Guide for applicants

(SCIFI call 2018)

Call opens

2nd of July 2018 at 12:00 noon CEST (Central European Summer Time)

Call closes

2nd of October 2018 at 12:00 noon CEST (Central European Summer Time)

Note: Deadlines will be strictly adhered to. Any submissions past the deadline will not be considered.

Changelog

Version number	Date	Comment
1.0	08.05.2018	1st version drafted
2.0	18.06.2018	Reviewed version
2.1	29.06.2018	Reviewed challenges

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Introduction

This guide is designed to support applicants through the application process for the 1st SCIFI call (2018). It is intended to be the main source of information for the SCIFI call 2018. Therefore, in case of factual conflicts with other sources of information (such as the SCIFI website), its contents should be deemed authoritative.

This guide should be consulted together the [city challenges](#), which describe the topics funded by SCIFI.

Should you have any outstanding queries regarding the application process following reading this document, please refer to the [FAQ on our website](#) or contact us at hello@smartcityinnovation.eu.

What is SCIFI

Smart Cities Innovation Framework Implementation (SCIFI) is an [Interreg 2Seas](#)-funded **open innovation accelerator programme** bringing together citizens, corporate and public-sector organisations that have smart city needs, challenges and/or data with startups, companies and students that have innovative solutions with data for these needs/challenges.

SCIFI enables medium-sized cities to create proof of concept that opening their data will create value and better services for their city and citizens.

SCIFI enables startups, companies and students to work directly with cities to develop smart city, open data solutions and to scale easily their products and solutions .

It is centered around an **accelerator** programme that facilitates joint and innovative cross-border procurement. The accelerator has several tracks based around **challenges** set by the cities, and during the accelerator startups, companies and students will develop solutions (with as much citizens involvement as possible) to meet these challenges. The solutions must be conceived in a way that they are applicable in multiple cities (interoperable).

The startups, companies and students will put forward **proposals** for creating impactful, innovative products and services in response to the challenges defined by the cities in SCIFI.

Successful applicants will have a funded opportunity to work closely and directly with cities and city clusters to develop open data based solutions (pilots) to tackle key smart city issues. We provide mentoring, access to ecosystems and other support to help successful applicants develop a concept into a robust, replicable and sustainable smart city solution that is closely aligned with the needs of the public sector.

SCIFI is funded by Interreg 2 Seas 2014-2020, a European Territorial Cooperation Programme covering England, France, the Netherlands and Belgium (Flanders) and is being delivered by the cities of [Mechelen](), [Delft](), [Bruges](), [Saint-Quentin](), [Agoria](), [Faubourg Numérique](), [Cambridge Cleantech]() and [University of Southampton]().

Innovative Procurement

Two calls

The SCIFI innovative procurement consists of **two calls**. The first call opens at 12 noon on the 2nd July 2018 and closes at 12 noon on the 2nd of October 2018. The second call is expected to open in summer 2019.

Seven challenges

The first call consists of [seven challenges](), set by the project partner cities, which can be addressed by applicants. Each challenge is associated with a city. In the case a challenge has been identified by more than one city in the SCIFI project you may apply to either or all cities. At the end of the accelerator you will have the chance to be selected for a pilot implementation of your solution by the SCIFI cities or cluster cities. Cluster cities are cities in the region facing the same challenges but not SCIFI project partners.

Each challenge must be addressed via the use of one or more **open data sets (existing or to be generated by design) belonging to the relevant city.** Each challenge is accompanied by examples of **expected outcomes** and **impacts**. Applications must explain how they will address the challenge. For the 2018 SCIFI call, startups and other organisations are allowed to submit applications for multiple challenges.

Online submission

The challenges covered by the 2018 call of SCIFI can be found on [http://smartcityinnovation.eu/open-calls/](). Please read this information carefully to identify the challenge most relevant to you. If you have questions about a challenge or dataset please contact us at [hello@smartcityinnovation.eu](). Do not contact the cities directly about the challenges as they cannot engage with applicants outside of the designated channel.

