



## GUIDELINES FOR HACKATHON APPLICANTS

Call for applications under

### 2024 EaP Civic Tech Hackathon

December 2023 – January 2024

Online & Offline

#### NOTICE

This is an open call for hackathon applications. Applications for the 2024 EU Civic Tech Hackathon are accepted via the online application system at <https://ict.eapcivilsociety.eu/>. The deadline for the submission of applications *with ideas of digital solutions* is 23.00 (CET) on Monday, the 13<sup>th</sup> of November 2023. The deadline for the submission of applications *from IT professionals and graphic designers* is 23.00 (CET) on Monday, the 18<sup>th</sup> of December 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](mailto:ict@eapcivilsociety.eu).

#### Contents

1. Background .....	2
2. Hackathon Objective.....	2
3. Hackathon Implementation .....	3
4. Cost of Participation .....	5
5. Financial Support Available to Winner(s) of the EaP Civic Tech Award .....	5
6. Eligibility Criteria.....	5
7. How to Apply and the Procedures to Follow .....	8
8. Evaluation and Selection of Applications .....	10
9. Implementation of the Winning Civic Tech Solution(s).....	12
10. Complaints .....	14
Annexes.....	15
Annex A: Tentative Timetable of the 2024 EaP Civic Tech Hackathon .....	15



## 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 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 tech<sup>1</sup> 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 to better understand what is possible within the programme and avoid unnecessary duplication.

## 2. Hackathon Objective

**The 2024 EaP Civic Tech Hackathon** seeks to unleash the potential of digital technologies to contribute to improved transparency and accountability in the EaP countries, as well as to address the concrete needs of communities, and/or lead to the improvement of public services.

The Hackathon will bring together around 50 civil society activists, IT developers and graphic designers from the EaP countries to work on new 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 develop and launch their civic tech solutions.

Participation in the 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.

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<sup>1</sup> 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 2024 EaP Civic Tech Hackathon will be held in a hybrid format. The working language of the Hackathon is English.

The 2024 EaP Civic Tech Hackathon has the following stages:

- The Online EaP Civic Tech Ideathon (December 1-16, 2023)
- The EaP Civic Tech Hackathon (January 26-28, 2024)
- The EaP Civic Tech Award (February-March 2024)

#### Stage 1: Online EaP Civic Tech Ideathon

The 2024 EaP Civic Tech Hackathon starts with the Civic Tech Ideathon, an intensive two-week online incubation session for civil society activists – authors of ideas for digital solutions (applicants), and Ideathon mentors<sup>2</sup>. **The Ideathon will be held online from the 1<sup>st</sup> to the 16<sup>th</sup> of December 2023**, and will take up to 40 hours of a participant's time.

Up to 25 ideas for digital solutions submitted within the open Call for Applications for the 2024 EaP Civic Tech Hackathon will be shortlisted by the Evaluation Committee to be presented at the Ideathon. The Evaluation Committee will strive to select at least 3 ideas per EaP country: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.

During the Ideathon shortlisted applicants will present their ideas to the mentors and organisers (the EaP Civil Society Facility project team), strengthen their skills in designing a civic tech project, work individually with the mentors to improve and further develop their ideas, and prepare their final pitches. Participation of the authors of the ideas in the Ideathon is compulsory; participation of other team members (designers and/or developers) is desirable but not required. On the last day of the Ideathon, the applicants will pitch their improved ideas to the mentors and the organisers, who will select up to 15 top-scoring ideas for participation in the 2024 EaP Civic Tech Hackathon. All Ideathon mentors will vote independently on the proposed ideas and selection will be based on the aggregated scores.

The Online EaP Civic Tech Ideathon consists of the following activities in which the civil society activists (authors) are required to participate:

- Introductory online meeting with the organisers, mentors and shortlisted applicants on ZOOM.
- At least two online capacity building events – webinars delivered by the Ideathon mentors. These webinars aim to build participants' skills and capacities to implement civic tech projects, and cover such topics as product targeting, success stories and failure cases, good practices, pitching and presentation techniques, etc.
- At least two individual consultations with Ideathon mentors to refine and improve their ideas of digital solutions and prepare the final presentations/pitches according to the suggested

<sup>2</sup> Mentors (Ideathon and Hackathon) are experts and professionals with hands-on experience in civic tech and/or IT project management, who guide and advise the participants on finetuning their ideas and developing the prototypes.



template.

