



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

Project acronym: YouRban

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

Project no.: 101135997

Project Duration: 01.12.2023 – 31.05.2026 (30 months)

File: YouRban_D<ID>

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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 new market opportunities for European manufacturers, ensuring long-term sustainability and a positive impact on local cities.

1.2 YouRban Approach

The YouRban approach to the open calls follows different aims and goals according to the two pilots in Milan and Barcelona City.

For a detailed overview of the expected results from OC1, please read carefully the document YouRban OC1 – technical annex.

1.2.1 Open call Approach in Barcelona

In Barcelona, the Open Call for Artists, Citizens & Designers and the following artistic residences will be approached from the precept of **'solutions looking for a problem.'** From this approach, professionals and artists are initially engaged to devise solutions for positive change. These will have been fundamentally managed through the present OC.

The Artistic Residences in Barcelona will primarily be linked to the existing ecosystem of Fab-Labs/Urban Factories in the city itself, which differs from that of Milan. This ecosystem is characterized by not having the same experience in the treatment of reinforced plastic materials as already exists in Milan, where there is a minimal base ecosystem. This means that the spaces identified to develop the projects for the Artistic Residences will be well-established spaces that are already prepared and accustomed to hosting creators in postgraduate phases or residencies. The developed projects, physical objects, artistic expressions, will not be linked to a specific physical city location. Instead, their main aim would be to become objects, artistic expressions, that will search to solve specifically identified problems that can be



tackled with the final prototype result. The scale of the 'solution' will not matter; hence it depends on the problem chosen to solve.

With the support of the selected Fab-Lab/Urban Factory, the residency will take place in the most participatory way as possible, to make local stakeholders and inhabitants of the city part of the final resulting process.

The physical collaboration with the fab-labs and the urban factories available in the project partners for experimentation is fundamental and will be considered as a criterion for the delivery of the intermediate and final payments. This first set of appointments are under definition:

- **kick-off of the residency in Barcelona** (dates to be defined in September 2025) during which they will present their project concept
- **1 intermediate check-in meeting** (dates to be defined between October 2025 and February 2026) during which they will present project progresses to Consortium experts
- **closing of the residency during the Barcelona 10-day event** (dates to be defined in April 2026) during which they will showcase their project prototype.

Further online review sessions could be arranged (and mandatorily attended) by Consortium Experts and Urban Factories according to project progresses and needs.

Moreover, it is suggested to reside in the city during the residency (September 2025 until March 2026) to define the prototyping process with the support of Consortium Experts and Urban Factories.

Final dates will be released after the project start and will be communicated to the participant by the Yourban Consortium.



2 OC1: General Information

2.1 Objectives and challenges of the Open Call for Artists, Citizens & Designers

The current approach to **urban development has led to the expansion of cities** characterized by problems such as excessive dependence on cars, poor air quality, and restricted access to vital services in many areas. As cities continue to expand, it is essential to redesign them to promote both **people's well-being and environmental sustainability**.

Globally, there is an **increasing demand for more enjoyable urban living experiences**. In Europe, several examples of cities revitalize neighbourhoods, prioritize nature and people over buildings and vehicles, and create vibrant public spaces for socializing, recreation, and convenient walking or cycling.

In this context, as suggested by the C40 Green and Thriving Neighbourhoods program, **local projects at the neighbourhood level offer an experimental platform to test innovative approaches** that, leveraging on design and technology, foster active engagement and participation among citizens and communities.

Focusing on the recycling and upcycling of reinforced polymers, **YouRban Open Call for Artists, Citizens & Designers is an opportunity for European creative minds** to shape the future of urban & object design and artistic expression into cities known for becoming dedicated to pioneering innovative solutions for a thriving and resilient urban environment.

Applicants must choose to submit their project concept for the city of Milan or Barcelona, and depending on this choice, follow the respective above-mentioned approach and answer to the following specific challenges.

2.1.1 Barcelona specific challenge

The approach to Barcelona contrasts with that of Milan, complementing it. It requires projects that emerge from the identification of transversal issues that can be understood at different scales, from the urban to the domestic. The implementation of solutions to address these issues through the projects that are the focus of the present OC becomes the driving force of the 'specific challenge' in Barcelona.

Applicants in the Barcelona approach are not expected to define any already defined specific challenge. Its proposal should tackle a chosen, defined, an expressed challenge that will become a 'solution'. From the abstract to the specific, concret.



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 OC1, but they will be more explored in depth in chapter 3.

