



Project Title:

frontierCities: European Cities Driving the Future Internet

Call Guidelines for Applicants

Grant Number:

632853

FrontierCities Consortium Partners

Table of Contents:

1.0	Introduction:	4
1.1.	<i>Overview of the Guidelines for Applicants</i>	4
1.2.	<i>Overview of Additional Guidance Materials</i>	4
1.3.	<i>Background Information on the Future Internet Public Private Partnership (FI-PPP)</i>	5
Part A: Guide to Filling in the Call Application (Step 1)		7
2.	Advice on Application Questions	7
2.1.	<i>Guidance Points Regarding Question 1 - The Problem</i>	7
2.2.	<i>Guidance Points Regarding Question 2 - The Solution</i>	8
2.3.	<i>Guidance Points Regarding Question 3 - The Technology</i>	9
2.4.	<i>Guidance Points Regarding Question 4 - The Market</i>	10
2.5.	<i>Guidance Points Regarding Question 5 - The People</i>	11
3.	Factors to Consider when Drafting an Application	13
3.1.	<i>Call Domains</i>	13
3.2.	<i>City Focus</i>	13
3.3.	<i>Advice for Submitting an Application</i>	14
Part B: General Information		15
4.	Applicant Eligibility	15
4.1.	<i>Broad Eligibility Criteria</i>	15
4.2.	<i>Definition of SME</i>	15
4.3.	<i>Definition of a Start-Up</i>	15
4.4.	<i>Definition of Web-Developers or Web-Entrepreneur</i>	16
4.5.	<i>Eligible Countries</i>	16
5.	Information Pre-Submission	17
5.1.	<i>Important Dates</i>	17
5.2.	<i>Project Funding</i>	17
5.3.	<i>Projects Duration</i>	18
5.4.	<i>Applicant Registration</i>	18
5.5.	<i>Call Submission Platform (F6S)</i>	18
5.6.	<i>Language</i>	18
5.7.	<i>Documentation Formats</i>	18
5.8.	<i>Origin of the Funds:</i>	18

5.9.	<i>frontierCities and the Applications to Other FI-PPP Accelerators</i>	19
6.	Evaluation Process	20
6.1.	<i>Overview of the Evaluation Process</i>	20
6.2.	<i>Scoring Thresholds</i>	20
6.3.	<i>Communication</i>	20
6.4.	<i>Negotiation</i>	21
7.	Contact Points at frontierCities	22

1.0 Introduction:

1.1. Overview of the Guidelines for Applicants

This document should be read in conjunction with the frontierCities Call Document, prior to submitting an application. Together both these documents provide applicants with an overview of how to submit a high quality proposal for funding.

This document has been divided into **two sections**.

1. **Part A** provides **guidance on the 5 Questions to be answered in Step 1 of the frontierCities Call application process**. It is extremely important that interested Applicants read this carefully.
2. **Part B** will provides important eligibility-related information and general information on:
 - i. Eligibility Criteria
 - ii. Information Pre-Submission
 - iii. Submission Process
 - iv. Evaluation and Selection Process
 - v. Contact Points at the frontierCities Accelerator

