



## YouRban - Large Urban cocreative, sustainable and inclusive ecosystem, for the recycling of reinforced polymers on-the-truck

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Project acronym: YouRban

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Call and Contract: HORIZON-CL4-2023-HUMAN-01

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Project no.: 101135997

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Project Duration: 01.12.2023 – 31.05.2026 (30 months)

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## **1. Introduction to YouRban**

### **1.1. Project Summary**

YouRban is an innovative, co-creative urban initiative focused on the recycling and upcycling of reinforced polymers. The project brings together a wide array of stakeholders—including citizens, artists, designers, architects, small-scale producers, artisans, and Urban Factories—into a vibrant and inclusive ecosystem. By fostering collaboration across diverse disciplines and cultures, YouRban aligns with key European initiatives such as the New European Bauhaus and the Green Deal, aiming to create a balanced approach to aesthetics, sustainability, and social inclusion.

Operating in Milan and Barcelona, YouRban introduces a flexible, local production system powered by two pilot projects. These projects utilize a Participatory Approach and Collaborative Digital Tools to design innovative, sustainable products from recycled materials.

At the heart of YouRban is a mobile plant housed within a truck that tours the cities over the course of two 10-day events. This mobile factory serves as a community hub, where experts provide knowledge and training, citizens express their needs and ideas, and artists collaborate to create art-inspired solutions. The project also integrates Urban Factories to bring the vision to life.

YouRban champions social sustainability by promoting inclusion and human-centered innovation, engaging communities. It addresses environmental concerns by reducing waste, minimizing transportation impacts, cutting CO2 emissions, and lowering dependency on critical raw materials. Economically, the project opens up new market opportunities for European manufacturers, ensuring long-term sustainability and a positive impact on local cities.

### **1.2. YouRban Approach**

The core aim of the project is to stimulate an urban ecosystem of citizens, artists, designers, architects and small-scale producers, including FabLabs and artisan workshops (Urban Factories), working together to build a sustainable and inclusive environment toward the creative reuse of composite materials. In this context, Urban Factories will act as essential knowledge transfer and production partners, expected to provide to designers and artists (also referred as creators, engaged through a dedicated open call, YouRban OC1) the technical expertise, tools, and infrastructure necessary to support co-design and co-production activities within the artistic residencies at the Urban Factory in Milan or Barcelona. In partnership with YouRban Consortium experts, Urban Factories will also run practical demonstration, educational workshops and community engagement sessions at the 10-day events, to give citizens and local stakeholders the opportunity to engage directly with sustainable production practices and circular design concepts. At the end of the journey, Urban Factories will be expected to develop a business model for the realisation of reinforced polymers objects, evaluating the expected environmental, social and economic sustainability in the short, mid, long term. Experience, skills, knowledge and collaborative methodologies learned during this partnership will be valid drivers to circular economy innovation beyond the end of the project.



## 2. OC2: General Information

### 2.1. Objectives and challenges of the Open Call

The YouRban Open Call 02 will finance FabLabs, MSMEs, laboratories and other organisations interested to become an Urban Factory, building a strong know-how in reinforced polymers recycling and spreading it to citizens, creators and local stakeholders, giving them the opportunity to get in touch or deepen their experience with circular economy concepts and practises, reinforcing YouRban's goal of fostering an interactive and sustainable approach to reinforced polymers recycling and reuse. To such purpose, if needed, consortium experts will train them on the basics of fiber reinforced plastic recycling and will equip them with a foundational understanding of the material's lifecycle and environmental impact.

To practically demonstrate the effectiveness of this approach, Urban Factories will host the designers and artists engaged through Open Call 01 and support them through the practical realization of their project concepts, providing the technical knowledge and all the tools needed for the prototyping activities. These projects aim to tackle specific challenges coming from two cities, Milan and Barcelona, dedicated to pioneering innovative solutions for creating a thriving and resilient urban environment. YouRban will engage n°1 Urban Factory for each city, and each Urban Factory will be assigned n° 8 creators.

The residency will take place in the most participatory way as possible, to make local stakeholders and inhabitants of the city protagonists of the process. Since it is not mandatory for the designers and artists to be physically present for the entire residency period, Urban Factories will be asked to propose a set of both remote and in-presence activities, aimed to train the assigned creators and guide them through the realization of their projects. However, Urban Factories must guarantee the availability of equipment and personnel during the last month of the residency to finalize the prototyping process.

Urban Factories will be required to adapt or upgrade their facilities, if needed, exploiting the knowledge gained by the YouRban experts mentoring activities about the new technologies for reprocessing of reinforced polymers, in order to be able to realize the handcrafts developed together with the assigned creators, starting from the recycled materials provided by YouRban consortium.

Urban Factories will be also asked to actively participate, in collaboration with the YouRban consortium, at the 10-day event taking place at their city (Milan or Barcelona), running reprocessing demonstrations, educational workshops and other kinds of activities, and providing the needed technical support to the mobile plant.

