



GUIDELINES FOR HACKATHON APPLICANTS

Call for applications under

2023 EU-EaP Civic Tech Acceleration Hackathon

May - June 2023

Online

NOTICE

This is an open call for hackathon applications. Applications for the 2023 EU-EaP Civic Tech Acceleration Hackathon are accepted via the online application system at <https://ict.eapcivilsociety.eu/>. The deadline for the submission of applications *with prototypes of digital solutions* is 23.00 (CET) on Monday, the 24th of April 2023. The deadline for the submission of applications *from IT professionals and graphic designers* is 23.00 (CET) on Monday, the 1st of May 2023.

Please check the eligibility criteria before applying. When submitting their applications, the applicants must follow all instructions contained in the Guidelines and complete the online application form. Failure to submit the required information and documentation within the deadline specified may lead to rejection of applications.

Should you have questions regarding your application, please contact ict@eapcivilsociety.eu.

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1. Background

The European Union is committed to supporting civil society in Eastern Partnership (EaP) countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and as such channels part of its support through its **Eastern Partnership Civil Society Facility**. In coordination with a range of projects and programmes, the EaP Civil Society Facility project sets out to strengthen the role and increase the capacity of civil society organisations (CSOs) and activists in the Eastern Partnership to engage in the policy making processes and policy dialogue, promote reforms and public accountability, foster local democracy, local development and engage citizens in public debate. The EaP Civil Society Facility was established in 2011 and the current phase of the project is for the period 2021 to 2024.

EaP Civil Society Hackathons were part of the EaP Civil Society Facility since 2017 and supported the development and launch of five civic tech¹ solutions. Civil Society Hackathons are competitions in which civil society activists, mentors, developers and designers meet to engage in collaborative computer programming to develop digital solutions addressing societal challenges. Thus, Civil Society Hackathons provide the opportunities, the environment, mentoring, technical and financial support to follow through with the development of the best ideas. Details about the digital solutions prototyped within the previous hackathons can be found on the Bank of IDEAS website (<https://ideas.eapcivilsociety.eu/>). Applicants are advised to review these digital solutions ideas in order to better understand what is possible within the programme and avoid unnecessary duplication.

2. Hackathon Objective

The **2023 EU-EaP Civic Tech Acceleration Hackathon** seeks to unleash the potential of digital technologies in order to contribute to improved transparency and accountability in the EaP countries, as well as in order to address the concrete needs of communities, and/or lead to the improvement of public services.

The Hackathon will bring together around 45 civil society activists, IT professionals and designers from the EaP and EU countries to enhance **existing prototypes of digital solutions** addressing the needs of communities, helping citizens to better hold their governments to account and/or leading to the improvement of public services in their home countries. The Hackathon winner(s) will receive financial and expert support from the European Union to finalise and launch their civic tech solutions.

Participation in the EU-EaP Hackathons is open to all citizens of the EaP countries with a strong civic engagement and real experience of civic work, regardless of their experience in working for a civil society organisation (CSO). The EaP Civil Society Facility pursues to engage young activists outside of traditional CSOs in the development of their home countries.

All applications to the Hackathon programme which match the eligibility requirements in Section 6 below and which are in line with the objective described above will be considered by the Selection Committee.

¹ Civic technology, or civic tech, are public, social or private initiatives that contribute to enhance the citizens' power to act, facilitate public participation, increase the transparency of the public sector, and improve the delivery of services (usually by government) to the people. Source: <https://wesolve.app/exploring-civic-tech-and-gov-tech/>



3. Hackathon Implementation

The 2023 EU-EaP Civic Tech Acceleration Hackathon will be held **online over 4 weeks in May-June 2023**. The working language of the Hackathon is English.

The Hackathon participants will work in teams consisting of three or more experts. As a minimum, each team shall include:

- the author of the respective digital solution prototype (a civil society representative and a subject-matter expert) who will act as the team lead of his/her team and be fully responsible for the development process and the outcome,
- two or more IT professionals (developers, designers, data experts, etc.), including at least one developer (depending on the technical aspects of the proposed solution).

