



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)

Guidelines for Applicants

Open Call 3

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Table of Contents

Table of Contents	1
1 Introduction to YouRban	2
1.1 Project Summary.....	2
1.2 Open Call 1 and Open Call 2 Summary.....	2
2 OC3: General Information.....	4
2.1 Objectives and challenges of the Open Call for Performers.	4
2.2 Funding instruments and financial provision	4
2.3 Admissibility and Eligibility Criteria	5
2.3.1 Who we are looking for and what types of projects can be funded.....	6
2.4 Rules to apply	7
3 Budget Considerations.....	9
3.1 Origin of the funds	9
3.2 Sub-project duration and payments	9
4 Evaluation and selection process.....	10
4.1 Admissibility and Eligibility Check	10
4.2 Evaluation.....	10
4.2.1 Phase 1 - In/Out scope screening	11
4.2.2 Phase 2 - Independent Individual Evaluation	11
4.2.3 Phase 3 - Evaluation Consensus Group	11
4.2.4 Phase 4 - Consensus meeting	12
4.2.5 Phase 5 - Ethics assessment	12
4.2.6 Phase 6 - Formal check, Sub-grant agreement preparation, and signature	12
5 Intellectual property rights	13
6 GDPR.....	14
7 Submission of the proposal	15
7.1 Submission process.....	15
7.2 Submission tool: platform.....	15
7.3 Acknowledgments of receipt	18
8 Support to applicants	19
8.1 Helpdesk.....	19



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 Open Call 1 and Open Call 2 Summary

The YouRban project has officially entered its operational phase with the conclusion of its two Open Calls. OC1 was dedicated to selecting designers, artists, and urban creators to take part in a residency program aimed at developing innovative, sustainable urban interventions using recycled fiber-reinforced polymers (FRPs). In Milan, participants responded to specific urban challenges previously identified by local stakeholders, such as eco-friendly mobility, temporary use of neglected spaces, and climate adaptation. In contrast, the Barcelona call embraced an open format, allowing creators to propose independent solutions and define the problems they intended to address during the process.

Eight creators were selected for each city, making a total of sixteen participants.

OC2 targeted the selection of two Urban Factories—one in Milan and one in Barcelona—that will host and technically support the OC1 winners. These facilities will provide mentorship, tools, and expertise in co-design and FRP processing, and will also participate in public events and workshops throughout the residency.

The winners of both calls met for the first time during a 10-day kick-off event at Fabbrica del Vapore in Milan at the end of September. This marked the beginning of an eight-month collaborative journey during which creators and Urban Factories will work together to develop and implement their projects, bringing new life



to urban spaces through design, innovation, and sustainable materials.

The final results of their work and creative activities will be shown during a 10-day event held in Barcelona from 23/04/26 to 3/05/26.



2 OC3: General Information

2.1 Objectives and challenges of the Open Call for Performers.

Focusing on the results obtained from Open Call 1 and Open Call 2 winners, **YouRban Open Call for Performers is an opportunity for European performers' managers** to valorise the Barcelona 10-day event and the urban approach by means of artistic performances able to engage the audience, improving the project outreach, and showcasing the urban technologies and artifacts.

In a scenario where the location permit will be provided by the consortium, there are 2 possibilities of implementation spaces: option 1 is a public open space (like a square), and option 2 is a public enclosed space (safely closed at night). The final chosen space will be defined by the YouRban consortium. The Open Call 3 applicants have to provide solutions for both scenarios, explaining the difference between the two solutions.

2.2 Funding instruments and financial provision

The following paragraph will give a short overview of the funding instruments and the financial provisions of the OC3, but they will be further explored in depth in Chapter 3.

<i>N. Project</i>	<i>Total budget for the Project</i>	<i>Description</i>
1 project	up to 100.000 €	The initiative to organize and implement the 10-day event in Barcelona will last a maximum of 2 months.

The eligible applicants are companies, associations, or organizations from any EU country.