The engaged Urban Factories personnel are required to attend some key appointments:

- One or more meetings (remote or in-person, dates to be defined) with YouRban consortium experts to develop the mentoring plan.
- Visit to the Urban Factory in the other pilot city (dates to be defined).
- The Milan Urban Factory will be required to take part in a 10-day event in Milan (dates to be defined in the last quarter of 2025), during which designers and artists will present their project concepts and kick off the residencies. Similarly, the selected Barcelona Urban Factory will be required to participate in a 10-day event in Barcelona (dates to be defined in the first quarter of 2026), where the prototypes and other artifacts developed during the residencies will be



showcased. Both Urban Factories will also be responsible for managing the agreed activities and providing technical support to the mobile plant.

- 1 intermediate check-in meeting (dates to be defined between last quarter of 2025 and first quarter of 2026) during which they will present, together with the assigned designers and artists, project progresses to the YouRban consortium.

Further online review sessions could be arranged (and mandatorily attended) by YouRban consortium experts according to project progresses and needs.

## 2.2. Funding instruments and financial provision

The following paragraph will give a short overview on the funding instruments and the financial provisions of the OC2, but they will be more explored in depth in Section 3.

N. Project	Total budget for each project	Description
1 Project based in Milan	80.000 €	The residencies will last 8 months.
1 Project based in Barcelona	80.000 €	The residencies will last 8 months.

The eligible applicants are natural persons, professionals and companies as single partners or small consortia, formed by maximum two legal entities of any EU countries. In case of small consortia, the budget is for project and not for each partner.

## 2.3. Admissibility and Eligibility Criteria

We will check the admissibility and eligibility of all proposals submitted before the technical evaluation process. All the admissibility and eligibility criteria are listed in Section 4 of this Guide for Applicants. The projects that do not comply with those criteria will be excluded and marked as ineligible. We will check the admissibility and eligibility criteria based on the information provided in your application.

## 2.4. Who we are looking for and what types of activity can be funded

As previously mentioned, the eligible applicants are natural persons, professionals and companies as single partners or small consortia, formed by maximum two legal entities of any EU countries. YouRban is looking for small-scale producers as FabLabs and artisans' laboratories (Urban Factories), engaged in building together a sustainable and inclusive system and encouraging dialogue across cultures, disciplines, professions, talents, genders, and ages. Embracing the objective of the project, and with the help of



technical mentors from YouRban consortium, they will become expert in reinforced polymers recycling and upcycling and will be able to offer this knowledge and the technologies to the community.

During the residencies, YouRban consortium will made available to the selected Urban Factories the necessary quantity of recycled reinforced polymers (in form of shredded granulate, or others to be agreed) for testing and prototyping with the assigned creators. Additional materials needed for the scope will be purchased by the Urban Factory and must be considered in the development plan.

A non-exhaustive list of technologies that could be of interest for reinforced polymers reprocessing is: mixing technologies, compounding methods, open mold casting, closed mold pressing, compression molding, RTM/vacuum infusion, injection molding, 3d printing, milling.

The winner of the Open Call 2 will then have access to training material available on the YouRban Validu Platform.

A non-exhaustive list of potential activities that can be funded in the projects presented by the beneficiaries is:

- Activities related to the 10-day event
- Training and dissemination activities
- Acquisition/renting of equipment and software licences to upgrade the facility, in relation to the technologies used to support the assigned designers and artists in the realisation of their prototypes, and the related safety measures
- Acquisition and testing of materials other than those supplied by YouRban consortium
- Trial and testing endeavors

## **2.5. Minimum Equipment Requirements for Applicants (mandatory)**

To be eligible, Urban Factories must possess or access or factual demonstration of willingness to buy the following:

- 3+ Computer Workstations seats accessible to operate software related to machines present in the FabLab premises
- 3-axis (or more) CNC router with at least 500(w) x 500(L) x 50(h) mm working area
  - Demonstrable knowledge and capability of correctly operating and mentor around CNC-related activities and tools (certificates, developed projects demonstrations, ...)
- Bandsaw or table saw for rough cutting
- Drill press and rotary tools (hand lathes, ...)



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- Compressed air system and vacuum
  - Safety-certified extraction/ventilation system for particulates and volatile compounds
  - Digital fabrication tools (60+W laser cutter (CO2), 3D printers, ...)
  - Workbench and hand tool stations (2+) for finishing operations
  - Table Belt and Disc Sanders
  - Standard Measurement tools (scale, meters, gauges, ...)

It is allowed to have rented / second hand appliances. Please demonstrate the availability in the spaces via site photos, receipts, and any other means that confirms the availability.

## **2.6. Minimum Software availability Requirements for Applicants - Mandatory**

Software for design/simulation and fabrication. Strong knowledge of the proposed software must be demonstrated with textual and visual descriptions, along with certifications (experience, courses certifications, real-life project examples); provide at least 5 examples of successfully completed design-for-manufacturing related projects (brief description with images).