- Online pitching day(s) in ZOOM: the participants pitch their ideas to the Ideathon organisers and mentors.

## Stage 2: EaP Civic Tech Hackathon

**The 2024 EaP Civic Tech Hackathon will be held from the 26<sup>th</sup> to the 28<sup>th</sup> of January 2024, in Chisinau, Moldova.** During this time, up to 15 civil society activists selected at the Ideathon and their team members (developers and designers from the EaP countries) will be working on prototypes of their civic tech solutions. The hackathon teams will get support, supervision and advice from the Hackathon mentors through masterclasses and individual consultations.

The Hackathon participants will work in teams consisting of three persons:

- the author of the respective digital solution idea (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, and
- two technical experts – one developer and one graphic designer, or two developers (depending on the technical aspects of the proposed solution).

The teams will be finalised during the first day of the 2024 Hackathon, after the authors will present their ideas of civic tech solutions (and team members, if any) to individual developers and designers shortlisted by the Project team among those who applied within the Call. The Hackathon Coordinator will facilitate the process and check the teams' line-up.

On the final day of the Hackathon, the teams will present their prototypes 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 Hackathon participants and the mentors will use the following criteria to evaluate the presented digital solutions by the:

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.

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 2024 EaP Civic Tech Award, seeking to support the full-fledged development and launch of the best solution(s) proposed by the 2024 Hackathon participants.

## Stage 3: EaP Civic Tech Award

In February 2024, up to five nominees for the **2024 EaP Civic Tech Award** (the Hackathon finalists) will be invited to apply for the support within a Restricted Call for Applications and submit their applications with updated information on the proposed solutions following work with mentors at the Hackathon, and detailed budgets.



An independent Selection Committee will select one or more ideas 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 2024 EaP Civic Tech Hackathon will be covered by the European Union, and includes:

- If required, travel expenses outside or within the Hackathon host country for the Hackathon participants based outside of the Hackathon host city: a return trip between the address specified in the application (an EU member state or an EaP country) and Chisinau, Moldova;
- hotel accommodations (maximum of 4 nights) for the Hackathon participants based outside of Chisinau, for the period of the 2024 EaP Civic Tech Hackathon (January 26-28, 2024);
- meals for the period of the 2024 EaP Civic Tech Hackathon (January 26-28, 2024);
- daily allowance for the Hackathon participants based outside of Chisinau, for the period of the 2024 EaP Civic Tech Hackathon (January 26-28, 2024).

#### 5. Financial Support Available to Winner(s) of the EaP Civic Tech Award

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 EaP Civic Tech 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 2024 EaP Civic Tech 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.

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 – developers and graphic designers.
- (3) the ideas of civic tech solutions.



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

In order to be eligible for the 2024 EaP Civic Tech 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;
- have not received the EaP Civic Tech Award<sup>3</sup> in the past.

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 activist group or a community organisation (if available).

### 6.2 Eligibility of applicants – developers and graphic designers

In order to be eligible for the 2024 EaP Civic Tech Hackathon the applicant must:

- be a natural person;
- be a national of one of the Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine);
- be above 18 years old;
- have a proven track record of working experience as an UX/UI or graphic designer, and/or a software developer (web, mobile, frontend, backend, full stack, 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 civic tech solutions

The 2024 EaP Civic Tech Hackathon is **focused on developing new digital 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;

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<sup>3</sup> Until the present call, the Award was known as the Digitalisation for Civil Society Award.



- **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 EaP Civic Tech 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. Examples of the solutions previously supported by the EaP Civil Society Facility project can be found at <https://eapcivilsociety.eu/hackathons/civil-society-digitalisation-award>.

All digital solutions supported under the 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.

