



European
Commission

EUROPEAN CAPITAL OF INNOVATION

A place to bring
ideas to life



PRIZE ENTRY TEMPLATE

Entry (Part B)

Version 1.0

22 March 2017

Disclaimer:

This document is aimed at informing potential contestants for the European Capital of Innovation 2017 prize. It serves only as an example. The actual web forms and templates, provided in the online submission system under the Participant Portal, might differ from this example. Applications must be prepared and submitted via the online submission system.




Part B Application for European Capital of Innovation Award 2017

You must follow the structure of this template when preparing your application. It has been designed to ensure that the important aspects of your application are presented in a way that will enable the experts to make an effective assessment against the evaluation criteria.

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. If your application is positively evaluated, you might be asked to provide additional documentation during the hearings.

Your response to the award criteria should be brief and exhaustive. A maximum of **4000 characters** is allowed per criterion with spaces and line breaks included (except for the abstract). The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

 **Page limit: The entire part B should not be longer than 30 pages.** All tables, figures, references and any other element must be included as an integral part of relevant sections or in the annex, and are thus counted against this page limit.

The page limit will be applied automatically; therefore you must remove this instruction page before submitting. If you attempt to upload an application longer than the specified limit, you will receive an automatic warning, and will be advised to shorten and re-upload the application. After submission, any excess pages will be overprinted with a 'watermark', indicating to evaluators that these pages must be disregarded.

Please respect the characters and page limits and do not take it as a target either! It is in your interest to keep your text as concise as possible, since experts rarely view unnecessarily long applications in a positive light.

Structure of your application:

COVER PAGE with

Title of application and acronym:

List of contestant(s)

Contestant No *	Organisation name	Country
1 Contestant		
2 Other partners, if any		
3		
...		

* Please use the same contestant numbering as that used in the administrative application forms.

ABSTRACT

The abstract should, at a glance, provide a clear understanding why you believe that you excelled with regard to the objectives of the prize. It must be short and precise and should not contain confidential information. The abstract must be written in English. There is a limit of **2000 characters** (spaces and line breaks included).

Fill your text in this box

Please describe how you meet the award criteria mentioned below. Please stick to the facts (maximum characters allowed per window: 4000 – with spaces and line breaks included).

1. AWARD CRITERION - EXPERIMENTING:

Please describe in the following paragraph the innovative concepts, processes, tools, and governance models your city is implementing as a test-bed for innovation. Explain how your city is mainstreaming these innovative practices into the urban processes.

Fill your text in this box

2. AWARD CRITERION - ENGAGING:

Please describe in the following paragraph how your city offers increased opportunities to citizens to innovate and ensures the uptake of their ideas.

Fill your text in this box

3. AWARD CRITERION - EXPANDING:

Please describe in the following paragraph how your city is attracting new talents, resources, funding, investments through its innovative practices, and how this helps your city become a role model for other cities.

Fill your text in this box

4. AWARD CRITERION - EMPOWERING:

Please describe in the following paragraph the concrete and measurable added value directly connected to the innovative practices described above. Please provide facts and figures about concrete achievements.

Fill your text in this box

ANNEXES

You can add any additional information, including tables, lists and links to publications or videos, either in the relevant sections or here. If relevant, you can also mention any idea or plan on how the prize money would be used if awarded to your city.

Use this space for additional relevant information

Please remember the entire part B should not be longer than 30 pages.