Considering its objective, **applications to the 2023 EU-EaP Civic Tech Acceleration Hackathon are accepted only from teams with an existing prototype** of a civic tech solution and with a minimum set of technical skills to work on its enhancement. Whenever possible, these teams will be complemented with technical experts (developers, designers, data experts, QA experts, product owners, business analysts, etc.) selected within this Call for Applications. The teams who want to apply for the Hackathon but need to strengthen their team, may contact the EaP Civil Society Facility team at ict@eapcivilsociety.eu for referral to potential team members before submitting the application.

The 2023 EU-EaP Civic Tech Acceleration Hackathon has the following stages:

- The EU-EaP Civic Tech Acceleration Hackathon (12th of May – 10th of June 2023)
- The Digitalisation for Civil Society Award (June-August 2023)
- The development and launch of the supported digital solutions (September 2023 – March 2024)

Stage 1: EU-EaP Civic Tech Acceleration Hackathon

The 2023 EU-EaP Civic Tech Acceleration Hackathon will be held online from the 12th of May to the 10th of June 2023. Up to 15 prototypes of civic tech solutions submitted within the open Call for Applications for the 2023 EU-EaP Acceleration Hackathon will be selected by the Evaluation Committee. The Evaluation Committee will strive to select as a minimum one prototype per EaP country: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.

During the Hackathon, the teams of the selected civic tech solutions will be working on enhancing their prototypes. The teams will be finalised during the first days of the 2023 Hackathon: a common online session will be organised, in which the team leads will pitch their digital solutions and prototype to individual IT professionals and designers shortlisted by the Project team among those who applied within the Call. Participants will have up to 4 days to finalise their hack teams. Participants will finalise their teams independently, with the support of the Hackathon Coordinator if required. The Hackathon Coordinator will then verify the teams' line-up.

The hackathon teams will get support, supervision and advice from the Hackathon mentors through webinars and individual consultations. Each team will work with a dedicated mentor who will be helping the team to enhance their prototype and tracking the team's progress.



On the final day of the Hackathon, the teams will present their **improved prototypes** to the Hackathon organisers (the EaP Civil Society Facility project team), mentors and other participants, who will evaluate the digital solutions. Up to 5 top-scoring prototypes (3 by the participants' vote and 2 by the mentors and organisers' vote) – the Hackathon finalists – will be nominated for the 2023 Digitalisation for Civil Society Award, seeking to support the full-fledged development and launch of the best solution(s) proposed by the 2023 Acceleration Hackathon participants.

The 2023 Hackathon will be delivered using three main platforms: ZOOM (for webinars with mentors, opening / closing sessions and pitches), Slack (for consultations with mentors and teamwork) and Trello (for finalizing hack teams).

Stage 2: Digitalisation for Civil Society Award

In June 2023, the up to five nominees for the **2023 Digitalisation for Civil Society Award** (the Hackathon finalists) will be invited to apply for the support within a Restricted Call for Applications.

An independent Selection Committee will select one or more prototypes of civic tech solutions for full development and launch. Following approval of the European Union, the decision of the Selection Committee and the EaP Civil Society Facility team on the winner(s) and the amount of the financial support to be awarded will be announced.

4. Cost of Participation

The cost of participation in the 2023 EU-EaP Civic Tech Acceleration Hackathon will be covered by the European Union.

5. Financial Support Available to Winner(s)

The EaP Civil Society Facility team makes sure the winning digital solution(s) is(are) developed and launched and put into use for its/their purpose.

The type and amount of support for the winner(s) will be determined on a case-by-case basis depending on the needs, the subject matter of the project, technical and innovative value of the project, etc., as well as in accordance with the terms of the memoranda of co-operation between the GDSI, the leader of the consortium implementing the EU-funded EaP Civil Society Facility, and the successful applicant. The expected average amount of support for a winner is EUR 10,000; on an exceptional basis, up to EUR 12,000 may be awarded.