Applications will be submitted online, using the F6S platform: [https://www.f6s.com/scifiopencall2018/about.]()

Open Data

Cities will give applicants access to datasets related to the challenge via the [SCIFI Data Portal](#). Depending on the challenge and the possibilities of cities to publish data, data will be opened by design or by default. In the challenge definition, cities have listed the datasets related to the challenge that are already available, or that have not been opened yet. You should indicate in the application form if you need other datasets. Cities will only provide access to the datasets they own. If other datasets are necessary for solution development, cities will support successful applicants in negotiating with the dataset owners or will consider investing in obtaining the datasets (eg. installing sensors).

The partner cities in the project will publish available challenge-related data as much aligned as possible. The consortium will publish available and relevant data based upon an open data guidance package for cities and on the [SCIFI Data Portal](#) to provide organisations with a federated entry point to SCIFI data and IoT ressources. That is, in the publication of data they will take into account similar standards, for example for metadata, and publish their data not only at their local platforms but also on the SCIFI Data Portal to increase the technical simplicity and as a result the attractivity for the applying organisations (one way to publish/subscribe IoT topics). With the publication, the [GDPR](#) and other related laws and regulation are taken into account. This is to ensure (re)usability of the datasets for solution development.

The data produced during the pilot will remain the property of the data provider (mainly the cities) or its licensors.

Evaluation and access to funding

Applications will be reviewed in **two steps**:

1. a **review**, based on predefined criteria (see also [Annex 6](#)) by reviewers selected by the SCIFI partners. The result of the review will be a list of applicants to be invited to a remote interview in mid-November
2. an remote **interview** (approx. 30 minutes) with an expert panel.

Successful applicants at the interview stage will be invited to **negotiations**. During negotiations, you will discuss with SCIFI the deliverables and milestones of your six-month accelerator project. During the accelerator, you will work together with mentors and advisors to help you grow your idea into a sustainable transnational business.

Successful applicants will not be required to relocate during the accelerator, though they will need to attend in-person and remote meetings (in the Netherlands, Belgium and/or Northern part of France) with their city partner and other quadruple helix stakeholders. They will also be

required to attend internal reviews, relevant SCIFI events, a kick-off event and a smart cities matchmaking event. Don't forget to foresee travel expenses in your budget. Companies responding to a SCIFI city challenge will be expected to engage with the city to gather feedback about the added value of their solution for the business problem described in the challenge. These conditions will be discussed in more detail during the negotiation phase (see also How we select companies? below).

Why join SCIFI?

Successful applicants will receive funding and support for their data-centric Smart City solution, including:
- Funding of up to €10,000 to support pilot, proof of concept, minimum viable product or other solution development goal;
- Full solution implementation opportunity for successful pilots;
- Co-creation of the solution and full access to and support from the relevant cities and stakeholders;
- Six-month business accelerator powered by Faubourg Numerique, Agoria and Cambridge CleanTech;
- Introduction to cities, investors and mentors;
- Access to hardware and equipment such as sensors;
- A range of data science, open data and business skills trainings;
- Dissemination opportunities of your solution amongst peers and cities via SCIFI communication channels and events (in Belgium, The Netherlands and France);
- Access to technology and datasets, as well as training and advice by SCIFI experts.

The partners in SCIFI are on the one hand medium sized cities located in The Netherlands, Belgium and France working closely together with citizens and city clusters to define the main challenges of the city and establishing a proof of concept that opening their data will create value for their citizens. On the other hand, the business support organisations Cambridge Cleantech (UK), Agoria (Belgium) and Faubourg Numérique (France) provide the necessary link with entrepreneurs and experience in supporting the deployment of innovative projects and the University of Southampton have extensive experience in data innovation projects such as ODINE and Data Pitch. More information about the partners in the project can be found on the project website

Who can apply?

In order to apply for the call, **startups, students and companies** must be part of a legal entity. The funding is intended for **single entities**, rather than consortia of multiple entities. Besides private companies, various universities/business schools have legal registration accessible for students wanting to start up their projects, as have organisations that work together with innovative project owners (incubators etc): these legal entities can be used as well to apply for

the call. Only organisations legally registered in any of the EU member states or the associated countries can apply to this innovative procurement from SCIFI; the list of relevant countries is provided in [Annex 1](#) of this document.

