

## **FAQs Call for Applications**

### **How often do I have to travel?**

This largely depends on the activities your municipality takes part in.

All municipalities are invited to participate in a total of six regional workshops (Group “Southern Europe” in Greece or Portugal OR Group “CEE” in the Czech Republic, Poland or Romania). Furthermore, all municipalities will be invited to participate in two European City Conferences (in 2019 and 2021).

If your municipality takes part in the partnership programme with a German partner city, there will be two bilateral meetings in each year of the project (six bilateral meetings in total, which take place in the partner cities).

### **How long will the workshops take?**

The official programme of the thematic regional workshops is not supposed to last more than two days. Adding to this may come travel time to and from hosting municipality.

### **What will be my role during the workshop?**

Your municipality could host a regional workshop.

In the workshops, the participants are given the opportunity to develop knowledge and key skills in the selected thematic fields of local climate and energy action. Presentations by experts, interactive group exercises and field trips will be the typical activities of these workshops. If a municipality has expertise in a given field, it can give an input – the extent of the input will be defined in cooperation with the organisation in charge. This is especially the case if a municipality wishes to host a workshop.

### **Should I participate in all the activities personally?**

In order to establish a reliable network between partners and for the sake of knowledge management in your own city, it may be of considerable advantage to have one person or more that can take part in the activities regularly. It is not mandatory for *one single* person to be present at all project events and workshops. It is only advised to have at least one regular attendant. The municipality is strongly invited to use the opportunities provided by the project and attend all activities.

### **It's a big commitment. What do I get from it?**

This project is an opportunity for your municipality to move closer to its local development objectives in a sustainable, climate-friendly manner: we would like to support you in achieving clean and reliable energy supply, finding solutions to air pollution while reducing greenhouse gas emissions, accelerating clean mobility, reducing energy poverty, reaching out to your population and businesses, directing your investments towards sustainable solutions that will bring long-lasting benefits to your citizens, developing incentive mechanisms for cutting energy costs in schools, etc. We believe that many solutions are already out there, being tested by your peers, and that through close dialogue and advisory services, they can be made available to your municipality.

### **Do I have to pay for my own travel, hotel rooms and food?**

The cost for travels, hotel rooms and food will be organised and covered by the project. However, there will be a limited number of participants for each municipality when it comes to outbound travels.

### **What other costs do I have to bear?**

Costs that are not directly incurred by your participation in the project events (e.g. meals outside the program) will not be covered by the project.

### **What is the working language during the workshops, conferences, and bilateral city partnership meetings?**

The contact person representing your municipality should feel comfortable undertaking simple communication with peers in English. However, simultaneous translation may be provided, especially at thematic workshops and city partnership meetings, so that everybody feels comfortable during in-depth, technical discussions.

**What sort of projects should be developed?**

The scope of projects that may be developed is broad. However, the projects must have a clear effect in terms of reducing greenhouse gas emissions and be located in one of the following areas: development and use of sustainable energy sources, energy efficiency, sustainable mobility, fight against air pollution, waste management, sustainable urban planning, education and raising awareness on climate action.

**Can I get funding for the measures I want to develop?**

There will be no direct payment or subsidy from the project for the implementation of investive measures in the municipalities. However, you will be supported with technical expertise, on-the-job coachings and where appropriate in looking for external funding.

Logistical and technical support is foreseen for each municipal partnership in order to help you kick-start the joint activities.

**My municipality is from Portugal / Greece / Poland. Can schools join the project?**

Schools from Germany, Czech Republic, Romania and Bulgaria may join the project activities. There is no dedicated support for schools from Portugal, Greece and Poland. However, there may be opportunities for you develop similar energy saving projects in your municipality, based on the experience made in Germany, Czech Republic, Romania and Bulgaria.

**What if our schools are not interested or ready to participate in the project?**

This is not an exclusion criterion for participation in the project. However, we encourage schools to become part of the project as they are among the larger energy consumers in the community.

**What are the tasks for the participating schools?**

The schools will run - under the supervision of experts - an energy saving project in their school building. Main target is to save energy by changing user behavior. With German partner schools, they will exchange knowledge and experiences in climate action activities and carry out climate action days. The pedagogical and technical staff of the schools participate in 3 day educational programs. The results of the project will be presented on public events.

**Can I jointly apply with my partner city?**

Joint applications are possible and encouraged. In this case, please indicate the name of the partner city, and mark as joint application in the application form. Five partnerships will be supported within this project.

**Is there a contract to sign?**

Yes, municipalities that will be selected will be asked to sign a cooperation agreement.

**Should my mayor support this application?**

Yes, please discuss the application for this project with your hierarchy. At the stage of selection, we will only ask you to certify that your mayor or another person in your institutional structures supports this application. Upon selection you will be asked to sign a cooperation agreement.