Open Call for establishing a Living Labs Network

**Proposal template**





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| --- |
| ***IMPORTANT: The allowed font type is “Arial” and the minimum font size is 11 points, the paragraph spacing 6pt and the line spacing single. The page size is A4, and all margins (top, bottom, left and right) must be at least 15 mm (not including any footers or headers). Proposals that do not comply with these requirements will be excluded from evaluation as non-eligible.******The total length of the entire proposal, including the tables on Costs justification and funding (paragraph 6), must not be more than 25 pages. Removing explanatory text in the proposal template, located below the paragraph sub-titles is allowed. External evaluators are instructed to dismiss the pages after the 25th page from the evaluation.*** |

# General information

*This information is mandatory and will be used by the evaluation committee to assess the suitability and expertise of the applicants.*

## 1.1 General details

|  |  |
| --- | --- |
| **Proposal title** |  |
| **Proposal Acronym** |  |

## 1.2 Executive Summary

*Please provide a brief overview of the proposal (objectives and expected outcomes) [max 1000 characters]*

|  |  |
| --- | --- |
| **Executive Summary of ECO-READY Living Lab** |  |

## 1.3 Living Lab Partnership

*The partnership shall be composed of at least 2 and maximum 5 partners in total. Please keep only the tables according to the number of partners involved and delete the ones not completed (example: If your consortium is composed of 3 partners delete tables of partners 4 and 5).*

**Partner 1/ Coordinator**

|  |  |
| --- | --- |
| **Company/Organization name** |  |
| **Sector/Expertise** | **Food Security** | ☐  |
| **Biodiversity** | ☐  |
| **Climate change** | ☐  |
| **Full address** |  |  |
| **VAT Number** |  |  |
| **Type of partner (you may select more than one option if applicable)** | **Scientific** | ☐ |
| **Technical** | ☐ |
| **Commercial** | ☐ |
| **Community of Users** | ☐ |
| **Policy Maker** | ☐ |
| **Legal representative** |  |
| **email** |  |
| **Contact phone** |  |
| **Contact Person**  |  |

**Partner 2**

|  |  |
| --- | --- |
| **Company/Organization name** |  |
| **Sector/Expertise** | **Food Security** | ☐  |
| **Biodiversity** | ☐  |
| **Climate change** | ☐  |
| **Full address** |  |  |
| **VAT Number** |  |  |
| **Type of partner (you may select more than one option if applicable)** | **Scientific** | ☐ |
| **Technical** | ☐ |
| **Commercial** | ☐ |
| **Community of Users** | ☐ |
| **Policy Maker** | ☐ |
| **Legal representative** |  |
| **email** |  |
| **Contact phone** |  |
| **Contact Person**  |  |

**Partner 3**

|  |  |
| --- | --- |
| **Company/Organization name** |  |
| **Sector/Expertise** | **Food Security** | ☐  |
| **Biodiversity** | ☐  |
| **Climate change** | ☐  |
| **Full address** |  |  |
| **VAT Number** |  |  |
| **Type of partner (you may select more than one option if applicable)** | **Scientific** | ☐ |
| **Technical** | ☐ |
| **Commercial** | ☐ |
| **Community of Users** | ☐ |
| **Policy Maker** | ☐ |
| **Legal representative** |  |
| **email** |  |
| **Contact phone** |  |
| **Contact Person**  |  |

**Partner 4**

|  |  |
| --- | --- |
| **Company/Organization name** |  |
| **Sector/Expertise** | **Food Security** | ☐  |
| **Biodiversity** | ☐  |
| **Climate change** | ☐  |
| **Full address** |  |  |
| **VAT Number** |  |  |
| **Type of partner (you may select more than one option if applicable)** | **Scientific** | ☐ |
| **Technical** | ☐ |
| **Commercial** | ☐ |
| **Community of Users** | ☐ |
| **Policy Maker** | ☐ |
| **Legal representative** |  |
| **email** |  |
| **Contact phone** |  |
| **Contact Person**  |  |

