



<https://humus-project.eu/>

# Open Call for Pilot Proposals

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For any inquiry please contact: [info@humus-project.eu](mailto:info@humus-project.eu)



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## Glossary of used terms

Admissible Proposals	Pilot Project Proposals verifying the criteria listed in §4 of this Call.
Eligible Proposals	Pilot Project Proposals verifying the criteria listed in §5 of this Call.
EU Soil Mission	The EU Mission 'A Soil Deal for Europe' ( <a href="https://research-and-innovation.ec.europa.eu/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe/eu-missions-horizon-europe/soil-deal-europe_en">https://research-and-innovation.ec.europa.eu/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe/eu-missions-horizon-europe/soil-deal-europe_en</a> ) aiming to lead the transition to healthy soils via sustainable soil management.
HE AGA	The Annotated Grant Agreement of Horizon Europe contracts, see the full text of the latest edition at: <a href="https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf">https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf</a>
HuMUS Methodology	An original methodology (better described in Annex G to this Call) aiming to increase the cooperation among local Quadruple Helix stakeholders and support the co-implementation of solutions to protect and restore soil health at municipal and regional scale.
Open Call	This document, inclusive of all its Annexes.
Pilot Location	The geographical identification of the community where a Pilot Project is localised. Involved municipalities can be identified using the LAU nomenclature, available here: <a href="https://ec.europa.eu/eurostat/web/nuts/local-administrative-units">https://ec.europa.eu/eurostat/web/nuts/local-administrative-units</a>
Pilot Project	An exemplary, experimental, and time bound local instantiation of the HuMUS Methodology, or of any other equivalent approach, to instantiate participatory governance of soil health issues and threats at municipal and regional levels.
Potential Winners	Admissible and Eligible Proposals demonstrating their full compliance with the features listed in §6 of this Call.
Quadruple Helix	A model of innovation that describes the interactions and collaborations between 4 key actors: academia, industry, government, and the general public. The model suggests that innovation can be enhanced by involving the public, which consists of civil society and the media, in addition to the traditional 'Triple Helix' of university, business, and public sector actors. The Quadruple Helix recognizes the role of people in shaping the demand, acceptance, and diffusion of innovation, as well as in providing feedback, knowledge, and creative hints.

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Selection Criteria	Evaluation of Potential Winners will be effected using the criteria listed in §17 of this Call.
Soil	The top layer of the Earth's crust, situated between the bedrock and the land surface, which is composed of mineral particles, organic matter, water, air and living organisms.
Soil Descriptor	A parameter describing a physical, chemical, or biological characteristic of soil health.
Soil Health	The physical, chemical and biological conditions of soils, determining its capacity to function as a vital living system and to provide ecosystem services. More info at: <a href="https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52021DC0699">https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52021DC0699</a>
Soil Steward	A new and innovative professional profile being the target of a dedicated training programme by the HuMUS project, which will be open to the participation of Call Winners (see § 7 of this Call).
Territorial Management Agreement	A local contract or pact involving several stakeholders of the Quadruple Helix in the sustainable management of soil threats of issues. See the full definition in § 9 of this Call.

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## 1. Project and Call objectives

The overarching aim of the HuMUS project is to facilitate the deployment of the EU Mission Soil at regional and local levels in Europe. It will do so by creating collective spaces of constructive dialogue on soil health and quality threats, both inside and outside the consortium, which should adopt participatory governance methods and tools for soil quality and health governance in the territories involved.

From inside the consortium, we expect the signature of 13 Territorial Management Agreements among relevant and engaged Quadruple Helix stakeholders of each HuMUS partner community.

The target of this Call for proposals is to identify and support another 20 Pilot Projects, involving a total number of at least 300 Quadruple Helix stakeholders. The latter may consist of, for example, farmers and other entrepreneurs, including SMEs, consumer associations and other NGOs, professional soil experts, researchers and academics, government managers and public officials, as well as the general public of the Pilot location, notably including marginalised people and vulnerable groups.

This critical mass of 33 Pilot Projects is expected to provide substantial evidence that participatory governance methods and tools can promote, procure, and stimulate an increased and more diffused awareness of existing soil health issues and threats at local and regional levels and more effective approaches to their resolution.

Before the end of their lifetime, the 20 Winners of this Call are expected to deliver:

1. The copy of a signed Territorial Management Agreement by all relevant Quadruple Helix stakeholders of the chosen Pilot Location;
2. Evidence of successful adoption of the HuMUS Methodology, as described in Annex G to this Call, or of another equivalent approach to instantiate the concept of participatory governance of soil health issues and threats at local or regional levels, gathered in the form of a Short final report;
3. An analysis of replication potential of the Pilot Project and approach, including details of the specific methodology adopted and highlighting the main barriers, drivers, enablers, and conditions for constructive dialogue and participatory governance of soil health issues and threats to materialise at the regional or local levels in Europe.

Only the Territorial Management Agreement and an executive summary of the Short final report will be published on the HuMUS website, while the other contents will be kept confidential and used only for internal purposes by the HUMUS consortium.

The HuMUS Call for Pilot proposals has a total budget of €600.000,00 and expires on

29.02.2024 at 5pm CET (Brussels time)

The maximum subgrant per Pilot Project is € 30.000,00 (lump sum).

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In addition to funding, the Call Winners will receive technical support from selected members of the HuMUS consortium, as described in §7 below. This may involve their optional participation in a Soil Stewards training programme, which will include an in-depth presentation of the HuMUS methodology. In return for the support, Winners will participate in the HuMUS consortium's formative and summative evaluation activities, as explained in §13 below.

### 2. Project Information Summary

Project number:	101091050
Project acronym:	HuMUS
Project website:	<a href="https://humus-project.eu/">https://humus-project.eu/</a>
Project title:	Healthy Municipal Soils
Starting date:	January 1st, 2023
Duration in months:	36
Type of action:	CSA (Coordination and Support Action)
Project coordinator:	ANCI Toscana, Italy
Horizon Europe Call identifier:	HORIZON-MISS-2021-SOIL-02-06
Topic:	Engage with and activate municipalities and regions to protect and restore soil health
Mission Strategic Objectives covered:	Improve soil literacy in society Facilitate the deployment of the Soil Mission at regional and local levels
Mission Operational Objectives covered:	Build capacities and the knowledge base for soil stewardship Co-create and upscale place-based innovations to improve soil health in all places Engage with the soil user community and society at large

### 3. Call Information Summary

Total budget:	€ 600.000,00
Number of stages/deadlines:	1
Help desk address:	<a href="mailto:info@humus-project.eu">info@humus-project.eu</a>
Opening date:	Monday, 6 November 2023
Deadline:	Thursday, 29 February 2024 at 17:00 CET (Brussels time)
Number of proposals to be funded:	At least 20
Number of applicants per proposal:	1 (Main applicant), other participants (co-applicants) are possible
Maximum funding per proposal:	€ 30.000,00
Funding instrument/rate:	Lump sum/100% of costs
Expected duration of the projects:	12 months maximum (no extension will be allowed)

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Type of participants (co-applicants):	Any eligible entity for participation in Horizon Europe projects, residing in one of the eligible countries
Main applicant's juridical status:	A Public entity or an entity governed by Public law
Language of the proposals:	English
Format of the proposals:	As per Annex A to this document
Submission of proposals:	In electronic form only, exclusively via ANCI Toscana/Goodgrants™ platform, <a href="https://anci-toscana.grantplatform.com/">https://anci-toscana.grantplatform.com/</a>
Notification of results:	By 30 April 2024 (indicatively)
Signature of Sub-grant agreement:	By 31 May 2024 (indicatively)

### 4. Admissibility criteria

4.1 Proposals must be submitted by a sole applicant, operating at regional or local level in the Pilot location. To assess the juridical status, a copy of the statutes and/or law of establishment (in the original language) accompanied by an English summary must be attached to the submission.

4.2 In case of a plurality of co-applicants, their existence must be mentioned in the application form (see Annex A—e.g. in Part 1—Section 1.3 and in Part 5—Section 5.4) and each of them will have to prepare a detailed breakdown of planned costs (as per Annex B). However, the presence of one or more co-applicants will not have any influence on the evaluation outcome. The main applicant will be the only to sign the Sub-grant agreement with ANCI Toscana and undertake all the resulting duties as well as enjoy the corresponding financial benefits, such as receiving the payment of the Sub-grant by instalments and being left with the sole responsibility of redistributing it among the co-applicants.

4.3 To be considered admissible, a proposal/application must be:

- (a) presented through the electronic submission system of ANCI Toscana;
- (b) submitted before the deadline stated in the Call;
- (c) written in English language only;
- (d) including all the information concerning the co-applicants (if any);
- (e) complete in all its parts;
- (f) respecting the character limits and layout requirements set out in the template;
- (g) including all supporting documents specified in the Call.

4.4 The same proposal may be submitted and then edited online until the closure of the electronic submission system, which will happen automatically at the deadline of the Call.

### 5. Eligibility criteria

5.1 The main applicant of each proposal must be a public entity or an entity governed by the public law. Co-applicants must be eligible for participation in the Horizon Europe



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Framework Programme, and this includes not only organisations, but also natural persons above 18 years old, provided they hold a VAT Registration Number in their respective country.

5.2 Main applicants and co-applicants must reside in the countries listed in part A of the General Annexes to the EC Horizon Europe Framework Programme 2021 document (available at the URL: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation\\_horizon-euratom\\_v1.3\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_v1.3_en.pdf)).

5.3 By sending out their candidatures, applicants confirm (also on behalf of their co-applicants, if existing) that they have the necessary personnel and financial resources to perform the proposed pilot experimentations.

5.4 A proposal will only be considered eligible if:

- (i) Its contents, including all annexes, correspond, wholly or in part, to the description of the scope of the Call as presented in § 6 below (see the paragraph starting with “The different types of activity that qualify for financial support”);
- (ii) No concurrent submission is done, with similar or different contents, to the same Call that could lead to the signature of two distinct contracts with the same legal entity.

5.5 In case of multiple applications, only the last received according to the timestamp of the electronic submission system will be evaluated. All the previous ones will be discarded.

5.6 The maximum duration allowed for the Pilot Projects is 12 months, of which 9 for the field activities and 3 to prepare a detailed analysis of their replication potential.

5.7 All work plans must include the signature of a Territorial Management Agreement, pertaining to the identified local or regional community where the Pilot Projects are carried out.

## 6. Scope of this Call for Pilots

6.1 For an indication of the kind of Pilot Projects this Call aims to support, candidates can consult the following (non-exhaustive, exemplary) list of qualifying aspects of Potential winners:

- Pilot Projects that develop and implement effective participatory processes to enable and stimulate an extensive dialogue on soil health at local and regional levels.
- the activities of the Pilot Projects should contribute to the main objectives of HuMUS by enlarging the number of relevant local and regional authorities, citizens and other actors involved across Europe in regional and local dialogues on soil health and land management;

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- Pilot Projects that contribute to effective exchanges of experiences between municipalities and regions across Europe, creating spaces and practices for discussion and dialogues on soil health challenges and promoting the co-implementation of solutions aligned with societal needs;
- the activities to be put in place should engage all relevant actors and in particular citizens and those with decision making power in the local or regional context of election.

6.2 The different types of activity that qualify for financial support are exclusively the following:

1. development and implementation of effective participatory processes to enable and stimulate dialogues on soil health and sustainable land management at local and/or regional level;
2. development of engagement and awareness raising actions on soil health among local and regional authorities contributing to the development of soil innovation ecosystems;
3. drafting of regional or local action plans to integrate the improvement of soil health in policies and programmes, on the basis of any good practice example identified in other EU countries and regions.

6.3 Supported Pilot Projects are conceived of as real-life testbeds of participatory soil health governance in the practical life of European local or regional communities. To give further inspiration for further reuse of followed approaches and results, the Winners of the Call will be asked to disclose to the public domain the contents of some of the outputs of their respective Pilot Projects, namely the Territorial Management Agreement, and a publishable summary of their final activity reports. These outputs jointly with similar results obtained by 13 regional and local projects carried out by the HuMUS consortium members, will contribute to populating a reasoned collection of EU and international evidence of implementation of participatory methods, tools and approaches for the engagement of Quadruple Helix stakeholders in action research to improve soil health and quality. This collection is named “Best Practice Catalogue” and will soon be available at: <https://humus-project.eu/catalogue-of-best-practices/>.

6.4 The HuMUS project adheres to the following (EU) definition of Soil Health: *Soils are healthy when they are in good chemical, biological and physical condition, and thus able to continuously provide as many of the following ecosystem services as possible:*

- *provide food and biomass production, including in agriculture and forestry;*
- *absorb, store and filter water and transform nutrients and substances, thus protecting groundwater bodies;*
- *provide the basis for life and biodiversity, including habitats, species and genes;*
- *act as a carbon reservoir;*
- *provide a physical platform and cultural services for humans and their activities;*
- *act as a source of raw materials;*
- *constitute an archive of geological, geomorphological and archaeological heritage<sup>1</sup>.*

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<sup>1</sup> EU soil strategy for 2030, COM(2021) 699 final: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52021DC0699>

## 7. Technical Support

7.1 All questions and answers received from and sent to prospective participants in the Call will be made available on the official HuMUS project website (at the dedicated URL: <https://humus-project.eu/faq>). A primer on how to use the electronic submission system of ANCI Toscana is available as Annex H to this Call. A permanent help-desk service is available at [info@humus-project.eu](mailto:info@humus-project.eu) and will assist applicants in resolving any issues related to the use of the system that may come up during the application process.

7.2 Successful applicants will not become official members of the HuMUS consortium but only be considered as Financially Supported Third Parties and named as such in the HuMUS official website, in the published collection of cases and in all the project's communication and dissemination materials. Also for this reason, the contract signed to access the financial benefits of the Open Call will be named Sub-grant agreement. A template of this contract is presented as Annex D to this Call.