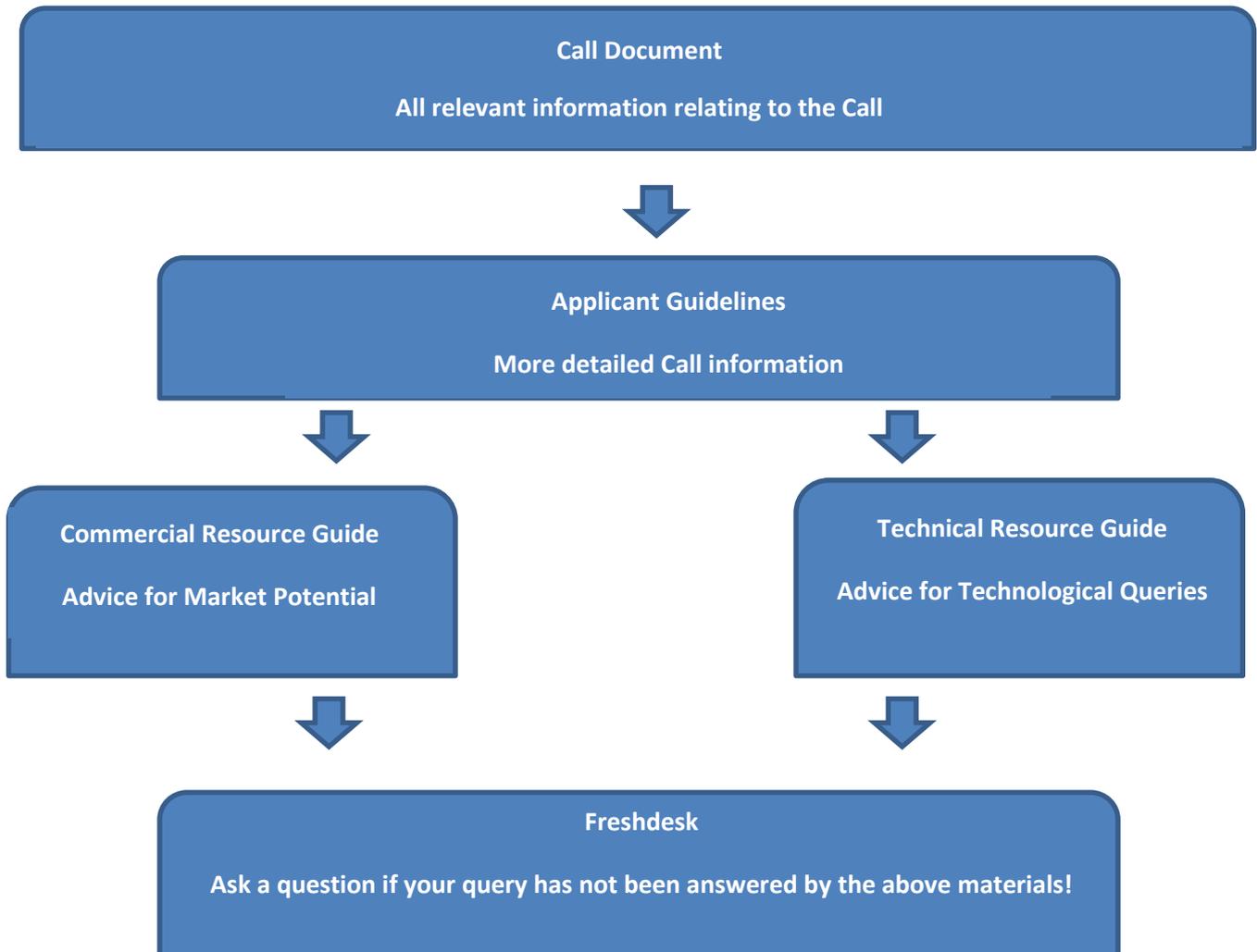
1.2. Overview of Additional Guidance Materials

In order to ensure applicants have the capacity to submit a high-quality application, frontierCities has provided a number of online resources to assist applicants with their queries. These materials should be considered vital resources which each applicant should review to ensure they acquire an understanding of how best to submit a successful proposal.

- i. **Call Document:** Outlines the relevant information relating to the frontierCities Call
- ii. **Guidelines for Applicants** (This Document): Provides additional information, complimentary to the Call Document.
- iii. **Technical Resource Guide:** Outlines key information relating to the technological components of frontierCities and the key factors which a successful application should address.
- iv. **Commercial Resource Guide:** Provides an overview of the key information relating to the market potential and commercialisation factors which a successful application should address.
- v. **frontierCities HelpDesk - Freshdesk:** The frontierCities freshdesk site provides applicants with a facility to answer their questions relating to frontierCities. This resource contains a selection of FAQs and enables applicants to submit their own questions. The freshdesk facility is available at www.frontiercities.freshdesk.com/support/home

The resources listed above will be made available on the F6S Platform once the Call for proposals has been launched.