2.3 Equipment and material provision

The applicant is asked to provide all the materials needed for the event's successful execution over the entire 10-day period (23/04/26 - 3/05/26).

Here it's a basic description of the main requirements the applicant must provide:

LIST OF SERVICES	
Nº	ELEMENTS
1	Stage (>20m ²) to be installed outdoors (public space) with all required subsystems necessary for hosting performances (lighting and sound, electrical installation and connection to event power board, projections, storage, etc.). (1)
-	Protection for the stage and sound table in case of rain (tent, tarps, etc.)
1	Rental of a 200 m ² room inside the adjacent public building during the 8 intermittent days of the event. (2)
-	Mobile lighting and sound equipment for indoor use, touch screen for exhibitions – for talks and events held indoors
50	Chairs for outdoor activities
50	Chairs for indoor activities
-	Moderator for talks with different speakers and for the introduction or presentation of the various artists featured in the program
	Translation into English of Riccardo Tabilio's text (<i>will be provided in original Italian by Yourban</i>) and its recording to be included in the audio guide. Copyrights to dealt with Riccardo Tabilio & Zona K. (3)
20	Headphones for the audio guide (<i>individual and group use</i>)
-	Provision of food truck service (<i>according to attached schedule</i>). Consumption costs borne by private clients.
-	Provision of occasional catering service (<i>according to attached schedule</i>)
-	Bottled water available for speakers and the YouRban organization
4	Portable toilets to be placed in the public space, in coordination with the food truck service (<i>according to attached schedule</i>). (4)
-	Waste and recycling bins, and subsequent waste management
-	Basic cleaning service, after events.
-	Responsible for requesting and obtaining the extraordinary permits required by the various events. (<i>if needed</i>)
(NOTE Gen.) All necessary materials will be provided to ensure the proper execution of all scheduled cultural activities.	
(1)	The final implementation area will be communicated upon the resolution of OC-3.
(2)	Maximum budget to allow of €5,000, and subject to discussion with the administration of the adjacent building for availability.
(3)	The artist has agreed to this translation.
(4)	Applicable only if the event takes place in an open public space. Otherwise, these will not be provided.



2.4 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.

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

As previously mentioned, the eligible applicants are associations, organizations, and companies from any EU country.

We are looking for performers' managers who embrace the objective of the project and have the following characteristics:

1. Ability to generate engagement with the audience, improving the project outreach.
2. Ability to valorise the urban approaches by means of artistic performances showcasing the YouRban technologies and artifacts.
3. Strong visual communication skills and capacity to produce original works that reflect creativity and artistic expression.
4. Understanding of sustainable design practices and the environmental benefits of using recycled materials, or/and the reuse of materials.
5. Demonstrated interest or previous experience in projects related to sustainability or eco-friendly event planning.
6. Experience in planning, organizing, and executing events from conception to completion.
7. Ability to work independently as well as collaboratively in a team setting.

Applicants 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's cityscapes and contributing to a greener and more inclusive urban environment.

More specifically, we are seeking projects that accomplish all of the following tasks:

1. Fill in the high-level agenda, attached below.

The existing colored (not the gray ones) slots must be filled with artistic proposals. Be aware that the attached calendar is a basic scheme to be modified and adapted with the final chosen options, within a common agreement with the YouRban curators.

*The colored slots are the **minimum activities** you should include in your proposal event plan; every proposed improvement and extra activity will be positively evaluated.*

2. Provide documentation for the 10-day event in Catalan, Spanish, and English.

According to the local Catalan & Spanish legislation, the main language to be used (printed, moderation, info points personnel, schools, etc) must be Catalan, and Spanish must be understood. English should be mandatory too, since it's the defined language of the present EU project.