7.3 In addition to the financial benefits of the Call, better described in the following §8 of this Call, Call Winners will be actively supported in the achievement of their proposal's objectives through specific measures (such as coaching, mentoring, training, and advisory services) which will be set up and delivered by selected HuMUS partners.

7.4 To ensure that each granted initiative through the HuMUS Open Call gets adequate and easily accessible technical support, each Call Winner will be formally assigned a "Mentor" (nominated in the Sub-grant agreement) responsible for providing advice on the participatory instruments, methods and tools that are most appropriate to their case. In addition, the HuMUS "Mentor" will help minimise the time required after the signature of the Sub-grant agreement to perform the Pilot Project in full, considering that no time extension can be allowed to the proposals retained for receiving the Sub-grant.

7.5 The HuMUS project will also come up with a specific online training programme for the so-called Soil Stewards, which will include an in-depth presentation of the HuMUS methodology for participatory soil health governance, also outlined in Annex G to this Call. However, the applicants to this Call are free to use their preferred participatory soil health governance instruments, methods, and tools as available in the state of the art. Likewise, the training programme for Soil Stewards may not be attended if Call Winners feel that they are knowledgeable enough of the topics dealt with in the programme itself. In that case the training can be transformed into a Q&A facility.

7.6 In no case can the provision of technical support be meant to substitute or compensate for the efforts and resources of successful applicants and co-applicants, who will be solely responsible for the coordination and execution of planned tasks.

7.7 The HuMUS consortium will organise public workshops for Call Winners to share experiences, facilitate their networking and promote better interaction with key stakeholders at European and international level.

7.8 Further details on the HuMUS technical support can be retrieved at this URL: <https://humus-project.eu/technical-support/>.

## 8. Financial Support

8.1 The Call Winners will not receive the Sub-grant from the European Commission, but directly from the coordinator of the HuMUS project, ANCI Toscana, via the so-called Financial Support to Third Parties (also known as Sub-granting) process, according to the following rules:

- A lump sum of up to € 30.000,00 per proposal (as participants may ask for less);
- Covering 100% of eligible costs, as reported in the detailed breakdown of planned costs;
- To be shared among the co-applicants under the care of the main applicant, who will receive the entire payment by instalments, as explained below:
  - 50% of the total amount after the signature of the Sub-grant agreement,
  - 25% after the delivery of the signed Territorial Management Agreement (see § 9 below), and
  - 25% after the HuMUS consortium's approval of all the results foreseen by the awarded Action, thereby including the Short final report (public) and the Analysis of replication potential (business confidential) described in §§ 10-11 below.

## 9. Output #1: Territorial Management Agreement

9.1 The Winners of this Call shall deliver a signed Territorial Management Agreement, aimed at the sustainable management of soil health issues or threats in the local or regional community of their choice. The Territorial Management Agreement is a type of contract or pact between different Quadruple Helix actors and stakeholders in a specific geographical area, who share a common vision and objectives for the development and conservation of their natural and cultural heritage, based on the principles and practices of sustainability. The actors and stakeholders may include local communities, farmers, businesses, civil society organisations, public authorities, and others. The agreement defines the roles, responsibilities, rights, and obligations of each party, as well as the actions, indicators, and monitoring mechanisms to achieve the desired outcomes. The objectives of the agreement are to enhance the social, economic, and environmental well-being of the inhabitants of a certain area, by promoting cooperation, innovation, participation, and accountability. A Territorial Management Agreement can be applied to various sectors and domains, such as agriculture, forestry, tourism, energy, water, biodiversity, and culture.

9.2 In case the delivered Territorial Management Agreement is not approved by the HuMUS consortium, based on objective circumstances and with the appropriate motivations, no payment will be effected until a new version conforming to the revised specifications is delivered again.

## 10. Output #2: Analysis of Replication Potential

10.1 The Winners of this Call will deliver an Analysis of Replication Potential, consisting in a (business confidential) document evaluating the likelihood and feasibility of replicating the adopted approach during the Pilot Project in a different context and/or scale. The analysis will start from the SWOT (Strengths, Weaknesses, Opportunities, and Threats) overview included in the proposal (see Annex A, Part 5, Section 5.4) and update it after the results of the finalised intervention. Replication potential can be influenced by various factors, such as the availability and quality of data, the clarity and validity of methods, the relevance and applicability of results, the costs and benefits of replication, the alignment and engagement of stakeholders, and the legal and ethical implications of replication. The Analysis of Replication Potential will help to identify the strengths and weaknesses of used approach and intervention results, as well as the opportunities and challenges for their replication. It will also provide some tactical recommendations and guidance for improving the design, implementation, evaluation, and dissemination of similar projects in the future, in order to enhance their replicability and impact.

10.2 In case the delivered Analysis of Replication Potential is not approved by the HuMUS consortium, based on objective circumstances and with the appropriate motivations, no payment will be effected until a new version conforming to the revised specifications is delivered again.

## 11. Output #3: Short Final Report

11.1 The Winners of this Call will deliver a Short Final Report, consisting in a description of the activities done and the results achieved during the Pilot Project's lifetime. The contents of the report should provide evidence of successful adoption of the HuMUS Methodology, or of any other equivalent approach chosen by the applicant to instantiate participatory governance of soil health issues and threats at local or regional levels. Parts of this report may be used by the HuMUS consortium members for inclusion in the reporting documents to the EC and/or in public presentations. Therefore, the inclusion of confidential information should be expressly annotated therein, and the limits of its authorised handling specified beforehand.

11.2 A publishable summary of the Short Final Report, to be hosted on the HuMUS website, will also be required. The structure of the Short Final Report including its publishable summary is presented in Annex C to this Call.

11.3 In case the delivered Short Final Report is not approved by the HuMUS consortium, based on objective circumstances and with the appropriate motivations, no payment will be effected until a new version conforming to the revised specifications is delivered again.

## 12. Eligible expenses

12.1 In line with the financial provisions of Horizon Europe, eligible expenses under the Call include the direct costs related to the implementation of the Pilot Project, such as personnel costs (both staff and in-house consultants), travel and accommodation expenses, other miscellaneous goods and services, including internally invoiced ones.

12.2 Due to the specialty of the case, no subcontracting is allowed nor will purchase or amortisation of technical equipment and infrastructure be acknowledged.

12.3 A detailed breakdown of planned costs for each involved co-applicant must be attached to the application/proposal. To this end, participants can use the template made available as Annex B to this Call.

## 13. Reporting duties

13.1 As the Call Winners will be associated with the HuMUS consortium as Financially Supported Third Parties only, no input will be asked to them for the fulfilment of any of the periodic project reports, which the HuMUS consortium needs to submit to the EC. However, their participation and/or involvement in the technical support activities (of coaching, mentoring, training etc.) may require the signature of attendee lists, the compilation of forms and templates, and other forms of written interaction, which will never be made compulsory for the Call Winners and/or members of their teams, but in some cases are specifically demanded for the effective and efficient delivery of related services. In such cases, the refusal to sign, compile, or interact in writing may lead to the suspension of the technical support following a written warning in that sense.

13.2 Another consequence of participating in this Call, and of being subsequently awarded a Sub-grant, is that the applicants and co-applicants of the pilots selected for funding agree to be surveyed periodically during the monitoring and evaluation activities planned by the HuMUS partners during the funded period. This may include, inter alia: providing data on the experience of participating in the Pilot Project and its outcomes; describing the participatory methods and tools adopted and their results; expressing satisfaction on some of the training or networking events organised by the HuMUS project. In such cases as above, the refusal to provide answers can lead to the suspension of the technical support following a written warning in that sense.

## 14. IPR management principles

14.1 As indicated above, Call Winners acting as Financially Supported Third Parties, rather than full partners of the HuMUS consortium, will be paid for the implementation of a Pilot Project that is clearly distinct from the other activities carried forward by the HuMUS partners. Consequently, successful applicants and co-applicants cannot claim any IPR (Intellectual Property Rights) on the foreground knowledge generated by the HuMUS consortium or by individual partners (such as the HuMUS methodology, see Annex G to this Call), being sublicensed to them for possible use, free of any charge, during the execution of pilot activities.

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14.2 In return, the HuMUS partners will not claim any IPR on any material or output released by the Call Winners, despite the fact that it was made possible by the existence of financial and technical support from the HuMUS project. Additionally, the preferential avenue for the results delivered by the funded projects is a full disclosure to the public domain.

14.3 The general principles for the management of IPR stemming from pilot activities can be summarised as follows:

- A) All parties (including both the HuMUS partners and the Call applicants) shall exhaustively identify the background knowledge assets they will bring to the project and assess their suitability for access rights as regards potential third parties' rights on such background;
- B) Ownership of project results (including joint results generated by two or more parties) will belong to the party(ies) having generated them;
- C) The parties owning the results will take all appropriate measures for the protection of those results that are suitable for commercial or industrial exploitation, notably through patents, trademarks or other forms when relevant;
- D) The same parties will provide their best efforts to exploit and disseminate the results, either directly or indirectly, for instance by out-licensing them;
- E) Unless specifically mentioned in the above licence(s), project results will be put at free disposal of the public domain as Open Source / Open Access.

14.4 Further references to IPR management principles and rules of behaviour are / will be included in the Sub-grant agreement, a template of which is provided as Annex D to this Call.

## 15. Electronic submission system

15.1 The HuMUS electronic submission system—made available at the ANCI Toscana / Goodgrants™ platform, <https://anci-toscana.grantplatform.com/>—is the only valid means for submitting applications under the provisions of this Call.

15.2 In Annex H, applicants will find an instructional document specifying how to access the platform, while Annex A is a courtesy application form specifying the type of information expected in each section and the expected number of characters for the text to be placed therein. Applicants remain solely responsible, however, for completing all required fields of the proposal according to the received instructions.

15.3 Beside filing in the online proposal, conforming to the template provided as Annex A to this Call, applicants will also be enabled to attach and upload the required supporting documents—without any of which the proposal will be declared not admissible—that are listed below:

- (i) Detailed Costs Breakdown (see Annex B)
- (ii) Declaration of honour (see Annex F)

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(iii) Signed Privacy Statement (see Annex E)

(iv) Copy of the applicant's statute and/or law of establishment (in the original language), accompanied by a short summary in English.

15.4 Proposals/application must be written only in English and submitted (together with their annexes) exclusively through the electronic submission system. Notification of reception will be immediate.

15.5 Updates to a submitted proposal or its annexes are allowed until the Call deadline. Based on the automatic time stamp, only the latest editions of the documents will be evaluated.

## 16. Indicative timing of the evaluation, contracting and payment processes

16.1 The evaluation process will tentatively last for two months. Therefore, notification of acceptance will be sent by ANCI Toscana to the Winners of the Call (indicatively) by 30 April 2024.

16.2 Sub-grant agreements are expected to be signed electronically, based on the template already available as Annex D to this Call, indicatively by 31 May 2024.

16.3 Selected third parties will receive an advance payment of 50% of the Sub-grant amount until 30 June 2024.

16.4 Another 25% of the Sub-grant amount will be paid upon reception of the Territorial Management Agreement described in § 9 above and under the conditions stated therein.

16.5 The final balance of the 25% of the Sub-grant will be paid upon reception of the Analysis of Replication Potential and of the Short Final Report described in §§ 10-11 above and under the conditions stated therein.

16.6 The maximum duration allowed to the Pilot Projects is 9 months for the field activities and 3 months for the replication analyses. No extensions will be possible. Therefore, all the Pilot Project activities must be finalised at the latest until 30 June 2025.

## 17. Selection criteria

17.1 Only applicants that pass the admissibility and eligibility criteria stated in §4 and §5 of this Call will be evaluated against the following selection criteria.

17.2 Each Pilot Proposal will be evaluated by a special committee composed of three experts: one representative from academia, one from local or regional authorities (or their associations) and one expert on deliberative democracy and participation,



selected from within the HuMUS consortium by the General Assembly, excluding any conflict of interest.

17.3 The quality of applications will be evaluated against the following 4 award criteria:

- Awareness and understanding of the value of soils and soil health challenges and their drivers;
- Contribution to the dialogue on soil health challenges and solutions at regional and local levels;
- Planned involvement of stakeholders and citizens with balanced representation of interests;
- Capacity to co-implement solutions between public and private actors aimed at the protection and restoration of soil health.

17.4 Received proposals will be scored with 0=non-existent, 1=very poor, 2=limited, 3=fair, 4=good and 5=excellent for each criterion. Half points can also be assigned. The scores attributed by the three experts will be summed up. The minimum scores for a positive evaluation are 9 per criterion and 40 overall. At the end of the evaluation process only Pilot Proposals ranking from 1 to 20 will be retained for funding.

17.5 If one or more Call Winners have asked for fewer resources than the maximum of € 30.000, the unused budget can be allocated to the following one(s) after the 20th in their order of appearance.

17.6 Proposals will be evaluated as they are, not considering the possibility of making changes –whether big or small–after their approval. Each score will be duly motivated in writing, but the justification will not be made public, unless in case of request for access to the evaluation proceedings.

## 18. Ranking, notification of acceptance and contract signature

18.1 At the end of the evaluation process, all applications will be ranked according to the score received. Those not achieving the minimum scores will be rejected.

18.2 In case of identical total scores, the proposals will be ranked according to the score received in the individual criteria listed in § 17.3, following the reverse order. In case of a tie, proposals including a majority of women will be given preference to. In case of another tie, proposals including team members from vulnerable groups (such as migrants, disabled persons etc.) will be given preference to.