Illustration 1: Breaking down of Call Guidance Materials and Resources



1.3. Background Information on the Future Internet Public Private Partnership (FI-PPP)

frontierCities is funded by the European Union under the 7th Framework Programme. frontierCities operates as an accelerator to promote the use of FIWARE (Future Internet Ware) under the Future Internet Public Private Partnership and belongs to the Phase III Projects. There are a total of 16 accelerators, often referred to as the A16, who all promote the use of FIWARE¹ across a number of

¹ FIWARE is an innovative, open-cloud based infrastructure for cost-effective creation and delivery of Future Internet Applications and services. FIWARE API Specifications are public and royalty-free, driven by the development of an open

sectors/industries including Smart Cities, Factories, Logistics, eHealth, Digital Content and Energy. The FI-PPP follows an industry-driven, holistic approach encompassing R&D on network and communication infrastructures, devices, software, services and media technologies. Collectively the FI-PPP Phase III projects are providing €80 million worth of funding to promote the use of FIWARE. In parallel, it promotes their experimentation and validation in real application contexts, bringing together demand and supply and involving users early in the research lifecycle.

The creation of a sustainable innovative ecosystem is created through FI-Lab, which is a working example of FIWARE that enables free experimentation with technology. FI-Lab further provides a facility which enables application sponsors, such as application customers, public administrations and investors, and application developers and web-entrepreneurs, SMEs and Start-Ups to meet one another.

FI-PPP and particularly the Phase III Projects place a particular emphasis on SMEs, Start-Ups and Web-Developers recognising their potential as innovative thinkers in bringing new and unique solutions using FIWARE technology, to the European market and their capacity to develop and deploy applications which will garner critical mass by their intended end-users.

Part A: Guide to Filling in the Call Application (Step 1)

2. Advice on Application Questions

As noted in the frontierCities Call Document there are five key factors which will be assessed during the Step 1 evaluation process. Please read the criteria listed below as a guide outlining how an application is likely to be evaluated. The Call itself will be evaluated out of 100.

2.1. Guidance Points Regarding Question 1 - The Problem

Q1	<p>Please describe the mobility problem you aim to address giving reference to a possible testing and deployment area.</p> <p>20 Points</p>
-----------	---

In this section the applicant should outline the mobility problem which they have identified, and why it is a problem worth addressing.



Some important points to keep in mind when completing Question 1:

1. Describe a specific problem, and what you believe are the underlining causes.
2. Consider in your description the scale of the problem (which types of people [e.g. commuters, citizens etc.] and which organisations (or stakeholders) are affected. Try to use objective data sources/justification where possible.
3. Mention where relevant whether the problem is specific to one city (i.e. the city where you have noticed the problem), or if you believe it is systemic.
4. You will need to identify a suitable test location for the solution you intend to develop. You may want to give some explanation as to why this location has been chosen.
5. Highlight the consequences/breakdowns created by this problem (e.g. commuter waiting times, lost productivity, CO2 emissions, etc.). You may want to identify who pays for these negative costs. (e.g. is it employers who suffer due to employee lost working time? commuters due to delays? cities? all? etc.)

6. Consider why the problem has not been addressed/solved before. The solution that you are going to propose needs to be realisable and there may be valid reasons why the problem has not been resolved thus far. Where appropriate speak with your suggested city's authorities. There may be significant barriers (e.g. legislation or zoning restrictions, health and safety aspects, etc.) to implementing a solution and so it's best to identify them sooner than later.
7. Is your problem really a problem? Speak with people who you consider are impacted by the problem as a means to validate your assumptions. It may be that what you perceive as a problem is only a minor inconvenience which most will bear instead of seeking a solution for it.

2.2. Guidance Points Regarding Question 2 - The Solution

Q2

Please describe your proposed solution and how it will solve this problem giving reference to the possible test location

30 Points

Your solution description should be written at a high level and easily understood by a general audience (e.g. a city council member who only has a general understanding of technology).