**Partner 5**

|  |  |
| --- | --- |
| **Company/Organization name** |  |
| **Sector/Expertise** | **Food Security** | ☐  |
| **Biodiversity** | ☐  |
| **Climate change** | ☐  |
| **Full address** |  |  |
| **VAT Number** |  |  |
| **Type of partner (you may select more than one option if applicable)** | **Scientific** | ☐ |
| **Technical** | ☐ |
| **Commercial** | ☐ |
| **Community of Users** | ☐ |
| **Policy Maker** | ☐ |
| **Legal representative** |  |
| **email** |  |
| **Contact phone** |  |
| **Contact Person**  |  |

# Proposal description

## 2.1 Geographical Region & Products Selection

* *Describe how the Living Lab project will attend the Biogeographical & Product Specialization that ECO-READY expects; In the following two tables check and specify the products you will investigate:*

|  |
| --- |
| First group of product categories **(select at least 3 out of 5)** |
| 1. | Animal products | ☐  | Specify: |
| 2. | Honey and apiculture | ☐  | Specify: |
| 3. | Animal feed crops | ☐  | Specify: |
| 4. | Fruits and vegetables | ☐  | Specify: |
| 5. | Cereals and grains | ☐  | Specify: |

|  |
| --- |
| Second group of product categories **(select at least 2 out of 3 in a *single* region). Each applying Living Lab will have to focus on only one of the four bio-climatic zones.**  |
| * *Mediterranean and South Western European Region*
 |
| 1. | Fish and aquaculture | ☐  | Specify: |
| 2. | Olives | ☐  | Specify: |
| 3. | Legumes | ☐  | Specify: |
| * *Scandinavian and Baltic Sea Region*
 |
| 1. | Fish | ☐  | Specify: |
| 2. | Sugar beets | ☐  | Specify: |
| 3. | Rapeseed | ☐  | Specify: |
| * *Central and Eastern European Region*
 |
| 1. | Red clover | ☐  | Specify: |
| 2. | Sugar beets | ☐  | Specify: |
| 3. | Sunflower | ☐  | Specify: |
| * *North-Western European Region*
 |
| 1. | Rapeseed | ☐  | Specify: |
| 2. | Mushrooms and truffles | ☐  | Specify: |
| 3. | Aquaculture | ☐  | Specify: |

*Additional 6th product: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (optional)*

## 2.2 General description

*Briefly describe the background of your application and how the proposed activities address the topics of the Open Call for establishing Living Labs. For the selected bio-climatic region that your LL will focus on, describe the interconnections among food security drivers, climate change, natural resources and biodiversity and their compound impact for the selected food products. Provide supporting quantitative and qualitative data on why each food/ crop is vital for the future food system of your region.*

## 2.3 Objectives

*Write the key objectives of the proposed plan of activities. Identify the gaps and the data requirements necessary for understanding the drivers that shape the food security system in the selected region and describe how the LL will address them.*

## 2.4 Work plan and activities

*Draft the work plan and key activities of the proposal including a clear timeline. This work plan should address the 3 key phases of implementation plan in the Applicants’ Guide:*

*Phase 1. Design, demonstrate your Activity Plan (M01-M06)*

*Phase 2. Development, demonstrate results/outcomes (M07-M17)*

*Phase 3. Impact, Sustainability Plan (M18-M24)*

*Please add a timeline or Gantt chart to illustrate the proposed work plan.*

## 2.5 Expected results and deliverables

*Describe the deliverables that the proposal will achieve and deliver. Describe the key expected results from the testing of the project’s quantified scenarios that will be provided by ECO-READY. Propose SMART indicators, where appropriate, to make the main objectives and expected results measurable.*

*Please keep in mind that there are already three mandatory deliverables (Activity Plan, Demonstration results/outcomes, Final report with sustainability plan), summarizing each of the phases of the implementation and are tied with the payment. However, you can add additional deliverables in each of the implementation phases if you wish to.*

