



It is simple. Less hazardous waste means safer and healthier people, and a cleaner environment.

Capital Cities Collaborating on Common Challenges in Hazardous Waste Management Yerevan, Warsaw, Tirana



Project co-funded by
the European Union



Introduction to the Sub-Grant Scheme

“INNOVATION GRANTS FOR MUNICIPAL WASTE MANAGEMENT”

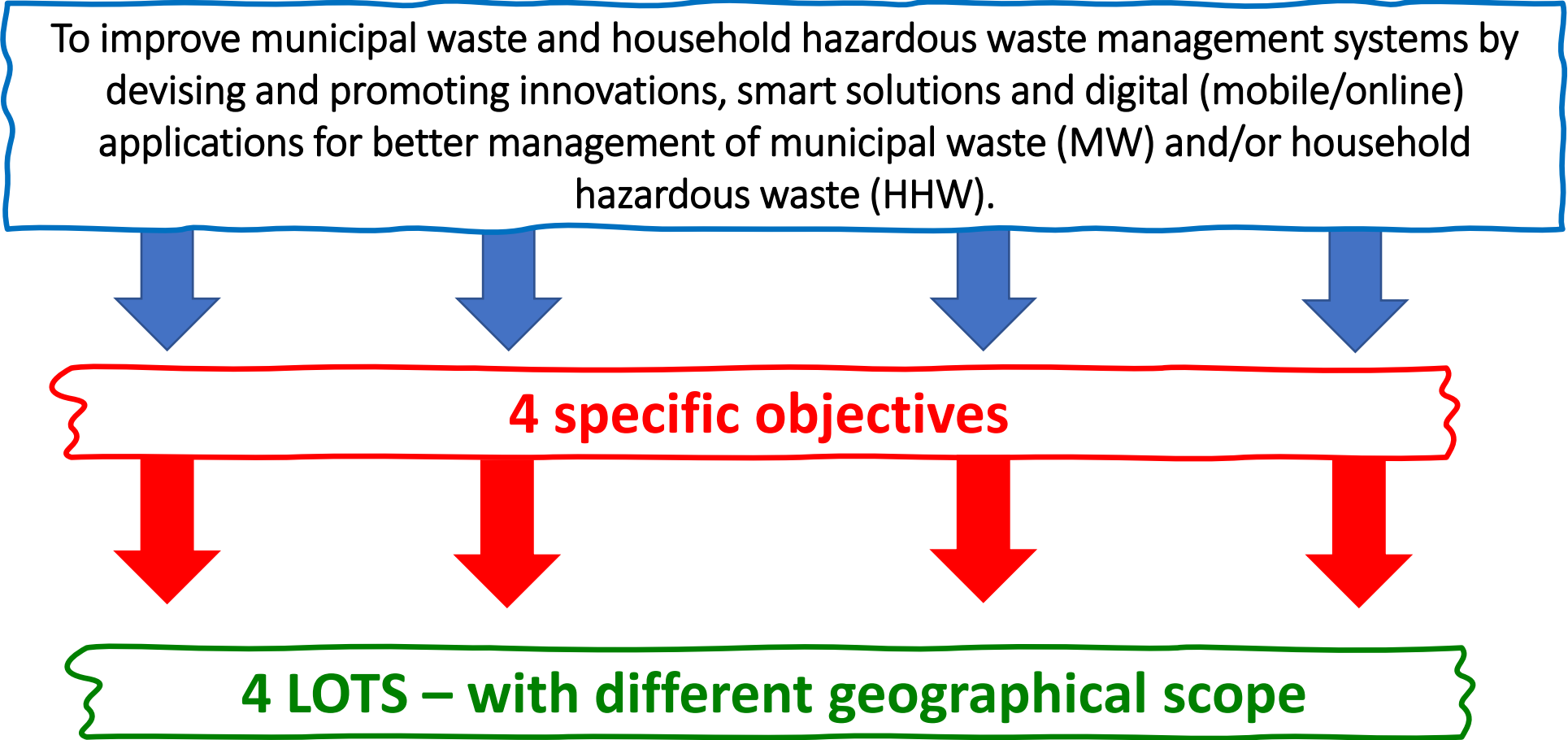
ENI/2019/412-943/SG3

Date: 10 March 2023

Authors: Marta Sassella, Robert Girejko

objectives & structure of the Call for proposals

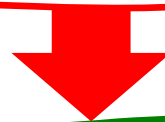
global objective



specific objective 1

Introduction of **innovations and smart solutions in MWM/HHWM**, including **digital applications**, for citizens to:

- ❖ **Recognise HHW**, prevent its use, and **participate in segregation** and **support treatment** in accordance with locally applicable regulations and best practices;
- ❖ **Increase citizens' participation** in **HHW prevention** and **proper management** at the municipal level;
- ❖ **Promote initiatives** and **improved policies** related to **HHW prevention** and **proper management** at the municipal level.



**LOT 1: Smart solutions for improved citizens' behaviours in preventing and managing household hazardous waste
YEREVAN, WARSAW AND TIRANA**

specific objectives

2

3

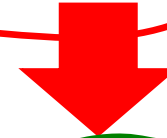
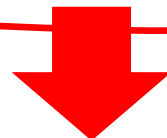
4

Introduction of innovations and smart solutions in MWM/HHWM for:

- ❖ Better communication with inhabitants, feedback, and awareness-raising related to specific functions of MWM/HHWM systems and operations in Yerevan
- ❖ Improved management of bio-waste in Yerevan