In summary, for applications to be considered for evaluation in the SCIFI call, they must comply with the following criteria:
- The applicant must represent an organisation with a legal registration at the time of the submission (see annex 1);
- The applicant must be legally established and active in the EU-28 countries or in the Horizon 2020 associated countries;
- The applicant must be working as an individual company - no consortia will be permitted;
- The applicant must propose a solution to a challenge, following the instructions laid out in the challenge text;
- The proposed solution must utilise data that is open or can be opened belonging to the relevant city;
- The proposed solution must be interoperable: easy replicability is key;
- The application must be complete and fulfill all criteria explained in Section [How to apply](#).

What is the funding for?

Successful applicants can use the SCIFI funding for prototyping their solution in one of the SCIFI partner cities (Mechelen (B), Bruges (B), Delft (NL), Saint-Quentin (FR) in accordance with the SCIFI contract between the relevant city and the organisation (see Annex 7 of this document). We expect successful applicants to involve the relevant stakeholder in the development of the pilot (co-creation) to assure a solution that matches their requirements.

We expect applicants to provide a realistic budget. The following costs can be considered:
- Costs for staff (planning, preparation, customisation, testing, project management, ..) and offices to the extent that it is linked to the cooperation project;
- Costs of advisory and support services linked to cooperation and delivered by consultants and service providers (e.g., for marketing, training or legal support);
- Travel and accommodation expenses, costs of equipment* and investment expenditure directly related to the project, depreciation of tools and equipment, to the extent that they are used exclusively for the project.
- The services referred above shall not be a continuous or periodic activity nor relate to the undertakings usual operating costs, such as routine tax consultancy services, regular legal services or advertising.

You may budget costs in all categories as long as they are relevant for the pilot in your application form (see Annex 2 of this document for more explanations).

A budget template is included in [Annex 2](#).

We would encourage you to budget for at least 2 face to face meetings with your chosen city, along with travel to the Kick-off event and the Matchmaking event. At the moment it is anticipated these will take place in Brussels and Mechelen respectively but are subject to change.

Who keeps the Intellectual Property Rights (IPR)?

You will be the sole owner of the results and outcomes of your project, and all associated Intellectual Property. Data produced during the pilot phase will remain property of the city. SCIFI itself will not retain an equity stake in your company, nor will it retain any IPR. SCIFI does expect openness in the approach and learnings during the pilot phase.

SCIFI or Interreg 2Seas may require you to present your work as part of our public relations and networking events, in order to showcase the benefits of the innovation programme.

How to apply?

To apply for the SCIFI call you are required to follow the process outlined below:

Step 1: Identify challenge

Go to smartcityinnovation.eu/apply and follow the instructions there. Consult the challenges and identify the one(s) relevant to you. You may apply to more than one city per challenge, if the option is available. An organisation may submit multiple applications per call, but they must address different challenges.

Should your application be rejected in the 2018 call, a submission of the same proposal to the second call (in 2019) will be allowed. This does not provide you with any additional privileges over other second call applicants. Note that a resubmission is only possible if the 2019 call will maintain the relevant challenge from 2018 - SCIFI cannot guarantee that this will happen, as the 2019 call will be based on a new consultation cycle which may result in a complete new set of challenges.

Step 2: Complete and submit application

Register on the [submission platform](#) of F6S and start preparing your application which must be in English. You will be asked to

- provide some **basic information** about yourself and your team;

- complete all fields in the proposal form (guidance and a practice template are provided in Annex 3);
- agree to the terms in the **declaration of honour** and the **ethics statement** (refer to Annex 4 and 5 for templates of these documents); and
- Upload:
  - a **pitch deck** (maximum 12 slides), viewed if you reach the interview stage;
  - a **short video** (1 minute), which explains why we should fund your team.
  - The budget of the project (please separate the costs per item)

You may save your application and update it later, or work offline and upload the information closer to the submission. We have prepared a proposal template (Annex 3), which you may want to use to prepare your application offline. This document also includes instructions about how to answer each question. We hope you will find it useful.

Fill out all information required on the submission platform and upload all attachments. (Please ensure you have pressed the submit button!) Only in this case will your application will be considered for review. All information must be in English.

Once you press the submit button, **you will not be able to revise your application**.

Finally, please note that we cannot accept applications using other channels and cannot help retrieve or reopen any application once submitted. Please ensure you complete and submit your application before the deadline closes, as we cannot make exceptions for technical glitches, unexpected delays, etc.

How do we select companies?

