



Guide for Applicants

11 August 2023

Version 4

Guide for Applicants

The present Guide for Applicants presents a brief overview of the context and approach of the Intelligent Cities Challenge and describes the Expression of Interest process and the information needed to prepare a successful Expression of Interest. Applicants are strongly encouraged to thoroughly read the guidelines before preparing an application.

Table 1: History of changes

Date	Version	Description
1 March 2023	1	Publication of Guide for Applicants
5 April 2023	2	Revision of section 2.3
28 April 2023	3	Extension of deadline and revision of section 2.3
11 August 2023	4	Updated to align with ad-hoc city selection approach

Table of Contents

1	<i>What is the Intelligent Cities Challenge (ICC)?</i>	3
1.1	How did the ICC come about?	3
1.2	What is the overall ambition of the ICC?	3
1.3	What is the twin transition and why does it matter as part of ICC?	4
1.4	What is a Local Green Deal and how will Local Green Deals be implemented as part of ICC?	4
2	<i>What are the eligibility requirements for cities?</i>	5
2.1	How can I participate in the ICC?	5
2.2	What are the different speeds offered by the ICC programme?	5
2.3	What type of cities does the ICC Call for Expression target?	6
2.4	How long will the ICC last?	6
2.5	Where can I find out more about the ICC?	6
3	<i>What do cities stand to gain from participating in the ICC?</i>	7
3.1	What is the ICC value proposition to participating cities?	7
3.2	Will I receive any financial support as part of ICC?	8
3.3	What type of sectors can the ICC help cities pursue?	8
3.4	In what language will the ICC be carried out?	9
3.5	What is expected from cities once they are selected?	9
4	<i>How do cities apply to the ICC?</i>	10
4.1	What is the ICC call for expression of interest and what should a city expect during the selection process?	10
4.2	What is the deadline to apply to the ICC?	11
4.3	What information should be included in the Expression of Interest?	11
4.3.1	For entrant applicants	11
4.3.2	For ICC cities (2020-2022 edition).....	11
4.3.3	How should applicants prepare and submit their EOIs?.....	11
4.4	How will EOIs be assessed and selected?	12
4.4.1	Selection process for entrant cities	12
4.4.2	Selection process for ICC cities (edition 2020-2022).....	13
4.5	When and how will applicants receive the results of the EOI?	13

1 What is the Intelligent Cities Challenge (ICC)?

1.1 How did the ICC come about?

European cities have a crucial role to play in accelerating the twin transition. Urbanisation is increasing every year and 75% of the EU's population is already living in urban areas. People moving to cities leads to higher demand for living space and increasing traffic volume. Furthermore, cities have historically been hotbeds of innovation, transformation and progress. The proximity and density created by urban areas have always acted as drivers of inventiveness, creativity and growth. Cities equally need to find responses to the “the continuum of challenges” that the EU currently faces: the pandemic aftermath, high energy and food bills, high inflation and supply chain disruption.

Finally, the importance of the role of cities in the fight against climate change has also gained increasing recognition over the last three decades, as cities are large contributors of greenhouse gas emissions and other sources of environmental pollution. But cities are also in the driver's seat when it comes to the promotion of the green and digital transition, including the uptake of more sustainable growth and development models, protecting the environment and ensuring better living conditions for their populations.

Cities are entrusted with the task of bringing the EU's environmental, climate, digital and industrial ambition to the local level. **The European Green Deal (EGD)** laid down the pathways to transform the EU into a modern, resources-efficient, decarbonised and competitive economy. It aimed to reduce the emission of greenhouse gas (GHG) by 55% compared to the 1990 level in 2030 and to achieve a net-zero reduction by 2050. The European Commission's **New Industrial Strategy** introduced the foundation of the twin green and digital transition, which cuts across all EU policies. The efforts undertaken were impacted by the COVID-19 pandemic which led to the establishment of the **Resilience and Recovery Mechanism (RRF)**, which offer the EU the opportunity to transform into a more innovative, sustainable, clean and resilient economy. In addition, the more recent adoption of the Green Deal Industrial Plan and the Net-Zero Industry Act provided a more favourable environment for increasing the EU's production capacity for the net-zero technologies and products needed to meet Europe's ambitious climate goals, and have helped to overcome the barriers to increasing production capacity in Europe.