Some important points to keep in mind when completing Question 2:

1. Describe how your proposed smart mobility solution will solve the problem described in Question 1.
2. Explain how your solution will work, and why you consider it to be feasible.
3. If possible, highlight any risks of likely obstacles and how these may be addressed during the development and deployment phases. It is a good idea to discuss your idea with your designated city's authorities. In addition to formulating a good relationship with them, they will be an invaluable information resource when it comes to identifying potential obstacles.
4. Try and keep the technical aspects of your solution to a minimum in this section. A non-

technical person may be reading your application and s/he should be able to completely understand what it is you're trying to achieve.

5. Consider who your stakeholders are (i.e. the people, groups, authorities, companies, who will be the end user(s), or who will facilitate the implementation of your solution). While you may have an idea as to who your customers are going to be, speak with them to make sure you have correctly identified their main point(s). Likewise, cities may have contracts with sub-contractors which may prohibit the immediate implementation of your solution.

2.3. Guidance Points Regarding Question 3 - The Technology

Q3

Please describe how your proposed solution will work, specifying the integration and use of FIWARE technology.

20 Points

In this section, the applicant needs to provide an overview as to how the technology will operate. In addition, a key requirement of the Call is the utilisation of as many FI-WARE Generic Enablers (GEs) as possible in the solution.



Some important points to keep in mind when completing Question 3:

1. Describe the technical aspects of your solution, making particular note of the specific GEs that will be utilised.
2. Describe how the various technical components of your solution will interact and fit together (i.e. a written description of your general architecture or solution framework).
3. To the extent possible, justify the choice and need of the GE(s) you have chosen to

implement.

4. In addition to GEs, FI-WARE also provides a number of other valuable resources². It may be worth considering if any of these resources can be used in the development or implementation of your solution. If so, identify them.
5. If there are technical components that are specific to the enablement of your solution (defined as specific enablers), please describe them and how they fit into the overall structure of your solution. For instance, if you need to implement a specialised sensor and it requires a driver to be written for it so that it can communicate with the rest of your solution, please make a note of it so that the reviewers have a sense as to how much development will be required in order to get your solution to market.
6. Try and use as many GEs in your solution as is practicable and beneficial to your solution. However their use should be justified. Superfluous use of GE(s) in an application may actually harm your chances of being accepted into the next round of the call.

2.4. Guidance Points Regarding Question 4 - The Market

Q4

Please describe the market potential for your solution and how you intend to bring it to the market.

20 Points

The applicant should demonstrate their knowledge of the existing market and the commercial potential of their Smart Mobility solution.



Some important points to keep in mind when completing Question 4:

1. Identify and quantify (if possible) the target customers who will use your solution (e.g. city citizens, youth, elderly, commuters, etc.). Where necessary, please distinguish between customers/users that may use the application and clients who may pay for deploying the application.
2. Identify any existing or similar applications in the market, and what (if any) competitive

² Beyond the mandatory use of FI-WARE technology, other aspects may be of interest to applicants. For example, FIWARE houses real data from a number of Smart Cities around Europe that could also be a potential resource for testing applications. See for example: <http://www.fi-ware.org/tag/smart-city/>

advantage your proposed solution will have.

3. Identify, if possible, any commercialisation opportunities from other cities or markets (after successful testing and deployment in your target city/cities during the Grant cycle) across Europe which you may use to scale your business.
4. Consider the potential benefits of the testing and deployment environment (i.e. the city environment where you plan to test and deploy your proposed solution). Are there any synergies that you can utilise from it? (e.g. Can the city help promote the solution to its citizens? Can you partner with key SMEs in order to save on costs and time?)
5. Be aware that all successfully funded frontierCities project will have a maximum 10-month grant cycle. Your commercial strategy should reflect this and be realistic in keeping to it.

2.5. Guidance Points Regarding Question 5 - The People

Q5

Please describe the people behind your proposed smart mobility solution, and why you think that they are best placed to bring it successfully to market.

10 Points

This section provides the applicant with an opportunity to describe themselves and/or the team that will develop and deploy the proposed application and the wider business behind it. Be sure to highlight any strengths, experiences or complementary skills that you or your team have.