Step 1 - Eligibility checks
SCIFI checks if eligibility criteria are met. Proposals considered not eligible will not proceed to Step 2 of the evaluation process. The criteria are listed in [Who is the funding for?](#)

Step 2 - Review

Eligible proposals will be evaluated by at least **two reviewers** against the criteria listed in Annex 6 of this document.

The whole proposal adds up to 100 points, where the idea and impact account for a maximum of 30 points each and the team and budget are worth a maximum of 40 points. For each of the three areas, you will need to reach a **threshold**. These are:
- **15 points for idea and impact (each)**, and
- **20 points for team and budget**.

However, to be considered for an interview, you would need to reach a **minimum total of 60 points**.

The overall score will provide an internal **ranking** of applicants that will guide the decision of who is proceeding to Step 3.

Step 3 - Remote interview

Shortlisted companies will be invited to attend a **remote 30-minute interview** with a panel. During the course of the interview, the applicant will present their proposal in **a short presentation (up to 5 minutes).** The rest of the time will be used for **questions**. Interviewers may ask for documents or clarifications to be provided before the interview. We will also consider the pitch deck submitted with your application.

Interviews will be held on the 15th and 16th of November 2018. Please understand that we operate on a very tight schedule in order to grant challenge winners access to funding and support as quickly as possible. While we will aim to send out invitations to interviews by 17th October, we will not be able to change the week of the interviews or the slot allocated to you.

We will not be able to negotiate interview dates or any other conditions of the interviews with any applicant and may not reply to any queries on the subject. If a company is not able to attend the interview we will have to reject that application.

After the interview, the panel will decide whether to accept the applicant into the SCIFI programme. Notifications of acceptance or rejection will be sent out shortly following the interview process completion. We will provide structured feedback to all applicants who were invited to interview and were not accepted into the accelerator. Decisions will be final and cannot be contested. We plan to inform applicants about the outcome by the 19th November.

Step 4 – Negotiation

If your application was successful, you will be invited to enter negotiations with SCIFI. During this period we perform due diligence, create the work plan agreement and sign the contract.
- **Due diligence checks:** Due diligence is performed on the status of the company. This will be in the form of checking the status of the company, validating company information, checking financial information, and performing other checks as required by the Interreg 2Seas before entering onto the programme. Should a company fail the due diligence checks, SCIFI reserves the right to reject the company's application.
- **Work plan agreement:** Before starting the accelerator, the applicant and SCIFI agree on milestones and success criteria, as well as on the review and dissemination plan. This will involve discussions with the relevant city and other relevant SCIFI partners. This

can be done during an in-person or remote session. The applicant must provide the documentation required to finalise its acceptance into the programme as listed in Annex 7.

Negotiations will start mid November. They must finish (with a signed contract, see Annex 7) by the end of January 15th, 2019. A signed contract must be in place to enter the accelerator and receive funding. A detailed schedule will be sent with the acceptance notification.

Step 5 - Accelerator

Applicants who reach this stage of the process are formally accepted into the 6-month accelerator programme between January 2019 and July 2019.

Any funds will be transferred in stages as the agreed milestones are met. Participants will be mentored by SCIFI partners and external advisors. During the six months, the applicant will be asked to provide regular updates on their progress. In particular, they will be required to attend a kick-off meeting of the cohort, as well as the final matchmaking event. Meetings at key milestones in their project may be remote or in person. Each participant will also be asked to support SCIFI in increasing the public awareness of the project through attending conferences and networking events, both during the project and after matchmaking. In parallel, applicants receiving the funding will receive promotion from SCIFI.

Step 6 - Matchmaking

Successful applicants from Step 5 will graduate from the accelerator programme. The SCIFI partner city they cooperated with during the accelerator programme, other SCIFI partner cities and/or cities in the linked cluster cities can decide to initiate a procurement process after this programme.

In June 2019 a matchmaking event in the 2Seas area will be organised: A platform for project owners to demonstrate and pitch their solutions to the city partners, city clusters of the project, open data oriented cities and other decision makers within the 2Seas area and to test the replicability of the proposed solutions and to stimulate the uptake of their solution.

Annexes

Annex 1: Eligible countries

Only companies legally registered and operating in an EU member state or associated country are eligible to apply for funding from SCIFI. Guidance on the associated countries can be found [here](#).

