIC should justify that the provided services contribute to the company's growth (including potential growth). Examples of such services are mentoring, consultancy on e.g. access to finance and markets, product/service marketing, legal advice, internationalisation, match-making, etc. The services should be provided for a total period of at least two months.	<ol style="list-style-type: none"> <li>1. Description of supported start-ups including information on company's name and profile, contact data, name and gender (options available are male or female) of CEO/owner and reference to a specific KIC KAVA;</li> <li>2. Formal signed agreement between KIC and the start-up clearly stating what is being provided, when and with which milestones / deliverables for the start-up to go onto the next stage of BC services and, if applicable, what is KIC receiving in exchange;</li> <li>3. Registration certificate of the start-up receiving BC services.</li> </ol>
Investment attracted by start-ups supported/have been supported by KICs	EITN06	Result /Impact	<p>Total EUR amount of private and public capital attracted within year N by ventures that have received KIC business creation services support of total duration of at least two months (as described in the output indicator above), within a maximum of three years following the last received KIC KAVA support activity.</p> <p>Impact Fund investments into KIC supported start-ups should be measured separately.</p>	<ol style="list-style-type: none"> <li>1. Description of the start-ups which attracted the capital including: company name and profile, contact data, amount of investments attracted, information on the investors (optionally) and reference to a specific KIC KAVA;</li> <li>2. Press releases, or official announcements, or other official documents (e.g. signed declaration of honour by the Entrepreneurship Director confirming the accuracy of the provided information).</li> </ol>
# Success stories submitted to and accepted by EIT	EITN07	Output	Good practises or success stories presented by KICs to the EIT according to a specific format and accepted by the EIT including eligible nominees for the EIT awards.	<p>Template available. Climate-KIC staff can locate it on our SharePoint site from the EIT homepage site. EIT revised the template (as at September 2017) and it is available from Climate-KIC staff. .</p> <p>The success story should provide a description of the achievement and its wider impact, contribution of the KIC services and reference to the EIT KTI model.</p>
# External participants in EIT RIS (Regional Innovation Scheme) programmes	EITN08	Result /Impact	Number of organisations and individuals from the EIT RIS eligible countries and regions selected via open process that are collaborating with KIC and benefitting from the EIT RIS activities (including but are not limited to receiving business creation	<ol style="list-style-type: none"> <li>1. Description of entities/individuals provided by the KIC including name, address (not for the individuals), description of activity, EIT budget (if relevant), Respective collaboration agreement or equivalent describing the subject and nature of the collaboration/ EIT RIS activity</li> </ol>

2018 EIT Core KPI	Code	Category Indicator	Definition/Formula	Supporting Evidence requirements
			services taking part in joint collaborations on developing joint solutions, participating in education activities).	<p>Additional notes from EIT:</p> <p>EIT Hubs are not counted under this indicator. External participants are entities that are not KIC partners. As for education, students either taking part in EIT RIS-specific educational programmes, or students receiving financial support under the EIT RIS should be counted.</p> <p>Organisations and individuals will be accounted separately in following groups:</p> <ol style="list-style-type: none"> <li>1. Individuals (primarily students receiving a scholarship, note that participants of events, MOOCs and similar activities where there is no collaboration agreement or equivalent signed between the KIC and the individual will not be accepted);</li> <li>2. Ventures (mostly start-ups and scale-ups)</li> <li>3. Other entities (eg university)</li> </ol>
Budget consumption of KICs	EITN09	Output	EIT grant approved / EIT grant committed Calculated by EIT.	<p><b>Info only:</b> Partners should be aware that Climate-KIC is assessed by EIT for budget consumption. Accurate financial forecasting by projects allows us to manage our overall budget consumption. Inaccurate forecasting means we cannot effectively manage our budget, which results in budget consumption issues.</p>
Error rate of KICs	EITN10	Output	Ineligible KAVA costs established by EIT based on ex-ante checks / total KAVA cost declared by KIC. Calculated by EIT.	<p><b>Info only:</b> Partners need to be aware that Climate-KIC is assessed by EIT and it is now a formal KPI. Performance of projects, quality of the deliverable proofs, and the compliance with cost requirements all count towards this KPI.</p>
Financial Sustainability (FS): revenue of KIC legal entity (LE) and FS coefficient	EITN11	Result /Impact	The total revenues generated by the KIC LE in year N (absolute value in EUR) and FS coefficient (%) is the total revenues generated by the KIC LE divided by the total EIT KAVA in year N	<p><b>Info only:</b> Partners need to be aware that Climate-KIC is being assessed by EIT for progress against financial sustainability.</p>