All digital solutions supported under the EaP Hackathon programme should respect the principles of data privacy and data protection as detailed below. Supported solutions should under no circumstance, and in no shape or form, include any direct or indirect monetisation of personal data.

- **Consent and transparency:** Clear and transparent explanations should be provided on how user data will be used, shared, stored, and for what purposes.
- **Purpose limitation:** Data collected should only be used for the specific purposes communicated to users, and should not be repurposed without further consent.
- **Data minimisation:** Prototyped solutions should collect and process only the minimum amount of personal data necessary for achieving the defined goals. Any unnecessary collection or processing of personal data should be avoided.
- **Anonymisation and pseudonymisation:** Personal data should be anonymised or pseudonymised whenever possible to protect the privacy of individuals.



- Data security: Teams should implement appropriate and best-practice technical and organisational measures to safeguard the collected data against unauthorised access, loss, or theft. This may include encryption, secure storage, access controls, and regular security assessments.
- Data retention and deletion: Clear policies and timelines should be established for retaining personal data. Data should only be kept for as long as necessary and should be securely deleted or anonymised after the defined period expires.
- Third-Party data sharing: Prototypes solutions should not share personal data with third parties without obtaining explicit consent, unless required by applicable laws. Data sharing agreements with third parties should be in place to ensure compliance with privacy standards.
- Compliance with applicable laws: Prototyped platforms should comply with relevant data protection and privacy laws and regulations, such as the General Data Protection Regulation (GDPR).

### Ineligible digital solutions

The following types of digital solutions are ineligible:

- digital solutions that have already been developed and launched;
- 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 must target and be used 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.

## 7. How to Apply and the Procedures to Follow

To apply for the 2024 EaP Civic Tech 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 13<sup>th</sup> of November 2023, if applying with an idea of a civic tech solution, or before 23.00 (CET) on the 18<sup>th</sup> of December 2023, if the applicants are developers or graphic designers.

In order to build long-term partnership and cooperation between civil society and IT communities in the EaP region, applicants for the 2024 EaP Civic Tech Hackathon are encouraged to apply in teams of 2 or 3 members that consist of at least one subject-matter-expert from civil society in the EaP country





(the author of the civic tech solution) and one or more developer and/or graphic designer responsible for the technical implementation of the proposed civic tech solution.

At the same time, the EaP Civil Society Facility team allows civil society activists and technical experts (developers and designers) to apply individually for the 2024 EaP Civic Tech Hackathon.

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

- for civil society activists applying with an idea of a civic tech solution to be developed within the 2024 EaP Civic Tech Hackathon, and
- for developers and graphic designers who want to participate in the development 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](mailto: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](mailto: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 will be published at <http://ict.eapcivilsociety.eu/>, as appropriate. It is therefore advisable to consult the above-mentioned website regularly to stay informed of the questions and answers published.

## 7.1 Civic tech solution proposal

Applying with an idea of the civic tech solution for the 2024 EaP Civic Tech Hackathon, applicants need to 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 author shall be in the position to start the development of the proposed digital solution no later than the 1<sup>st</sup> of April 2024 in case he/she is successful and awarded the EaP Civic Tech Award.

## 7.2 Applications from developers and graphic designers

Developers and graphic designers applying for participation in the 2024 EaP Civic Tech Hackathon need to:

- detail their work experience in developing IT products (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 Online EaP Civic Tech Ideathon 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 ideas of civic tech solutions

The quality of the applications, including the proposed IT solution and capacity of the applicant, 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 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 preparation and management of the proposed digital solution;



- have management capacity and professional competencies to develop the proposed digital solution and maintain it throughout the proposed action, if needed.

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 ideas 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 Civic Tech 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	
<b>1. Relevance of the digital solution</b>	<b>Sub-score</b>	<b>25</b>
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	
<b>2. Effectiveness and feasibility of the digital solution</b>	<b>Sub-score</b>	<b>20</b>
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	
<b>3. Sustainability of the digital solution</b>	<b>Sub-score</b>	<b>10</b>
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?	5	
(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.?)		