- ❖ Improved collection, transportation and handling operations of MW/HHW in Yerevan

- ❖ Better communication with inhabitants, feedback, and awareness-raising related to specific functions of MWM/HHWM systems and operations in Warsaw

- ❖ Better organisation of MWM related to mass events in Tirana
- ❖ Improved collection, transportation and handling operations of MW/HHW in Tirana
- ❖ Better tariffication and tariffs collection systems for MWM/HHWM in Tirana
- ❖ Improved management of Civic Amenity Sites/Systems in Tirana



LOT 2: Innovations and Smart Solutions in Municipal Waste and Household Hazardous Waste Management - YEREVAN

LOT 3: Innovations and Smart Solutions in Municipal Waste and Household Hazardous Waste Management - WARSAW

LOT 4: Innovations and Smart Solutions in Municipal Waste and Household Hazardous Waste Management - TIRANA

financial information

overall indicative amount made available by the Sub-Grantor:

162,000 EUR

size of the Projects:

minimum: 25,000 EUR – maximum: 45,000 EUR
(including Sub-Grantor grant and Applicant's own co-financing)

required Applicant's own co-financing:

at least 10% of the total eligible costs of the project

maximum sub-grant value:

40,500 EUR

who can apply as Lead Applicant?

Eligible Applicants are:

- ❖ Micro, small or medium-sized Enterprises(SMEs)
- ❖ Research Institutions
- ❖ Research and Development Institutions
- ❖ Higher Education Institutions

AND

must be legally registered before 31 March 2022

must be established in

LOT 1	LOT 2	LOT 3	LOT 4
Armenia, Poland, Albania	Armenia	Poland	Albania

who can apply as Co-Applicant?