The Intelligent Cities Challenge (ICC) is a part of a wider EU support recognising the importance of delivering promises made by the European Green Deal, the digital strategy, and other EU policies. It aims to move towards a more digital, service-oriented and low-carbon economy, supported by a knowledge-based society that enable circular economy through evidence-based reskilling and sustainable investment.

1.2 What is the overall ambition of the ICC?

The vision of the next phase of ICC is to offer the renewed network of intelligent cities support in exploiting the potential of emerging technologies and take ambitious steps to improve the quality of life of citizens and ensure growth, sustainability and resilience. To this extent, the ICC will act as a driver for cities willing to live up to one expectation: they can play a leading role in driving a technological revolution which will lead not only to increased growth and competitiveness, but

more importantly, to healthier, greener, sustainable and more inclusive living conditions and spaces of the EU's citizens. Effective technologies targeted to the right problems can deliver green, smart and sustainable growth for cities – improving the quality of life for everyone who calls them home. In this sense, the ICC is a unique initiative, not only because of its scale and the uniqueness of its targets (i.e. small-to-medium-scale cities with unleashed potential), but also due to its holistic approach with the implementation of Local Green Deals to lead the green and digital transition at the city level.

1.3 What is the twin transition and why does it matter as part of ICC?

The twin transition implies the coupling of the green and the digital transition. If done right, it can be a successful approach to decarbonise the economy and create resilient and sustainable economic sectors. Although the green and digital transitions are different in nature, their interaction offers new opportunities to address challenges. Some of the most carbon-intensive sectors (e.g. energy, transport and construction) could largely benefit from the development of new technologies¹. Cities in the ICC will become frontrunners of the twin transitions, and lead others by example. Policy makers at the city level are invited to use the ICC and fellow city colleagues to design plans, launch collaborations and implement solutions that can help to converge the digital and green agendas.

1.4 What is a Local Green Deal and how will Local Green Deals be implemented as part of ICC?

With the European Green Deal running into its 4th year, Local Green Deals have become ever more important as a key component of its implementation. In short, the European Green Deal cannot succeed without implementation at the local level by cities. In light of the recent announcement of EU President Ursula von der Leyen to establish a new green industrial plan in order to work towards a net zero industry for Europe, the second phase of the ICC is putting emphasis on **Local Green Deals** as a universal approach towards reaching agreements between cities and local stakeholders and business on any of the key issues addressed by the ICC as well as more largely the European Green Deal Objectives.

Local Green Deals have the potential for becoming a city's core approach to collaborative city-making on the one hand, and for clear agreements between local governments, stakeholders and businesses addressing particular issues as a way to implement action at the local level. What counts is that cities and businesses move from policy and strategy to implementation.

The ICC has developed Local Green Deals as:

- An integrated, cross-disciplinary approach to city governance to achieve the goals of the European Green Deal at the local level.
- A multi-level vertical governance process (which engages the local, regional, national and international levels), ensuring that cities contribute to the development of relevant

¹ JRC, Communication From The Commission To The European Parliament And The Council 2022 Strategic Foresight Report Twinning the green and digital transitions in the new geopolitical context, 2022, available at: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52022DC0289&qid=1658824364827>.

legislation, initiatives and in particular financing programmes that have a direct impact on the ground.

- Multi-stakeholder partnerships and a credible commitment to long-term change, captured in written agreements and with continuous collaboration between local business and other local stakeholders.
- Most importantly, an action-oriented approach through collaboration, co-production, co-design and co-innovation will support the transition. A deal which provides a joint mechanism of delivery through better regulation (if needed), financing, innovation and the involvement of a number of organisations will help to support several policy objectives.

For more information, please find the complete ICC Local Green Deals Blueprint [available through this link](#).

It is a requirement of the ICC for participating cities to commit to further developing or newly implementing a Local Green Deal in their local area or in partnership with other fellow cities.