<i>N. Project</i>	<i>Total budget for each Project</i>	<i>Description</i>
<i>8 projects (addressing Barcelona challenge)</i>	17.500 €	The residency 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 Chapter 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.

2.3.1 Who we are looking for and what types of projects can be funded

YouRban welcomes both individuals and companies. 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. We are looking for designers, artists and creators, who embrace the objective of the project and have the following characteristics:

1. Ability to generate innovative ideas and translate concepts into tangible designs or artworks.
2. Strong visual communication skills and capacity to produce original works that reflect creativity and artistic expression.
3. Understanding of sustainable design practices and the environmental benefits of using recycled materials.
4. Demonstrated interest or previous experience in projects related to sustainability or eco-friendly design.
5. Experience in planning, organizing, and executing design projects from conception to completion.
6. Ability to work independently as well as collaboratively in a team setting
7. Experience with using design softwares (e.g., Adobe Creative Suite, CAD software) and knowledge of working with composite materials, particularly recycled Fiber-Reinforced Polymer (FRP), is highly advantageous.

All natural person applicants must upload their CV, which should detail their educational background, relevant work experience, skills, and any notable projects or accomplishments related to design and



artistic practices. **Companies are required to specify their website.** This will help assess their qualifications and suitability for the Open Call.

We invite **proposals that push the boundaries of traditional thinking**, encourage community participation, and create objects and spaces that are functional and transformative. **Successful projects will blend aesthetic beauty with practical sustainability**, enhancing Barcelona cityscapes and contributing to a greener and more inclusive urban environment.

More specifically, we are seeking for projects that belong to (at least) one of the following categories:

Not site-specific projects	Site-specific projects
[1] Small-scale object (or set of objects) for private use in the urban context	[3] Medium/large scale object (or set of objects) for public use in the urban context
[2] Medium/large scale object (or set of objects) for public use in the urban context	[4] Site-specific artistic installation

1. Small-scale object (or set of objects) for private use in the urban context

This category includes objects designed for individual or small group use in urban contexts, with the aim of improving personal living spaces and transit in the city, or the enjoyment of urban space. They are typically compact and functional objects, which meet the needs of those who live in cities and often have to deal with limited space. These designs aim to create a sense of comfort and connection amidst the urban landscape, encouraging a more sustainable and enjoyable lifestyle, both within and outside the private context.

2. Medium/large scale object (or set of objects) for public use in the urban context

This category focuses on larger installations intended for communal use throughout various urban settings, regardless of specific sites. These objects are designed to be adaptable, serving multiple neighbourhoods and contributing to the vibrancy of public spaces. The overarching intention is to enhance public life in cities by creating inclusive spaces that invite socialization, the conscious use of public space, a better connection to urban nature or a better interaction with urban facilities and services.

3. Medium/large scale site-specific object (or set of objects) for public use in the urban context

Objects in this category are designed with a specific location in mind, integrating with the site's existing architecture, history, or culture. These installations are meant to offer unique experiences to residents and visitors of the specific area, enhancing inclusion, connection, and well-being. These site-specific installations aim to reinforce the identity of urban spaces (or create a new one), making them more attractive and fostering a deeper relationship with communities and people served.

4. Site-specific artistic installation

This category focuses on permanent or temporary artistic works tailored to a particular location, created to engage the audience in a meaningful way, ideally through immersive experiences, and leveraging the unique attributes of the context. By focusing on specific sites, these installations cultivate a dialogue between art, the environment, and the public, encouraging reflection, interaction, or critique with and within the urban landscape.



2.4 Rules to apply

Proposals must be submitted through the YouRban platform [at this link](#).

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 Kartu platform](#): 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). 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 OC1.docx” (PDF file max 10 Mb) to describe your project and then upload it during the submission procedure to complete your application (admissibility criterion). You must use “YouRban project presentation template OC1.pptx” to provide an illustration of your artifact (PDF file, max 10 slides). **If you are applying as a natural person you are required to submit an updated cv** (PDF file, max 2 pages). 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 OC1 / YouRban project presentation template OC1.pptx / personal cv), you must delete the attachment and upload the new one. Modifications are possible until the deadline date (30/07/2025, 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) 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 natural persons, 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 17.500€ (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 and after the IPR agreement, upon validation of results and by the YouRban assigned Mentor.