YouRban 10-day event schedule in Barcelona

YouRban	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	
9:00 - 10:00	TRUCK SETUP			Demonstration for SCHOOLS	Demonstration for PROFESSIONALS	Demonstration for SCHOOLS	Demonstration for PROFESSIONALS	Demonstration for SCHOOLS			
10:00 - 11:00					Workshop COMPANIES		Workshop COMPANIES				
11:00 - 12:00		Audio-guided RICCARDO TABILIO (*) O4 (theater - 1h 30 min)			Demonstration for SCHOOLS	Demonstration for SCHOOLS	Design activity COMPANIES and WINNERS		Audio-guided RICCARDO TABILIO (*)	CLOSING EVENT	
12:00 - 13:00		CoCreation Workshop with CITIZENS	Demonstration GENERAL PUBLIC		Business awareness SMEs				Workshop WINNERS for CITIZENS	TRUCK CLOSURE	
13:00 - 14:00			Demonstration GENERAL PUBLIC		light catering		light catering		Workshop WINNERS for CITIZENS		
14:00 - 15:00		LUNCH (14:00 - 16:00)	LUNCH (14:00 - 16:00)		LUNCH (13:30 - 15:00)	LUNCH (13:30 - 15:00)	LUNCH (13:30 - 15:00)	LUNCH (13:30 - 15:00)	LUNCH (14:00 - 16:00)		
15:00 - 16:00			Demonstration for PROFESSIONALS		CoCreation Workshop WINNERS and CITIZENS	Workshop COMPANIES	CoCreation Workshop WINNERS and CITIZENS	Workshop COMPANIES	Demonstration GENERAL PUBLIC		
16:00 - 17:00		Demonstration GENERAL PUBLIC	CoCreation Workshop with CITIZENS		Demonstration GENERAL PUBLIC	light catering	Demonstration GENERAL PUBLIC	light catering	Audio-guided RICCARDO TABILIO (*)		
17:00 - 18:00		Demonstration GENERAL PUBLIC	CoCreation Workshop COMPANIES and WINNERS			O7 (performance - 1h)		Thematic talk 02 O12 (performance - 1h)			
18:00 - 19:00	OPENING EVENT	Thematic talk 01 (UIA 2026??)	Audio-guided RICCARDO TABILIO (*)		light catering	Audio-guided RICCARDO TABILIO (*)	O8 (game - 1h30min)	O9 (theater)	O10 (performance - 1h)	O13 (band - 1h30min)	
19:00 - 20:00		O2 (band - 1h30min)	Audio-guided RICCARDO TABILIO (*)							O14 (DJ set)	
20:00 - 21:00		O1 (band - 1h30min)	O5 (band)								
21:00 - 22:00		O3 (DJ set)									
ALL DAY SERVICES											

Customer service (info point) + Opening and closing (until 8 p.m.)

Security presence

food truck (food and drinks) from lunch until night

food truck (food and drinks) from lunch until night

Each colored square represents the required minimum number of events where to program artistic venues

(*) Already provided the original audio in Italian; it is necessary to translate it to English and record it again. There are two audio formats, one for individuals and the other for groups.

(NOTE): Basic schedules are approximate & modifiable, still to be defined by the final OC3 winner and its final implementation accorded with the YouRban curators



Each colored square represents the required minimum number of events where to program artistic venues

2.5 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 (23/02/2026) at 09:30 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 OC3.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 the “YouRban project presentation template OC3.pptx” to provide an illustration of your proposal \(PDF file, max 10 slides\)](#). 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 OC3 / YouRban project presentation template OC3), you must delete the attachment and upload the new one. Modifications are possible until the deadline date (23/02/2026 at 9:30 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 the YouRban programme. All cases of potential conflict of interest will be assessed on a case-by-case basis.
- **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, and your right to use the IPR must be clear. Going forward, any developments foreseen 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 to 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 email (yourban@syxis.eu), indicating the proposal name, the email you used to register and log in to the submission platform, and the data that 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 that 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, as detailed in this Guide for applicants.
- **YouRban is planning a certain number of online webinars about this Open Call:** they will be announced on the YouRban website.