- CAD: FreeCAD, Rhinoceros, Fusion360, and/or similar with comparable capabilities.
  - Strong knowledge of the proposed software must be demonstrated with textual and visual descriptions; at least 5 examples of successfully completed design-for-manufacturing related projects.
- G-Code and CAM generation software: such as Fusion360, RhinoCAM, V-Carve, Aspire, and/or similar with comparable capabilities.
- Slicers for 3D printers:
  - FDM: Cura, PrusaSlicer, OrcaSlicer, BambuStudio, and/or other with similar capabilities.
  - MSLA: Chitubox, PhotonWorks, Lychee and/or other with similar capabilities.

## **2.7. Workload Estimation Requirements**

### **2.7.1. Required People-Hours dedicated: at least 300 hrs total (over 8 months)**

- 100 hrs fabrication/process development; *collective work dedicated to internal research and support to all OC1 winners.*
- 80 hrs artists co-creation; *1-on-1 sessions spread between all 8 OC1 winners, so 10 hours total each.*
- 50 hrs training (both towards OC1 winners and other public) and dissemination





- 70 hrs for documentation, reporting, travel for project-related activities (events, support sessions, site-visits, suppliers, ...) and live events.

## 2.8. Development Plan

With the support of the OC2 grant, applicants are expected to:

- **Invest in compatible tooling or machine upgrades** (see above)
- **Dedicate time to experimentation and tuning:**
  - At least 80 people-hours over 8 months in process validation
- **Field-test reprocessing cycles** during pilot events in Milan and Barcelona

These efforts will produce validated design–material–machine pipelines and public demonstrations of circular value; these pipelines must be reported and made available (via written documents, videos, photos, checklists, etc) to use to all the consortium members and OCs applicants of the YouRban project. Specific IPR aspects will be defined according to Section 5.

## 2.9. Rules to apply

Proposals must be submitted through the YouRban platform: [Kartu](#).

When applying to YouRban Open Call, please also note that:

- **Be on time and use our system:** make sure you submit your proposal through the YouRban platform: [Kartu](#) before the deadline 30/07/2025 at 17:00 Brussels Time. If you submit the filled templates correctly, the system will allow you to see your proposal as submitted. Get in touch with us if it is not the case ([yourban@syxis.eu](mailto:yourban@syxis.eu)). We will not evaluate any proposal sent after the deadline and submitted outside the dedicated form.
- **English Language:** your proposal must be written in English in all mandatory parts to be eligible. Only parts written in English will be evaluated. If parts of the proposal are in any other language, the entire proposal will be rejected (admissibility criterion).
- **Every question deserves your attention:** on the submission platform you must fill in all mandatory sections, generally marked with an asterisk. You must use the “YouRban proposal template OC2” to describe your project and then upload it during the submission procedure to complete your application (admissibility criterion). The data provided should be actual, true, and complete and should allow assessment of the proposal. Additional material not specifically requested by the provided template will not be considered for the evaluation.
- **Be exhaustive:** you must verify the completeness of the template, as it will not be possible to add any further information after the deadline. After the proposal is submitted, you will be able to modify the submission. You can modify the content of the submission form. If you need to modify the attachment (“YouRban proposal template OC2”), you must delete the attachment and upload the new one. Modifications are possible until the deadline date (17:00 Brussels Time).



- **Absence of conflict of interest:** we will take into consideration the existence of potential conflict of interest among you and one or more Consortium partners. Consortium partners, their affiliated entities, employees and permanent collaborators cannot take part in YouRban programme. All cases of potential conflict of interest will be assessed case by case.
- **Healthy finances and a clean sheet are a must:** we don't accept entities that are under liquidation or are an enterprise under difficulty according to the Commission Regulation No 651/2014, art. 2.18, or that are excluded from the possibility of obtaining EU funding under the provisions of both national and EU law, or by a decision of both national or EU authority. We also don't accept entities that are meeting national regulations regarding bankruptcy.
- **It is your proposal:** your project should be based on your original work or your right to use the IPR must be clear. Going forward, any foreseen developments must be free from third party rights, or those third-party rights must be clearly stated. Any work related to the implementation of the project described in the application may not violate the IPR of third parties, and the IPR of the application project may not be the subject of a dispute or proceedings for infringement of third-party IPR. However, during the lifetime of the YouRban project, you should grant the YouRban Consortium partners access to the background and results generated within your project. If you do not consent on this, your proposal cannot be eligible.
- **Scope:** the objectives of the proposal must fit within the scope of the project as it is described in section 2.1 of this Guide for Applicants.
- **Submission and modification of the Applications:** it will not be possible to update any information or modify your proposal application after the deadline. The only exception is if a mistake has been made in the key administrative data (e.g. contact mail or phone, name of the company, etc.). In this case, the applicants have to contact us by e-mail ([yourban@syxis.eu](mailto:yourban@syxis.eu)) indicating the proposal name, the email you used to register and log-in to the submission platform and the data which should be corrected.
- **We do not accept multiple submissions:** you can submit only one proposal to YouRban in this open call. If more than one proposal is identified, only the last proposal which has been submitted in order of time will be evaluated.
- **Acceptance of the open call rules:** to apply for this open call you have to accept its rules and regulations detailed in this Guide for applicants.
- **YouRban is planning a certain number of online webinars about this Open Call:** they will be announced on YouRban website.