4 Evaluation and selection process

4.1 Admissibility and 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
1. Submission The proposal must be submitted through the official online system before the deadline.	1. Alignment with topic description The proposal's content must align with the topic description.
2. Completeness The proposal must be complete, with all required sections, forms and supporting documents.	2. Participants It must involve the right participants from eligible countries.
3. Readability The proposal must be readable, accessible, and printable.	

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 call¹.

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

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

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



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 aspects:

- **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

1. **Innovation and Creativity:**
 - a. Does the project demonstrate originality and creativity in the use of recycled FRP?
 - b. How does the project push the boundaries of conventional design or artistic practices?
 - c. To what extent does the design or artwork embody aesthetic qualities that enhance its appeal and effectiveness?
2. **Functionality and usability:**
 - a. Is the design practical and achievable within the given constraints (technical, financial, time)?
 - b. Does the project combine aesthetics with functionality, offering practical solutions or uses?
 - c. Is there a clear understanding of the material properties of FRP and how to optimize its recyclability?
3. **Sustainability:**
 - a. How does the project highlight or improve understanding of sustainability issues?
 - b. What potential impact does it have on promoting the use of recycled materials and sustainability?
4. **Market Potential and Scalability:**
 - a. Can the design or solution be easily replicated or scaled for broader use or impact?
 - b. How adaptable is the design to other contexts or applications?
5. **Feasibility of the 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?
6. **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 Sustainability section.
- **Secondly:** The highest score in the Market Potential section.
- **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 interest². In such cases, the next-ranked proposal may be chosen. 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 OC1 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 guidelines³. 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

² Please note that this is not a closed list of reasons

³ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf



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.



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 9:00 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 platform – YOURBAN OC1 Artists, Citizens & Designers ROOM](#), register and login to the platform.

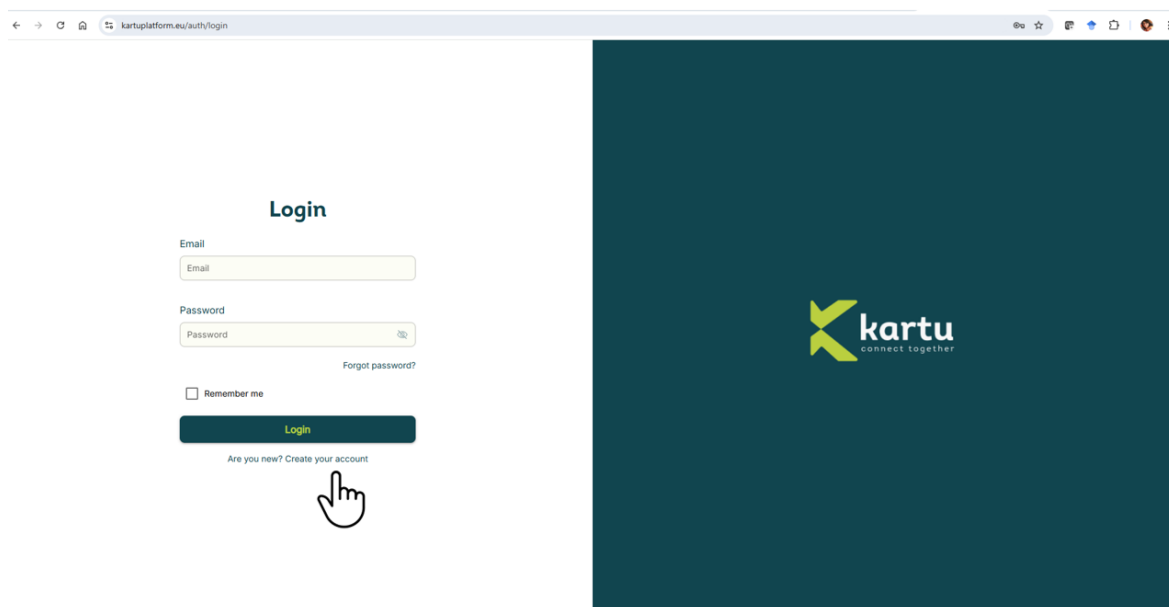
Here, the candidate will be able to consult the available material, as the OC1 description, the basic requirements of the call, and the submission template, and it will be able to submit its submission. As said before, only one submission for candidate will be allowed. Once the candidate has made the 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.

