SYNCHRONICITY

Guidance to read the Open Call Documentation

These are the set of documents that are needed for the interested participants to apply for the open call. The documents are listed below:

1. **Open Call at a Glance** – This is a summary version of the more complex and legally supported "Open Call Guide for Applicants". This document should enable potential applicants to understand what the SynchroniCity open call is about and what are the main specifications. In this way, potential applicants will quickly choose if to proceed with the open call application and therefore read the complete documentation.

   There are two of these documents:

   - Open Call at a Glance for SME and Large Business Applicants
   - Open Call at a Glance for New City Applicants

2. **Open Call Guide for Applicants** – The open call guide for applicants is designed to inform interested applicants, in a user-friendly manner, about the open call application process.
   The guides for applicants include a terminology section and visuals of the application process to help applicants navigate through the document. The guides also contain the legal terms and conditions associated with the open call process.

   There are two separate but analogous guides for the two main types of audiences of the open call: businesses (SMEs and corporates) and cities. We believe it is important to communicate the guidelines from the different audiences' point of view.

   These documents are the following:

   - Guide for SMEs and Large Businesses Applicants
   - Guide for New City Applicants

3. **Open Call SynchroniCity Framework** – this document describes the SynchroniCity technical framework and presents the Core Pilot Cities where solutions from applicants will be demonstrated.

4. **Open Call Application Templates** – this section provides those templates needed to apply for the open call, which are:

   - Application form with instructions (it will be presented as part of the Open Call Toolkit and it will also be embedded in the online "Submittable" platform)
   - Eligibility check grid
   - Ethical statement
   - GDPR readiness questionnaire
   - Work and resource plan
   - Budget template

5. **Open Call Templates for Winning Applicants** – These documents will be included in the "Pilot Handbook" that we will provide to the winning applicants once selected. However, we are providing the subset of documents at this stage because they contain information that the applicants may be interested in knowing in advance.

   These are:
   - Pilot Agreement
   - Declaration of Honour