Some important points to keep in mind when completing Question 5:

1. Provide an overview of the team such as the core team members and their respective roles and responsibilities.
2. Outline previous experiences in Smart Mobility, transport, application development, FI-WARE, working with cities or any other experience that you consider relevant to your proposal.
3. Describe any previous business, commercialisation and entrepreneurial successes and achievements. frontierCities is looking for high-calibre and ambitious applicants with the drive and vision to design, develop and deploy Smart Mobility applications which will

achieve a critical-mass of users and sustainability as an enterprise. Mobility solutions should alter the manner in which a city views its transport or mobility infrastructures or how citizens engage and mobilise within a city.

4. If you have defined a particular weakness in your team, suggest some ways in which you will overcome it.

Note: Step 1 Cost Estimate:

- i. The Step 1 Application requires that Applicants submit the estimated cost of their proposal. (Successful proposals from Step 1 will be asked during the Step 2 application process to provide a detailed budget. In order to 'cost' their proposal during Step 1, applicants are encouraged to develop a detailed budget, including estimating technology-related costs or equipment-related costs (e.g. such as acquiring and deploying sensors etc.).
- ii. While formulating a proposal applicants are highly encouraged to think about the costs, both implementation and the operation costs that your solution is likely to require. These do not have to be explicitly stated in your description, but if your costs are going to be substantial, you may need to address or justify this.

3. Factors to Consider when Drafting an Application

3.1. Call Domains

The frontierCities Call for Proposals places a specific emphasis on smart mobility. Successful proposals should understand the needs of citizens and cities in the area of mobility and transport and leverage this knowledge to design an application using FIWARE technology to solve and address common issues citizens and cities face on a daily basis. While the Call domain revolves around smart cities, smart mobility and transport, frontierCities has endeavoured to list potential areas of interest where there is scope for the development of a FIWARE enabled application. These include:

- i. On-demand and dynamic public transportation services
- ii. Promoting energy efficiency and environmental protection
- iii. Effortless ticketing and billing systems
- iv. Integrated multi-modal transportation solutions
- v. Security and safety for urban public transport
- vi. Quick and efficient emergency response transportation support
- vii. Dynamic resource allocation transportation systems
- viii. Integration of smart mobility solutions with GIS Systems
- ix. Systems for Indoor and outdoor localisation and location aware services
- x. Integration of mobility services with personalized social networks
- xi. Enhancing tourism and visitor mobility

This is not an exhaustive list but rather should be considered by applicants as potential areas to work in.

3.2. City Focus

A significant component of frontierCities objectives is to assist European Cities develop into smart cities in the area of mobility. Therefore applicants should endeavour to collaborate with cities during the call period. This will enable an applicant to have a stronger understanding of a given city's needs which will be interpreted by frontierCities as an indication of an applicant's commitment to the programme. While not all applications will necessarily obligate a city's involvement their input into its development can create significant synergies for grantees, if selected, as they can potentially act as a source for real-time data and can help create an awareness of an application during the deployment phase which can garner a critical mass of application end-users which will contribute to the overall success of a grantee's application. As noted in the Call Document an application which submits a letter of support from a city will be viewed favourably during the proposal evaluation period.

3.3. Advice for Submitting an Application

In preparing a successful application frontierCities advises the following:

- i. Read the Call Document, the Application Templates, the Applicant Guidelines, the FAQs and other relevant material on the F6S platform carefully to ensure you understand the application process and what precisely frontierCities will deem a high quality proposal.
- ii. If an applicant does not understand a particular aspect of the process contact our help desk on <https://frontiercities.freshdesk.com/support/home>
- iii. Contact a city via email, phone, Skype or face-to-face meeting. Their support is not crucial to the success of your application, but demonstrating an attempt to reach out and understand their needs will reflect favourably on your application.
- iv. Respect the general instructions, incorrectly submitting an application may lead to a proposal's ineligibility for evaluation
- v. Be precise and to the point in answering your questions.
- vi. Submit your application within the deadline. frontierCities reserves the right not to evaluate an application that is submitted outside the specified deadline.
- vii. The frontierCities funding call will be competitive therefore it is recommended that each applicant review their proposal a number of times to ensure it is well written, clear, concise and answers the questions which have been requested.
- viii. It is strongly recommended not to wait until the last minute to submit the proposal. Failure of the proposal to arrive in time for any reason, including network communications delays, is not acceptable as an extenuating circumstance. The time of receipt of the message as recorded by the submission system will be definitive.