## 2.6 Consortium composition

*Explain briefly what the main competences and experience of each partner in the consortium are and how they are relevant for the delivery of the proposed solution. Please refer to paragraph 3.5.2 of the Open Call Applicants Guide and specifically:*

* *Appropriateness of the skills and experience of the team. More specifically: relevant experience in EU funded projects, familiarity with EU agricultural, environmental, and climate policies (e.g. proximity to Natura 2000 sites, beneficiaries of CAP subsidies), ability to collect primary and secondary data for the environmental and the social LCA and willingness to share the socially-sensitive information, proven experience with stakeholder participatory approach for food security, biodiversity and climate foresight scenarios, demonstrated openness to implementing food production or farm economics in the context of experimentation and paradigm shifting approaches, capacity to perform social and environmental data analysis based on different scenarios.*
* *Necessary resources (e.g. availability of personnel, infrastructure, equipment) in order to participate in events/ workshops/ info days/ behavioural experiments and engage with stakeholders.*

## 2.7 Living Lab Challenge

*Describe the Living Lab challenge.*

*Special attention should be paid to the following elements:*

* *Describe how the Living Lab will co-create five (5) indicative model-based scenarios;*
* *Describe how the Living Lab will test these scenarios relevant to climate-related challenges, such as: exposure to climate shocks, management of water and land resources etc;*
* *Describe which is the Living Lab contribution to the development of contingency plans for the selected food products for ensuring food supply & security;*

## 2.8 Living Labs Contribution to policy making

*Describe how the Living Lab will contribute to the making of data-driven policy recommendations (long- term and mid-term) to improve food security and biodiversity.*

# Other aspects

## 3.1 Impact on ECO-READY ecosystem

*Describe how the proposal aims to create an impact on target stakeholders (i.e., consumers of food products; farmers, food processors, and retailers as "owners" of the food security problems; policy makers at local, regional, and central European level). Formulate a few important KPIs, with which the impact could be measured.*

## 3.2 Environmental and other sustainability impacts

*Describe the environmental and other sustainability impacts on improved modularity and biodiversity. Describe how your project and proposed activities will address challenges related to climate change adaptation in your region/ country and beyond. Demonstrate the contribution to the development of resilient food systems (e.g., Eight qualities of Resilient Systems).*

## 3.3 Financial impact

*Describe any relevant implication and support from public or private entities. Explain additional financial support you received from public or private resources for the development of this solution, and your approach to further fundraising in the future.*

## 3.4 Post project Living Lab sustainability

*Provide input for the development of the post project business and sustainability plan. Please name the partner who will take up the role of “exploitation actor”. More specifically, this partner will participate in the activities related to the post-project sustainability of the ECO-READY LLs network.*

## 3.5 Multi-actors’ involvement

*Demonstrate how the proposed Living Lab will provide the necessary regional transdisciplinary settings to bring together farmers, policymakers, scientists, social stakeholders, the agri-food industry and other interested partners in the co-design, monitoring and evaluation of new/existing agricultural practices or technologies on working landscapes to improve their effectiveness and early adoption. Describe to what extent the different actors of the agri-food chain/end-users are involved in the proposed activities.*

*Describe potential dissemination activities the Living Lab will undertake to raise public awareness about the problem faced by the regional agrifood sector.*

## 3.5 Ethical issues

*Describe how you will comply with European Union ethical rules/principles by following an “ethics by design”-way of working, whereby ethical and legal principles, on the basis of GDPR, competition law compliance, absence of data bias are implemented since the beginning of the design process.*

# 4. Costs justification and funding

## 4.1 Deliverables List

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Deliverable Name/Description | Type | Delivery Date | Phase | Overall Cost (€)[[1]](#footnote-1) | Note |
| 1 | Design- Deliver an activity plan | R[[2]](#footnote-2) | M06 | DESIGN |  | Cannot exceed 30% of the overall budget |
| 2 | Development- Implement the activities/Demonstrate the results and outcomes | R | M17 | DEVELOPMENT |  | Cannot exceed 40% of the overall budget |
| 3 | Impact - Finalize activities and draft a sustainability plan | R | M24 | IMPACT |  | Cannot exceed 30% of the overall budget |
| Total Deliverables Cost |  | 100% |

## 4.2 Budget and cost justification

Note that all costs must be entered in EUR currency, in the full amount, e.g., 50,000.00 EUR. VAT is eligible as a cost, except when the beneficiary can deduct or refund the VAT.