2 What are the eligibility requirements for cities?

2.1 How can I participate in the ICC?

The ICC foresees two participation options for cities:

- **Join as an ICC EU core city:** Core cities will directly benefit from the range of support and activities to be carried out in the framework of the ICC. Core cities are selected through a competitive process (see below) implemented by a call for Expressions of Interest (EOI). The eligibility criteria to become an ICC EU core city are further described in Section 2 of this document. The core cities will combine continuing ICC cities (edition 2020-2022) and new city entrants.
- **Join as an ICC EU and international mentor city:** Mentor cities are frontrunner cities with strong progress on the green and digital transitions, and who wish to support the ICC beneficiary community by sharing their experience and knowhow. A majority of the mentor cities will be selected from within the EU combined with a smaller group of international mentors. If you wish to become a mentor city in the renewal of ICC, please contact the ICC directly to express your interest at the following email: helpdesk_icc@technopolis-group.com.

The following sections of this document are **mainly targeted at core cities** wishing to participate in the ICC (first of the above bullet points).

2.2 What are the different speeds offered by the ICC programme?

The ICC journey for **the next phase will allow cities to enter at different speeds**, accounting for available resources and ambitions of the concerned city. This will allow participating cities to decide on their speed and ambitions based on their available human resources and interest. More information will be provided during early stages of the launch of the programme.

2.3 What type of cities does the ICC Call for Expression target?

The ICC call seeks to collect applications from EU cities who wish to become ICC EU core cities. These cities should display a high level of commitment and motivation to join the ICC and use it as a platform to advance their twin digital and green transition. ICC wishes to work with EU 27 cities of intermediate size, with medium levels of maturity when it comes to the adoption of technologies for sustainable development, but which display a high level of potential to achieve transformative change in the short term. Cities must be stand-alone applicants (city consortia applications are not eligible²) and have over 50.000 inhabitants to submit an EOI application.

To be eligible, a city (applicant) must therefore:

- Be **situated in the European Union (EU27)**;
- Have **over 50,000 inhabitants**. Exceptionally, this criterion does not apply to:
 - cities located in a small EU-27 country with less than 1.5 million inhabitants overall, such as in Malta, Luxembourg, or Cyprus; and
 - cities located on an island in any EU-27 country (in this instance, Ireland is not considered as an island) ;
- Be a local **public government entity** responsible for or involved in the funding and/or implementation of a policy or programme of a city related to green or digital transformation, smart / intelligent cities, sustainable urban development or related topics; and
- Apply as a **stand-alone applicant** (consortia of cities are not eligible³).

Individual municipalities and city governments represent the core of the ICC target group; however, other forms of local governments such as city districts covering several neighbouring cities or municipalities may also apply to the ICC if they meet the eligibility criteria presented in this section.

Cities are asked to enter ICC with cross departmental involvement and involvement of local stakeholders.

If you have a doubt about whether your local government qualifies to apply to the ICC, write to our Helpdesk ([helpdesk icc@technopolis-group.com](mailto:helpdesk_icc@technopolis-group.com)).

2.4 How long will the ICC last?

The Intelligent Cities Challenge has a total duration of **23 months**, running from July 2023 to May 2025. Selected cities are expected to remain engaged in the ICC throughout this time.

2.5 Where can I find out more about the ICC?

The ICC has a dedicated website which provides information on the challenge, the main upcoming events and also shares all material produced by the cities as the challenge progresses. If you are selected to become an ICC city, further information will be communicated to you on the Challenge. For the time being, your go-to sources of information about the initiative are the following:

² With exception of ICC consortia cities (edition 2020-2022) that can continue in ICC as consortia. Their composition may be reviewed in their EoI and will be subject to assessment.

³ Ibid.

- The current **Guide for Applicants** (this document).
- The [FAQ section](#) of the ICC website: this forum provides concise and easy to read answers to the most commonly asked questions as part of the ICC challenge. It is continuously updated with common questions from the information webinars and the helpdesk.
- **Helpdesk**: if you have not found the answer you are looking for through the FAQ section, you are able to submit your questions in 23 EU languages to our helpdesk. Rapid replies will be provided in English within 48 hours (except for weekends and holidays). You also have the option to write to us directly by submitting an email using: helpdesk_icc@technopolis-group.com.
- Resources and materials about the Intelligent Cities Challenge (edition 2020-2022) which you can find on our [website](#).

3 What do cities stand to gain from participating in the ICC?

3.1 What is the ICC value proposition to participating cities?

ICC aims to enable cities to move towards green and digital proximity economies, empowering their ecosystems and developing Local Green Deals with businesses. The ICC programme will support participating cities' transition across:

- **Five core sectors of strategic importance, where cities have a high degree of local influence:** Construction & built environment, energy & renewables, mobility & transport, tourism and cultural and creative industries.