18.3 Based on the ranking, from the top downwards, applicants will be invited to sign the Sub-grant agreement with ANCI Toscana electronically. Those who fail to do so by a predefined deadline (indicatively 10 calendar days) will be skipped to the benefit of the following ones in the ranking.

18.4 Further Sub-grant agreements will be signed until available financial resources are exhausted. In case the residual funds do not allow the signature of an additional

contract, ANCI Toscana will reserve the right of deciding whether to integrate the Call's budget to the required extent or not.

18.5 If for any reason it proves impossible to sign the Sub-grant agreement with a Call winner, the best of the following Pilot Proposals according to the global score will be invited to take their place.

## 19. Special provisions

19.1 The HuMUS consortium adheres to the Horizon Europe standards with respect to transparency, equal treatment, conflict of interest and confidentiality. In particular, this Call satisfies the conditions specified in Articles 12 (Conflict of interest), 13 (Confidentiality and Security), 14 (Ethics), 17.2 (Visibility of EU funding), 18 (Specific rules for carrying out the action), 10 (Information) and 20 (Record keeping) of the HE AGA, which also apply to all Third Parties receiving financial support.

19.2 ANCI Toscana will ensure that the third parties supported by this Call will comply with Article 9.4 in regard to conflict of interest, confidentiality and security, ethics, visibility of EU funding, respect of specific rules, information obligations and record keeping.

19.3 This Call will be published on the EU Participant's Portal and on the HuMUS website (<https://humus-project.eu/open-call/>). Any changes to the Call provisions will immediately be published on those pages and all already pre-registered applicants will be informed via the electronic submission system.

## 20. Right to appeal

20.1 If a prospective applicant considers that they have been adversely affected by any of the provisions of this Call, a request for a revision concerning such provisions shall be submitted within 15 calendar days after the publication of the Call itself and addressed to ANCI Toscana, [info@humus-project.eu](mailto:info@humus-project.eu), with a clear specification of the reasons for such appeal.

20.2 However, the submission of a request for revision does not waive the obligation to submit the application by the set deadline if the requestor wishes to be considered as a valid applicant to the Call.

20.3 Likewise, a complaint against the decision of the evaluation committee on the final ranking of received applications may be lodged to ANCI Toscana at the same address specified above within 15 calendar days after the publication of the ranking and will be examined in the next 15 days. Against the final decision an appeal can be lodged before the European Court of Justice and/or the European Ombudsman.

## 21. Post-award events

21.1 If at any point in time during project evaluation or contract signature, or during the execution of the pilot, a successful applicant decides to withdraw from the proposal or the Sub-grant agreement, or is found to be ineligible or unable to fulfil the commitments stated in the Pilot Proposal, the corresponding project will irrevocably be disqualified without the opportunity of substitution.

21.2 In no case can a modification of the contents of an awarded Pilot Proposal be accepted, even if it could be demonstrated that the essential features, key impacts, or original traits of the project are preserved. Should this occur, ANCI Toscana will disqualify the Winner and ask for immediate reimbursement of the advance payment already paid (if any).

## 22. Privacy

22.1 Personal data shall be collected, processed and published in accordance with Regulation (EU) 2016/679, also known as GDPR (General Data Protection Regulation). Please refer to Annex E for a complete Privacy Statement.

22.2 The HuMUS consortium's appointed Data Protection Officer is Mr Federico Campatelli, [federico.campatelli@ancitoscana.it](mailto:federico.campatelli@ancitoscana.it).

## 23. Acceptance of all terms and conditions of this Call

23.1 By submitting a proposal, applicants irrevocably accept all the terms and conditions set out in this Call, and in particular:

1. They certify that all information provided is accurate and correct, including plans and estimates of the costs expected to be incurred into while carrying out the work described in the proposal;
2. They declare on their honour that the conditions specified in Articles 12 (Conflict of interest), 13 (Confidentiality and Security), 14 (Ethics), 17.2 (Visibility of EU funding), 18 (Specific rules for carrying out the action), 10 (Information), 20 (Record keeping) and 25 (Checks, Reviews, Audits and Investigation) of the HE AGA, are and will be complied with;
3. In case the proposal is awarded, they commit to signing the Sub-grant agreement as Financially Supported Third Parties to the HuMUS consortium without making any change to the scope and contents of the proposed Pilot Project and to bringing it to successful conclusion within the time frame originally stated in the proposal;
4. In case for any reason and at any point in time the proposal is disqualified, they commit to refunding ANCI Toscana of any payment duly received prior to the disqualification of the proposal.

23.2 Upon submission of their proposal, each applicant will sign the declaration of honour displayed as Annex F to this Call, including all the above provisions.

## 24. Financial checks and audits

24.1 Payment of the Sub-grant will be in the form of a lump sum. This means that the Winners of the Call will not be asked to provide to ANCI Toscana any justification or documentation for the costs incurred during the execution of the Pilot Project. There will be no reporting of actual costs nor of used resources to the HuMUS consortium.

24.2 However, applicants and co-applicants may need to comply with record keeping and other legal obligations outside the lump sum grant agreement, if any (e.g. under national law or internal procedures). Therefore, it is advisable for them to keep all the original documentation (such as time sheets, payslips, invoices and payments made) to demonstrate that the activities have been carried out and related expenses have actually been incurred.

24.3 However, some obligations concerning the liability in case of financial checks and audits are preserved. In particular, ANCI Toscana and any external auditor have the right to carry out checks, reviews, audits, and investigations on site, and in particular to audit the payments received. If access to any relevant information is denied by the Call Winner, the costs will be rejected and the sub-grant revoked.

## Annex A. Proposal Template

### **NOTICE**

Please note that this is only a working document, the purpose of which is to help the pilot proposers to fill in the online application form available on the HuMUS submission system (available at the following link: <https://anci-toscana.grantplatform.com>).

Therefore, its submission as a separate document will by no means be considered as equivalent to a formal application to the HuMUS Call for Pilot Projects.

Furthermore, there is no guarantee that this version corresponds 100% to the latest official template included in the HuMUS electronic submission system. You are therefore strongly encouraged to login into it as early as possible. Do not wait until the last few days of the Call to finalise your proposal.

Before starting to complete the Application Form, please read carefully the Call text, its Annexes and particularly the Guide for Applicants (Annex H).

Character limits are to be considered including spaces.

As a final caveat to all applicants, please bear in mind that a panel of external experts will assess the submitted Pilot Projects based on the information included in this form only. You are therefore strongly recommended to pay utmost attention to the contents of the free text boxes, providing detailed, concise, and easy to grasp sentences that can be easily understood by someone who may not be completely familiar with the specific context and challenges of your territory or community.

### **PART 1–PROFILE**

*This section collects some administrative and general data on the main applicant, the co-applicants and their team(s).*

#### **1.1 Main Applicant Data**

Contact Person	
First Name	
Last Name	
E-mail address	
Telephone Number	
Organisation Name	

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Organisation Address	
Organisation Identifier (VAT No., or other)	
Juridical Status	
Total number of team members, of which:	
Number of members belonging to vulnerable groups (e.g. migrants, disabled persons etc.)	
Number of female team members	
How did you hear about the Call?	<input type="checkbox"/> HuMUS website <input type="checkbox"/> HuMUS social media <input type="checkbox"/> EC website or social media <input type="checkbox"/> Another Mission project's website or social media <input type="checkbox"/> personal email or newsletter <input type="checkbox"/> word of mouth <input type="checkbox"/> other ...

### 1.2 Co-Applicant Data

(discard this section in case of a single applicant)

Organisation Name	
Organisation Type	
Organisation Address	

Organisation Name	
Organisation Type	
Organisation Address	

Organisation Name	
Organisation Type	
Organisation Address	

(add more boxes if needed)

### 1.3 Proposal data

Title of the Pilot project	
LAU code(s) and official names of the Municipalit(i)es involved in the community <sup>2</sup>	
NUTS-3 code(s) defining the area of reference <sup>3</sup>	

Project description
<p><b>[2500 Characters]</b> Briefly and clearly describe the <b>soil challenge</b> to be addressed, the proposed <b>solution</b>), why it is <b>original and innovative</b> as well as the <b>change</b> you want to make to the current situation (i.e. the expected result)</p>
Amount claimed as financial support to the project, in Euros
<p><i>Max €30.000,00</i></p>

### 1.4 Team member data and experience in participatory methods and tools

Short profile of team member #1
<p><b>[300 Characters]</b></p>

<sup>2</sup> See <https://ec.europa.eu/eurostat/web/nuts/local-administrative-units>

<sup>3</sup> See <https://ec.europa.eu/eurostat/web/nuts/nuts-maps>

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Short profile of team member #2
<b>[300 Characters]</b>

Short profile of team member #3
<b>[300 Characters]</b>

Short profile of team member #4
<b>[300 Characters]</b>

Short profile of team member #5
<b>[300 Characters]</b>

(add more if needed)

**1.5 Expertise levels in soil quality assessment/management and in participatory methods and tools**

How would you summarise the expertise of the project team (as a whole) in soil quality assessment and management? Choose only one answer.

Level of expertise	None	Very limited	Limited	Significant	Advanced

How would you summarise the expertise of the project team (as a whole) in participatory methods and tools? Choose only one answer.



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Level of expertise	None	Very limited	Limited	Significant	Advanced

### PART 2–INNOVATION

*This section explores the type of innovation the Pilot Project presents by looking at its content domains and field of work, objectives and underlying motivations.*

#### 2.1 Problem / Challenge

Describe the specific problem the project aims to tackle and the specific context where it is experienced.

**[2500 Characters]** *What is the main soil health issue or threat that will be tackled by the project? Explain why you chose to address this issue or threat in particular. Include a short description of the context of the territorial area and of the extent of the challenge or challenges to be addressed with your project.*

<p>What is the identified soil health issue or threat? Please tick all that apply:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Soil Organic Carbon</li> <li><input type="checkbox"/> N2O and CH4 emissions from soils</li> <li><input type="checkbox"/> Peat degradation</li> <li><input type="checkbox"/> Soil erosion</li> <li><input type="checkbox"/> Salinisation and alkalinisation</li> <li><input type="checkbox"/> Soil acidification</li> <li><input type="checkbox"/> Soil contamination by... (please indicate below)</li> <li>...</li> <li><input type="checkbox"/> Soil structure</li> <li><input type="checkbox"/> Soil biodiversity</li> <li><input type="checkbox"/> Soil nutrient use efficiency</li> <li><input type="checkbox"/> Water storage capacity</li> <li><input type="checkbox"/> Soil sealing</li> <li><input type="checkbox"/> Soil compaction</li> <li><input type="checkbox"/> Other .... (please indicate) ...</li> </ul>
--	---

<p>To which specific objectives of the Soil Mission is your project related? Please tick all that apply:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reduce land degradation relating to desertification</li> <li><input type="checkbox"/> Conserve and increase soil organic carbon stocks</li> <li><input type="checkbox"/> No net soil sealing and increase the reuse of urban soils</li> <li><input type="checkbox"/> Reduce soil pollution and enhance restoration</li> <li><input type="checkbox"/> Prevent erosion</li> <li><input type="checkbox"/> Improve soil structure to enhance soil biodiversity</li> <li><input type="checkbox"/> Reduce the global footprint on soils</li> <li><input type="checkbox"/> Increase soil literacy in society</li> </ul>
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**2.2 Solution / Response**

To what extent does your project imply ...

	Not at all	In a limited way	To some extent	In a significant way
... the development and implementation of effective participatory processes to enable and stimulate dialogues on soil health and sustainable land management at local and / or regional level?				
... the development of engagement and awareness raising actions on soil health among local and regional authorities contributing to the development of soil innovation ecosystems?				
... the drafting of regional or local action plans to integrate the improvement of soil health in policies and programmes, on the basis of good practices identified in other EU countries and regions?				

Please describe the novelty of your project. Why do you think it is different from any other initiative?

**[2000 Characters]** *Explain to what extent your project is innovative and clarify if the approach proposed has not been previously tested and/or implemented in the area or somewhere else in Europe or in the same country / region / city.*

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What are the main stakeholders to be involved in participatory soil health governance activities within your project? Please choose all that apply:

The global community / society at large	
NGOs, such as consumer associations and the like	
Entrepreneurs, such as SME owners, including individual farmers and soil experts/professionals etc.	
Academics, researchers, members of the scientific community at large (also including students if meaningful)	
Policy makers, civil servants, public sector officials	
Other (please describe at the end of the page)	

Please add more information if you selected "Other"
<p><b>[500 Characters]</b></p>

<p>Which specific soil descriptors will your project use to document soil health improvement? Please tick all that apply:</p>	<p><input type="checkbox"/> Earthworm count</p> <p><input type="checkbox"/> Slake test</p> <p><input type="checkbox"/> Infiltration test</p> <p><input type="checkbox"/> Soil organic matter</p> <p><input type="checkbox"/> Soil pH</p> <p><input type="checkbox"/> Underwear test</p> <p><input type="checkbox"/> Soil bulk density</p> <p><input type="checkbox"/> Other (specify)</p>
---	---

### 2.3 Genesis and Orientation

<p>Can you tell us how your project idea was born? Under which circumstances? What was the source of inspiration? Which were the most significant events that led to its development?</p>
---

**[2000 Characters]** Describe how your project idea was born, which were the main circumstances and events leading to the project idea.

### PART 3—VALUE OF PARTICIPATION

*This section explores the role of participatory methods and tools in enabling the innovation in soil health governance the project proposes.*

#### 3.1 Agency

Please complete the sentence by choosing one of the following options. The project idea has been...

	... conceived of and designed by highly specialised soil experts and practitioners
	... conceived of and designed by different creative minds: soil experts, researchers, end-users, policy makers, etc.
	... conceived of and designed with the significant contribution of citizens and non-expert people or groups

#### 3.2 Embedment

Please describe how participatory soil health governance has played or may play a role in the development of your idea as a project.