Eligible Applicants are:

- ❖ Micro, small or medium-sized Enterprises(SMEs)
- ❖ Research Institutions
- ❖ Research and Development Institutions
- ❖ Higher Education Institutions

AND

must be legally registered before 31 March 2022

must be established

LOT 1

LOT 2

LOT 3

LOT 4

EU/EEA country or in any ENI or IPA country eligible for EU support

partnership

not mandatory – i.e. the Lead Applicant can apply alone

maximum 1 Co-Applicant

no limits to the number of applications: the Lead Applicant can submit one or more applications, and participate as Co-Applicant in other applications

NOTE: ideally, one application per Lot will be awarded!

eligible actions: characteristics

The project/action **proposal** can feature the following types of Action:

- ❖ **R&D&I – including design, prototype development, testing, coding, programming, and similar**
- ❖ **Promotion of the created mobile or online applications / innovations / smart solutions**
- ❖ **Intellectual protection of the created mobile or online applications / innovations / smart solutions**

Duration: max. **12 months** (subject to Sub-grantor obtaining contract amendment)

Location: takes place where the **Lead Applicant**, and the **Co-Applicant** if any, are located. Some activities may take place in other locations indicated in the application, if justified.

The Action **must contribute significantly** to the **achievement of concrete outputs and results** (GfA, 1.2).

LOT 1 - non-exhaustive list of eligible activities

- ❖ **Development of a digital application (mobile and/or online)**
- ❖ **Adaptation of existing digital application(s) (mobile and/or online)** by combining and/or increasing its/their functionalities. (*NOTE: existing digital applications or the relevant license for modification will **NOT** be provided by the Sub-Grantor*).
- ❖ **Licencing out of a digital application (mobile and/or online).**

The developed / adapted digital application(s) will allow citizens to easily recognise HHW and/or provide suggestions for switching to HHW-free products, and/or proper disposal of HHW to Yerevan, Warsaw and Tirana Municipalities, or other local authorities.

- ❖ **Promotion/dissemination activities** to publicise the digital application among potential users.
- ❖ **Assessment of options, dissemination and promotion among other cities than Yerevan, Warsaw and Tirana**, of a digital application (mobile and/or online) which will allow citizens to easily recognise HHW and/or provide suggestions for switching to HHW-free products, and/or proper disposal of HHW.

LOT 1 - non-exhaustive list of eligible activities (continued)

The digital application:

- ❖ **should be made available at least to the citizens of Yerevan, Warsaw and Tirana, considering the local situations in HHW management, OR**
- ❖ **if it does not contain specific instructions on how to dispose of HHW locally, it can be prepared for national or international use, or can have features which ease the adaptation to a specific local context;**
- ❖ **can be made available on the basis of an open licence or a fee-based licence;**
- ❖ **if licensed, its use must offered free of charge to Yerevan, Warsaw and Tirana Municipalities for at least 5 years from the end date of the implementation period as per Sub-grant Contract.**

LOT 2 (Armenia)

non-exhaustive list of eligible activities

R&D&I activities (e.g., design, prototype development, testing, coding/programming, purchase of necessary equipment /services) to **develop and introduce innovations and smart solutions in MWM/HHWM** pertaining to the following **priority areas**:

- ❖ **Communication with inhabitants, feedback, and awareness-raising related to specific functions of MWM/HHWM systems and operations**
- ❖ **Management of bio-waste**
- ❖ **Collection, transportation and handling operations of MW/HHW**

LOT 3 (Poland)

non-exhaustive list of eligible activities

R&D&I activities (e.g., design, prototype development, testing, coding/programming, purchase of necessary equipment /services) to **develop and introduce innovations and smart solutions in MWM/HHWM** pertaining to the following **priority areas**:

❖ **Communication with inhabitants, feedback, and awareness-raising related to specific functions of MWM/HHWM systems and operations**

E.g., development of software created and used by Warsaw Municipality (e.g. Warszawa 19115 website and application, SegregujNa5 website) by expanding software functionalities, in close cooperation with the Warsaw Municipality.