### **3. Budget Considerations**

#### **3.1. Origin of the funds**

The Financial Support to Third Parties (FSTP) program within the YouRban project is funded by the European Commission under the Horizon Europe framework. This mechanism, also known as cascade funding, is designed to distribute public funds to assist beneficiaries such as startups, SMEs, and other third parties in developing innovative solutions. As outline in the previous section, the eligible applicants are natural persons, professionals and companies as single partners or small consortia, formed by maximum two legal entities of any EU countries. In case of small consortia, the budget is for project and not for each partner.

#### **3.2. Sub-project duration and payments**

Each sub-project will have a duration of 8 (eight) months. The maximum eligible budget amount is 80.000€ (100% funded).

Payments are scheduled in the following way:

- 25% of the total financial support as pre-financing, upon selection, approval of the proposal and following the signature of the Sub-grant Agreement.
- 40% of the total financial support upon interim validation of results and deliverables by the YouRban assigned Mentor (M4).
- 35% of the total financial support at the end of the sub-project, upon validation of results and
- by the YouRban assigned Mentor.



## 4. Evaluation and selection process

### 4.1. Eligibility Check

Each submitted proposal undergoes an **admissibility and eligibility check** to ensure it meets the necessary criteria before being evaluated by experts.

The admissibility and eligibility check processes are described in the following.

Admissibility Check	Eligibility Check
<b>1. Submission</b> The proposal must be submitted through the official online system before the deadline.	<b>1. Alignment with topic description</b> The proposal's content must align with the topic description.
<b>2. Completeness</b> The proposal must be complete, with all required sections, forms and supporting documents.	<b>2. Participants</b> It must involve the right participants from eligible countries.
<b>3. Readability</b> The proposal must be readable, accessible, and printable.	<b>3. Minimum mandatory requirements</b> See Section 2.5, 2.6 and 2.7.

The initial eligibility check is performed by the **Granting Authority**, that is the YouRban Project Coordinator. This authority is responsible for verifying the basic admissibility and eligibility criteria. As a result of the checking, a "List of eligible applications" will be produced.

Once these checks are completed, the proposal is then evaluated by **independent experts** who assess its merit based on the specific evaluation criteria of the call<sup>1</sup>.

**Very important:** if a proposal fails these checks, it will be rejected, and the participants will be informed through the coordinating organization.

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<sup>1</sup> <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Admissibility+and+eligibility+check>



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## 4.2. Evaluation

YouRban evaluation process is transparent, fair and equal to all our participants with a clearly defined complaint procedure. We will evaluate the projects included into the “List of eligible applications” in 6 phases, as presented in the following paragraphs.

We encourage the applicants to present your project in the best possible way, offering as much detail as you can, demonstrating how your proposal aligns with the overall scope of YouRban.

### 4.2.1. Phase 1 - In/Out scope screening

The In/Out Scope Screening is performed by a Selection Committee composed of internal experts from the project consortium or partner organizations, that have the necessary knowledge and experience to assess the alignment of proposals with the project’s objectives. The Selection Committee will review in terms of the general objectives all the proposals included in the “List of Eligible Applications” assessing the following aspect:

- **Scope Alignment:** Each proposal is assessed to determine if it fits within the defined scope of the call. This involves checking if the proposal addresses the specific goals and priorities described in section 2.1 of this Guide for Applicants.
- **European Dimension Assessment:** The proposals are evaluated to ensure they possess a European dimension, meaning they contribute to the broader goals of the European Union, such as innovation, sustainability, and collaboration across member states.

Proposals are categorized as either “In Scope” or “Out of Scope.” Only those categorized as “In Scope” proceed to the next stage of evaluation, namely the experts’ independent individual evaluation phase. We will inform all the eligible applicants about the results of In/Out Scope Screening generating an “In Scope List”. Phase 2 - Independent Individual Evaluation.

### 4.2.2. Phase 2 - Independent Individual Evaluation

The criteria considered for the evaluation of the proposal are:

- 1. Relevance, Innovation and Creativity:**
  - a. Is the proposal coherent with YouRban objectives?
  - b. Does the proposal demonstrate originality and creativity in the use of recycled reinforced polymers?
- 2. Technical credibility:**
  - a. Is the proposed solution for reinforced polymers recycling technically sound?
  - b. Is the Urban Factory properly equipped for the scope? Are the proposed upgrades in line with the scope of the project?
  - c. Are safety aspects appropriately considered?
- 3. Artistic residences:**
  - a. Is the collaboration with designers and artists clear and well explained?
  - b. Is the amount of time devoted to each creator reasonable and appropriate for the realization of his artifact?
- 4. 10-day event:**
  - a. Do the proposed activities demonstrate originality and creativity?