**[2000 Characters]** Describe the participatory soil health governance methodology that has been embedded in your project proposal. Should you miss one you can simply adopt the HuMUS methodology as described in Annex G to the Open Call

According to the previous answer, which of these stakeholder engagement methods do you plan to adopt during the execution of your project? Tick all that apply:

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Design methods to generate ideas (brainstorming, mindmapping, brainwriting, free listing,...)	
Design thinking methodologies	
Knowledge gathering and validation methods (focus groups, surveys, interviews...)	
Methods for participatory diagnosis (SWOT: Strengths, Weaknesses, Opportunities and Threats; CHD: Certainties, Hardships and Doubts; Flowcharts...)	
Participatory Action Research	
Participatory cartography	
Participatory design, co-design, co-creation methods	
Prototyping methods	
Social mapping methods, sociograms...	
Usability Evaluation methods	
Visual mapping methods	
Other (use the following box to specify)	
No participatory methods will be applied	

Please describe how you will use these methods in the most significant phases of your project work

**[2000 Characters]** Explain and specify the selections done above.

According to the previous answer, which of these stakeholder engagement tools do you plan to adopt during the execution of your project? Please tick all the cells that is relevant to include:

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	State of the art analysis	Problem setting	Goal setting	Drafting the TMA	Adding contents to the TMA	Implementing the TMA	Monitoring the TMA implementation	Evaluating the TMA implementation	Analysing the replication potential of the pilot initiative	Other (pls. specify)
Blueprints										
Business Model Canvas										
Co-creation workshops										
Cultural Probes										
Experience Prototyping tools										
Journey Maps										
Motivation matrix										
Personas										
Scenarios										
Service Walkthrough										
Stakeholder map										
Touch Point matrix										
Other (use the following box to specify)										
No tool will be used										

(Note: TMA stands for Territorial Management Agreement)

Please describe how you will use these tools in the most significant phases of your project work

**[2000 Characters]** Explain and specify the selections done above.

### 3.3 Range and scope

Is your initiative community driven? (not simply centred on stakeholders)	yes	no
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Who are your key stakeholder groups, which will certainly be involved in participatory activities? Name max. 4 of them, in order of importance (1=most, 4=least)

1.
2.
3.
4.

Why do you think that the participation of the above stakeholders is crucial for the development of your project?

**[2000 Characters]** *Explain why the involvement of local/regional stakeholder groups is crucial for the development of the project. Please be clear and convincing.*

## PART 4—ECOSYSTEM

*This section highlights the relation of the project with its territorial ecosystem.*

### 4.1 Location and size of the experimentation

Location or address of the project
<i>(Please add the LAU code<sup>4</sup> of the main Municipality involved in the pilot community, or a NUTS-3 code<sup>5</sup>, otherwise re-write the name of the community)</i>

<sup>4</sup> See <https://ec.europa.eu/eurostat/web/nuts/local-administrative-units>

<sup>5</sup> See <https://ec.europa.eu/eurostat/web/nuts/correspondence-tables/postcodes-and-nuts>

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Expected number of involved Quadruple Helix stakeholders

### 4.2 Relevant success factors

We now ask you to reflect on how your project relates to the following aspects of the context the pilot is embedded in:

**Public sector commitment:** the way local/regional public sector institutions are or will be supporting the pilot initiative.

How much are the following elements relevant to your project?

	Totally irrelevant	Almost irrelevant	Somehow relevant	Very relevant
Availability of facilities and staff e.g. to support the participatory activities				
Additional funding to what this Sub-grant provides to the initiative				
Political sponsorship and/or formal endorsement of the purpose of the pilot				
Ongoing law, regulatory and/or policy reform processes on the topic				
Disclosure of data and information concerning the issue/challenge				

**Expert knowledge:** the prompt availability of academics, researchers, or professionals who are knowledgeable about the soil health issues or threats constituting the topic of the pilot initiative.

How much are the following elements relevant to your project?

	Totally irrelevant	Almost irrelevant	Somehow relevant	Very relevant
Local soil experts engaged in the project teams and/or in the participatory events				



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Official support from local academic and/or research institutions				
Official support from local professional associations (such as geologists, etc.)				
Available knowledge from past studies or research reports on the soil issue				
The connection to other (non-local) expert groups (established or informal)				

**Environmental awareness:** the attention of a certain community to environmental and soil related issues as a precondition to translate them into actions and initiatives.

How much are the following elements relevant to your project?

	Totally irrelevant	Almost irrelevant	Somehow relevant	Very relevant
A diffused sensitivity towards environmental issues in the community				
A diffused knowledge of the gravity of the specific soil issue under consideration				
Connection to / inspiration from past initiatives on the same topic				
Connection to / inspiration from past initiatives on related topics				
The presence of activists or stewards of the specific soil issue in the community				

**Participatory climate:** the vitality of the pilot context in terms of bottom-up initiatives, quality of social relations, openness, transparency, cohesion of community fabric...

How much are the following elements relevant to your project?

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	Totally irrelevant	Almost irrelevant	Somehow relevant	Very relevant
An ecosystem of voluntary associations and NGOs (even non-environmental)				
A track record of significant initiatives of community engagement in the past				
Previous examples of Territorial Management Agreements				
Previous examples of other public/private/people agreements				
A diffused culture of trust and willingness to share and collaborate with peers				

**Entrepreneurial push:** the opinion and attitude of the business sector (including e.g. local farmers or the owners of polluted industrial land) and their associations towards the topic of the initiative.

How much are the following elements relevant to your project?

	Totally irrelevant	Almost irrelevant	Somehow relevant	Very relevant
Strong engagement of the problem owners belonging to the business sector				
Support to the project from business associations or networks				
Existence of potential solution providers from within the business sector				
Local business sector providing facilities and staff to the project				
Local business sector providing connections with non-local companies				

#### 4.2 Ranking and benchmarking

Rank the above ecosystem dimensions in order of importance for your project, where 1=Most important and 5=Least important	<input type="checkbox"/> Public sector commitment <input type="checkbox"/> Expert knowledge <input type="checkbox"/> Environmental awareness <input type="checkbox"/> Participatory climate <input type="checkbox"/> Entrepreneurial push
---	---

Rank the above ecosystem dimensions in order of importance for any project of soil quality management (excluding yours), where 1=Most important and 5=Least important	<input type="checkbox"/> Public sector commitment <input type="checkbox"/> Expert knowledge <input type="checkbox"/> Environmental awareness <input type="checkbox"/> Participatory climate <input type="checkbox"/> Entrepreneurial push
---	---

### PART 5—IMPLEMENTATION AND OUTCOMES

*This section sketches some implementation aspects and the expected results of the project.*

#### 5.1 Maturity of stakeholders

At what level of development is stakeholder engagement in the case presented? Please tick only one answer.

No stakeholder has been contacted / engaged yet	
Some stakeholders have been contacted / engaged but the process will be really started after the project approval	
Most of the relevant stakeholders have been contacted / engaged already and we are looking forward to the project approval	

What is the global expected level of familiarity / experience of your stakeholders with the participatory methods and tools listed in the previous Section 3. Please tick only one answer.

No stakeholder contacted / engaged has any familiarity / experience with participatory methods and tools	
Some stakeholders contacted / engaged have familiarity / experience with participatory methods and tools	
Most of the stakeholders contacted / engaged have familiarity / experience with participatory methods and tools	

## 5.2 Outputs, Milestones and Obstacles

Please describe the contents of the three main outputs of your project as required by the Call. An output is what has actually been produced as a result of the funding given to the project and is a main product of the project.

1-Territorial Management Agreement
<b>[2000 Characters]</b>
2-Analysis of Replication Potential
<b>[2000 Characters]</b>
3-Short Final Report
<b>[2000 Characters]</b>

You may add the description of additional outputs if you so wish.

4-please describe
<b>[2000 Characters]</b>

(add as many tables as needed)

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Please describe the milestones of your project. Add a GANTT Chart

**[1000 Characters]** A milestone is a specific point in time within a project lifecycle used to measure the progress of a project toward its ultimate goal. Remember that the maximum duration for your project is 12 months.

What hurdles/obstacles/problems do you expect to experience in your project development?

**[1000 Characters]** Describe whether you expect any obstacles or resistance to the implementation of the innovative solutions proposed and if so, how they will be overcome.

### 5.2 Impacts and Scalability

Which do you think are the concrete impacts produced by your project? On all levels: social, environmental, economic, political, legal, etc.

**[5000 Characters]**

How do you evaluate the scalability of your initiative? What factors do you consider essential to allow your initiative to grow and reach a wider audience?

**[2000 Characters]**

### 5.3 Transferability and Replicability

How do you evaluate the transfer potential of your initiative? What conditions do you consider relevant to make it replicable also in other contexts?
<p><b>[2000 Characters]</b> Explain why the challenge addressed and the solution proposed will be relevant for other territories in Europe. What are the material and immaterial conditions and resources ensuring the replicability of your project in other areas.</p>

Considering the question of transferability—choose one of the following statements:

The proposed project approach can be replicated by a small number of people and does not require complex relationships with other actors and stakeholders	
The proposed project approach can be replicated with some ease but requires the collaboration and coordination of various and numerous actors and stakeholders	
To be replicated the proposed project approach requires a high level of actor/stakeholder consensus and coordination methodologies of a certain sophistication	
To be replicated the proposed project approach requires complex governance processes and the consensus of a large number of actors and stakeholders	

### 5.4 Financial Sustainability and SWOT

Financial requirements
<p><b>[2000 Characters]</b> What is the total cost of your project and how is it roughly split up among the different categories of expenditure and/or involved participants (co-applicants)?</p>

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How do the following sources contribute to the project budget? Please add %

Own resources (including of all involved participants)	
Third party's resources—payable (e.g. loans)	
Grants from donors or other public funds (including this grant)	

### SWOT Analysis

Please sketch a SWOT analysis of the project perspective in the next 2-3 years
<b>[1000 Characters]</b> <i>Points of strength are ...</i>
<b>[1000 Characters]</b> <i>Points of weakness are ...</i>
<b>[1000 Characters]</b> <i>Opportunities are ...</i>
<b>[1000 Characters]</b> <i>Threats are ...</i>

## Annex B. Detailed breakdown of planned costs

<b>A. DIRECT PERSONNEL COSTS</b>	<b>ITEM S</b>	<b>COST X ITEM</b>	<b>TOTAL COSTS</b>
<b>A.1 Employees (or equivalent)</b>			
SENIOR SCIENTISTS (or equivalent in the private sector)			<b>0.00</b>
JUNIOR SCIENTISTS (or equivalent in the private sector)			<b>0.00</b>
TECHNICAL PERSONNEL (or equivalent in the private sector)			<b>0.00</b>
ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			<b>0.00</b>
OTHERS			<b>0.00</b>
<b>A.2 Natural Persons under direct contract</b>			<b>0.00</b>
<b>A.3 Seconded Persons</b>			<b>0.00</b>
<b>A.4 SME owners and natural person beneficiaries</b>		(*)	<b>0.00</b>
<b>B. DIRECT SUBCONTRACTING COSTS</b>	<b>ITEM S</b>	<b>COST X ITEM</b>	<b>TOTAL COSTS</b>
			<b>0.00</b>
<b>C. DIRECT PURCHASE COSTS</b>	<b>ITEM S</b>	<b>COST X ITEM</b>	<b>TOTAL COSTS</b>
<b>C.1 Travel and subsistence</b>			<b>0.00</b>
<b>C.2 Equipment (complete 'Depreciation costs' sheet)</b>			
<i>Equipment</i>			<b>0.00</b>
<i>Infrastructure</i>			<b>0.00</b>
<i>Other assets</i>			<b>0.00</b>
<b>C.3 Other goods, works and services</b>			
<i>Consumables</i>			<b>0.00</b>
<i>Services for meetings, seminars</i>			<b>0.00</b>
<i>Services for dissemination activities (including website)</i>			<b>0.00</b>
<i>Publication fees</i>			<b>0.00</b>
<i>Other (shipment, insurance, translation, etc.)</i>			<b>0.00</b>
<b>D. OTHER COST CATEGORIES</b>	<b>ITEM S</b>	<b>COST X ITEM</b>	<b>TOTAL COSTS</b>
<b>D.2 Internally invoiced goods and services</b>			<b>0.00</b>
<b>TOTAL DIRECT PERSONNEL COSTS AND PURCHASE COSTS (A+C)</b>			<b>0.00</b>
<b>TOTAL DIRECT COSTS (A+B+C+D)</b>			<b>0.00</b>
<b>E. INDIRECT COSTS (25% * (A+C))</b>			<b>0.00</b>
<b>F. TOTAL COSTS (A+B+C+D+E)</b>			<b>0.00</b>

(\*) depending on the country, see table at [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/additional-information-on-unit-costs-and-contributions\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/additional-information-on-unit-costs-and-contributions_en.pdf)

**Note: this table has to be prepared by each participant (co-applicant).**



## Annex C. Structure of the Short final report and its publishable summary

### Publishable summary

500 words max

The information provided herein is intended for use in public documents and reports by the HuMUS consortium.

### Detailed description

This section describes the details of the short final report. It will include the following sections:

Concept and Objectives

Experimental Setup and Results

Adopted Methodology

Resources and Tools used

Lessons learned

Impacts

Why HuMUS was useful for the Financially Supported Third Party

Annexes

including complementary information (e.g. photos, links to an online web page, reports of focus groups/workshops, action plans, etc.).