LOT 4 (Albania)

non-exhaustive list of eligible activities

R&D&I activities (e.g., design, prototype development, testing, coding/programming, purchase of necessary equipment /services) to **develop and introduce innovations and smart solutions in MWM/HHWM** pertaining to the following **priority areas**:

- ❖ **Organisation of MWM related to mass events**, aiming at better waste prevention, management, monitoring;
- ❖ **Collection, transportation and handling operations of MW/HHW**
- ❖ **Tariffication and tariff collection systems for MWM/HHWM**
- ❖ **Management of Civic Amenity Sites/Systems**

output and result indicators

Output indicators

O.1	Number of technical, and organizational improvements, innovations and smart/digital solutions for MWM/HHWM developed
O.2	Number of innovations and smart/digital solutions for MWM/HHWM under intellectual property protection
O.3	Number of innovations and smart/digital solutions for MWM/HHWM made available as open source licence

Result indicators

R.1	Number of institutional users of innovations and smart/digital solutions for MWM/HHWM
R.2	Number of end users (inhabitants) of innovations and smart/digital solutions for MWM/HHWM

eligible costs – human resources

To be eligible, costs must be **necessary** for the implementation of the Sub-Grant project:

- ❖ **Cost of gross salaries or cost of freelance services provided by the staff performing R&D&I activities, promotional activities, and any other activity necessary to implement the Action.**

In the Application, section 2.6.4 Innovation or Smart/Digital Solution development and promotion team:

- *You **must** indicate the name and position of the **Project Team Leader (PTL)**. CV must also be included in the application.*
- *You **can** indicate the name of **R&D, ICT specialists and/or students** who will be part of your implementation team. If the name is specified in the application, no procurement procedure or other competitive selection will be necessary.*

*The **PTL, and the members** of the implementation team **mentioned in the application** (if any):*

- *must then be the same persons working in the Project Team;*
- *will be contracted with **labour contracts** or **similar civil contracts** (e.g. freelance service contract). **Salaries or fees must correspond to market rates and typical rates offered by the applicant** and must be declared in HR budget lines (1.1.1 and 1.2.1).*

eligible costs - 2

- ❖ **Costs of purchase of equipment and tools** necessary to perform R&D&I activities and any other activity necessary to implement the Action
- ❖ **Costs of purchase of IT applications** necessary to perform R&D&I activities, promotional activities and any other activity necessary to implement the Action
- ❖ **Costs of purchase of external services** necessary to perform R&D&I activities, promotional activities and any other activity necessary to implement the Action, including **translation costs** (ARM-POL-ALB-ENG)
- ❖ **Costs of purchase of consumable materials**
- ❖ **Costs of intellectual property protection**

eligible costs - 3

- ❖ **Travel and subsistence costs** of staff and other persons taking part to the action, provided that travel is justified and necessary to the implementation of the Action
- ❖ **Costs of design, creation, production / printing of materials to promote** the mobile application / the smart solution
- ❖ **Costs related to the organization of offline/online/hybrid events to promote** the mobile application / the smart solution
- ❖ **Costs of production of visibility materials**, e.g., banners, posters, etc.
- ❖ **Duties, taxes and charges, including VAT, if paid and not recoverable by the Sub-Grantee / Sub-Grant Beneficiaries**
- ❖ **Other costs which are duly justified in the Sub-Grant application**

indirect costs

- ❖ **5% of the final amount of direct eligible costs** of the action can be claimed as **indirect costs**.

Indirect costs:

- ❖ are eligible costs that **cannot be identified** as specific (direct) costs **directly linked to the implementation of the Action** but **are incurred in connection with the eligible direct costs** for the Action;
- ❖ are eligible provided that they **do not include costs assigned to another budget heading, or costs indicated as ineligible** in the GfA/Sub-grant contract article 12.4.

submitting an application – key elements

❖ **DEADLINE FOR SUBMISSION: 7 April 2023 at 24:00 Armenian Time / 22:00 CET**

❖ **Application** is submitted in electronic format, in English language, and is composed of:

1. A **descriptive section**, prepared using Annex A.I – Sub-Grant Application
2. A **financial section**, prepared using Annex A.II – Budget

The two sections must be mutually consistent.