In addition to the above-mentioned financial support, the winner(s) of the Digitalisation for Civil Society Award will be provided with mentor and administrative support, and with assistance in promoting the developed civic tech solution.

6. Eligibility Criteria

Participation in the 2023 EU-EaP Civic Tech Acceleration Hackathon is open to all citizens and CSOs from the Eastern Partnership countries – **Armenia, Azerbaijan, Belarus, Georgia, Moldova and**



Ukraine. Applications from grassroots activists and young professionals from across the region are encouraged.

In addition, nationals of EU Member States may join the 2023 EU-EaP Civic Tech Acceleration Hackathon as independent IT professionals and / or designers working with the teams of the selected civic tech solutions.

There are three sets of eligibility criteria, relating to:

- (1) the applicants from civil society (authors of civic tech solutions – team leads).
- (2) the applicants – IT professionals and graphic designers.
- (3) the prototypes of civic tech solutions.

6.1 Eligibility of applicants from civil society (authors of the civic tech solutions)

In order to be eligible for the 2023 EU-EaP Civic Tech Acceleration Hackathon the applicant must:

- be a natural person;
- be a national of one of the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine);
- be above 18 years old;
- have a proven track record of civic engagement, for example, of working (including by volunteering) in a CSO, groups of civil activists or taking an active role in his/her community in at least one EaP country;
- have a good command of English;
- assume responsibility and show commitment for the digital solution proposed, by gathering the team with the skills required to enhance the prototype of the proposed solution;
- confirm he/she has copyright of the submitted prototype.

Upon request of the organisers, shortlisted applicants should provide the following documents:

1. a copy of the passport or national identity card as proof of citizenship and age, or any other valid document proving the nationality and age of the applicant;
2. a letter of support from a relevant CSO, an activists group or a community organisation (if available).

6.2 Eligibility of applicants – IT professionals and graphic designers

In order to be eligible for the 2023 EU-EaP Civic Tech Acceleration Hackathon the applicant must:

- be a natural person;
- be a national of one of the Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) or one of the EU Member States;
- be above 18 years old;
- have a proven track record of working experience as an UX/UI or graphic designer, software developer (web, mobile, frontend, backend, full stack), quality assurance specialist, business analyst, product manager / product owner, data analyst, web or data architect, etc.
- have a good command of English.



Upon request of the organisers, shortlisted applicants should provide the following documents:

1. a copy of the passport or national identity card as proof of citizenship and age, or any other valid document proving the nationality and age of the applicant;
2. examples of the applicant's work (portfolio).

6.3 Eligibility of the ideas of digital solutions

As described in the sections above, the 2023 EU-EaP Hackathon is focused on enhancing existing prototypes of civic tech solutions that address societal challenges in the EaP countries.

Proposed solutions are expected to fall within one or several of the following technical categories:

- **e-Participation:** helping citizens engage in policy- and decision-making, making the processes easier to understand and/or access, and enabling constant feedback and two-way communication;
- **e-Transparency:** making public sector decisions and actions more open to scrutiny and enabling public control over civil servants, public procurements and budget spending;
- **Citizens mobilization:** utilizing online tools to engage and motivate citizens, stakeholders and allies for a specific development need or cause;
- **Citizens-to-citizens services:** supporting CSOs in providing services to citizens;
- **CSO transparency & accountability:** supporting CSOs in improving the accountability mechanisms of their organisations and in better linking activities to citizens' needs;
- **e-Government and e-Services:** improving access to the information on public sector organisations, connecting citizens and improving quality of public services.

Civic tech solutions participating the EU-EaP Civic Tech Acceleration Hackathon shall foresee strong 'user-system' interaction. Technically, such solutions may be implemented as:

- web applications (blogs, websites, web-platforms, interactive maps, etc.);
- mobile applications;
- desktop application;
- plugins and widgets;
- SMS-based solutions.