2018 KIC KPI	Code	Category Indicator	Shared with EIT (Yes/No)	Definition/Formula	Supporting Evidence requirements
Investment attracted by innovation activities supported by KIC	CKIC01	Outcome	Yes	Total EUR amount of private and public capital attracted within year N by Partners or start-ups <sup>7</sup> who have used at least one month of Climate-KIC support to advance innovation activities over the last three years (e.g. through projects supported under the Innovation Framework).	<p>1. Details of the entity, which attracted the capital including: organisation name and profile, contact data, amount of investments attracted, information on the investors (optionally) and reference to a specific KIC KAVA that provided the KIC service. Such evidence can be strengthened by press releases, official announcements or other official documents relating to the investment</p> <p><b>Note:</b> An evidence template will be completed and signed individuals involved in the specific activity, one from the entity attracting capital, and one of which will be a relevant Climate-KIC representative, such as the project co-ordinator or relevant Theme Director. The Climate-KIC representative will need to have had sight of sufficient evidence in order to provide their signature.</p>
# Innovation Opportunities identified	CKIC02	Progress	Yes	<p>The number of Innovation Opportunities identified within year N of the KIC KAVA activity.</p> <p>An Innovation Opportunity exists when the unique discovery or idea has been identified and clearly stated</p>	<p>1. Signed declaration by the Theme Director OR Geography Director confirming that due diligence has been undertaken to establish the uniqueness of the discovery or idea.</p> <p><b>Note:</b> An evidence template will be provided.</p>
# Cities and regions engaged with Climate-KIC on climate innovation	CKIC03	Progress	Yes	In 2018, number of city and regional authorities/representatives either part of formal C-KIC partnership, receiving C-KIC innovation services or hosting C-KIC events.	<p>List of all city and regional authorities/representatives receiving C-KIC innovation services or hosting C-KIC events. This list must be signed by the Climate-KIC Director responsible for the KAVA and include:</p> <ul style="list-style-type: none"> <li>• Name of city and regional authorities/representatives</li> <li>• CKIC innovation service received, OR</li> <li>• Name, date and # of attendees at event held</li> </ul> <p><b>Note:</b> An evidence template will be provided</p>

<sup>7</sup> Start-ups include micro-enterprises that have participated in Climate-KIC programmes, but are not Partners