Annex 2: Budget

The costs in your budget must be:
- incurred by your company in connection with your project;
- incurred by your company during the project;
- identifiable and verifiable in your accounts;
- compliant with national law;
- reasonable, justified, in accordance with sound financial management (economy & efficiency);
- indicated in the budget you submit in the short proposal.

Cost categories and budget guidelines

The budget mentioned in the contract that successful applicants signs with SCIFI (see also Annex 7) includes different cost categories, which are explained below. All costs, except for purchased equipment (see below), will be paid with a maximum of 10.000 euro in total). All costs should be stated inclusive of any irrecoverable VAT.

Personnel costs

Successful applicants can spend SCIFI funds on staff who are directly involved in the execution of the project (planning, preparation, customisation, testing of the pilot, project management, meetings, etc).

Equipment costs

Hardware costs needed during the accelerator time (eg. temperature, motion, light, vibration sensors) will be purchased by the city in close consultation with the successful applicants (these costs are on top the maximum €10,000 SCIFI provides). As a result these costs are not to be considered in the total needed budget you give (and are not included in the available funding of €10,000) but in a seperate line: We need you to give a realistic cost estimation of the equipment the cities have to foresee for your solution. The hardware remains property of the city after the accelerator period.

Consumables, other goods and services

Successful applicants can spend in consumables and other goods and services (including travel) , if they are directly relevant for the achievement of the project.

We would encourage you to budget for at least 2 face to face meetings with your chosen city, along with travel to the Kick-off event and the Matchmaking event. At the moment it is anticipated these will take place in Brussels and Mechelen respectively but are subject to change.

Subcontracting

Organisations may subcontract some of their activities to other parties. Note that we expect the applicant to carry out most of the tasks of the project – subcontracting cannot be used to carry out key tasks in the project.

Annex 3: Proposal Template

Choose first the challenge you want to address. Description of the challenges you find [here](#).

1. Idea (5000 characters)

1.1 Strength and novelty of the idea

How do you propose to address the (data) challenge? What is your proposed solution?	1000 characters Clearly articulate your business proposal and its relevance to the challenge you are targeting.
How are you better than other solutions in this space? What makes your approach unique?	1000 characters Show us you know your business and are up to date about the most recent advances in the field. What is innovative in your proposal? Why should cities prefer your solution to others available?

1.2 Data

What does the data landscape of your solution look like? Which datasets will you use? How are they licensed? What standards do you use? Explain how each dataset is relevant to your solution.	1000 characters List here the datasets (include information like domain, scope, main attributes, access, license) that enable your idea, and how each of them help you build the your solution. You can also provide links to dataset descriptions, if available. In particular list any data sets you believe to be relevant and that are currently not open or not collected. Reviewers need enough (but not too extensive!) information to be able to assess that the dataset is relevant and valuable for your proposal. Applications not proposing to use open data from the relevant city will not be considered.

What are the ethical and legal implications of your proposed solution and data? If applicable, how will you deal with personal information? What are the GDPR implications?	500 characters Show us you have thought about these issues and you have a plan to master them.

1.3 Outputs

What will the tangible output(s) of your project be?	500 characters List here the specific outputs of the six months project. Consult the expected outcomes of the challenge you are addressing, they give you an idea about possible outputs reviewers would expect to see mentioned here. This section is about the product or service you will develop and the outputs should be related to that. *Example: an Android app, with the following functionality….*
How will you measure the quality of your outputs? Give examples of relevant KPIs.	1000 characters For each output, tell us how you will assess its quality. Mention the methods you will use, and relevant KPIs. If the challenge mentions any relevant KPIs, we would expect you to refer to them explicitly here. But you do not have to limit yourself to the KPIs mentioned in the challenge. This part is about your product or service. Do not list any business KPIs here, focus only on product KPIs. *Example: for our fictional Android app, you could consider a user study, focus groups etc. with a minimum number of users, number of downloads etc.*

2. Impact (4100 characters)

2.1 Value proposition and potential scale

What is your value proposition? Who are your customers?	1000 characters In this section we want to know about the business side of your idea. We expect a crisp value proposition. Give details how your solution contribute in helping solving a problem.
How will you make money? What is your revenue model and monetisation strategy?	500 characters https://www.quora.com/What-is-the-difference-between-a-revenue-model-and-a-monetization-model
How will the city benefit financially from your solution? What is the mechanism by which it will save them money, or enable a revenue stream, or other?	500 characters Show us that you understand from where the city can derive value from your product or service, other than simply providing a new service. This can be generated by economical, environmental and/or social impacts of your solution.
What is the market segment and size you are addressing? How do you foresee to scale from proof-of-concept to a 2seas area market (and beyond)? What makes your solution interoperable?	500 characters Show us that you know your market and that your solution is scalable and replicable to other cities to be sustainable. A cross-border approach is mandatory.