❖ **Requests for Clarifications** can be submitted by e-mail to **SG@hazardouswm.eu** by **17 March 2023 at 24:00 Armenian time / 21:00 CET**. Answers will be published where the GfA are published, by **24 March 2023**.

evaluation and selection of applications

STEP 1 – OPENING AND ADMINISTRATIVE CHECK	See administrative compliance and eligibility criteria in the GfA 2.3 and the ‘Review checklist’ at the end of the Application Form.
STEP 2 - EVALUATION	All administratively compliant and eligible applications are evaluated.
Part 1 - Desk evaluation	Performed according to 6 evaluation criteria (see evaluation grid in the GfA 2.3). Maximum possible score for Desk Evaluation: 80. Applications scoring at least 6 at ‘Relevance’ and at least 50 in total are admitted to the ‘Online presentation’
Part 2 - Online presentation at the International Competition Finals	Each admitted Applicant will be asked to present the Application and to reply to a set of questions by the Evaluation Committee members. Maximum possible score for Online Presentation: 20.
STEP 3 – NOTIFICATION AND VERIFICATION OF ELIGIBILITY	All applicants will be notified the decision on their Application. Awarded applicants (indicatively 1 application per Lot) will be asked to submit some documents confirming their eligibility and a Declaration on Honour on Exclusion criteria.

evaluation criteria

All administratively compliant applications will be evaluated considering:

- ❖ their **relevance** to the **global objective** of this Sub-Grant Call for Proposals and to the **specific objective** of the selected Lot
- ❖ the **functionality** and **quality of internal design** of the proposed innovation or smart / digital solution
- ❖ the **proposed target groups** and **if/how they can be realistically reached**
- ❖ the **scope for replication/multiplication and extension** of the proposed innovation or smart / digital solution **beyond the target city/cities**
- ❖ the **clarity and feasibility** of the **proposed activities** and **implementation schedule**
- ❖ **role of the Lead Applicant** (and **Co-Applicant**, if any) in the implementation of the Action
- ❖ **technical expertise and skills** of the proposed **Project Team Leader**
- ❖ **budget** and **cost-effectiveness** of the action
- ❖ **applicant's willingness to co-finance the Action beyond the mandatory 10%**

Application Form for the Sub-Grant Scheme

overview of the application form

❖ **Sub-Grant Application** (Annex A.I to GfA – Word format)

- ✓ Part 1 - General information
- ✓ Part 2 – Data on the Sub-Grant Project
- ✓ Part 3 – Co-Applicant
- ✓ Part 4 – Declaration by the Lead Applicant
- ✓ Part 5 – Checklist to review the draft application

NOTES: Detailed instructions provided!

All relevant parts must be filled in!

Space limitations for narrative sections!

❖ **Budget** (Annex A.II to GfA – Excel format)

- ✓ Spreadsheet 1 – Budget
- ✓ Spreadsheet 2 – Justification
- ✓ Spreadsheet 3 – Sources of funding.

NOTES: Detailed instructions provided!

All spreadsheets must be completed!

Check on co-financing rate is included in the template!

part 1 – general information

- ❖ Data and contact information on the **Lead Applicant** (1.1 – 1.8)
- ❖ Brief description of the **Lead Applicant** (1.9)
- ❖ Brief description of the **Co-Applicant** (1.10) - *optional*

part 2 – data on the sub-grant project

❖ KEY DATA ON THE PROJECT

2.1 Project title *(same as in page 1)*

2.2 Duration *(must be consistent with 2.11)*

2.3 Estimated budget *(must be consistent with the budget in Excel format – 8. Total eligible costs of the Project)*

2.4 Number of the Lot *(same as in page 1)*

❖ DESCRIPTION OF THE PROJECT

2.5 Relevance

*why and how does the proposed project **contribute to the objectives of the Call for Proposals – global objective and specific objective for the selected Lot (GfA, 1.2)?***