The cities chosen to take part in the ICC will receive free-of-charge support needed to develop and implement strategies aimed at making them greener, more liveable and more intelligent.

Through their participation in the Challenge, cities will:

- Review existing strategies based on real stakeholder needs, and form a prioritised step-by-step roadmap;
- Benefit from advisory services to deliver strategies and projects as well as Local Green Deals that together result in a measurable improvement in city life;
- Become part of an international city network of core and mentor cities pursuing innovation and collaboration towards the green and digital transition.

By the end of the programme, cities will not only be transformed in their use of intelligent and advanced technologies, but they will be ready to achieve **long term, self-sustaining benefits**:

- Insights and new perspectives on the city's needs, progress, strengths as well as new opportunities for citizens and businesses affected by the transition to a greener economy;
- Support on where to find and how to access funding from EU financial instruments;
- Learning from and developing long term collaborations with European and international mentors;
- Centre-stage of a new EU Tech4Good marketplace, designed for cities, SMEs and a wide range of urban businesses;

- Measurable impacts that matter to the citizens in 2 years.

Beneficiary cities will receive tailored support from a dedicated team of experts to design and roll out initiatives aimed at reaching established city objectives. In addition, participation offers a unique opportunity to build networks both within their city and collaborations with peers across Europe and beyond. As part of the ICC journey, **each city will gain access to the following:**

- Expert advice adapted to your city: Specialists will deliver a programme based on expert experience of intelligent city strategies, tailored to the biggest thematic issues for your city – be it energy, mobility or clean manufacturing, or other local priorities. This will include several visits to your city and meetings with ecosystem stakeholders.
- Expert advice in city cohorts with similar priorities: Experts will provide advisory services to smaller groups of cities, with the aim of bringing cities together with common challenges and needs and to facilitate collaboration on solution finding and funding applications;
- Community meetings: Gatherings of the ICC community to hear from world class speakers, receive targeted training; celebrate success and commit to shared action - procurement, standards or Local Green Deals.
- Mentoring to make partnerships – at home and abroad: Get guidance from the most innovative cities in the EU, who can steer you on your journey and connect you with their own solutions. Interact also with global participants, to learn, to trade and to create new markets.

3.2 Will I receive any financial support as part of ICC?

Cities do not receive direct financial support as part of the ICC. Participating cities will however receive support in the form of expert advice from a range of experts, mentoring from participating mentor cities, participation in ICC network events, as well as a privileged access to ICC resources. Cities will also receive regular information on funding opportunities and access to finance advisory support, with activities foreseen for matchmaking to help cities join forces on funding opportunities.

As part of the ICC journey, participating cities will be offered the opportunity to take part in selected ICC organised networking and co-working community events. **Travel and accommodation costs** for these events will be covered by the initiative in accordance with the travel guidelines.

3.3 What type of sectors can the ICC help cities pursue?

The ICC can act as a catalyst for cities to implement policy agendas aimed at achieving green and digital transformative changes. The programme will support all participating cities' transition across **three core sectors of strategic importance**, where cities have a high degree of local influence, namely:

1. Construction & built environment;
2. Energy & renewables;
3. Mobility & transport.
4. Tourism;
5. Culture and creative industries;

3.4 In what language will the ICC be carried out?

The ICC **official working language is English**. Applications must be developed in English, and key deliverables to be developed must be written and submitted in English. The working language of ICC events will be English (with the exception of some regional meetings which might take place in local languages). City staff involved in the ICC must have a good working level of English, meaning they should be able to present and draft deliverables in English, as well as interact with peer cities from the network.

However, given the variety of city participants, a significant part of the field and preparatory work can be done in the local language. As concerns the dedicated 1:1 advisory services, cities can ask for lead experts with knowledge of the local language to facilitate interaction and strategy development with local city officials.

3.5 What is expected from cities once they are selected?

Participating cities are expected to actively engage in the programme and to comply with deliverable and event participation requirements. This will require allocating resources to managing, implementing and following up on the advisory services offered.