A minimum 7% of the LLs’ funding will be allocated to the deployment of activities such as organization of info days, workshops and informal events to promote the ECO READY results.

*Please keep only the tables according to the number of partners involved and delete the ones not completed (example: If your consortium is composed of 3 partners delete tables of partners 4 and 5).*

**Partner 1**:

|  |  |  |
| --- | --- | --- |
| **Categories of expenses** | **Proposed Budget**  | **Justification** |
| **Personnel Costs[[3]](#footnote-3)** |  |  |
| **Travel Costs[[4]](#footnote-4)** |  |  |
| **Equipment Costs[[5]](#footnote-5)**  |  |  |
| **Other goods/services** |  |  |
| **Subcontracting[[6]](#footnote-6)** |  |  |
| **Indirect costs[[7]](#footnote-7)** |  |  |
| **Total Costs[[8]](#footnote-8)** |  |  |

**Partner 2**:

|  |  |  |
| --- | --- | --- |
| **Categories of expenses** | **Proposed Budget**  | **Justification** |
| **Personnel Costs[[9]](#footnote-9)** |  |  |
| **Travel Costs[[10]](#footnote-10)** |  |  |
| **Equipment Costs[[11]](#footnote-11)**  |  |  |
| **Other goods/services** |  |  |
| **Subcontracting[[12]](#footnote-12)** |  |  |
| **Indirect costs[[13]](#footnote-13)** |  |  |
| **Total Costs[[14]](#footnote-14)** |  |  |

**Partner 3**:

|  |  |  |
| --- | --- | --- |
| **Categories of expenses** | **Proposed Budget**  | **Justification** |
| **Personnel Costs[[15]](#footnote-15)** |  |  |
| **Travel Costs[[16]](#footnote-16)** |  |  |
| **Equipment Costs[[17]](#footnote-17)**  |  |  |
| **Other goods/services** |  |  |
| **Subcontracting[[18]](#footnote-18)** |  |  |
| **Indirect costs[[19]](#footnote-19)** |  |  |
| **Total Costs[[20]](#footnote-20)** |  |  |

**Partner 4**:

|  |  |  |
| --- | --- | --- |
| **Categories of expenses** | **Proposed Budget**  | **Justification** |
| **Personnel Costs[[21]](#footnote-21)** |  |  |
| **Travel Costs[[22]](#footnote-22)** |  |  |
| **Equipment Costs[[23]](#footnote-23)**  |  |  |
| **Other goods/services** |  |  |
| **Subcontracting[[24]](#footnote-24)** |  |  |
| **Indirect costs[[25]](#footnote-25)** |  |  |
| **Total Costs[[26]](#footnote-26)** |  |  |

**Partner 5**:

|  |  |  |
| --- | --- | --- |
| **Categories of expenses** | **Proposed Budget**  | **Justification** |
| **Personnel Costs[[27]](#footnote-27)** |  |  |
| **Travel Costs[[28]](#footnote-28)** |  |  |
| **Equipment Costs[[29]](#footnote-29)**  |  |  |
| **Other goods/services** |  |  |
| **Subcontracting[[30]](#footnote-30)** |  |  |
| **Indirect costs[[31]](#footnote-31)** |  |  |
| **Total Costs[[32]](#footnote-32)** |  |  |