3 Budget Considerations

3.1 Origin of the funds

The Financial Support to Third Parties (FSTP) within the YouRban project is funded by the European Union under the Horizon Europe framework.

3.2 Sub-project duration and payments

Each sub-project will have a duration of a maximum of 2 months. The maximum eligible budget amount is up to 100.000€ (100% funded).

It is mandatory to provide the budget breakdown in Chapter 2.6 of the Proposal Template. The proposed budget must demonstrate appropriateness, cost-effectiveness, and realism in relation to your planned activities and expected outcomes.

Payments are scheduled in the following way:

- 75% of the total financial support as pre-financing, upon selection, approval of the proposal, and following the signature of the Sub-grant Agreement.
- 25% of the total financial support at the end of the sub-project, upon validation of results, and by the YouRban Coordinator.



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 outlined in the call¹.

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 in the “List of eligible applications” in 6 phases, as presented in the following paragraphs.

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

¹ <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Admissibility+and+eligibility+check>
Open Call 3



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, who 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.

4.2.2 Phase 2 - Independent Individual Evaluation

1. **Innovation and Creativity** (5 points)
 - Does the project demonstrate originality and creativity in the use of reused & recycled FRP?
 - How does the project push the boundaries of conventional design or artistic practices?
2. **Sustainability** (3 points)
 - How does the project highlight or improve understanding of sustainability issues?
 - What potential impact does it have on promoting the use of recycled materials and sustainability?
3. **Feasibility of the development plan** (3 points)
 - Is the development plan clear, detailed, and realistic in terms of execution?
 - Does it include specific steps, a timeline, and required resources that are achievable?
4. **Risk Management** (2 points)
 - Does the plan identify potential risks and include strategies to mitigate them?
5. **Extra improvements** (2 points)
 - Does the proposed plan include extra activities/services useful for the 10-day event?

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 Innovation & Creativity section.
- **Secondly:** The highest score in the Extra Improvements section.
- **Thirdly:** The highest score in the Feasibility of the development plan section.

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 OC3 Funding Instrument: 1 beneficiary will be selected for funding to cover 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

Before you get started with the project activities, you need to sign the Sub-grant Agreement with the YouRban Coordinator. Before signing the Agreement, you should provide documents and information requested by the YouRban Coordinator. The YouRban Coordinator 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.

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



5 Intellectual property rights

In consideration of the specific activities that the Beneficiary will conduct in the project, the YouRban Consortium remains owner of the overall format and brand of the YouRban event.



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 2016/679/28), 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 23/12/2025, at 09:30 Brussels Time, and it will end on 23/02/2026, at 09:30 Brussels Time.

When the submission process is activated, the candidate will have to register on the [Kartu Platform](#), and log in to the [OC3 - Performers Kartu Platform Room](#).

Here, the candidate will be able to consult the available material (e.g., the OC3 description, the basic requirements of the call, and the submission templates) and submit their submission. As said before, only one submission for a candidate will be allowed. Once the candidate has submitted, it can be modified at 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 submitting a proposal:

1. Click the [registration link](#).
2. Register on the platform, inserting the required information.

Create an account

First Name* Last name*

E-mail* Confirm email*

Password** Confirm password**

Company

*Required field
**Choose at least 8 characters, including at least one number, one capital letter and/or one special character

I declare that I have read the [privacy policy](#) in accordance with Articles 13 and 14 of Regulation (EU) 2016/679*

I'm not a robot 

I agree with the [terms and conditions](#) of the platform

Create an account

[Go to login page](#)

3. Confirm your registration by email.



4. Click on the following link: [OC3 - Performers Kartu Platform Room](#).
5. Log in.
6. In the dashboard, you will see the «YouRban OC3 – Performers» card. Click on «Enter».
7. Download the OC documentation zip file (guide for applicants + proposal template) from the “Room attachment” box.