2.2 Market

How many users and/or customers do you already have?	100 characters This value can be zero. We are happy to consider ventures at early stages.

2.3 What impact will your solution have

What impact will your solution have? At the end of the accelerator programme. Be specific, quantify your impact and give a concrete example of the economic, societal or environmental impact your solution will have.	1500 characters You previously explained to us how your solution uses open data and how cities/citizens would benefit from your solution. Here we want to know about the general impact: Does it help save costs, take better decisions? Are there environmental or social benefits? Note that the challenges mention some areas of impact. We would expect you to refer to those (and potentially others) relevant to you here.

3. Team and budget (3500 characters+1minute video + budget + forecast)

3.1 Knowledge and skills of the team

List the core members of your team and their skills and experience. How many of them will be working full/part-time on the project? Do you have domain expertise in the chosen area?	1000 characters We refer here to the team that will work in the project. Remember we look for complementary skills in the core team. Please do not add any links to personal Websites, LinkedIn profiles etc. We will not have the bandwidth to check them. Use bullet points with name, role and relevant experience. Tell us if the team member is planned to work full time, part time or on a freelance basis on the project. Example: Anna, CTO, 8 yrs experience in backend dev, Peter, Python, co-founded 1 startup and led a team of 5 developers.
What skills/employees are still needed in your team to successfully execute the solution.	500 characters When critical skills are missing, we need to see that you are aware of the skills needed. You could use the SCIFI funding to expand your team in those directions.

In a 1 minute-video please introduce yourselves, explain what you're doing and why, why you think your team deserves to be in the programme and tell us anything else you want to about the founders or the project.	Many ideas fail because they don't have the right team in place. What makes your team outstanding and the best mix of people to develop your idea and have a successful business? Please note: -we are not expecting professional content, we just want to get a sense of the core team and the main reasons we should fund you -the video should contain nothing except the developer team talking. No screenshots or postproduction inserts please -check that you can hear what you're saying. A significant fraction of the videos we get are inaudible. - If you don't want other people to find it on Youtube, mark it as unlisted. Don't mark it as private, or we won't be able to see it. Paste YouTube or Vimeo URL Link (ex. www.youtube.com/foo)

3.2 Capacity to implement the pilot

What are the key elements necessary to get your solution to a proof of concept? What are you still missing and how do you expect to resolve this? (i.e. funding, network, technology, development etc.)?	500 characters We want to see you have thought things through and are planning ahead. SCIFI can perhaps help you secure access to those missing pieces or give you mentoring and advice to succeed, in addition to the funding. Add other sources of funding needed, if any. Think one-year ahead.
What is your go to market strategy and timeframe?	500 characters

	There is not one correct answer here. Show us you have thought about it and have a sensible plan.

3.3 Revenue forecasts (3 years) and budget acceleration period (6 months)

Please upload your forecasts and budget. Find the template here.

Revenue forecasts	2019	2020	2021
Revenues (€) - excl fundings			
Fundings (grants, equity)			
Headcount (#)			

Budget	Cost (€)	Justification
Personnel Cost		
Travel Cost		
Other goods/services (excl. hardware)		
Subcontracting		
TOTAL COST		
Equipment cost*		

* Indicate under equipment cost the hardware costs to make your solution work (eg. temperature, motion, light, vibration sensors). Please note that the costs on this line can/will be purchased by the city in close consultation with successful applicants. As a result these costs are not considered in the maximum budget of €10,000. The hardware remains property of the city after the accelerator period.
Explain the costs in the budget. We finance up to €10,000 (hardware costs not included*) but if your budget for this project during this period is larger please explain how the rest is being financed.

If your solution requires equipment or hardware (for instance, sensors) please specify your requirements and an approximate cost.