In practical terms, this will mean that **each city is providing the following:**

- A **dedicated local project manager (PM)** involved for the equivalent of **2-4 days per month (depending on the chosen level of participation of the city) throughout the project**. The project manager must display a strong level of management and expertise in relation to the chosen sectors. In addition, applicants will need to demonstrate that the designated PM has the ability to act as a local ambassador, to help build the local ecosystem, to convene people across government departments, and to break down silos to build and implement the ICC action plan. The PM should ideally be representing one city department (i.e. department with responsibility for either green economy, digitalisation, economic development, mobility, construction and energy) at the local level. The Expressions of Interest must include the resumé (CV) and description of skills of the proposed candidate.
- Two to four **team members**: At least one team member must be a business representative (Chamber of Commerce, cluster, technology platform, etc.) who is expected to play a hands-on role in the implementation of the ICC at the local level. Another team member should ideally be representing a different city department than the project manager to ensure good cross-departmental coordination. The Expressions of Interest must include the resumé (CV) and description of skills of the proposed candidates. Local team members can offer between 1-2 days per month to the programme.

It is expected that the city team should, as a minimum:

- Commit to deliver the agreed/expected work between and leading up to the different working sessions and meetings in the programme.
- Participate in ICC network meetings (travel and accommodation financed by the ICC).
- Have the capacity to host and organise local workshops and working sessions as part of the advisory services provided by the ICC.
- Support the expert team to organise field visits, contact and mobilise stakeholders and draft deliverables.

- Submit light reporting as part of the phases.
- Commit to implementing the final strategy that will be co-designed together with the city stakeholders.
- Ensure support from local elected leadership as illustrated by a local letter of support signed by the city mayor or leader of the city network. Mayors and/or Deputy Mayors are expected to participate in ICC mayors meeting/event(s).

4 How do cities apply to the ICC?

4.1 What is the ICC call for expression of interest and what should a city expect during the selection process?

ICC is a competitive challenge. To take part in the ICC, cities must fill in and submit an EOI. There are two different EOI procedures:

- New entrant cities are asked to submit a complete EOI, which is available on the [EOI Homepage](#)
- ICC cities (edition 2020-2022) must also submit an EOI, but in a lighter format, which is available on the [EOI Homepage](#)

EOI applications are eligible only if they are:

- Supported by 1) a letter of intent signed by the local leadership (e.g. mayor or deputy mayor) as well as a 2) a letter of intent signed by a business representative or business intermediary.
- Duly completed and submitted according to the conditions set out in Section 4.3 and before the deadline set in Section 4.2; incomplete EOIs will automatically lead to their exclusion.
- Submitted in English via the online management system. EOIs submitted in any other language will be excluded.
- Respect the total character limits. Additional elements can be transmitted as Annexes (e.g. letters of support).

The eligibility requirements of cities for joining the challenge are further detailed in subsection 2.1 of this document.

Applications will be reviewed by an expert team of evaluators who will score EOIs based on pre-defined evaluation criteria. New entrant cities will also be assessed on the basis of a short 30-minute interview which will take place after the submission of an EOI. The final list of selected participating cities will be validated by the European Commission also in light of ensuring a balanced geographical and thematic distribution within the ICC network. For more details on the selection procedure of the EOIs, please refer to subsection 4.4 of this document.

All information related to the EOI is available online at <https://www.intelligentcitieschallenge.eu/interested-joining-icc>. In order to submit an EOI and receive all the supporting documentation, **all applicants (entrant cities as well as ICC cities (edition 2020-2022) that were involved in the previous phase of the Challenge)** need to register beforehand. The application must be submitted via the platform. A pdf version of the full EOI can

be downloaded first for applicants to fill in the information offline. Text can then be copied and pasted into the online system once it has been drafted.

4.2 What is the deadline to apply to the ICC?

The general window for applications has been closed already. However, the Intelligent Cities Challenge will be able to onboard a few additional core cities for the ICC journey and advisory services. For interested cities, we recommend to apply as soon as possible as there are only a limited number of remaining spaces for new cities to join the challenge.

4.3 What information should be included in the Expression of Interest?

Please be aware that the EOI applications for new, entrant cities as opposed to ICC cities (edition 2020-2022) who participated in the first stage of the programme, differ. If you are a new applicant, please look at Section 4.3.1. if you are an ICC city (edition 2020-2022), please refer to Section 4.3.2.