The proposed digital solutions should be technically feasible, sustainable, and realistically implemented within a 6-month period and an expected average budget of EUR 10,000 (on an exceptional basis, up to EUR 12,000 may be awarded).

The proposed solutions may cover any or several of the specific areas above. Preference will be given to applicants whose proposed digital solutions do not duplicate previously supported solutions. All applicants are advised to check previous Hackathon winners: <https://eapcivilsociety.eu/hackathons/civil-society-digitalisation-award>.

All digital solutions supported under the EU-EaP Hackathon programme shall be designed and implemented in accordance with the principles of good governance and human rights, gender equality, cultural diversity, environmental sustainability and the inclusion of socially or economically disadvantaged groups, including, but not limited to national/ethnic/religious/sexual orientation



minorities, persons with disabilities, children or internally displaced persons, wherever these issues are of particular relevance.

Ineligible digital solutions

The following types of digital solutions are ineligible:

- pure information (news) websites and pages, with little or no 'user-system' interaction;
- pure for-profit (commercial) IT products, with little or no social value;
- the websites and platforms of individual organisations, institutions, communities, projects, groups, etc., and/or networks of such organisations;
- IT tools supporting political parties or candidates;
- IT tools aiming to proselytise (i.e., attempt of any religion or religious individuals to convert people to their beliefs).

Target audience

The proposed civic tech solutions need to target and be utilised by the citizens of one or more EaP country.

Number of applications per applicants

The applicant may **not** submit more than one application for this Call for Hackathon applications. The applicants already having received a Digitalisation for Civil Society Award will not be eligible.

7. How to Apply and the Procedures to Follow

To apply for the 2023 EU-EaP Civic Tech Acceleration Hackathon, the applicants need to:

1. Check the eligibility criteria;
2. Collect all necessary supporting documents as described above;
3. Fill in the online application form at <http://ict.eapcivilsociety.eu/> and submit it before 23.00 (CET) on the 24th of April 2023, if applying with a prototype of a civic tech solution, or before 23.00 (CET) on the 1st of May 2023, if the applicants are IT professionals or graphic designers.

In order to build long-term partnerships and cooperation between civil society and professional IT communities in the EaP region, applications for the 2023 EU-EaP Civic Tech Acceleration Hackathon are accepted only from teams that possess minimum technical skills for enhancing the prototype of the proposed digital solution and consist of at least one subject-matter-expert (team lead) and two technical experts (including at least one developer) responsible for the technical implementation of the proposed changes to the prototype. There is no limit on the maximum number of team members. Upon request, the EaP Civil Society Facility team can support the interested applicants in contacting potential technical experts (developers and designers) in advance; the responsibility of building the team rests with the applicant.

At the same time, the EaP Civil Society Facility team allows IT professionals to apply individually for the 2023 EU-EaP Civic Tech Acceleration Hackathon, to provide addition support to selected teams.

According to the targeted groups of participants, there are two online application forms for the Hackathon:



- for civil society activists applying with an existing prototype of a civic tech solution to be improved within the 2023 EU-EaP Civic Tech Acceleration Hackathon, and
- for IT professionals and graphic designers who want to participate in the enhancement of the selected solutions.

Applications must be submitted in English in accordance with the instructions in the Hackathon application forms and the Guidelines for Hackathon Applicants. The organisers may provide interested applicants with the sample application upon request, for information purposes only. In order to submit an application, an applicant should fill in the online application form at <http://ict.eapcivilsociety.eu/> and upload any supporting documents, if needed. For applicants who face difficulty making an online submission or are worried this might put them at risk, please request an alternative submission mechanism by emailing to ict@eapcivilsociety.eu.

Questions and requests may be sent by e-mail no later than two working days before the deadline for the submission of applications to ict@eapcivilsociety.eu.