- b. Do they have the potential to effectively engage the pilot attendees?
- c. Are they thought for different target people (age, experience, duration, ...)?

**5. Feasibility of development plan:**

- a. Is the development plan clear, detailed, and realistic in terms of execution?
- b. Does it include specific steps, a timeline, and required resources that are achievable?
- c. Is the operational capacity coherent with the proposed plan?

**6. Business model:**

- a. Is the business model sound and credible?
- b. Is it aligned with YouRban overarching objectives?

**7. Risk Management:**

- a. Does the plan identify potential risks and include strategies to mitigate them?

#### **4.2.3. Phase 3 - Evaluation Consensus Group**

After the Independent Individual Evaluation, external experts who have evaluated the proposals will join a Consensus Group, to agree on a common position, including comments and scores for all evaluated proposals. The Consensus Group will specially examine the cases where there is a significant divergence between the evaluators' scoring. In case no consensus is reached between the evaluators, an additional evaluator will be included to provide an extra evaluation.

In case of score equality, the following criteria will be used to rank the projects:

- **Firstly:** The highest score in the Development Plan.
- **Secondly:** The highest score in the Business Model.
- **Thirdly:** The highest score in risk Management Strategy.

As a result of the Independent Evaluation, a "Ranking List" will be produced.

All proposals that score above the threshold will advance to the next phase. Please be aware that we need time to review all submissions in this phase, so you may not hear back from us until the process is complete.

#### **4.2.4. Phase 4 - Consensus meeting**

The Selection Committee, with the potential support of two external experts, will decide, by Consensus, the "Provisional List of FSTP recipients" and a "Reserve List". The decision will be based on the 'Ranking List' obtained as a result of the previous step.

Only the highest-ranked proposal per challenge will be funded in each Funding Instrument. While typically the top-ranked proposals are selected for funding, the Selection Committee may have valid reasons to object to a specific third party. These reasons could include alignment with YouRban goals and scope, potential for achieving the highest impact, commercial competition, significant ethical concerns, or



potential conflicts of interest<sup>2</sup>. In such cases, the next-ranked proposal may be chosen<sup>13</sup> Please note that this is not a closed list of reasons.

The exact number of proposals approved will be decided based on the overall quality of the proposals. In principle, for the OC2 Funding Instrument: 2 beneficiaries will be selected for funding and for covering the YouRban project challenges.

#### **4.2.5. Phase 5 - Ethics assessment**

Winning applicants will complete the Ethical Self-Assessment Module in accordance with Horizon EU's ethical guidelines<sup>3</sup>. The resulting "Ethics Summary Report" may necessitate the inclusion of specific requirements (contractual obligations) in the ethics section of the Sub-Grant Agreement and/or the implementation of countermeasures addressing ethical issues within the Individual Mentoring Plans. Beneficiaries must provide comprehensive responses to the Ethics Requirement queries before final approval and fund disbursement.

#### **4.2.6. Phase 6 - Formal check, Sub-grant agreement preparation and signature**

Before you get started with the YouRban experiments, you need to sign the Sub-grant Agreement with the YouRban Consortium. Before signing the Agreement, you should provide documents regarding your formal status. The YouRban Consortium will verify them to prove your eligibility.

Please do it within the deadlines that will be communicated to you.

Before submitting, please carefully verify the nature of the requested documents. If the documents you provide do not confirm your eligibility, your application process will be terminated.

Additionally, please adhere to the deadlines: If you fail to submit the required documents on time without a clear and reasonable justification, you will be excluded from further formal assessment. In such cases, another applicant from the "Reserve List" will replace you.

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<sup>2</sup> Please note that this is not a closed list of reasons

<sup>3</sup> [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf)



## 5. Intellectual property rights

The beneficiary of the sub-grant will retain the ownership of their background knowledge declared in the specific agreement/contract. The YouRban partners involved in the implementation of the submitted projects will retain the ownership of their background knowledge declared in the specific agreement/contract. If the background is subject to the rights of a third party, the beneficiary or the YouRban partners must ensure that it is able to comply with its obligations. The specific agreement/contract that disciplines the IPR on the results coming out from the collaboration between the beneficiary or the YouRban partners (foreground knowledge) will be defined and signed BEFORE the collaboration begins. Such an agreement/contract will be customized on a case-by-case basis, according to the specific activities included in the proposed action plans and the expected engagement of the beneficiary or the YouRban partners in the collaboration. As a general condition, results will be owned by the actors (the beneficiary and the YouRban partners) that generate them and if it is not possible to establish their respective contribution, a joint ownership agreement will be signed by the actors. If an agreement is not reached before the collaboration begins, the grant might not be assigned to the beneficiary. The beneficiary and the YouRban partners must adequately protect their results for an appropriate period and with appropriate territorial coverage if protection is possible and justified. The beneficiary and the YouRban partners must ensure that the results of their collaboration are not subject to control or other restrictions by a Country (or entity from a country) that is not one of the eligible countries or target countries set out in the call conditions, neither they may transfer ownership of their results or grant licenses to third parties which are established in countries which are not eligible countries or target countries set out in the call conditions. The beneficiary and the YouRban partners must grant access to their results — on a royalty free basis — to the granting authority and other EU institutions, for non-commercial and non-competitive use.