3.4 Revenue forecasts -justification

500 characters

Please provide a brief justification for your revenue forecast (e.g. customers, pricing, and market size), fundings, profile of potential extra headcounts to show it is well founded.

3.5 Pitch deck

Upload your **pitch deck** (maximum 12 slides) in a PDF format, this will be viewed if you reach the interview stage.

Annex 4: Declaration of honour

Declaration of honour on exclusion criteria and absence of conflict of interest

1. As legal representative of [insert legal entity name], I declare that the entity is not:

   a) bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

   b) having powers of representation, decision making or controlling personnel being convicted of, or having been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

   c) having been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations

   d) failing to be compliant with obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

   e) having powers of representation, decision making or controlling personnel having been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;

   f) subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

2. I declare that the natural persons with power of representation, decision-making or control over the aforementioned legal entity are not in the situations referred to in b) and e) above.

3. I declare that I

   a) am not subject to a conflict of interest (such as a legal, financial, familial or work relationship with a member of the SCIFI consortium) and will take all reasonable measures to prevent any situation where the objectives of the SCIFI project might be compromised due to undeclared shared interests;

   b) have not made false declarations in supplying the required information to the project formally detailed as SCIFI, and have not failed to supply the required information;

c) am not in one of the situations of exclusion, referred to in the above mentioned points a) to f).

4. I certify that I:

a) am committed to participate in the aforementioned project as part of the legal entity detailed above;

b) have stable and sufficient sources of funding to maintain its activity throughout its participation in the aforementioned project, and will provide any counterpart funding necessary;

c) have or will have the necessary resources as and when needed to carry out its involvement in the above mentioned project.

d) will comply with my responsibilities and obligations under the SCIFI project;

e) will take all reasonable measures to safeguard data provided to me/my entity for use in the SCIFI project against possible misuse;

f) will abide by international, EU and national laws imposing privacy and data protection requirements (including, in anticipation for its coming into effect, the General Data Protection Regulation **(**GDPR**)** (Regulation (EU) 2016/679)) as relevant. In particular, personal data shared under the SCIFI project will not be re-used for purposes outside the project without the explicit prior consent of the data controller.

g) will act in good faith as far as reasonably possible under the Project and fully apply the principles of the Ethics Statement.

5. I declare that, to the best of my knowledge, I am eligible to apply for the SCIFI call and all the information I have provided is true.

Annex 5: Ethics statement

This Ethics Statement underpins the SCIFI project in setting out specific rules and standards of conduct expected from recipients of SCIFI financings. Ethical conduct means acting consistently in a way that is ethical and fair and encouraging others to do likewise.

The standard of behaviour expected is additional to compliance with relevant legal rights and obligations arising automatically by virtue of law applying to each participant. It is also not intended to exclude or replace responsibilities agreed under contract with the individual cities (in case your application is successful), as well as the certifications/declarations set out in the Declaration of Honour.

As legal representative of [insert legal entity name], I certify that [insert legal entity name] will adhere to the following principles as far as reasonably possible under the SCIFI project:

1.	act in good faith;

2.	respect human rights;

3.	ensure research quality and integrity;

4.	be able to show that our findings are independent and non-discriminatory to any groups of individuals;

5.	not misrepresent credentials;

6.	demonstrate authenticity and validity of authorship;

7.	respect confidential information;

8.	secure any confidential information provided to prevent its misuse or unauthorised access;

9.	only share confidential information where necessary and only where the prior informed consent of anyone potentially affected by the disclosure of such information has been received;

10.	respect the privacy of any people identified from the findings of the SCIFI project as far as possible;

11.	avoid any conduct that may cause anyone harm, and seek relevant individuals' informed consent for any activities that might affect them directly;

12.	determine the applicable laws that may apply to our activities under the SCIFI project and plan our activities in accordance with such laws as early as possible;

13.	not collect or otherwise process any personal or sensitive data not essential for our SCIFI activities;

14.	be fully transparent to the SCIFI consortium about the purpose, methods and intended possible uses of our SCIFI activities, and what risks, if any, are involved.

15.	seek advice promptly from the SCIFI consortium where we believe ethical and/or legal risks may be raised by our activities.

Annex 6: Review criteria

These are the review criteria which will be used in the selection of companies applying to SCIFI. An application must receive at least 60 points to be considered for interviews. Thresholds for each section are provided in brackets.