To ensure the equal treatment of applicants, the Selection Committee cannot give a prior opinion on the eligibility of applicants or proposed digital solutions.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the procedure, will be published at <http://ict.eapcivilsociety.eu/>, as appropriate. It is therefore advisable to consult the above-mentioned website regularly in order to be informed of the questions and answers published.

7.1 Civic tech solution proposal

Applying with the prototype of the civic tech solution to be enhanced within the 2023 EU-EaP Civic Tech Acceleration Hackathon, applicants need to provide the link to the existing prototype and describe the proposed solution in brief, indicating:

- the specific problem(s) to be addressed and how the proposed IT solution will help solving it/them;
- how the proposed IT solution addresses the needs of the targeted community(-ies), helps citizens to better hold their governments to account and/or leads to the improvement of public services in their home country and the EaP region;
- the main users of the proposed solution and how they will benefit from its launch;
- other IT products that tackle the same problem (if exist) and the differences with the proposed solution;
- how the proposed IT solution will be maintained and updated in the future;
- the team proposed for participating in the Hackathon, and team members' expertise.

The author shall be in the position to start the development of the proposed digital solution no later than the 1st of September 2023 in case he/she is successful and awarded the Digitalisation for Civil Society Award.



7.2 Applications from IT professionals and graphic designers

IT professionals and graphic designers applying for participation in the 2023 EU-EaP Civic Tech Acceleration Hackathon need to:

- detail their work experience in developing digital solutions (portfolio),
- list their areas of expertise, and
- describe their experience (if any) and motivation (interest) in working with civil society.

8. Evaluation and Selection of Applications

Applications will be examined and evaluated by the Hackathon Selection Committee with the possible assistance of external assessors. Once the Selection Committee has completed its work, the list of applicants to be invited to the 2023 EU-EaP Civic Tech Acceleration Hackathon is submitted for approval to the European Union (European Commission DG NEAR).

All applications will be assessed according to the following steps and criteria.

8.1 Administrative checks of the submitted applications

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- Compliance with the eligibility criteria. If the applicant and/or the proposed idea for a digital solution do not meet the eligibility criteria stated in Section 6, the application will be rejected on this sole basis.
- All requested information and supporting documents (if relevant) are provided.

If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further. The applications that pass the first administrative check will be further evaluated.

8.2 Evaluation of the applications with the prototypes of civic tech solutions

The quality of the applications, including the proposed IT solution and capacity of the applicants and teams, will be evaluated using the evaluation criteria in the evaluation grid below.

The Evaluation Committee will assess the applicants' (authors') motivation as well as their and their teams' capacity to ensure that they:

- are committed to values associated with respect for fundamental human rights;
- have appropriate language skills for participation in the Hackathon;
- are directly responsible for the design and management of the proposed digital solution;
- have capacity and professional competencies to further work on the prototype of the proposed digital solution.

Applicants can proceed to the next stage of the evaluation only if they fulfil the requirements above.



The Selection Committee will use the following criteria for assessing the proposed prototypes of civic tech solutions:

- the description of specific needs of communities (one or more);
- the proposed solution addresses the needs of communities, helps citizens to better hold their governments to account and/or leads to the improvement of public services in one or more EaP country;
- the proposed solution is within one or more of the key areas, as described in Section 6.3;
- relevance of the proposed solution to the needs and priorities of the targeted society / community;
- the proposed solution is likely to achieve the expected impact;
- the proposed solution is technically implementable and sustainable;
- the proposed solution is relevant for more than one country of the EaP region (multiplication effect).

The applications will receive an overall score out of 55 using the breakdown in the evaluation grid below. The evaluation will also check compliance with the instructions on the Digital Solution Proposal, which can be found in Section 7 of the Guidelines.