2018 KIC KPI	Code	Category Indicator	Shared with EIT (Yes/No)	Definition/Formula	Supporting Evidence requirements
# Knowledge Triangle learning and knowledge sharing events held.	CKIC04	Progress	Yes	In 2018, number of C-KIC events held with a focus on learning, knowledge sharing, exchanges of experience, with participation from organisations representing at least 2 different knowledge triangle actors.	<p>List of C-KIC events held. This list must be signed by a Climate-KIC Director responsible for the KAVA and include:</p> <ul style="list-style-type: none"> <li>• Name and date of event</li> <li>• List of participating organisations and KTI relevance</li> <li>• Brief description of the specific focus of event explaining why it fulfils this KPIs</li> </ul> <p><b>Note:</b> An evidence template will be provided</p>
# Education Support Participants	CKIC05	Progress	Yes	The number of Climate-KIC community individuals (whether from Partners, start-ups or as individuals) engaged in Climate-KIC innovation activities or Climate-KIC education activities in year N that receive an Education service in year N.	<p>1. List of all Education service attendees that have also been involved in Climate-KIC innovation and entrepreneurship activities. This list must be signed by the Director of Education and include:</p> <ul style="list-style-type: none"> <li>• Name of attendee</li> <li>• Education service attended</li> <li>• Innovation or Entrepreneurship activity involvement.</li> </ul>
# Climate Impact assessments completed	CKIC06	Progress	Yes	The number of climate impact assessments completed in year N.	Climate impact assessment completed in accordance with Climate-KIC standards.
# Individuals paid training	CKIC07	Result	Yes	The number of professionals that have paid for Climate-KIC Education services lasting 1 day or more in year N.	<p>1. List of all attendees of paid Climate-KIC Education services. This list must be signed by the Director of Education and include:</p> <ul style="list-style-type: none"> <li>• Name of attendee</li> <li>• Education service attended and</li> <li>• Amount paid</li> </ul>

2018 KIC KPI	Code	Category Indicator	Shared with EIT (Yes/No)	Definition/Formula	Supporting Evidence requirements
# Social media followers	CKIC08	Result	Yes	In 2018, sum of followers on three major social media channels: Facebook, Twitter, and LinkedIn	<ol style="list-style-type: none"> <li>In the case of Climate-KIC: Signed declaration by the Climate-KIC Director responsible for the KAVA which shows the target, and lists and verifies the results.</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>In the case of a project: Signed declaration by the Partner responsible providing the results which shows the target, and lists and verifies the results.</li> </ol>

## Annex 10: Suggested Deliverable Types

When planning your project, you may wish to use the below deliverable types to evidence the work that has been carried out.

Suggested Deliverable format	Description of format	Expectations of the deliverable format
Publication	Publications that result from knowledge developed due to Climate-KIC activity.	A publication can take many forms but in all instances it must meet the highest standards and publishing criteria of the most relevant body, whether academic, institution or business. For example, a peer reviewed scientific article must be accepted and published in a journal, or other accepted formats.
Demonstrators	Demonstration site equipped or prototype developed.	A short report (following recommended report structure below) that integrates succinct narrative of the demonstration with photos or visuals of demonstration site/prototype.
Reports – - Project report - Market analysis - Feasibility study - Policy draft - Comparative study - Handbook and training tool - Newsletter, - etc.	Reports resulting from a project task, work package, project stage, etc	Any report should cover minimum standards expected in any report, such as: <ul style="list-style-type: none"> <li>• <b>Abstract</b> - summary of the major points, conclusions, and recommendations. It should be treated as a general overview of the report.</li> <li>• <b>Introduction</b> – this section explains the main problem and shows the reader the report’s main objectives, research, scope, purposes and goals.</li> <li>• <b>Main section / Body.</b> – expands the main ideas into several sections, with each having a subtitle, and explains the methodology used to produce this report. Information must be organized in order of importance. If needed, a “Discussion” section can be included in the end so that main findings are debated and their significance is explained.</li> <li>• <b>Conclusions</b> – covers the writer’s judgement based on information in the body of the report.</li> <li>• <b>Recommendations</b> – covers the writer’s endorsements based on the conclusions.</li> <li>• <b>Appendices/Annexes</b> - evidence supporting the report. For example, technical information that is not comprehensive by the main audience, yet experts in the field will read.</li> <li>• <b>References/Bibliography</b> - sources of information using proper citation guidelines (e.g. APA)</li> </ul>
Event report: Workshop, Seminar Conference, Online forum, etc.	Event resulting during implementation from finalisation of a project task, work package, project stage.	Proof that event took place (e.g. list of attendees, agenda). All proofs should be grouped into a short report summarising the event’s main achievements and supporting documents such as list of attendees should be annexed.