## Annex D. Sub-grant agreement template

Under the EU-funded project entitled “HuMUS—Healthy Municipal Soils” (HORIZON-MISS-2021-SOIL-02 Project number: 101091050)—hereinafter: ‘the Project’

### BETWEEN

ANCI Toscana, having their seat in 50122 Florence, Italy, Viale della Giovine Italia 17, Phone: +39 055 247 7490, E-mail: [info@humus-project.eu](mailto:info@humus-project.eu), acting coordinator of the above referenced Project, here represented by Dr Simone Gheri, Director—hereinafter: ‘the Project Coordinator’—on the one part

### AND

[Full official name of the awarded entity, full official address, Phone, E-mail]—hereinafter ‘the Beneficiary’—on the other part

When together named ‘the Parties’

### WHEREAS

- On 05/11/2023 the Project Coordinator published an Open Call for Pilot Proposals—hereinafter ‘the Call’—aimed to identify and financially support no fewer than 20 European initiatives demonstrating an effective capacity to exploit the potential of participatory governance for increasing the awareness of soil health issues and threats and improve the effectiveness of remediation actions at regional and/or local levels;
- On [DD/MM/YYYY] the Beneficiary filed an application to the Call, with a Pilot Proposal entitled [.....]—hereinafter the ‘Action’;
- On [DD/MM/YYYY] the Project Coordinator informed the Beneficiary that its application was awarded a Sub-grant of € ..... (Euro .....) maximum, under the terms and conditions stipulated in the Call and which were known and priorly accepted by the Beneficiary upon submission of the Pilot Proposal;
- The full text of the Beneficiary’s application is attached as Annex I to this Sub-grant agreement;
- The full text of the Call is attached as Annex II to this Sub-grant agreement;

### NOW IT IS STIPULATED AND AGREED AS FOLLOWS:

#### Article 1 – Purpose of the Sub-grant agreement

1.1 The purpose of this Sub-grant agreement is to specify the terms and conditions for the Beneficiary to be paid the Sub-grant it has been awarded under the provisions of the Call, to finance the implementation of the Action.

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1.2 In addition to the Sub-grant, the Beneficiary may ask to receive dedicated technical support from the Project Coordinator and/or nominated Partners of the HuMUS Project, to facilitate the achievement of the goals set out in its Pilot Proposal, as stipulated by Article 10 of this agreement.

1.3 This Sub-grant agreement consists of 17 articles and 2 Annexes, the contents of which the Beneficiary hereby declares have been well noted and fully accepted.

### Article 2 – Responsibility of the Beneficiary

2.1 The Beneficiary shall implement the Action under its own responsibility and in accordance with the Pilot Proposal referenced to as Annex I, with a view to achieving the objectives laid down therein.

2.2 This responsibility extends to other natural persons or legal entities acting as collaborators, partners or supporters of the Beneficiary itself, as foreseen by the Call and described in the Pilot Proposal.

2.3 In no case may the rights and duties of this Sub-grant agreement be assigned or transferred to any third party in any manner whatsoever. The Beneficiary will be solely responsible of the execution of this Sub-grant agreement towards the Project Coordinator and indirectly, the European Union bodies listed in Article 8 below.

### Article 3 – Timeline and Description of the Action

3.1 Implementation of the Action shall begin on [date to be agreed with the Beneficiary] and end on [date to be agreed with the Beneficiary].

3.2 No extension of the Action's timeline can be negotiated or allowed.

3.3 No change in the description of the Action modifying relevant contents of Annex I to this Sub-grant agreement can be negotiated or ultimately allowed.

3.4 In case of any deviation from the provisions of this Article, the Project Coordinator is entitled to terminate the Sub-grant agreement as per Article 13 below.

### Article 4 – Sub-grant Amount

4.1 The total eligible costs of the Action are estimated at € ..... (Euro .....) as set out in the Pilot Proposal.

4.2 The Project Coordinator undertakes to pay the Beneficiary a maximum Sub-grant of € 30.000,00. (Euro thirty thousand/00) upon the complete and satisfactory execution of all the tasks mentioned in the Pilot Proposal and the delivery from the Beneficiary to the Project Coordinator of all the required documents as per Article 6 below.

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4.3 In no cases can the Project Coordinator increase or the Beneficiary demand to increase the amount of the Sub-grant set out in the previous paragraph.

### Article 5 – Payments Schedule

5.1 Within 15 calendar days after the signature of this Sub-grant agreement, the Project Coordinator will pay to the Beneficiary, on its request accompanied by a receipt, up to 50% of the Sub-grant Amount specified in Article 4 above.

5.2 Another 25% of the Sub-grant Amount will be paid within 15 calendar days after the delivery of the Territorial Management Agreement mentioned in Article 6 below.

5.3 The final balance will be paid to the Beneficiary within 15 calendar days after the Project Coordinator's approval of all the results foreseen by the awarded Action, thereby including the Short final report (public) and the Analysis of replication potential (business confidential) mentioned in Article 7 below.

5.4 All the above amounts will be paid to the Beneficiary by Bank transfer, on its request accompanied by a receipt.

### Article 6 – Reporting Duties

6.1 In addition to the results foreseen by the awarded Action's Pilot Proposal, the Beneficiary must deliver to the Project Coordinator:

- within 15 calendar days after its signature, the Territorial Management Agreement foreseen by the Call;
- within 15 calendar days after the End date specified in Article 3 above:
  - a Short final report with a publishable summary, containing a detailed narrative of the implementation of the Action;
  - a confidential Analysis of replication potential, including details of the specific methodology adopted and highlighting the main barriers, drivers, enablers and conditions for constructive dialogue and participatory governance of soil health issues and threats to materialise at regional and/or local levels in Europe;
- a receipt for each payment instalment demanded, with the specification of the IBAN to which the payment must be effected. The amount of each instalment will be inclusive of any payment due to other natural persons or legal entities acting as the Beneficiary's collaborators, partners or supporters, as foreseen by the Call, and described in the Pilot Proposal.

6.2 Should the Beneficiary fail to supply the Project Coordinator with the above referenced results and documentation or to deliver any additional clarification or content modification demanded in writing by the Project Coordinator during the review process preceding the final payment as per Article 7 below, the Project Coordinator may terminate this Sub-grant agreement and recover the amounts already paid to the Beneficiary as per Article 12 below.

6.3 The same provisions of paragraph 6.2 will apply in case the clarifications and content modifications provided in writing by the Beneficiary are deemed insufficient

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and therefore rejected by the Project Coordinator, provided a reasonable time allowance has expired with the Beneficiary being unable to comply with or finalise the above requests.

### Article 7 – Final review process

7.1 At no cost for the Beneficiary, the Project Coordinator will appoint an external third party to review the documentation provided in compliance with Article 6 and verify if the objectives of the Pilot Proposal have been attained to a sufficient extent. The review will be carried forward in the interest of the Beneficiary, who will therefore commit to accepting and complying with its results.

7.2 Should the outcome of the review process suggest the request for clarifications or content modifications, the Beneficiary will deliver them to the Project Coordinator by the assigned deadline. Until then and subject to further review of received integrations that the Project Coordinator will have the discretion to demand, the payments still due to the Beneficiary will remain outstanding.

7.3 Should the additional review of the received documentation confirm the previous outcome, the Project Coordinator is entitled to terminate the Sub-grant agreement as per Article 13 below.

### Article 8–Bookkeeping and Financial Checks

8.1 The Beneficiary will keep accurate and regular accounts of the implementation of the Action. These may either be an integral part of the Beneficiary's regular system or an adjunct to that system. They will be run in accordance with the accounting and bookkeeping policies and rules that apply in the country concerned. Accounts and expenditure relating to the Action must be easily identifiable and verifiable therein.

8.2 The Beneficiary will allow the Project Coordinator and any external auditor to carry out site inspections, audits and checks of the implementation of the Action and obtain copies of received Sub-grant payments. Such activities may take place up to 7 years after the payment of the Sub-grant balance.

### Article 9 – Liability for Damages or Injuries

9.1 The Project Coordinator cannot under any circumstances or for any reason whatsoever be held liable for damage or injury borne by the staff or property of the Beneficiary while the Action is being carried out or as a consequence of the Action. The Project Coordinator cannot therefore accept any claim for compensation or increases in payment in connection with such damage or injury.

9.2 The Beneficiary shall assume sole liability towards third parties, including liability for damage or injury of any kind borne by them while the Action is being carried out or as a consequence of the Action. The Beneficiary shall discharge the Project Coordinator of all liability arising from any claim or action brought as a result of an infringement by the Beneficiary or the Beneficiary's employees or individuals for whom those employees

are responsible, of rules and regulations, or as a result of the violation of a third party's rights.

### Article 10–Technical Support to the Beneficiary

10.1 To facilitate the implementation of the Action and ensure the full attainment of its stated objectives, the Project Coordinator nominates (Mr/Ms ) as “Mentor” of the Action in representation of the partner . (He/She) will act as a single point of contact on behalf of the HuMUS consortium, for all technical issues related to the Action’s implementation. In particular, (he/she) will provide advice on the participatory governance instruments, methods and tools that are most appropriate to be used in this circumstance. (His/Her) support will be totally free of charge for the Beneficiary. In addition, the “Mentor” will support the Beneficiary in minimising the time required after the signature of the Sub-grant agreement to perform the activities of the awarded Action in full, considering that no time extension can be allowed as per Article 3 above.

10.2 The Beneficiary and the “Mentor” are free to agree on the best ways to collaborate and interact with each other. Should the Beneficiary feel knowledgeable enough on the use of participatory governance methods and tools, the relation can be turned into a remote support facility such as a Q&A service. Otherwise, the “Mentor” will share with the Beneficiary the details of the HuMUS methodology, which will be proposed jointly with a user manual and suitable training material.

10.3 However, the exploitation by the Beneficiary of the opportunities described in this Article is neither necessary nor sufficient for the purposes of the awarded Action to be fulfilled in compliance with the provisions of this Sub-grant agreement.

### Article 11–Publicity of the Action

11.1 The Beneficiary must take all necessary steps to publicise the fact that the European Union has financed the Action.

11.2 In particular, the Beneficiary will mention the HuMUS project “Healthy Municipal Soils” (HORIZON-MISS-2021-SOIL-02 Project number: 101091050) and the sub-grant received through ANCI Toscana in any interaction with the media as well as in any publication (including leaflets, brochures, websites, etc.) or initiative (such as conferences or seminars or training events).

11.3 Wherever appropriate, a disclaimer must be added to any oral or written communication (such as public speeches, press launches, news, journal articles etc.) specifying that the Action has received the financial support of the HuMUS project, but the contents presented are the sole responsibility of the Beneficiary and can under no circumstances be regarded as reflecting the position of any European Institution.

11.4 The Beneficiary hereby authorises the Project Coordinator and the European Commission to publish its name and address, nationality, the Action’s purpose, duration and location as well as the amount of the Sub-grant received. The publishable summary

of the Short final report is also destined for publication on the HuMUS website, while some parts of the Short final report may be used by the Project Coordinator for inclusion in the reporting documents to the EC and in public presentations. As a result, any confidential information included in the Short final report will have to be expressly annotated, and the limits of its authorised handling stated beforehand.

### Article 12–Intellectual Property Rights (IPR) Management

12.1 As the global aim of the Call is to fully disclose all Action results to the public domain, in case the Beneficiary identifies—at any stage of implementation—one or more results where limitations to access rights are potentially applicable, such circumstances will be formally communicated in writing to the Project Coordinator. Then the Parties will meet and discuss the best way to reconcile the Call's interest in transparency and Open Source / Open Access with the Beneficiary's interest in respecting and protecting the IPR of those results that are suitable for industrial and commercial exploitation. Such results may include both Background and Foreground knowledge utilised or created during the implementation of the Action.

12.2 The general principles of IPR management are stated in the Call and are fully compliant with extant legislation. They are only applicable to the Background or Foreground knowledge explicitly and formally identified as described in the previous paragraph.

12.3 The Beneficiary is licensed to use and transfer, according to the Creative Commons SA/BY rule, the original material developed by the HuMUS consortium and temporarily put at its free disposal during the implementation of the Action.

### Article 13–Termination of the Sub-grant agreement

The Project Coordinator may terminate the Sub-grant agreement, by giving a seven (7) day notice and without paying compensation of any kind, but with the obligation to recover any amount of the Sub-grant already paid to the Beneficiary:

- a) in case of any deviation from the provisions of the preceding Article 3, notably as far the duration and contents of the awarded Action are concerned;
- b) should the Beneficiary fail, without convincing justification, to fulfil any of the obligations incumbent on it and, within fifteen (15) days after being given written notice of the need to comply with those obligations, still fail to do so or to supply a satisfactory explanation;
- c) particularly in the case the reports and clarifications described in Article 6 above are not delivered to the Project Coordinator and the Beneficiary fails to provide a timely, acceptable and sufficiently articulated explanation of the reasons why it is unable to comply with any of those obligations;
- d) should the Beneficiary go bankrupt or be wound up, have its affairs administered by the courts, enter into an arrangement with creditors, suspend its business activities, be the subject of proceedings concerning those matters or fall into any analogous situation arising from a similar procedure provided for in national legislation or regulations;

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- e) should the Project Coordinator find evidence of serious professional misconduct on the Beneficiary or any related entity or person, including staff, consultants and agents;
- f) should the Project Coordinator find evidence of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests on the Beneficiary or any related entity or person, including staff, consultants and agents;
- g) should the Beneficiary change its legal status, without informing the Project Coordinator in advance;
- h) should the Beneficiary make false or incomplete statements to obtain the grant provided for in the Sub-grant agreement or provide reports that do not reflect reality;
- i) should the Project Coordinator find evidence that the Beneficiary has not fulfilled its obligations related to the payments of some of the costs claimed, including payroll taxes and social security contributions in accordance with the legal provisions of the country where it is established;
- j) should the Project Coordinator find evidence of substantial errors, irregularities or fraud in the award procedure of the Sub-grant or the operation of this Sub-grant agreement.