## 6. GDPR

Pursuant the article 15.2 of YouRban Grant Agreement and in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/67928), the recipients must ensure that the personal data is: - processed lawfully, fairly and in a transparent manner in relation to the data subjects - collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes - adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed - accurate and, where necessary, kept up to date - kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and - processed in a manner that ensures appropriate security of the data. The recipients may grant their personnel access to personal data only if it is strictly necessary for implementing, managing and monitoring the Agreement. The recipients must ensure that the personnel is under a confidentiality obligation.



## 7. Submission of the proposal

### 7.1. Submission process

The submission process will start on 30/05/2025, at 09:00 Brussels Time, and it will end on 30/07/2025, at 17:00 Brussels Time. When the submission process will be activated, the candidate will have to access to [Kartu](#), register and login to the platform.

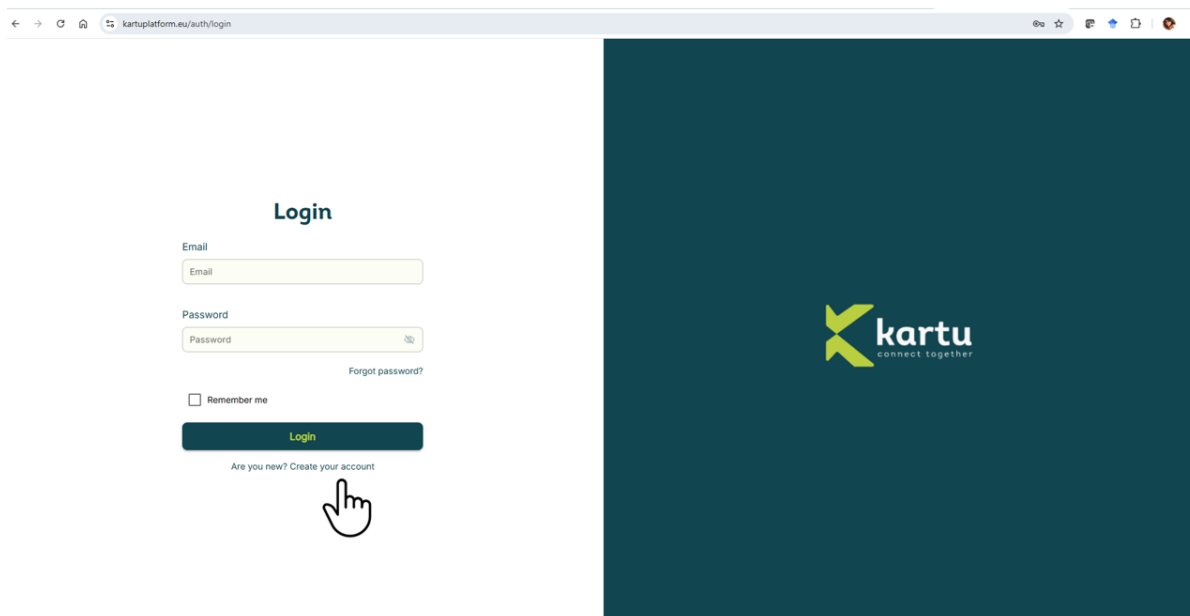
Here, the candidate will be able to consult the available material, as the OC2 description, the basic requirements of the call, and the submission template, and it will be able to submit its submission. As said before, only one submission for candidate will be allowed. Once the candidate has made the submission, it can be modified in any moment while the submission process is active.

As the submission process will be closed, no more submissions and/or modifications will be allowed.