[Open Call](#)

OC3 - Performers

In this room you will find the documentation for the Open Call 3. Its aim is to find managers able to valorise the Barcelona 10-day event by means of artistic performances able to engage the audience, improving the project outreach, and showcasing the urban technologies and artifacts.

[recycling](#) [upcycling](#) [reinforced polymers](#) [new artifacts](#) [Milan](#) [Barcelona](#)

8. Click the “ADD SUBMISSION +” button to start your submission.



9. Insert all the required information related to the submission and click the “SUBMIT” button.
Please take care of uploading all the requested documents: the Project proposal (PDF format) and project presentation (PPTX format).

Add Submission

Title* (max 80 characters)
My Project

Description* (max 300 characters)
Description of My Project

Does your entry meet any of the following requirements ?

Mandatory: project proposal - PDF max 10 Mb. Specify the attachment file name* (max 80 characters)
myproject_proposal.pdf

Attach supporting files
myproject_proposal.pdf X

Attachment link (max 80 characters)

Submit

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

Participant

Milano Barcellona

Submissions list

Search by user, title or description

Filter by requirements compliance

Order by

My project name

Requirements 1/2
05/05/2025

0 likes

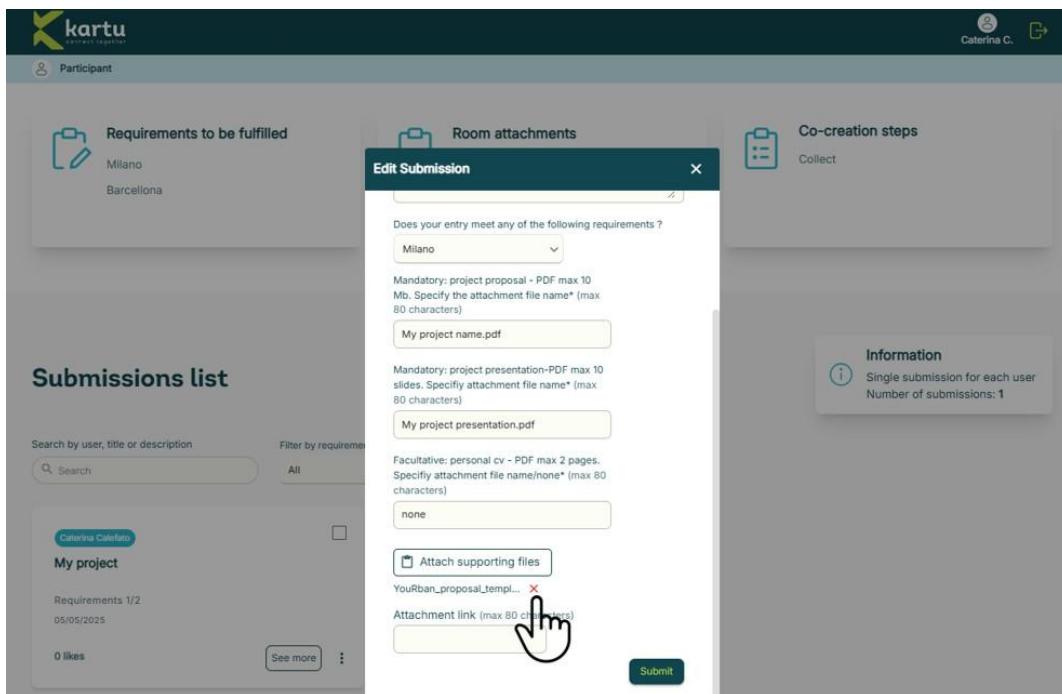
See no Edit Delete

Information

Single submission for each user
Number of submissions: 1



11. 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 withdraw your application, please click the “DELETE” button. After deletion, the “ADD SUBMISSION +” button will be available again to start a new submission.



7.3 Acknowledgments of receipt

After every click on the “SUBMIT” button, a notification will be sent to the candidate's 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 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/>



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Project number: 101135997

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