### Article 14 – Applicable Law and Arbitration

14.1 All issues, questions and disputes concerning the validity, interpretation, enforcement, performance or termination of this Sub-grant agreement shall be governed by and construed in accordance with Italian law, and no effect shall be given to any other choice of law or any conflict-of-laws rules or provisions (Italian, foreign or international) that could cause the laws of any jurisdiction other than Italy to be applicable.

14.2 The Parties agree to first endeavour to amicably settle any dispute concerning the validity, interpretation, enforcement, performance or termination of this Sub-grant agreement. In the absence of an amicable settlement within 45 days from a written notice specifying the nature of the dispute and sent to the other Party, such dispute shall be submitted to the Arbitration Tribunal of the Chamber of Commerce of Florence (Italy).

14.3 The Arbitration Tribunal, consisting of a sole Arbitrator, will decide on the substance of the dispute in accordance with the law. The decision can be brought to the competent Court of Justice.

### Article 15 – Contact Addresses

15.1 Any communication relating to this Sub-grant agreement shall be in writing, stating the title of the Action and sent to the following addresses:

For the Project Coordinator  
ANCI Toscana  
Viale della Giovine Italia 17  
50122 Florence, Italy

For the Beneficiary  
[Full Name]  
[Address]  
[Location]



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Phone: +39 055 247 7490  
E-mail: [info@humus-project.eu](mailto:info@humus-project.eu)  
Contact: Ms Annalaura Vannuccini

[Phone]  
[E-mail]  
[Contact Person]

### Article 16 – Privacy and Data Protection

16.1 With the signature of this Sub-grant agreement, the Beneficiary agrees that the following personal data and information is collected and further processed by the Project Coordinator, its appointed staff or subcontractors (e.g. external auditors):

- Name of the Beneficiary;
- Tax (or Social Security) Identification Code or VAT Registration Number;
- Bank account reference (IBAN and BIC codes);
- Contact details (e-mail, telephone number, fax number, postal address, country of residence, internet site);
- Declaration on honour that the Beneficiary is not in any exclusion situation referred to in articles 106 and 107 of the Financial Regulation (EU, Euratom) No. 2015/1929;
- Information about the Beneficiary's representative: Name and Surname, Birthplace and Date of Birth, Title, Position, Telephone number, Mail address, Passport/ID number, Tax (or Social Security) Identification Code, Signature;
- Information about the list of people mentioned in the Pilot Proposal as involved in the tasks described therein: educational background, professional experience including details on current and past employment, technical skills and languages, etc.;
- Other personal data (including pictures and photos if provided) stored in the Action results, reports and justifications listed in Article 6 above, particularly concerning third parties.

16.2 In addition to the above, verbal information on the Action's progress including some personal data of the Beneficiary and the people involved in the Action may be shared by the Beneficiary with the "Mentor" appointed by the Project Coordinator as per Article 10 above (where applicable).

16.3 Finally, a limited subset of personal data (including, if provided, pictures and photos) might be published on the HuMUS website as well as on other portals of the European Union and/or disseminated by any other means, including the identification of the Beneficiary, any personal data included in the publishable summary of the Action, and the names and contact details of the administrative contacts of the Beneficiary.

16.4 Personal data collection, storage, processing and publication will be a sole responsibility of the Project Coordinator, managed through its appointed staff, subcontractors as well as other HuMUS partners, their appointed staff and subcontractors. Personal data will be collected, stored, processed and published in full accordance with Regulation (EU) 2016/679, also known as GDPR (General Data Protection Regulation). Data and information will be retained for a maximum period of 10 years after the closing of the Action. Anonymous or encrypted data can be retained for a longer period and further processed for historical, statistical, or scientific purposes.

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16.5 All personal data and information is stored in secure databases that reside permanently on the HuMUS servers, under the control of the Project Coordinator and of selected HuMUS partners. For more details on the HuMUS Privacy Policy the reader is referred to Annex E to the Call.

16.6 At any point in time, any natural person or legal entity is entitled to access own personal data and information, asking the Project Coordinator to rectify/block or erase them in case they are inaccurate or incomplete. One can exercise one's own rights by contacting the Project Coordinator's Data Protection Officer (see further) or directly the European Data Protection Supervisor (EDPS): [edps@edps.europa.eu](mailto:edps@edps.europa.eu). The Project Coordinator's Data Protection Officer is Mr Federico Campatelli, [federico.campatelli@ancitoscana.it](mailto:federico.campatelli@ancitoscana.it).

### Article 17 – Entry into force

17.1 This Sub-grant agreement will enter into force on the date when the last Party has signed it.

For the Beneficiary

Name

Title

Signature

Date

For the Project Coordinator

Simone Gheri

Director

Signature

Date

Second signature to confirm reading and understanding of the following Articles of this Sub-grant agreement: 2 (Responsibility of the Beneficiary), 3 (Timeline and Description of the Action), 6 (Reporting Duties), 7 (Final Review Process), 8 (Bookkeeping and Financial Checks), 9 (Liability for Damages or Injuries), 13 (Termination of the Sub-grant agreement), 14 (Applicable Law and Arbitration), 16 (Privacy and Data Protection).

For the Beneficiary

Name

Title

Signature

Date

For the Project Coordinator

Simone Gheri

Director

Signature

Date

Annex I. Beneficiary's Application

Annex II. Call Text

## Annex E. Privacy statement

### 1. Introduction

This Privacy Statement explains the reason for the collection and processing of your personal data, the way we protect your personal data provided and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The evaluation of Pilot Proposals presented in reply to this Call and the management of funded actions requires the processing of personal data and is therefore subject to Regulation (EU) No 2016/679—also known as General Data Protection Regulation (GDPR).

This Privacy Statement thus concerns the processing of Applicants and Beneficiaries (as well as Third Parties) personal data within the context of this Call. Applicants are the legal entities that apply for funding through the submission of Pilot Proposals. Beneficiaries are the successful Applicants, i.e. proposers of the awarded Actions, which may also imply the involvement of active Third Parties.

It should be noted that in addition to receiving a Sub-grant, Beneficiaries operating in the context of the awarded Actions are also supported by the technical advice of one or more HuMUS partners. Therefore, the relevant processes for this Privacy Statement do not only include the reception of Pilot Proposals under the provision of the Call, their evaluation, award or rejection, and the subsequent signature of the Sub-grant agreement, its management and follow-up; but also a more direct involvement in the development of awarded Actions while their results are being produced.

In all such processes, the HuMUS Consortium—here represented by the Project Coordinator, ANCI Toscana—is committed to protecting and respecting the privacy of Applicants, Beneficiaries and Third Parties and the remainder of this Privacy Statement outlines our Privacy Policy as of the date of publication of the Call.

### 2. Which data do we collect and process and when?

The personal data and information relevant for this Privacy Statement is provided in your application form (see Annexes A and B to the Call) for the immediate purpose of allowing a full and hopefully successful evaluation of the Pilot Proposal. This includes:

- Name of the Beneficiary;
- Tax (or Social Security) Identification Code or VAT Registration Number;
- Bank account reference (IBAN and BIC codes);
- Contact details (e-mail, telephone number, fax number, postal address, country of residence, internet site);
- Declaration on honour that the Beneficiary is not in any exclusion situation referred to in articles 106 and 107 of the Financial Regulation (EU, Euratom) No. 2015/1929;
- Information about the Beneficiary's representative: Name and Surname, Birthplace and Date of Birth, Title, Position, Telephone number, Mail address, Passport/ID number, Tax (or Social Security) Identification Code, Signature;
- Information about the list of people mentioned in the Pilot Proposal as involved in the tasks described therein: educational background, professional experience

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including details on current and past employment, technical skills and languages, etc.

Other personal data and information, particularly concerning Third Parties, possibly including pictures and photos if provided, will be delivered by you within the technical and financial reports related to the Action and the justifications of the costs you have incurred into, with the purpose of receiving the final payment of the Sub-grant, in line with the provisions of the Call.

In addition to the above, information on the pilot's progress including some personal data of the participants may be shared verbally by you with the HuMUS partner in charge of providing technical advice and support during the execution of the pilot activities.

### 3. Is this collection and processing necessary?

Unless we collect the above data and information, it will not be possible for us to evaluate and award the Pilot Proposals received; it will not be possible to enter into a Sub-grant agreement (see Annex D to the Call) with the successful Applicants; it will not be possible to effect the final payment demanded at the end of a successful Action; it will not be possible to support it with technical advice during its course.

However, all partners and stakeholders involved in data collection and processing are reminded to use the personal data and information only for the purpose for which they were transmitted and to disregard all irrelevant and excessive data received with the proposals.

### 4. Is this data and information private?

Generally speaking, no. For example, the address, city, country, telephone and fax numbers, bank account numbers as well as email addresses provided in the proposal are usually the professional ones related to the legal entity submitting the application. Thus, as a general rule (with the exception of cases where the Applicant is a natural person), private addresses or bank account numbers etc. are not processed. Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sexual orientation may be received only in as much as these data appear spontaneously in the CV provided by the Applicants. Such information is however not pertinent and therefore not processed during the management of the Call or the execution of the Sub-grant agreement.

### 5. Is this data and information subject to further publication?

Generally speaking, yes. For example, a limited subset of personal data (including, if provided, pictures and photos) may be published on the HuMUS website as well as on other portals of the European Union and/or disseminated by any other means, including the identification of the Beneficiary, any personal data included in the publishable summary of the short final report of the Action, and the names and contact details of the administrative contacts of the Beneficiary. However, the contents of the Action's short final report may be restricted or even denied publication, e.g. in case there are specific intellectual property rights to be protected.

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Further personal data (usually anonymized or treated in aggregate form) may be processed for the purpose of delivering statistical studies, impact evaluation analyses of the project, or policy recommendations based on the Call results.

### 6. How do we process your data?

The data you provide in your application forms is collected through a platform managed by a Third Party and stored on their server located in Malta. For the avoidance of any doubt, there will be no transfer of data to third countries outside those represented in the HuMUS project consortium. The privacy policy of the platform manager can be retrieved here: <https://creativeforce.team/privacy-policy/>. When the Call closes, all received applications are downloaded from the server and shared with the HuMUS partners to evaluate them. If the proposal is successful, the Project Coordinator will use some data to prepare and share the Sub-grant agreement to be signed by you. In addition, the full details of the application will be shared with an identified HuMUS partner (known by you as its name will be included in the Sub-grant agreement) acting as a "Mentor" to your Pilot Project. At the end of the Action, we will receive the contractually required reports and the additional documentation, which will be stored by the Project Coordinator on a secure server and shared only with its staff and the external auditor appointed for the certification of costs.

### 7. Who has access to your data?

As a general rule, staff and external subcontractors of all HuMUS partners, to the extent they have been appointed to work at the project, may receive full or partial access rights to your data and information. A limited subset of this information may be used by some Partners for external communication purposes, e.g. within presentations delivered to conferences or articles prepared for scientific journals. Staff members of EU bodies and agencies may be granted access for the execution of institutional duties, such as the verification of compliance with the law of Call related operations. All recipients are reminded of their obligation to process the personal data provided to them only for the purposes for which they were transmitted.

### 8. What happens to data and information provided by non successful Applicants?

As the general principle is that personal data and information must be collected as necessary for the purposes for which they were provided, they are not retained if becoming irrelevant. However, there is a legal need to keep records of the evaluation process, therefore we will actually store all applications in our secure servers for a certain period of time (see next point below). Another exception to this rule may be that the HuMUS consortium decides to monitor the underlying initiative and ask its proposers to supply some 'ad hoc' information with the purpose of publishing it on the HuMUS website or using it in the context of studies of various scientific nature. These circumstances will be expressly described and a specific consensus to publication will be required.

### 9. For how long will we keep your data?

For information on beneficiaries receiving EU funding, personal data (in electronic and/or any other format) is retained for 10 years after the closing of the Action. Personal data related to unsuccessful proposals are kept for up to 5 years after the closure of the call for which the data have been collected or updated. This applies also to data contained in previous outdated versions of proposals and in withdrawn proposals.

Anonymous or encrypted data can be retained for a longer period and further processed for historical, statistical, or scientific purposes, in accordance with the procedures established by the data controller.

Should you provide an extract of your judicial records, it would not be kept for more than 2 years following the accomplishment of the particular procedure. In any case, personal data contained in cost justification documents are deleted where possible when this data is no longer necessary for budgetary control and audit purposes.

### 10. How do we protect your data?

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored on secure servers of the HuMUS Consortium, the European Commission or of selected sub-contractors. Access rights and controls are enabled via authentication systems granting access to specific documents only to authorised persons.

### 11. What are your rights and how can you exercise them?

At any point in time, any natural person or legal entity is entitled to access own personal data and information, asking the Project Coordinator to rectify/block or erase them in case they are inaccurate or incomplete. One can exercise the above rights by contacting Mr Federico Campatelli, the HuMUS Data Protection Officer ([federico.campatelli@ancitoscana.it](mailto:federico.campatelli@ancitoscana.it)) or directly the European Data Protection Supervisor (EDPS): [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

### 12. Special provisions concerning the Early Detection and Exclusion System (EDES) Database

In some cases, information provided may lead to an entry in the Early Detection and Exclusion System (EDES) Database directly managed by the European Commission, in compliance with Regulation (EU, Euratom) 2015/1929. Information exchanged within the EDES is centralised in this database. The database contains information on economic operators that could represent a threat to the Union's financial interests, economic operators who are in one of the exclusion situations listed in Article 106 (1) and economic operators on which financial penalties are imposed as per Article 106 (13) of Regulation (EU, Euratom) 2015/1929, in the form of cases created therein. The EDES foresees the right of economic operators to be informed of the data stored in the database upon their request to the Commission. The information contained in the database will be updated, where appropriate, following a request for rectification or erasure of the data stored. For more information, please visit:

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[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#SA P](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#SA P)

The detailed description of the processing operations relating to financial controls and external audit for Research projects are described in the notification DPO-3852 of the Directorate-General for Research and Innovation, published in the register of the European Commission Data Protection Officer (<http://ec.europa.eu/dpo-register>). The Privacy Statements of the Controllers for external audit and control are published on the Funding & Tenders Portal (see <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>).