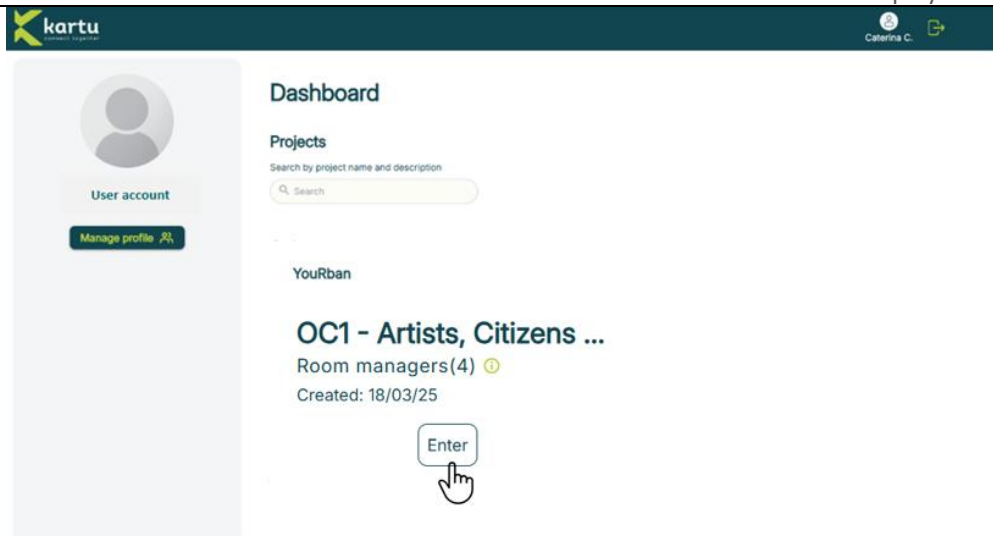
7.2 Submission tool: platform

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

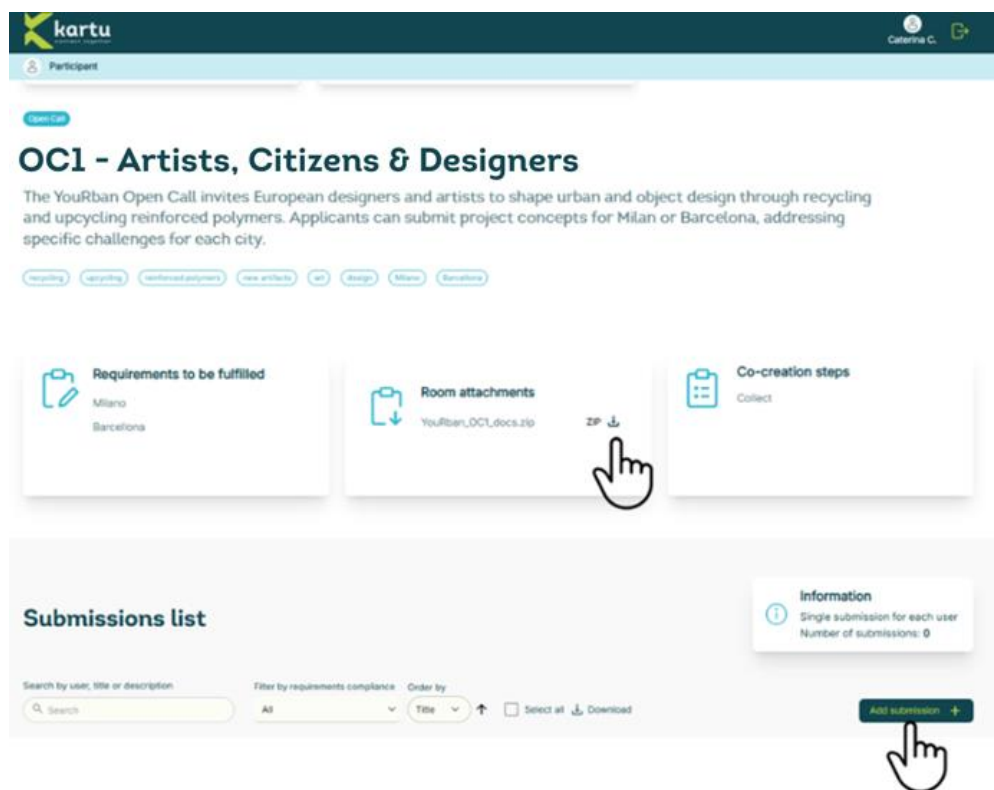
1. Click the link
2. Register to the platform, inserting the required information



3. Login
4. Enter in the “YouRban OC1 – Artists, Citizens & Designers” Room



5. Download the OC documentation zip file (guide for applicants + proposal templates) from “Room attachment” box
6. Click the “ADD SUBMISSION +” button to start your submission





7. Insert all the required information related to the submission and click the “SUBMIT” button. **Please take care of uploading all the requested documents:** Project proposal, project presentation and personal cv. Personal cv is mandatory if you’re applying as a natural person, otherwise specify “none”, like in the picture below.