The evaluation criteria are divided into headings and subheadings. Except for subheading 1.4, each subheading will be given a score between 0 and 5 as follows: 0 = no valid response / no relevance; 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Subheading	Scores	
1. Relevance of the digital solution	Sub-score	25
1.1 How relevant is the proposed solution to the objectives and priorities of the Call?	5*2	
1.2 How relevant is the proposed solution to the needs of the targeted society / community?	5*2	
1.3 How clearly defined and strategically chosen are the specific needs / problems to be addressed?	5	
2. Effectiveness and feasibility of the digital solution	Sub-score	20
2.1 Is the proposed solution consistent with the objectives and expected results?	5*2	
2.2 Is the proposed solution implementable in technical terms?	5*2	
3. Sustainability of the digital solution	Sub-score	10
3.1 Is the proposed solution likely to have multiplier effects? (including scope for further development, expansion and replication)	5	
3.2 Is the proposed solution sustainable? 1) Financially (How will it be financed / maintained after the funding ends?) (2) Institutionally (Will structures allowing the IT product to function be in place after the initial launch? Will there be local 'ownership' of the developed IT product?) (3) At policy level (Is there a legislative framework in place to ensure the effective utilization of the proposed solution, etc.?)	5	
TOTAL SCORE		

***these scores are multiplied by 2 because of their importance*

The Selection Committee will shortlist up to 15 best scoring applications. The Evaluation Committee will seek to ensure the representation of at least 1 digital solution from each EaP country, and will



strive for gender balance. The shortlisted participants will be informed by email of the evaluation results and invited to join the 2023 EU-EaP Civic Tech Acceleration Hackathon.

8.3 Evaluation of applications from IT professionals and graphic designers

All applications from IT professionals and graphics designers will be assessed against the technical requirements for enhancing the prototypes of the digital solutions selected for participation in the 2023 EU-EaP Civic Tech Acceleration Hackathon.

The Selection Committee will shortlist all IT professionals and graphic designers with relevant skills. The applicants approved by the European Union will be invited to join the Hackathon and the team-building process. Participants will build the teams online independently, with the technical experts joining any team of their choice. The Hackathon Coordinator will provide any support, if required, and then verify the teams' line-up.

9. Implementation of the 2023 EU-EaP Civic Tech Acceleration Hackathon

The 2023 EU-EaP Civic Tech Acceleration Hackathon will be held from the 12th of May to the 10th of June 2023, and consist of the following compulsory activities:

- Introductory online meeting with the organisers, mentors and participants on ZOOM.
- Finalising hack teams on Trello, each consisting of at least 3 persons: the author of the idea and two technical specialists (including at least one developer).
- Introductory sessions of the teams and the teams' mentors (diagnostic meetings).
- Regular tracking sessions of the teams and their mentors, to set up the goals for the next week and analyse the results (2-3 per week, at least 7 tracking sessions).
- Capacity building week: at least two online capacity building events – webinars delivered by the Hackathon mentors or guest speakers on civic tech related topics (product targeting, success stories and failure cases, good practices, pitching and presentation techniques, etc.).
- Online common meeting with the Hackathon Coordinator on ZOOM, to provide guidance and instructions for the final pitches.
- Online pitching day in ZOOM & voting: each participant pitches the idea to the Hackathon organisers, mentors and other participants; the participants and mentors vote on the digital solutions prototyped during the Hackathon.

The 2023 EU-EaP Civic Tech Acceleration Hackathon will start with an online introductory meeting of the Hackathon organisers, mentors and participants, where the authors (team leads) will pitch their civic tech solutions to the Hackathon mentors and shortlisted IT professionals and designers. The participants will have up to 4 days to build up and finalise the hackathon teams, when IT professionals and designers may join any existing team of their choice. The Hackathon Coordinator will provide support, if required, and then verify the teams' line-up.