### 13. Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact the HuMUS Data Protection Officer referenced above or simply the HuMUS project by sending an email to [info@humus-project.eu](mailto:info@humus-project.eu).

For general information on data protection, you may also contact the European Data Protection Supervisor.

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register at the following link: <http://ec.europa.eu/dpo-register>

This specific processing will be notified to the Commission DPO.

\*\*\*

With my signature, I certify that I carefully read and understood the contents of this Privacy Statement.

For the Applicant:

Name Surname

Title

Signature

Place and Date

## Annex F. Declaration of honour

I, the undersigned:

[insert name and surname], born at [insert place and country] on DD/MM/YYYY,

representing the following legal entity:

[insert full official name]

[insert official legal form]

[insert full official address]

[insert VAT registration number OR tax/social security registration code]

hereby certify

that I irrevocably accept all the terms and conditions set out in the Call, and in particular that:

- 1 – the information I have provided in the application form is accurate and correct;
- 2 – the information I have given concerning the legal status is correct;
- 3 – I comply now and will comply for the duration of the Sub-grant agreement concluded with ANCI Toscana should a Sub-grant be awarded, with all the admissibility and eligibility criteria, as defined in the HuMUS Call for Pilot Proposals;
- 4 – I am committed to act as coordinator of the proposed Pilot Action and I have both the financial and the operational capacity to do so;
- 5 – In case the proposal is Sub-granted, I commit to signing the Sub-grant agreement as Associated Partner to the HuMUS consortium, accepting the terms and conditions laid down in the Sub-grant agreement/award decision and without making any change to the scope and contents of the Pilot Project and bringing it to successful conclusion within the time frame originally stated;
- 6 – I am in possession of stable and sufficient resources to carry out the proposed activities throughout the duration of the aforementioned pilot action and will provide any counterpart funding as and when needed;
- 7 – I will inform ANCI Toscana of any other grant application or funding from the EU or Euratom budget related to this action;
- 8 – the conditions specified in Articles 12 (Conflict of interest), 13 (Confidentiality and Security), 14 (Ethics), 17.2 (Visibility of EU funding), 18 (Specific rules for carrying out the action), 10 (Information), 20 (Record keeping) and 25 (Checks, Reviews, Audits and Investigation) of the HE AGA are all satisfied;
- 9 – I am aware that the European Commission and/or ANCI Toscana may impose administrative or financial penalties on applicants who:
  - are guilty of misrepresentation in supplying the information required as a condition of participation in the Sub-grant award procedure or fail to supply this information;
  - have been declared to be in serious breach of their obligations under any contract, grant or Sub-grant agreement covered by the budget of the European Commission.Such penalties will be proportionate to the importance of the contract, grant or Sub-grant agreement and the seriousness of the misconduct, and may consist in the



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exclusion from this procedure as well as from other contracts, grants or Sub-grants financed by the EU or Euratom budget and the payment of financial penalties;

10 – In case for any reason and at any point in time the proposal is disqualified, I commit to refunding ANCI Toscana of any payment duly received prior to the disqualification of the proposal;

further declare

that I and/or the legal entity I represent are not in any of the following situations:

a) Bankrupt, subject to insolvency or winding up procedures, with assets being administered by a liquidator or by a court, or in an arrangement with creditors, or with business activities suspended or in any analogous situation arising from a similar procedure provided for under national legislation or regulations;

b) As established by a final judgement or final administrative decision, in breach of obligations relating to the payment of taxes or social security contributions in accordance with the laws of the country of establishment, those of Italy or those of the country of the performance of the contract;

c) As established by a final judgement or final administrative decision, guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the entity belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility, where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract, a grant agreement or a grant decision;
- (ii) entering into agreement with other persons with the aim of distorting competition;
- (iii) violating intellectual property rights;
- (iv) attempting to influence the decision-making process of ANCI Toscana during the award procedure;
- (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

d) As established by a final judgement, guilty of either of the following:

- (i) Fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
- (ii) Corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country of Italy, the

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country in which the entity is established or the country of the performance of the contract;

- (iii) Participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
- (iv) Money laundering or terrorist financing, as defined in Articles 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
- (v) Terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
- (vi) Child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

e) Having shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the European Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;

f) As established by a final judgement or a final administrative decision, having committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

g) As established by a final judgement or a final administrative decision, having created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;

h) As established by a final judgement or a final administrative decision, it has been created as an entity with the intent provided for in point (g);

i) For the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, it is subject to:

- i. Facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office, the Court of Auditors, the European Anti-Fraud Office or internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
- ii. Non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
- iii. Facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;
- iv. Information transmitted by Member States implementing Union funds;

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- v. Decisions of the European Commission relating to the infringement of the Union's competition law or of a national competent authority relating to the infringement of Union or national competition law;
- vi. Decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body;

j) Any natural persons who are essential for the implementation of the pilot project, or who are members of the administrative, management or supervisory bodies or who have powers of representation, decision or control (this covers directors, members of management or supervisory bodies, and cases where one person holds a majority of shares) or a beneficial owner of the person(s) (as referred to in point 6 of article 3 of Directive (EU) No 2015/849), are in any of the following situations:

- situation (c) above (grave professional misconduct)
- situation (d) above (fraud, corruption or other criminal offence)
- situation (e) above (significant deficiencies in performance of a contract)
- situation (f) above (irregularity)
- situation (g) above (creation of an entity with the intent to circumvent legal obligations)
- situation (h) above entity created with the intent to circumvent legal obligations);

k) Any natural persons mentioned above have been previously involved in the preparation of documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise;

and acknowledge

- that the European Commission and/or ANCI Toscana may request at any time to provide general information and applicable evidence on the applicant's legal status as well as concerning any person that is member of an administrative, management or supervisory body (persons with powers of representation, decision or control, or beneficial owners), as well as on a natural persons who are essential for the award or for the implementation of the action or work programme subject to the grant application;
- that the above evidence may be requested as follows:
  - For situations described in (a), (c), (d), (f), (g) or (h), production of a recent extract from the judicial record, or failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the entity showing that those requirements are satisfied;
  - For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned. These documents must provide evidence covering all taxes and social security contributions for which the entity is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or,

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- failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment;
- If an entity has already submitted such evidence for other purpose of the same procedure and provided that the submitted documents are still valid and that the time elapsed since the issuing date of the documents does not exceed one year, the entity shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation;
  - that if any declaration or information provided as a condition for participating in this procedure prove to be false, the entity I represent will be subject to rejection from this procedure and to administrative sanctions;
  - that any personal data concerning this procedure shall be collected, processed and published in accordance with Regulation (EU) 2016/679, also known as GDPR (General Data Protection Regulation), as further described in Annex E to the Designscapes call for pilots;
  - that any confidential information provided in the context of the Open Call shall be expressly annotated, and the limits of its authorised handling specified beforehand to ANCI Toscana.

SIGNATURE

For the Applicant

[function/forename/surname]

[ID card or passport number and date of expiry]

Done at [place] on [time stamp]

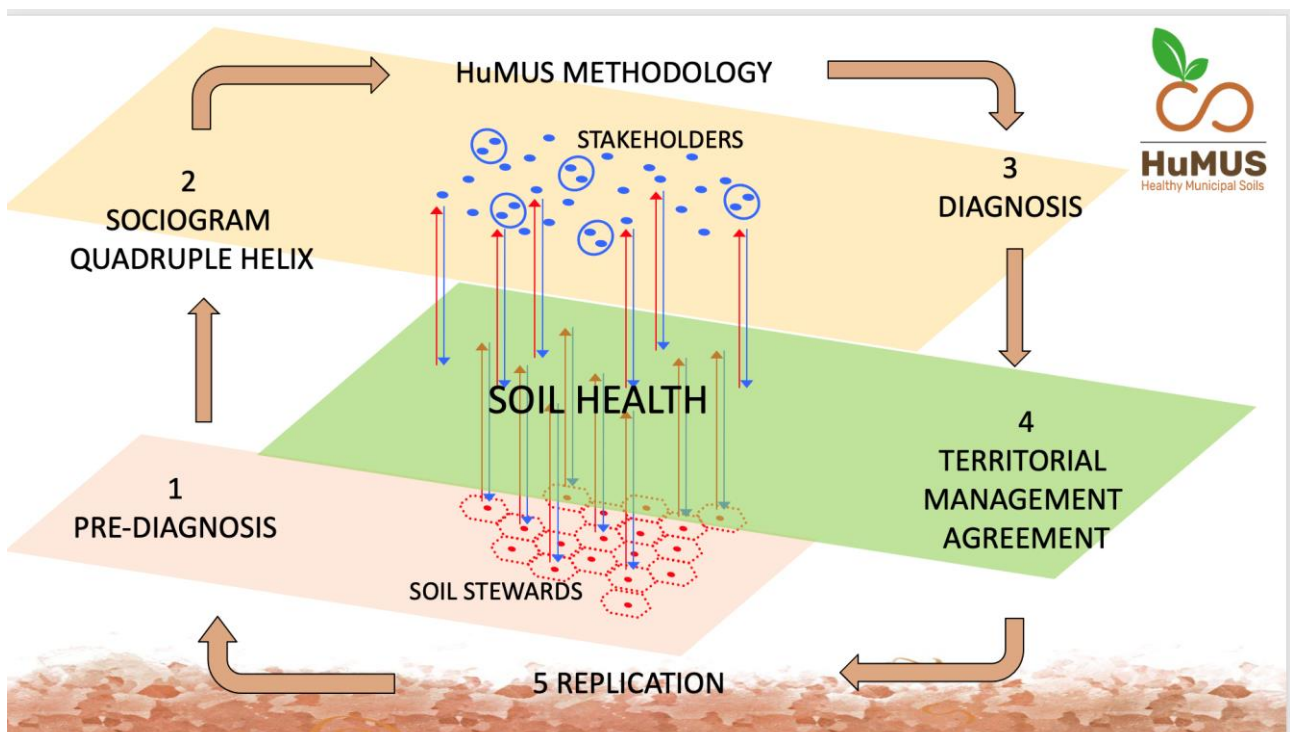
## Annex G. Description of the HuMUS participatory soil health governance methodology

HuMUS main aim is to facilitate the deployment of the Soil Mission across European regions and municipalities, through: (i) the creation and experimentation of spaces for social dialogue on soil health among public and private actors in Europe; (ii) the promotion of a shared understanding and co-assessment exercises of soil challenges (biophysical and socio-economic dimensions); and, (iii) the enhancement of knowledge sharing among municipalities and regions, including on the needed transformations in current S4 (Sustainable Smart Specialisation) strategies and the use of available EU funds to support the transition.

During its first year of work, the HuMUS consortium and particularly the University of Granada have designed a participatory framework, including a number of methods and tools, to help the implementation of the Soil Mission at local and regional levels. This framework, named the HuMUS methodology, is presented here as a possibility for the co-applicants to this Call to ensure the needed level of cooperation between public and private actors from the Quadruple Helix, such as civil servants, public managers and elected officials, as well as private entrepreneurs, academics, NGOs and citizens.

There is no obligation to adopt this approach or use an alternative one, proposed by the co-applicants, including an adaptation of the HuMUS methodology to the specific pilot scenarios.

The proposed participatory framework is based on 5 (+1) steps (see Figure):



**Step 0 (not shown in the picture) is the signature of the Soil Manifesto** [which can be done online, at <https://ec.europa.eu/eusurvey/runner/mission-soil-manifesto>] by

all the relevant stakeholders of a certain territory. The Soil Manifesto, launched by the European Commission in early 2023, highlights the urgent need for action to protect soil health across the EU. It aims at mobilising and engaging regions, municipalities, not for profit associations, private businesses, schools and universities, as well as the citizens. All of them are called to become part of a community that cares for and acts on soil health.

**Step 1 (Pre-Diagnosis)** is a state of the art analysis that is developed as a basis for involving the relevant stakeholders from the very beginning. Activities can be initiated with a collection of information from existing sources (including public institutions) to describe one or more soil issues that affect a certain territory (urban or rural). The idea is to start gathering the attention of an initial set of public and private actors, who can be interested in approaching the issues and finding possible solutions. The preliminary diagnosis will generate a technical report presenting the existing urban and/or rural infrastructures, the natural and cultural heritage assets, the demographic trends, the state of the economy and society (including any previous experience in participation), the effects of climate change etc.

**Step 2 (Sociogram)** is the identification and mapping of the main and most relevant actors across different land uses in the local community, complementing the initial list of actors described in the pre-diagnosis. The result is a sort of photograph of all the actors, differentiated by their characteristics (institutional, social, economic, etc.) and their relations, affinities and degrees of involvement with the project. The Sociogram is a chart with two axes: the horizontal one is the degree of consensus for the purposes of the project (the improvement of soil quality or the overcoming of a soil challenge or threat); the vertical axis is the power or importance of those actors within the context. After the mapping, the relations between different actors are described including the possible alliances that can be activated in the near future.

**Step 3 (Diagnosis)** is structured across one or more local public workshops seeing an active participation of previously identified stakeholders. The workshops complement the Pre-Diagnosis results with additional reflections on the current and future state of soil issues and challenges. The so-called SWOT analysis (highlighting a territory's strengths, weaknesses, opportunities and threats) is the chosen tool for carrying out this self-assessment. It is recommended that very diverse actors take part in the public workshops, contributing with their different visions, powers and influences in accordance with the Sociogram previously developed. It is also recommended that the results of the Diagnosis are shared with all individuals and groups that have developed it. This step should lead to a diffused recognition of the situation and values of the territory, while at the same time increasing the participants' awareness of the place.