	TOTAL SCORE	55
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*\*\*these scores are multiplied by 2 because of their importance*

The Selection Committee will shortlist between 20 and 25 best scoring applications, striving for the representation of at least 3 ideas of digital solutions from each EaP country, and for gender balance. The shortlisted participants will be informed by email of the evaluation results and invited to join the Online EaP Civic Tech Ideathon.

### 8.3 Evaluation of applications from developers and graphic designers

All applications from developers and graphics designers will be assessed against the technical requirements for developing the prototypes of the digital solutions selected for participation in the 2024 EaP Civic Tech Hackathon.

The Selection Committee will shortlist all developers and graphic designers with relevant skills to potentially meet the needs of the authors of the selected ideas of digital solutions. The applicants approved by the European Union will be invited to join the 2024 EaP Civic Tech Hackathon in Chisinau, Moldova.

## 9. Implementation of the Winning Civic Tech Solution(s)

Authors of the civic tech solutions nominated for the 2024 EaP Civic Tech Award (2024 Hackathon finalists) will be invited to submit full applications, including the proposed budget, 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 product. 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.



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 (narrative and financial) 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](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)<sup>4</sup>. 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 2024 EaP Civic Tech Hackathon to join the informal EaP Hackathon Alumni network. The alumni will be encouraged to participate in the activities and events organised or supported by the project (for example, capacity building activities)

<sup>4</sup> The reference to the relevant communication and visibility guidelines will be included in the award agreement.



and to contribute to a database of the alumni's ideas for civic tech solutions (<https://ideas.eapcivilsociety.eu/>).

The winner(s) of the 2024 EaP Civic Tech Hackathon will be invited to events organised by the EaP Civil Society Facility as participants and/or 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).

## 10. Complaints

At any time during the process of applying for the EaP Civic Tech 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](mailto: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 2024 EaP Civic Tech Hackathon

STEP	DATE	TIME
<ul style="list-style-type: none"> <li>Call for ideas of civic tech solutions opens</li> <li>Call for developers and graphic designers opens</li> </ul>	<b>20 October 2023</b>	-
Deadline to request clarifications on the Call for ideas of civic tech solutions	9 November 2023	18:00 CET
<b>Applications with ideas of civic tech solutions due</b>	<b>13 November 2023</b>	<b>23:00 CET</b>
Notification of shortlisted applicants – authors of civic tech solutions ideas	24 November 2023	
<b>Online EaP Civic Tech Ideathon</b>	<b>1-16 December 2023</b>	
Ideathon mentors and organisers nominate 15 ideas of digital solutions for the 2024 EaP Civic Tech Hackathon	16 December 2023	-
Deadline to request clarifications on the Call for developers and graphic designers	14 December 2023	18:00 CET
<b>Applications from developers and graphic designers due</b>	<b>18 December 2023</b>	<b>23:00 CET</b>
Notification of shortlisted applicants - developers and graphic designers	9 January 2024	18:00 CET
<b>2024 EaP Civic Tech Hackathon</b>	<b>26-28 January 2024</b>	
Up to 5 top-scoring prototypes of civic tech solutions (Hackathon finalists) are nominated for the 2024 EaP Civic Tech Award	28 January 2024	-
<b>2024 EaP Civic Tech Award</b>	<b>February-March 2024</b>	
<b>Restricted Call for Applications among the Hackathon finalists opens</b>	<b>16 February 2024</b>	-
Deadline for requesting clarification	29 February 2024	18:00 CET
<b>Applications from the Hackathon finalists due</b>	<b>4 March 2024</b>	<b>18:00 CET</b>
Publication and notification of winners	By 29 March 2024	-
Successful applicant(s) signs the Award agreement	By 14 April 2024	-
<b>Development and launch of the winning civic tech solution(s) (IT product(s))</b>	April-September 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 civic tech solution
- c) Major achievements, including the number of users of the developed civic tech solution and outreach
- d) Major challenges
- e) Follow-up & plans for further development and promotion of the civic tech solution among target users
- f) Recommendations and personal remarks.

Appendix: Financial report