On the final day of the Hackathon, the teams will present the enhanced prototypes of their civic tech solutions to the Hackathon organisers, mentors and other participants. Each participant of the Hackathon evaluates all solutions with the exception of his/her own, using a 5-score scale, from 1 = very low quality to 5 = excellent. The three top-scoring prototypes selected based on the participants' vote, and two prototypes selected by the Hackathon mentors and organisers will be nominated for



the Digitalisation for Civil Society Award meant to support the full-fledged development and launch of the best solution(s) emerged within the 2023 Hackathon.

The following criteria will be used for the online evaluation of the presented civic tech solutions by the Hackathon participants and the mentors:

1. social value of the proposed civic tech solution;
2. feasibility of the proposed solution;
3. relevance of the proposed solution to the needs of the target group;
4. impact on the situation and the target group;
5. sustainability of the proposed solution.

In order to support EaP civil society in its effort to address the most challenging social issues facing the region, following the vote, the EaP Civil Society Facility team and the European Union may nominate for the EaP Civic Digital Fellowships² one or more EU-EaP Hackathon participant(s), whose digital solution(s) received top scores for social value, relevance and impact. The nominee will be invited to join the incubation process of the Fellowship programme and will be asked to provide a Full Application as per template used for the Fellowship programme.

10. Implementation of the Proposed Solution(s)

Authors of the civic tech solutions nominated for the 2023 Digitalisation for Civil Society Award (2023 Hackathon finalists) will be invited to submit full applications for the development and launch of the proposed IT products. Based on the applications received, an independent Selection Committee will select one or more winning digital solution(s) – recipient(s) of the Award.

The winner(s) will receive support from the EU through its EaP Civil Society Facility project for the full-fledged development of the proposed civic tech solution, until the launch of the developed IT product. The expected average amount of support for a winner is EUR 10,000; on an exceptional basis, up to EUR 12,000 may be awarded.

The support is designed to allow each winner to implement his/her idea in two ways:

- **Engagement of additional technical expertise** for those who lack relevant capacities and human resources to fully implement the IT solution. The support will help to cover the expenses relevant for the full implementation and launch of the winning IT tool. It may include hiring IT specialists, obtaining additional software, paying for a domain name and hosting for at least one year, getting access to the state registers and/or visual databases, etc.

or

- **Recruiting the services of an IT agency/company.** The winning team will be requested to collect at least three proposals from IT companies (quotes and agencies' experience in developing similar solutions) and submit to the EaP Civil Society Facility project for final approval.

² The Fellowship nominees will need to adapt their applications (solution description and the budget) according to the Civic Digital Fellowship requirements and submit a satisfactory full application; the final decision for awarding the Fellowship stays with the EaP Civil Society Facility Team and the Contracting Authority.



Financial support to the winner(s) will be provided in line with the conditions specified in a standard award agreement. Next to the financial support, the EaP Civil Society Facility team will provide each Award recipient with supervision, administrative support and assistance in promoting the developed digital solution.

The EaP Civil Society Facility team will monitor the development and launch of the winning solution(s).

After completion, each Award recipient must submit a final report to demonstrate the results of the developed digital solution. An outline of the report is presented in Annex C.

11.1 Intellectual property rights and liabilities

Authors of the winning ideas for digital solutions keep the intellectual property rights and subsequent liabilities with regards to the developed IT products, including the liability to observe international and national copyright laws.

The winner(s) is(are) obliged to support, maintain and update (if needed) the developed IT product for a period of not less than one year following its launch.

The Award recipients are obliged to provide free and unimpeded access to the developed IT products to all citizens – final users of the solutions, and to the source code of the IT products for civil society organisations from EaP countries, either by publishing it on an open-source platform, or by request.

11.2 Visibility

The Hackathon winners must take all necessary steps to publicise the fact that the European Union has financed the development of the digital solution.

The winners must comply with the objectives and guarantee the visibility of the EU financing as specified in the Communication and Visibility Requirements for EU External Actions (https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions_en), as well as in any relevant country-specific communication and visibility guidelines (if applicable)³. They will be provided with support from the EaP Civil Society Facility project team in promoting their digital solutions and complying with the EU visibility requirements, and furthermore, will be required to acquire prior approval from the EaP Civil Society Facility project team for use of any visibility materials.