**Step 4 (Territorial Management Agreement)** crystallises the conclusions of the public workshop(s) into a pact for soil health, a protocol of intent or a memorandum of understanding, which becomes binding for all signatories. The Territorial Management Agreement will contain a set of local actions, which may be implemented at least in part during the lifetime of the Pilot Project.

**Step 5 (Replication)** consists of generating reflections and recommendations on the replication potential of the followed approach, within the same or in other territorial contexts.

Indicatively, the duration of the first 4 steps should not exceed 9 months while the last one should be allowed 3 months maximum.

To receive a more detailed description of the HuMUS methodology please contact: [humus@ugr.es](mailto:humus@ugr.es)

### **Technical tools to support the implementation of the Methodology**

On a voluntary basis, the participants in each Pilot Project may take benefit from the technical and scientific support offered by the network of experts of the HuMUS consortium, who will provide specific on-demand assistance, filtered by an assigned Mentor (see § 7.4 of the Call Text).

Additionally, some of the people involved in the execution of the Pilot Project may be part of the so-called **soil steward training programme**, which will be based on the contents of the following HuMUS deliverables (released at the end of the year 2023):

- Factsheets with quick and easy methods to carry soil health assessments
- Visual demonstration tool of the relationship between soil health and other ecosystem functions
- Overview of best practices in citizen and stakeholder engagement on the implementation of soil health at municipal and regional levels
- Compendium of soil health policies in selected partner countries
- Overview of best practices in sustainable soil management and soil health promotion
- Policy brief on S4 provisions and ESIF funding opportunities
- HuMUS partner territory factsheets
- Guidelines for applying to EU funding sources at regional and municipal levels

Furthermore, as HuMUS belongs to the EU Soil Mission community the participants in each Pilot Project may also take benefit from relevant results produced by the sister projects funded by the Mission (e.g. Prepsoil, Nati00ns, Benchmarks, Soilguard, etc.) with regard to the possibility of using specific soil health indicators, economic models or other tools developed by them.

## Annex H. Guidelines on how to use the ANCI Toscana / Goodgrants™ proposal submission platform

The HuMUS electronic submission system made available at the ANCI Toscana / Goodgrants™ platform, (see <https://anci-toscana.grantplatform.com/>) is the only valid means for submitting applications under the provisions of this Call.

Therefore, it is highly recommended to read this document carefully before starting to use the platform.

In this Annex, applicants will find instructions on how to register, log in, and fill the required information into the system, which will be open from **1 December 2023 at 12:00 CET (Brussels time) to 29 February 2024 at 17:00 CET (Brussels time)**.

During the period of time between the launch of the Call on 6 November 2023 and the opening of the electronic submission system, interested participants may use the courtesy application form (Annex A to the Call) to prepare all the needed contents to be uploaded at a later stage.

To finalise their application, participants will also have to upload to the system the following documents, without any of which the proposal will be declared not admissible:

- 1) Detailed Costs Breakdown (Annex B)
- 2) Signed Declaration of honour (Annex F)
- 3) Signed Privacy Statement (see Annex E)
- 4) Copy of the applicant's statute and/or law of establishment (in the original language), accompanied by a short summary in English.

Once ready, applicants may click "Submit" on the platform. Notification of reception will be immediate. Additionally, **they will be able to make changes and updates to a submitted proposal or its annexes until the Call deadline**, after which the platform will be closed. Based on the automatic time stamp, only the latest editions of received documents will be evaluated.

Applicants remain solely responsible, for completing all required fields of the proposal (Annex A) according to the Call provisions.

### **Technical information and system requirements**

GoodGrants™ is a web application which can be accessed with recent versions of most common browsers (e.g. Google Chrome, Safari, Mozilla Firefox). The functionality of the system follows the common standards of web applications for entering and submitting data.



## Access and registration

The HuMUS electronic submission system can be accessed at the following link: <https://anci-toscana.grantplatform.com/>

To use it, each applicant (or candidate) must first register by clicking on **“Log in or register”** on the platform homepage and provide a valid email address as shown below.



Log in or register

Email

Continue

ANCI Toscana

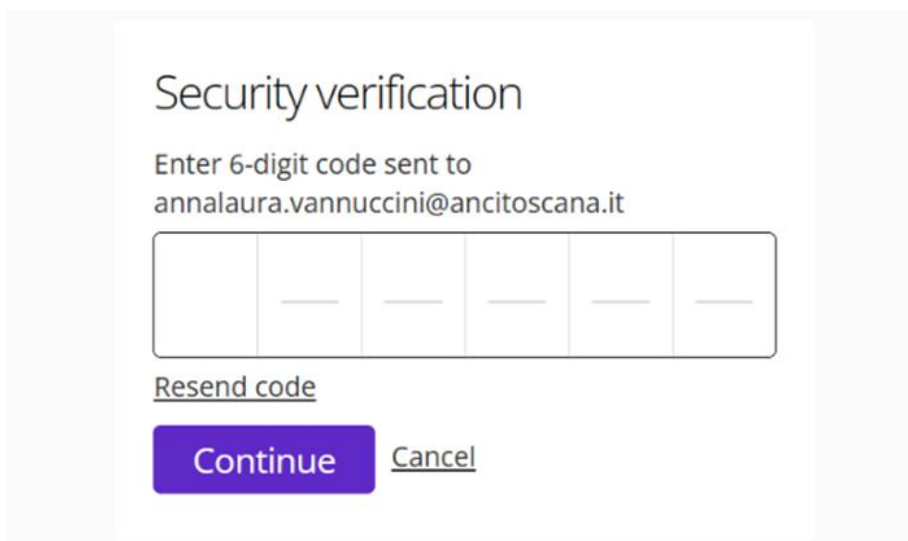
Start here

- 1 Register an account.
- 2 Start your application (save it in-progress).
- 3 Submit your application to be reviewed.

Best of luck!

For any questions, please contact [email](#)

Once you have entered your email address, you'll be asked to enter the 6-digit code sent to you for security verification, as in the screenshot below.



Security verification

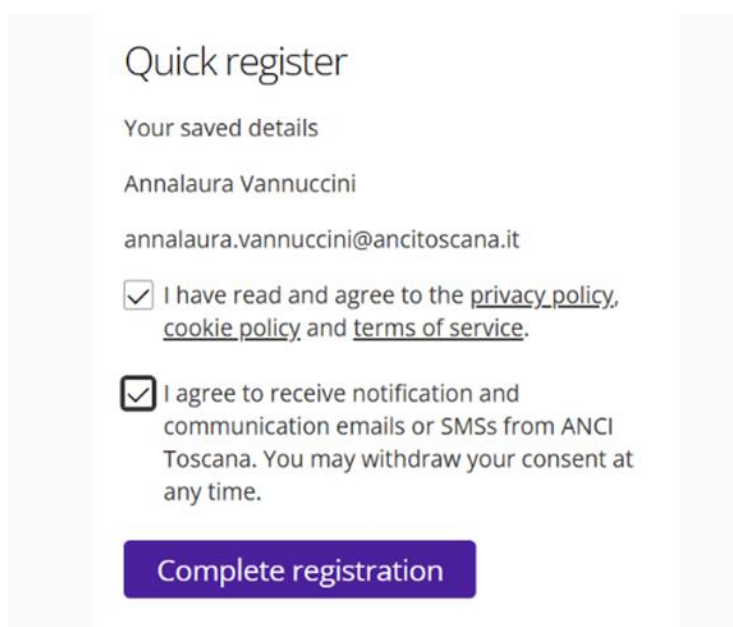
Enter 6-digit code sent to  
annalaura.vannuccini@ancitoscana.it

[Resend code](#)

Continue [Cancel](#)

Once you have entered the code correctly you will have to accept the cookie policy, the terms of service and agree to receive notification and communication emails or SMSs from ANCI Toscana, as in the following screenshot:

## HuMUS Open Call for Pilot Proposals



Quick register

Your saved details

Annalaura Vannuccini

annalaura.vannuccini@ancitoscana.it

I have read and agree to the [privacy policy](#), [cookie policy](#) and [terms of service](#).

I agree to receive notification and communication emails or SMSs from ANCI Toscana. You may withdraw your consent at any time.

[Complete registration](#)

Then a self-registration form will appear on the homepage containing the minimum system fields required for user accounts of any type:

- First name
- Last name
- Email address and/or mobile number
- Password

Any user can modify the automatically generated password by clicking on her/his name in the upper right corner of the screen.

A password recovery link (“Forgot password”) is also available on the homepage.

**Please note:** it is not obligatory that the registration is done by the legal representative, any person with the power of interacting with ANCI Toscana for the purposes of this Call can validly register. However, only one person per application will be enabled to operate with a user account. Changing the identity of the contact person will imply the restart of all activities and the cancellation of what was already done.

### **Filling in the application form**

At the top right of the screen, a timer is displayed, indicating the remaining time for a valid submission of your candidature. It will be your responsibility to ensure that you have completed all required sections and submitted your candidature before the deadline.

**Any attempt to submit a candidature after the deadline will be blocked by the system.**

## HuMUS Open Call for Pilot Proposals

We encourage all candidates to finalise their submissions well in advance to prevent any last-minute issues.

To create your application, first you should click on **“START APPLICATION”** under the **section “HuMUS”** of your dashboard, which has the same structure as Annex A to the HuMUS call for pilot proposals.

The menu of the application form looks as follows:

[Manage applications](#) → [HUMUS](#) → [Start application](#)

All questions must be answered, unless marked optional.

The screenshot shows a navigation menu with buttons for 'Start here', 'PART 1 - PROFILE', 'PART 2 - INNOVATION', 'PART 3 - VALUE OF PARTICIPATION', 'PART 4 - ECOSYSTEM', 'PART 5 - IMPLEMENTATION AND OUTCOMES', 'PART 6 - BUDGET', and 'PART 7 - ATTACHMENTS'. Below the menu is a section titled 'Administrative and general data' with a dropdown arrow. A description below reads: 'This section collects some administrative and general data on the main applicant, the co-applicants and their team(s)'. The main content area is titled '1.1 Main Applicant Data' and contains a 'Contact Person' section with input fields for 'First Name' and 'Last Name'.

Once you have entered the information required in every section, please click on the button **“Save + next”**, as in the screenshot below, to be transferred to the next section or part.

The screenshot shows a row of four buttons: 'Save + next' (purple), 'Save + close' (dark blue), 'Preview' (dark blue), and 'Submit application' (green). The 'Save + next' button is highlighted with a red border.

or click on the button **“Save + close”** to save the information entered and continue filling the application at a later stage, as in the screenshot below.

The screenshot shows a row of four buttons: 'Save + next' (purple), 'Save + close' (dark blue), 'Preview' (dark blue), and 'Submit application' (green). The 'Save + close' button is highlighted with a red border.

**Please note that the GoodGrants™ platform does not auto-save, so please make sure to save your progress frequently to avoid any loss of information.**

## Uploading the documents supporting the candidature

Once you have entered all the required information in each section or part, please click on the button **“Save + next”**, to be transferred to the sections entitled “Budget” and “Attachments” and upload the requested documents. Each document must be uploaded using the “Drag and Drop” or the “Select file” function, as in the following screenshots:

Please note that the **max. size of each document is 10 MB**. In case of you needing to upload multiple files, you are requested to merge them into a single document, preferably in PDF version.

In the last two sections or parts, you will be asked to upload files corresponding to the following annex and documents:

- **Annex B:** Detailed Breakdown of planned costs

*Only the main applicant (single or leader of a joint application) is requested to upload the Detailed Costs Breakdown including the costs of all the co-applicants.*

- **Annex E:** Signed Privacy Statement

*Single applicants are requested to upload the Signed Privacy Statement signed by the legal representative. The main applicant of a joint proposal is requested to also upload the Signed Privacy Statements of each co-applicant.*

- **Annex F:** Declaration of Honour

*Single applicants are requested to upload the Declaration of Honour signed by the legal representative. The main applicant of a joint proposal is requested to also upload the Declarations of Honour of each co-applicant.*

- **A copy of the applicant’s statute and/or law of establishment** (in the original language), accompanied by a **short summary in English**.

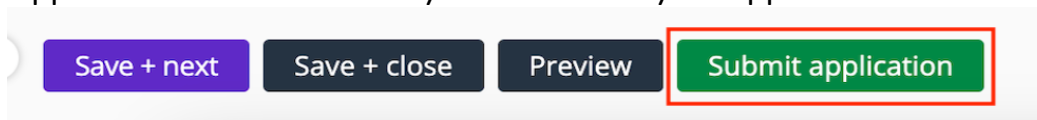
*Only the main applicant (single or leader of a joint application) is requested to include here the mentioned documentation.*

The corresponding templates are available in the HuMUS call text, and a downloadable version in the HuMUS call webpage (<https://humus-project.eu/open-call/>).

**Please, do not forget to save the attachments, by clicking on the button “Save + next” or “Save + close”.**

## Submission and update of the proposal

Once all required fields have been completed within an application, you can click the “Submit application” button from any tab to submit your application.



**Please note that updates to a submitted proposal or its annexes are allowed until the Call deadline.** Only the latest editions of the documents will be evaluated.

## Technical assistance and FAQs

Should you encounter any technical issues or require clarifications on the application process, please reach out to our support team via the contact email provided on the platform, or the HuMUS contact: [info@humus-project.eu](mailto:info@humus-project.eu).

You can also take advantage of the dedicated page on the HuMUS’s official website: <https://humus-project.eu/faq/>.