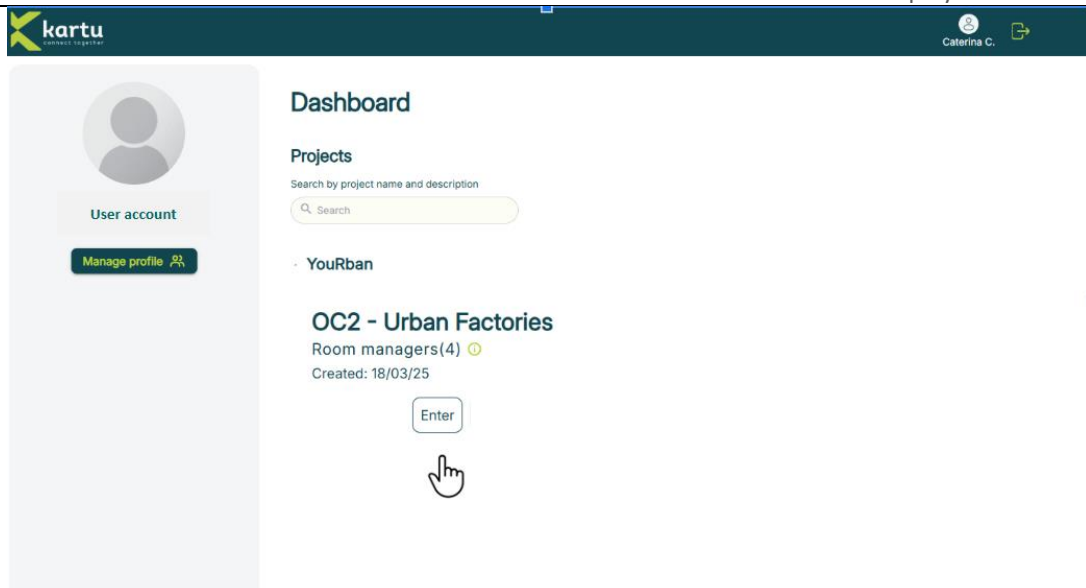
### 7.2. Submission tool: platform

The following paragraph will explain the step-by-step process for submit a proposal:

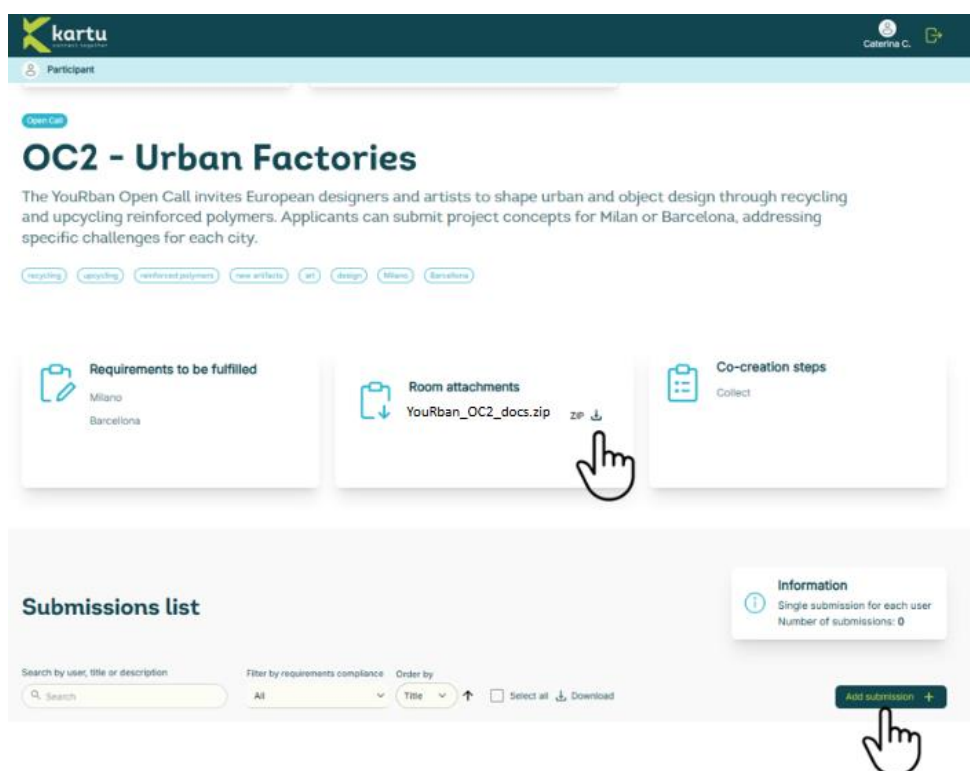
1. Click the link
2. Register to the platform, inserting the required information