10.3 Alumni network

The EaP Civil Society Facility team will invite the participants of the 2023 EU-EaP Civic Tech Acceleration Hackathon to join the informal EaP Civil Society Hackathon Alumni network. The alumni will be encouraged to participate in the events organized or supported by the project (for example, participation in EaP Civil Society Fellowship programme) and to contribute to a database of the alumni's ideas for civic tech solutions (<https://ideas.eapcivilsociety.eu/>).

³ The reference to the relevant communication and visibility guidelines will be included in the award agreement.



The winner(s) of the 2023 EU-EaP Civic Tech Acceleration Hackathon will be invited to events organised by the EaP Civil Society Facility as speakers, and to join the Civil Society Fellowship Programme Alumni Network. The latter will give the Hackathon winner(s) an opportunity to:

- participate in regular networking meetings aimed at building communication channels between fellows from the six countries, exchanges experiences, ideas and explore new opportunities together.
- participate in capacity building events, organised within the project and Alumni network.
- share relevant information on new platforms for communication.
- be involved in the project mentoring facility (as a mentee and as a mentor).

11. Complaints

At any time during the process of applying for the EU-EaP Civic Tech Acceleration Hackathon, applicants may raise an issue or complaint. Complaints should be made in writing and submitted by email to the EaP Civil Society Facility team at ict@eapcivilsociety.eu with the subject title 'complaint'. A response will be sent within 10 working days. If the complainant is not satisfied with the response, she/he may submit their complaint in letter form to the Selection Committee who will discuss the matter with the representatives of the European Union and respond accordingly.



Annexes

Annex A: Tentative Timetable of the 2023 EU-EaP Civic Tech Acceleration Hackathon

STEP	DATE	TIME
<ul style="list-style-type: none"> Call for prototypes of civic tech solutions opens Call for IT professionals and graphic designers opens 	31 March 2023	-
Deadline to request clarifications on the Call for prototypes of civic tech solutions	20 April 2023	18:00 CET
Applications with prototypes of civic tech solutions due	24 April 2023	23:00 CET
Deadline to request clarifications on the Call for IT professionals and graphic designers	27 April 2023	18:00 CET
Applications from IT professionals and graphic designers due	1 May 2023	23:00 CET
Notification of shortlisted applicants	5 May 2023	18:00 CET
2023 EU-EaP Civic Tech Acceleration Hackathon	12 May - 10 June 2023	
Up to 5 top-scoring prototypes of civic tech solutions (Hackathon finalists) are nominated for the 2023 Digitalisation for Civil Society Award	10 June 2023	-
2023 Digitalisation for Civil Society Award	June-August 2023	
Restricted Call for Applications among the Hackathon finalists opens	23 June 2023	-
Deadline for requesting clarification	13 July 2023	18:00 CET
Applications from the Hackathon finalists due	17 July 2023	18:00 CET
Publication and notification of winners	4 August 2023	-
Successful applicant(s) signs the Award agreement	By 1 September 2023	-
Development and launch of the winning civic tech solution(s) (IT product(s))	September 2023 – March 2024	

CET – Central European Time

Annex B: List of Abbreviations

CSO	Civil Society Organisation
EU	European Union
EaP	Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine)
ICT, or IT	Information communication technologies



Annex C: Final Report Outline (submitted in English)

Agreement ID:

Award Recipient Name:

Action title:

Dates of Implementation:

Development studio (if applicable):

Report Outline

- a) Executive Summary
- b) Objectives of the digital solution
- c) Major achievements, including the number of users of the developed IT tool and outreach
- d) Major challenges
- e) Follow-up & plans for further development and promotion of the IT solution among target users
- f) Recommendations and personal remarks.

Appendix: Financial report