4.3.1 For entrant applicants

There are a total of **five sections** as well as an Annex to be completed for the EOI application. Applicants should refer to the EOI form which is downloadable from the ICC site for more detailed instructions on how to fill out each section and the information to be included. The application form can be accessed through the [EOI homepage](#).

4.3.2 For ICC cities (2020-2022 edition)

There are a total of **four sections** as well as an **Annex** to be completed for the EOI application. Applicants should refer to the EOI form which is downloadable from the ICC site for more detailed instructions on how to fill out each section and the information to be included. The application form can be accessed through the [EOI homepage](#).

4.3.3 How should applicants prepare and submit their EOIs?

EOIs must be submitted via the online management platform at intelligentcitieschallenge.eu. Applicants must first register on the platform to be able to access the online submission form. Applicants can also download a pdf version of the EOI. It is recommended that applicants first fill out the EOI offline, and then proceed to upload text and annexes on the online submission system. Applications can be filled online incrementally, and can be saved every step of the way to come back to the application at a later stage. When reaching the final section, applicants will be asked if they wish to save and submit for pre-screening, or submit and lock their application. The former will trigger the pre-screening of the saved application by the ICC team and delivery of feedback on completeness; while the later will lock the submitted application and indicate that it is ready for final assessment. Applicants are then able to track the status of their EOI through their user account on the platform.

4.4 How will EOIs be assessed and selected?

Much like the application procedure, the selection process for entrant versus ICC cities (edition 2020-2022) differs. If you are a new applicant, please look at Section 4.4.1. If you are an ICC city (edition 2020-2022) city, please refer to Section 4.4.2.

4.4.1 Selection process for entrant cities

All applications that meet the eligibility criteria will be scored, based on the selection criteria presented in the following table:

EOI quality, potential and relevance evaluation criteria	Weight in the final evaluation	Assessment elements
1. Key motivations and city goals	20%	<ul style="list-style-type: none"> • Understanding of the ICC objectives and alignment between city expectations and ICC sectors • Relevance of selected city sectors vis à vis city challenges • Level of motivation and commitment to reach results • Fitness for purpose of organisation interested in leading the ICC
2. City strengths and assets	15%	<ul style="list-style-type: none"> • Adequacy of city background vis à vis ICC target group (e.g. medium maturity) • Potential of the city to address city goals based on the existing strengths and assets • Demonstrated added value of ICC in unleashing city potential
3. The local policy landscape and available resources	20%	<ul style="list-style-type: none"> • Existence of a relevant local policy framework and accompanying resources • Existence of additional complementary initiatives, especially at EU level • Evidence of added value of the ICC with regard to the existing policy framework • Potential to mobilise relevant stakeholders for the purpose of building local ICC eco-system and launch strategy and action plan • Potential and commitment to further develop or launch a LGD with pertinent stakeholders
4. Networking ambitions	15%	<ul style="list-style-type: none"> • Motivation to collaborate with other cities and engage in cross-city collaborations • Participation in existing ICC networks • Capacity to identify actions to be implemented through a collaborative approach at the EOI stage
5. Presentation of the proposed ICC team	15%	<ul style="list-style-type: none"> • Availability of team with relevant expertise • Full composition of team • Evidence of involvement of cross-departmental stakeholders • Allocation of sufficient resources to ICC

Applications will be scored based on the above criteria, the selection interview (see subsection 4.1) and the weighting system. The cities will be placed on the EOI longlist with scoring information. The final selection will include the top-ranked cities, considering also a balanced geographical and thematic distribution.

4.4.2 Selection process for ICC cities (edition 2020-2022)

In principle, all ICC cities from edition 2020-2022 that show a high level of commitment and interest will be selected to continue in the second phase of the Challenge. They must nevertheless present a complete and satisfactorily completed EOI. Their selection is based primarily on their performance in the previous phase of the programme and secondarily on their completed EOI.

4.5 When and how will applicants receive the results of the EOI?

EOIs which are deemed ineligible will be notified. Applicants are encouraged to familiarise with the Guide for Applicants and contact the ICC helpdesk in case of any questions. Once the application submitted, it will be reviewed by the ICC team and European Commission. After the review is carried out and interview conducted (where relevant), the cities will be informed about the outcome of their application. This will happen on a rolling basis. All decisions are final and cannot be appealed.