Part B: General Information

4. Applicant Eligibility

4.1. Broad Eligibility Criteria

In order to be eligible for funding under frontierCities applicants must constitute one of the following:

- i. SME
- ii. Start-Up
- iii. Web-Developer or Web-Entrepreneur

frontierCities will accept proposals with 1-3 partners. However the minimum and maximum thresholds for funding (€50,000 - €150,000) will not be altered if there is more than one party to the proposal.

4.2. Definition of SME

An entity will be considered an SME for the purposes of frontierCities if they match the criteria set out by the European Commission in Recommendation 2003/361/EC³ and the SME user guide⁴. As a summary, the criteria which define a SME are:

- i. Independent (not linked or owned by another enterprise), in accordance to Recommendation 2003/361/EC⁶
- ii. Headcount in Annual Work Unit (AWU) less than 250.
- iii. Annual turnover less or equal to €50 million OR annual balance sheet total less or equal to €43 million.

4.3. Definition of a Start-Up

frontierCities will consider an entity as a Start-Up if they are established no more than 2 years and/or at a pre-revenue stage in their development

³ Commission Recommendation 2003/361/EC

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>

⁴ The new SME definition

http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

4.4. Definition of Web-Developers or Web-Entrepreneur

When defining an entity as a Web-Developer frontierCities will consider the description suggested by the European Commission in the context of the Future Internet PPP Call when describing web-entrepreneurs as:

“Entrepreneurs of an Internet-based business. Web entrepreneurs constitute a specific category of entrepreneurs, who create new digital services and products that use the web as an indispensable component of their business”.

4.5. Eligible Countries

Participants, either SMEs, Start-Ups or Web-Developers must be legally based and working in one of the EU Member States or an FP7 Associated country, or established in an FP7 International Cooperation Partner Country (ICPC) as defined in FP7 rules for participation. More precisely, applicants from any of the following countries will be eligible:

- i. EU-28 countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.
- ii. FP7 Associated countries: Albania, Bosnia and Herzegovina, Faroe Islands, FYR Macedonia, Iceland, Israel, Liechtenstein, Moldova, Montenegro, Norway, Serbia, Switzerland and Turkey.

5. Information Pre-Submission

5.1. Important Dates

Applicants should be aware that the frontierCities call is a two-step process. As outlined in the illustration below:

Illustration 2: frontierCities Call Application Process

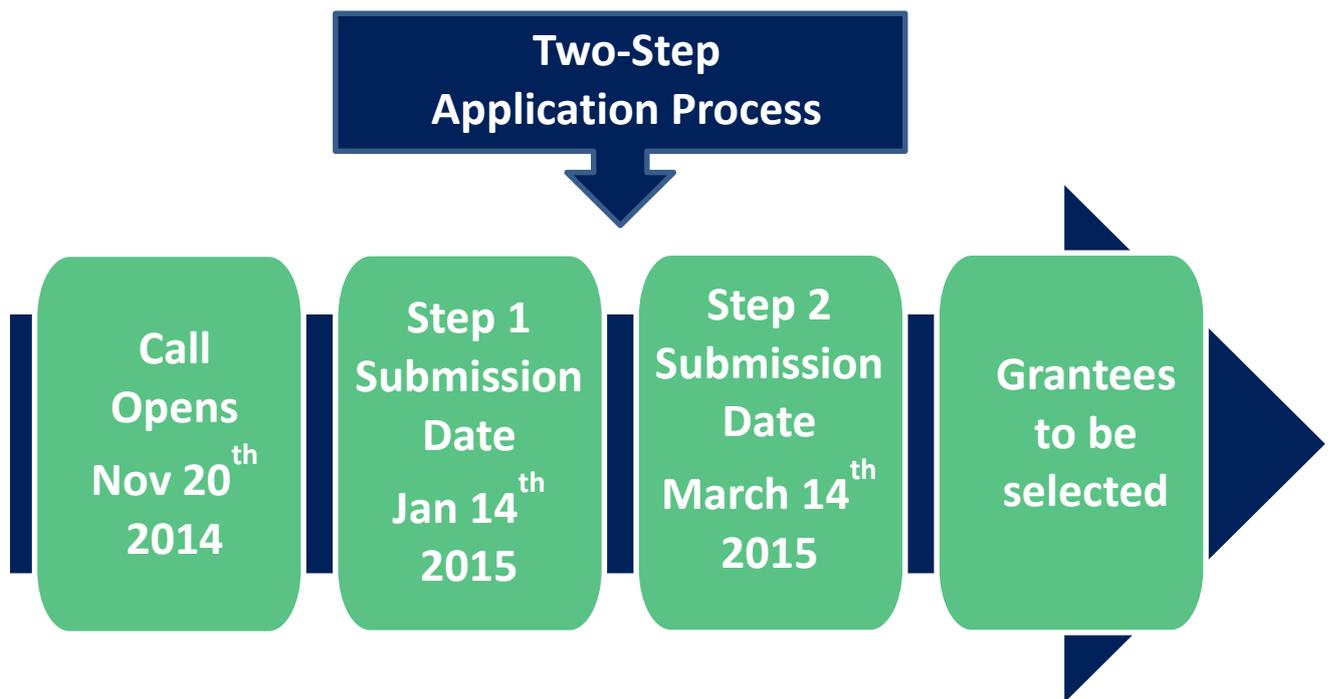


Table 1: Outline of Key Dates:

Event	Date	Time (CET)
Call Launch	20 th November 2014	12.00
Step 1 Application Submission Deadline	14 th January 2015	23.59
Step 2 Application[1] Submission Deadline	14 th March 2015	23.59
Notification to Selected Applications	2 nd May 2015	18.00

5.2. Project Funding

Proposals which are selected for funding will be offered a funding grant between €50,000-€150,000. As noted in the Call Document applicants will be required to submit a budget proposal as part of their application. However frontierCities will reserve the right to negotiate the budget with successful grantees, if during the selection process the independent evaluators raise concerns over

the value of money of the proposal or believe that the grant should be altered from the budget proposal in order for frontierCities to achieve a high value for money ratio.

5.3. Projects Duration

As noted in Table 1 Applicants will be notified no later than the 2nd of May if they are successful grantees. Contracts will subsequently be prepared and will be signed to begin no later than June 1st. The duration of projects will be decided on a case-by-case basis. However the maximum length of funded proposal will be 10 months. Applicants should note that this 10 month period refers to the development and deployment phase of the project, on this basis applications should be fully developed by May 2016. During May and June 2016 grantees may continue to work on the market uptake plan and promote their application ahead of the showcase event, noted in the call document under Accelerator Activities.

5.4. Applicant Registration

To register with frontierCities please register on the F6S Platform. This will be the central platform for submitting an application at both Steps I and Step II

5.5. Call Submission Platform (F6S)

Applicants will submit their application via the F6S Platform <http://www.f6s.com/fiware-frontiercities#/about>.

5.6. Language

All applications are to be submitted in English. Proposals which are submitted in any other language will not be evaluated.

5.7. Documentation Formats

Any document requested in any of the phases must be submitted electronically in PDF format without restrictions for printing.

5.8. Origin of the Funds:

Any selected proposer will sign a dedicated Sub-Grantee Funding Agreement with the frontierCities coordinator. The funds attached to the Sub-Grantee Funding Agreement come directly from the funds of the European Project frontierCities, and are therefore, funds owned by the European

Commission, whose management has been lead to the project partners in frontierCities via the European Commission Grant Agreement Number 632853.

5.9. *frontierCities and the Applications to Other FI-PPP Accelerators*

Applicants submitting a proposal to frontierCities may submit a similar proposal to no more than two other FI-PPP accelerators. If a successful grantee has been offered funding by another FI-PPP accelerator their offer of funding will be withdrawn. Additionally an applicant may submit multiple proposals to frontierCities as long as each proposal explores a different dimension of smart mobility. However the applicant will only receive one funding grant from frontierCities.