**Summary table of proposed budget of all partners:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Categories of expenses** | **Partner 1** | **Partner 2** | **Partner 3** | **Partner 4** | **Partner 5** | **Total** |
| **Personnel Costs** |  |  |  |  |  |  |
| **Travel Costs** |  |  |  |  |  |  |
| **Equipment Costs** |  |  |  |  |  |  |
| **Other goods/services** |  |  |  |  |  |  |
| **Subcontracting** |  |  |  |  |  |  |
| **Indirect costs** |  |  |  |  |  |  |
| **Total Costs** |  |  |  |  |  |  |
| **% of the total budget**  |  |  |  |  |  | **100 %** |

1. It includes the overall costs associated with the respective deliverable (personnel, travel, equipment, other, subcontracting and indirect costs) in Euros [↑](#footnote-ref-1)
2. R - report [↑](#footnote-ref-2)
3. Cost of the personnel realizing the deliverables. [↑](#footnote-ref-3)
4. Travel costs necessary for the execution of the sub-project. [↑](#footnote-ref-4)
5. Only the depreciation cost of the equipment should be included. [↑](#footnote-ref-5)
6. In case of subcontracting this should be clearly justified. [↑](#footnote-ref-6)
7. Indirect costs (overheads) could be up to 25% of the direct cost. **Subcontracting is not included in indirect cost calculation.** [↑](#footnote-ref-7)
8. Each project can receive up to 400k euro and each party within the project will have a budget between 60-200k euro. Total cost should be equal to total deliverables cost. [↑](#footnote-ref-8)
9. Cost of the personnel realizing the deliverables. [↑](#footnote-ref-9)
10. Travel costs necessary for the execution of the sub-project. [↑](#footnote-ref-10)
11. Only the depreciation cost of the equipment should be included. [↑](#footnote-ref-11)
12. In case of subcontracting this should be clearly justified. [↑](#footnote-ref-12)
13. Indirect costs (overheads) could be up to 25% of the direct cost. **Subcontracting is not included in indirect cost calculation.** [↑](#footnote-ref-13)
14. Each project can receive up to 400k euro and each party within the project will have a budget between 60-200k euro. Total cost should be equal to total deliverables cost. [↑](#footnote-ref-14)
15. Cost of the personnel realizing the deliverables. [↑](#footnote-ref-15)
16. Travel costs necessary for the execution of the sub-project. [↑](#footnote-ref-16)
17. Only the depreciation cost of the equipment should be included. [↑](#footnote-ref-17)
18. In case of subcontracting this should be clearly justified. [↑](#footnote-ref-18)
19. Indirect costs (overheads) could be up to 25% of the direct cost. **Subcontracting is not included in indirect cost calculation.** [↑](#footnote-ref-19)
20. Each project can receive up to 400k euro and each party within the project will have a budget between 60-200k euro. Total cost should be equal to total deliverables cost. [↑](#footnote-ref-20)
21. Cost of the personnel realizing the deliverables. [↑](#footnote-ref-21)
22. Travel costs necessary for the execution of the sub-project. [↑](#footnote-ref-22)
23. Only the depreciation cost of the equipment should be included. [↑](#footnote-ref-23)
24. In case of subcontracting this should be clearly justified. [↑](#footnote-ref-24)
25. Indirect costs (overheads) could be up to 25% of the direct cost. **Subcontracting is not included in indirect cost calculation.** [↑](#footnote-ref-25)
26. Each project can receive up to 400k euro and each party within the project will have a budget between 60-200k euro. Total cost should be equal to total deliverables cost. [↑](#footnote-ref-26)
27. Cost of the personnel realizing the deliverables. [↑](#footnote-ref-27)
28. Travel costs necessary for the execution of the sub-project. [↑](#footnote-ref-28)
29. Only the depreciation cost of the equipment should be included. [↑](#footnote-ref-29)
30. In case of subcontracting this should be clearly justified.

 [↑](#footnote-ref-30)
31. Indirect costs (overheads) could be up to 25% of the direct cost. **Subcontracting is not included in indirect cost calculation.** [↑](#footnote-ref-31)
32. Each project can receive up to 400k euro and each party within the project will have a budget between 60-200k euro. Total cost should be equal to total deliverables cost. [↑](#footnote-ref-32)