3. Login
4. Enter in the “YouRban OC2 – Urban Factories” Room

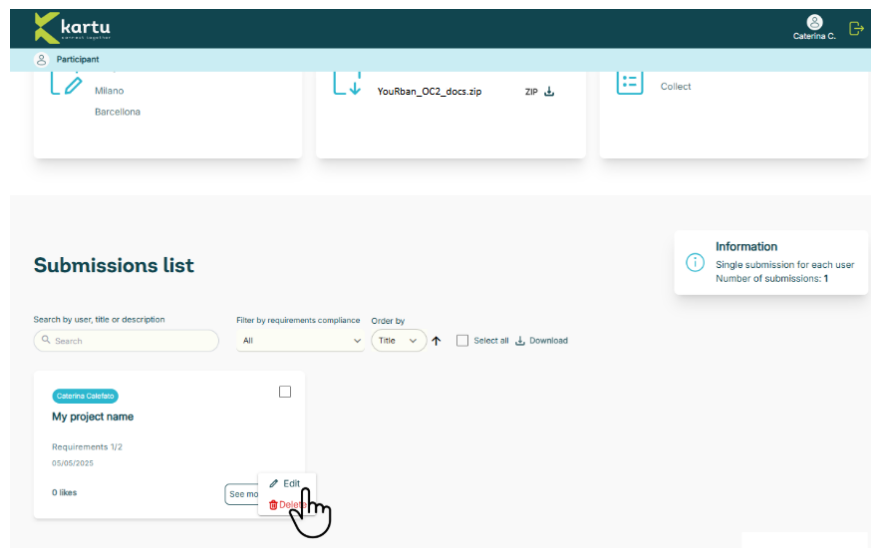


5. Click the “Add submission +” button
6. Insert all the required information related to the submission and click the “SUBMIT” button

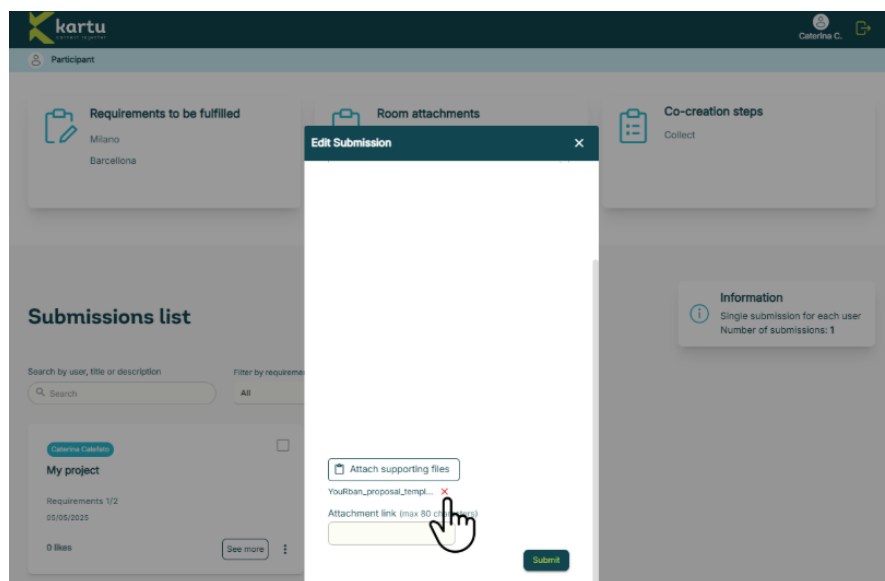




7. If you have the necessity to modify your submission: click the “EDIT” button on the submission card, make the needed changes, and click again the “SUBMIT” button.



8. If you want to change the attachment, please delete the previous version and upload the new one.



### 7.3. Acknowledgments of receipt

After every click on the “SUBMIT” button, a notification will be sent to the candidate email as a confirmation.

If a candidate does not receive the confirmation email, it should consider its entry invalid: the candidate will have to retry with the submission process and, if the problem persists, contact us at [yourban@syxis.eu](mailto:yourban@syxis.eu).



## 8. Support to applicants

### 8.1. Mentors

Each sub-project will be assigned to at least one Mentor previously selected among the YouRban members. The Mentor will communicate with the sub-project on a regular basis to provide technical guidance and to overview its progress and giving advice.

Mentoring will be conducted primarily through asynchronous methods.

- **Remote, Asynchronous Training:** Access to the YouRban4Learn (Y4L) LMS will allow winners to follow structured informative modules about:
  - Safety in polymer reprocessing
  - Circular economy and material strategies
  - Available technologies on-truck (open moulding, CNC milling, and 3D printing with fiber-reinforced polymers, ...)
  - Technology/Machine-specific information and support.
  - Suggestions and best practices in co-design and participatory prototyping with artists and designers.

### 8.2. Call Help Desk

To streamline applicant, support and ensure transparency:

- **Centralised FAQ:** Continuously updated repository based on incoming questions (project website).

Please follow the YouRban communication channels:

- **Website:** <https://www.yourban-europe.eu/>
- **LinkedIn:** <https://www.linkedin.com/company/yourban.eu/?viewAsMember=true>
- **Instagram:** <https://www.instagram.com/yourban.project/>

### 8.3. Useful Documents

Inside the YourBan4Learn LMS platform, applicants and subsequent selected winners among them will be able to access to:

- **Training material:** on reinforced polymers recycling and reprocessing.
- **Visuals and Diagrams:** which provides practical spatial, mechanical and procedural insights into the demanufacturing, reprocessing, design areas / ecosystem and workflows pertinent to the truck.
- **Machinery Tech Specs:** to allow applicants to understand potential of fabrication tools available in the truck.



HORIZON-CL4-2023-HUMAN-01  
Project number: 101135997

Urban cocreative, sustainable and  
inclusive ecosystem,  
for the recycling of reinforced  
polymers on-the-truck

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