6. Evaluation Process

6.1. Overview of the Evaluation Process

As previously mentioned this Call for Proposals is a two-step process. Applications for Step I are due to be submitted by January 14th 2015. All applications which are submitted by this date will be screened to ensure they satisfy the eligibility criteria. Proposals passing the eligibility check will then be assessed through a transparent evaluation process that will be managed and led by external experts approved by the European Commission. Each application will be reviewed twice. This will ensure a better consistency across the evaluation process and will further enable evaluators with a background in business and technology to review and assess the proposal.

Applications from Step I which are assessed and deemed successful will proceed to Step II of the process.

An evaluation grid will be developed by frontierCities to ensure all evaluators are using the same criteria in their assessment of proposals. This evaluation grid will be modelled on the important points which were referred to under Section 2 of this document.

6.2. Scoring Thresholds

All submitted proposals under Step 1 will be assessed out of a maximum of 100 points. As noted under Section 2 the 100 points are divided as follows:

- i. The Problem – 20 Points
- ii. The Solution – 30 Points
- iii. The Technology – 20 Points
- iv. The Market – 20 Points
- v. The People – 10 Points

Applicants who score in excess of the minimum threshold of 70 points in Step 1 will be invited to submit an application under Step 2.

6.3. Communication

During the application and evaluation period all communication between frontierCities and applicants will be conducted via email. Therefore it is important that if a change of email occurs at any point during the process that frontierCities is informed to ensure each applicant remains updated on the latest frontierCities developments.

Further all applicants will receive, via e-mail:

- i. Confirmation of their applications submission
- ii. Evaluation Summary Report of their application
- iii. Notification of the decision made on their application
- iv. Invitation to negotiate, where relevant.

6.4. Negotiation

Following the conclusion of the evaluation of proposals frontierCities will invite successful applicants to negotiate their accession to the frontierCities acceleration programme. The purpose of these discussions is to ensure successful applicants meet all relevant legal criteria. These will include:

- i. Constituting a legal entity prior to the commencement of the grant cycle
- ii. Declaration that you meet the relevant eligibility criteria where relevant to SMEs, Start-Ups and Web-Developers. Where relevant this will require the SME checklist⁵ to ensure the applicant has the requisite staff and profit margins to qualify as an SME.
- iii. Providing frontierCities with a Status Information Form outlining headcount, balance, profit & loss accounts of the latest closed financial year.
- iv. Proving the legal existence of the applicant's entity, including the company register and official journal to show the legal name of the organisation, its address and registration number and VAT registration number, where applicable.
- v. Identification of persons who will work on the funded project such as a copy of ID card or Passport.
- vi. Discussion of budget proposal. Evaluators may raise concerns around the submitted budget proposal noting that it is perhaps too high or low to achieve the intended objectives and results. In these circumstances frontierCities may negotiate the budget proposal of the applicant to revise their budget up or down in order to achieve the best value for money proposition for the European Commission's finances.
- vii. Bank Account Information to enable frontierCities to transfer the grant amounts
- viii. Signing the sub-grantee funding agreement. This will be signed by the successful applicant and a representative of the frontierCities consortium.

frontierCities aims to conduct the negotiation phase in May 2015. These negotiations will be finalised within two weeks, in certain circumstance where agreed by both frontierCities and the successful applicant an additionally week may be granted to complete these negotiations. A failure to complete this phase in the allocated timeframe may result in a withdrawal of funding to the applicant or a loss of time in participating in the project. It is envisioned that negotiations will be completed by mid to late April and all grantees will sign the sub-grantee contracts to commence on the 1st of June 2015.

⁵ Available at <ftp.cordis.europa.eu/pub/fp7/docs/sme-check-list.doc>

7. Contact Points at frontierCities

Email Addresses within frontierCities

Looking For	Contact Email
General Information	info@fi-frontierCities.eu
Information for Applicants	applicants@fi-frontierCities.eu
Information for Cities	cities@fi-frontierCities.eu