*how does the proposed project **contribute to the EU cross-cutting issues: Democracy and good governance, Environmental sustainability, Promotion of human rights, Gender equality, Support to youth, Rights of indigenous peoples, Ethnic minorities, and Socially vulnerable groups?***

part 2 – data on the sub-grant project (continued)

❖ DESCRIPTION OF THE PROJECT

2.6 Outline of proposed innovation or smart/digital solution

2.6.1 Activities and Priority Areas

*Identify the **correct Lot** (same as in page 1 and point 2.4) and indicate the **activities/priorities** the proposed innovation or smart/digital solution **will address**, ticking the relevant boxes.*

2.6.2 Objective and Design of the Innovation or Smart/Digital Solution

*Which are the Innovation or Smart/Digital Solution explaining features and functions?
Which problems does it address? How will it improve the quality of MWM/HHWM in target areas? How will it contribute to the activities / priorities identified in 2.6.1?*

2.6.3 Target groups of the Innovation or Smart/Digital Solution

*Which are the intended target groups – institutional users and end users (citizens)?
How should they benefit from the innovation or S/D Solution?
Which promotional actions are planned to reach the intended target groups?*

2.6.4 Innovation or Smart/Digital Solution development and promotion team

part 2 – data on the sub-grant project (continued)

❖ DESCRIPTION OF THE PROJECT

2.7 Feasibility of expansion, universality

2.7.1 Feasibility of expansion, multiplication, universality of the Innovation or Smart/Digital Solution

Is the Innovation or S/D Solution potentially suitable for cities / countries others than target city/cities?

Can functionalities aiming to improve the quality of MWM/HHWM systems be expanded?

What are the factors impacting the feasibility of expansion (e.g. operational costs, maintenance costs, required additional investments, etc.)?

2.7.2 Aspects concerning the intellectual property

Is the proposed Innovation or S/D solution conceived as open source, as protected intellectual property / licensed, or other?

part 2 – data on the sub-grant project (continued)

❖ DESCRIPTION OF THE PROJECT

2.8 Expected outputs and results

Quantify all the indicators to present which outputs and results will be achieved.

2.9 Other information - optional

Is there anything more you wish to explain on the proposed Innovation or S/D Solution?

2.10 Description of individual activities and 2.11 Timetable

Briefly describe each activity and provide an implementation timetable.

2.12 Budget

2.13 Curriculum Vitae of the Project Team Leader

part 3 – Co-Applicant

- ❖ Data and contact information on the **Co-Applicant** (3.1 – 3.8)
- ❖ Mandate by the Co-applicant - **to be dated and signed BY THE CO-APPLICANT'S LEGAL REPRESENTATIVE!!!**

If there is no Co-Applicant, part 3 can be deleted.

part 4 – Declaration by the Lead Applicant

- ❖ Declaration - to be dated and signed BY THE LEAD APPLICANT'S LEGAL REPRESENTATIVE!!!

part 5 – Checklist to review the draft application

- ❖ To be used to check the draft application...and then erased!
- ❖ If any answer is 'no', revise your application accordingly to avoid rejection on administrative grounds!!!

budget

- ❖ The budget is both a **cost estimate** and an **overall limit** for 'eligible costs'.
- ❖ All **costs necessary** to the Project:
 - ✓ **must be included** in the budget, broken down by Budget heading
 - ✓ should be **well estimated** and **realistic**
- ❖ All costs must be **justified** and **explained** (spreadsheet 2)
- ❖ Overview of '**sources of funding**' to be provided (spreadsheet 3)

budget *(continued)*

When completing the budget remember that:

- ❖ **indirect costs** equal to **5% of the budgeted direct eligible costs** can be included in the Main Heading 7.
- ❖ the Applicant's **own co-financing** must be **at least 10%** of the total project value. An automatic check on this proportion is included in the budget template.
- ❖ A higher score is attributed in case of own co-financing higher than 10% *(See criterion 6.2 in the Evaluation grid - GfA, section 2.3)*



***Thanks for attention!
Any questions?***