The 'Add Submission' form contains the following fields and options:

- Title*** (max 80 characters): My project
- Description*** (max 300 characters): My project presentation
- Does your entry meet any of the following requirements?**: Milano
- Mandatory: project proposal - PDF max 10 Mb. Specify the attachment file name* (max 80 characters)**: My project name.pdf
- Mandatory: project presentation-PDF max 10 slides. Specify attachment file name* (max 80 characters)**: My project presentation.pdf
- Facultative: personal cv - PDF max 2 pages. Specify attachment file name/none* (max 80 characters)**: none
- Attach supporting files**: YouRban_proposal_templ... (red X), Yourban_OC1_project_pr... (red X)
- Attachment link (max 80 characters)**: (empty field)
- Submit** button (highlighted with a hand cursor)

8. 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.

The 'Submissions list' page includes the following elements:

- Header**: Logo, Participant (Milano, Barcellona), YouRban_OC1_docs.zip (ZIP), Collect.
- Submissions list**: Search by user, title or description; Filter by requirements compliance (All); Order by (Title); Select all; Download.
- Submission Card**: My project name; Requirements 1/2; 05/05/2025; 0 likes; Edit button (highlighted with a hand cursor); Delete button.
- Information**: Single submission for each user; Number of submissions: 1.



9. If you want to change the attachment, please click “EDIT” and then delete the previous version and upload the new one. If you want to withdrawal your application, please click “DELETE” button. After deletion, the “ADD SUBMISSION +” button will be available again to start a new submission.

The screenshot displays the 'Edit Submission' modal in the Kartu application. The modal is titled 'Edit Submission' and contains the following sections:

- Does your entry meet any of the following requirements ?**
 - Mandatory: project proposal - PDF max 10 Mb. Specify the attachment file name* (max 80 characters)**
Input field: My project name.pdf
 - Mandatory: project presentation-PDF max 10 slides. Specify attachment file name* (max 80 characters)**
Input field: My project presentation.pdf
 - Facultative: personal cv - PDF max 2 pages. Specify attachment file name/none* (max 80 characters)**
Input field: none
- Attach supporting files**
Input field: YouRban_proposal_templ... (with a red 'x' icon)
- Attachment link (max 80 characters)**
Input field: (empty)

A hand cursor is pointing at the 'Attachment link' input field. The background shows the 'Submissions list' and 'Room attachments' sections.

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.



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:

- **Shared Online Logbooks:** Sub-projects will track progress, share visuals and questions via shared digital documents (e.g.: Y4L Platform, Google Docs/Notion, ...)
- **Video Mentoring Capsules:** Short recorded videos to guide through demanufacturing, reprocessing (moulding, 3D printing), digital tools (CoCreation and Y4L), and design validation.
- **Pre-structured Templates:** Milestone checklists, impact evaluation forms to streamline guidance; each form built iteratively confronting past experience, concurring projects and new project-specific requirements.

Mentors will check in on a biweekly or monthly basis, reviewing logbooks and sharing feedback.

Peer Support and Community Building

- **Peer Learning Pods:** Small clusters of sub-projects meet monthly online to exchange progress and get cross-feedback.

8.2 Helpdesk

Applicants to the Open Call will have the opportunity to participate in a series of free webinars designed to guide them through the use of the digital co-creation tools. These sessions will cover all the essential steps needed to engage effectively with the platform and contribute to the project. To ensure accessibility, the webinars will be recorded and made available online for participants to revisit at any time. Each session will conclude with a live Question & Answer segment, offering participants the chance to receive personal feedback and clarifications. Please note that the Q&A segments will not be recorded, in order to encourage open, direct, and confidential exchange.

Applicants are required to continuously check the official communication channel of the project to be informed about:

- **Training webinars for Open Call applicants:** date and registration modality will be communicated and updated online
- **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

Open Call winners will be provided access to a curated repository of existing project documentation and training tools on the project Learning Management System (YouRban4learn). These include:

- **Training and Technical Context:** Applicants will be referred to the Y4L platform, which will contain:
 - Micro-learning resources
 - Documented case studies from previous pilots
 - Standard operating procedures for the mobile plant and supported technologies (shredding, reprocessing, 3D printing)
- **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.