Idea (0 to 30, minimum: 15)

Strength and novelty of the idea
* Is this novel in any way?
* Is it different from existing solutions?
* It is clearly described?
* Does it substantially contribute to a solution for the challenge?

Quality of the data value chain
* Are they aware of what relevant data they need?
* Are the needed datasets relevant to the challenge?
* Is it sufficiently a 2Seas area (cross-border) solution?
* Do they understand the ethical and legal issues?
* What is the feasibility of acquiring the data?

Outputs
* Are they clearly defined?
* Have they supplied relevant KPIs and baselines?

Impact (0 to 30, minimum: 15)

Value proposition and potential scale
* Is there a clear Value Proposition?
* How clear is the revenue model and monetisation strategy?
* How clear is the market segment?
* How big is the market?
* How replicable will the solution be?
* How has the challenge of replicability been tackled? How well does the business transfer to other 2Seas cities?

Market
* Is this a timely proposal?
* Does the solution have a customer base?

Expected impacts
- Are impacts clearly described?
- Are the impacts impressive?
- Are impacts linked to KPIs?

Team and budget (0 to 40, minimum: 20)

Knowledge and skills team
- Does the team have the skills to run the project?

Capacity to implement pilot
- Does the team have the capacity to run the project?
- Does the team have a realistic understanding of their finances?
- Is the team committed to the project and their business?
- Is the solution realistic in time and vision

Revenue forecasts
- Is the revenue forecast realistic?
- Does the revenue forecast deliver convincing growth?

Budget
- Is the budget clearly described?
- Is the budget appropriate to realise the solution?

Annex 7: Negotiation documents

If you have passed the interview stage, you will be asked to submit a series of documents, as explained in this section.

1. Confirmation of legal entity status

SCIFI must confirm your legal status to transfer the amounts in the agreement. In order for us to do so, you need to send us the following documents:
- Completed Legal Entity Identification form. The form can be found here.
- Company registration number & registration documents.
- Official VAT (or equivalent) document or – if you are not registered for VAT – proof of VAT exemption not older than 6 months.

For **newly established enterprises** that have not yet closed accounts, we will require a self-declaration, including a bona fide estimate (in the form of a business plan) for the ongoing financial year.

For **enterprises without turnover**, whose activity implies a long time to market, we will require a declaration of the investment made and the expected return (to demonstrate that, despite the lack of turnover, the organisation is engaged in an economic activity).

Official document about the organisation may stay in their original language if they are in English, French or Dutch. SCIFI will not be able to accept documents in other languages. If the originals are not available in English, French or Dutch, the organisation will need to use a translation service and send us an **official translation**. Costs of translation are not covered by SCIFI.

The legal status will be confirmed only if all documents listed so far will be submitted to SCIFI in the form specified by given deadlines. Sworn or solemn statements before a judicial or administrative authority, notary, or public officer are **not acceptable proof** of the legal status.

2. Bank account information

If negotiations are successful, SCIFI will require bank account information of where to transfer the funding. Organisations will be asked to fill out this bank information template.
The bank information document will have to be signed (and, if applicable, stamped) by the legal representative of your company. Use CAPITAL LETTERS and LATIN CHARACTERS when completing the form. For France a RIB with signature of the account holder is sufficient.

3. Project plan

During negotiations, the SCIFI team will work with the successful applicants to finalise a project plan for the six months accelerator programme. Receiving any amount of funding from SCIFI requires the organisation of the winning solution to **set and achieve** a set of milestones and/or KPIs. All milestones are signed off as completed by SCIFI and potentially other mentors or advisors. When the applicant responds to a challenge set by a data provider, SCIFI might define additional KPIs relevant to the data provider's economic activity.

The project plan will also include a revised budget, if necessary. SCIFI reserves the right to adjust the budget outlined by the successful applicant in the original submission based on feedback received during the evaluation.

A preliminary template for the project plan can be found [here](#).

4. Contract

Once the applicant is validated (legal entity) and has negotiated the project plan with SCIFI, they will be asked to sign a contract with the relevant city to formally join the SCIFI accelerator.

The terms of the contract cannot be negotiated.

5. Other documents

SCIFI reserves the right to solicit any other document that allows SCIFI to assess the financial health of the organisation of the winning solution and its sustainability during and after the accelerator period.