

The BAUHAUS4MED **Open Call Handbook**

V 1.0

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1. Introduction

This guide has been developed to support the Institutional Partners of BAUHAUS4MED in the effective and timely implementation of their **local Open Calls** for citizen-driven solutions, under Activity A1.3 of the project.

The Open Calls aim to collect innovative, green, and inclusive solutions from individuals and organizations that address specific urban or regional challenges related to green living areas, as defined by each participating region or city. These solutions must be aligned with the principles of the New European Bauhaus (NEB):

1. Sustainability
2. Aesthetics
3. Inclusion

Each Open Call will follow a one-phase structure, combining expert evaluation and citizen engagement via the CROWDVOCACY platform. The final selection will feed into pilot implementation activities under Work Package 3 1, Activity A1.4 and contribute to involvement of potential participants for Sprint Event in WP3 - A.3.2

This guide outlines the step-by-step process for organizing the Open Call, from the preparation of the **Local Open Day**, to the submission, evaluation, and final selection of **winning proposals**. It also provides guidance on how to **integrate NEB principles** and use the **CROWDVOCACY platform**.

The goal is to ensure that each partner is supported in conducting a transparent, inclusive, and NEB-aligned process, while maintaining a common structure across the five pilot areas.

2. Step-by-Step Implementation Roadmap

This section provides an overview of the key steps and deadlines for implementing the Open Call under Activity A1.3. All Institutional Partners will follow the same structure and timeline to ensure consistency, coordination, and timely delivery of the internal project deliverable (D1.3.1) by the end of June 2025 (Month 18).

Each partner is responsible for completing the following steps:

Open Call Steps & *Deadlines*



3. Drafting the Open Call

Before organising the **Local Open Day** (see Chapter 4), each Institutional Partner **must prepare and finalise their Open Call**. This refers to the official call announcement which will be the **key reference** that will be **publicly presented, shared, and used for the submission and evaluation of proposals**.

The Open Call is not only a call for solutions—it is also a **call to action**, aiming to mobilise local communities, foster inclusive participation, and promote the core values of New European Bauhaus. To ensure clarity, accessibility, and alignment across the project, all Open Calls should follow a shared structure while being adapted to the **local context**.

3.1 Key Elements of the Open Call Text

1. Title

- Should be short, clear, and linked to the regional focus
- Example: “Open Call for Sustainable Green Living Solutions in [Region]”

2. Project Identification

To comply with NEB checklist expectations, please include the following fields at the beginning or end of your call:

- **Project Title** - e.g. BAUHAUS4MED Open Call for Minunciano
- **Project Location**: City / Province / Postal Code / Country
- **Project Promoter**: Name of individual or organization organizing the Open Call - **this means YOU** include also:
 - **the type of your organization** (Region, Municipality, Agency etc)
 - **a contact person from your organization**: Name, Surname, Role & e-mail.

- **Estimated Total Project Cost:** *Include an indicative budget (especially relevant for piloting)*

3. Introduction & Context

- Brief reference to the BAUHAUS4MED project and the New European Bauhaus values
- Purpose of the Call and clearly state what kinds of solutions or approaches are being sought.
- Emphasise that solutions should aim to incorporate aspects of sustainability, aesthetics, and inclusion

4. The Local Challenge

- Clearly **describe the specific green transformation challenge your region or city is addressing and why it is significant to your local area**
- Connect to local context and needs
- If feasible, use inclusive, non-technical language where possible to ensure community understanding and buy-in.

5. Who Can Apply

- Eligible participants: e.g., individuals, informal groups, NGOs, SMEs, academic teams, etc.

6. What is Expected

- Applicants must submit a **complete and concrete solution idea proposal**
- Submissions should demonstrate feasibility within the scope of the call, relevance to the local challenge, and alignment with **NEB values**.

- Include submission format, length limits, and any visual or technical requirements.

7. How to Apply

- Submissions must be made through the **CROWDVOCACY platform**
- Include step-by-step instructions or provide some user friendly guidance
- Clearly link to the submission form

8. Evaluation Process

- Dual-track evaluation model:
 - Scoring by local expert panel (Quintuple Helix) - **60%**
 - Citizen voting via CROWDVOCACY - **40%**
- Brief mention that NEB criteria will be used

9. Timeline & Deadlines

- Submission Deadline: **13 June 2025**
- Evaluation Period: **14–23 June 2025**
- Winner Announcement: **25 June 2025**

10. Support & Contact

- Contact email for questions
- Mention NEB helpdesk by AF ZG - mnosilmesic@arhitekt.hr and asopina@arhitekt.hr.
- Link to CROWDVOCACY

3.2 The Open Call Template

The Open Call should be written in the **partner's national language**

A short **English summary** is optional but recommended for transnational visibility

A **template** is provided in [Annex 1](#) of this guide

Please use this template to write your Open Call Text in your local language and send it to nadia@platoniq.net to incorporate it into your specific CROWDVOCACY Open Call page.

4. Organising the Local Open Day

The **Local Open Day** is a key starting point for each region's Open Call. It marks the **official launch** of the process and serves as the first opportunity to present the **local challenge**, the **evaluation process**, and the **CROWDVOCACY platform** to the public.

DEADLINE: Each Institutional Partner is responsible for organizing one Local Open Day in their region by **22 May 2025**.

4.1 Key Objectives of the Open Day

- Present the **local challenge** to be addressed by the Open Call.
- Introduce the **New European Bauhaus (NEB) principles**: Sustainability, Aesthetics, Inclusion.
- Explain the **submission process and evaluation model** (Quintuple Helix + Citizen voting).
- Launch the **Open Call officially** - including a live CROWDVOCACY demo if desired.
- **Engage the local ecosystem**: citizens, civil society, public authorities, young innovators, and professionals.

4.2 Planning & Logistics

Each partner must define the following:







1. **Title:** Keep it short and engaging (e.g., “*Bauhaus4MED Open Day – Reimagining Green Living in Montalto*”).
2. **Date & Time:** Clearly stated, e.g. *Thursday, 22 May 2025, 17:00 CET*.
3. **Format:**
 - *Physical*
 - The Venue: Here is important the name of the venue to be easy to find on Google Maps
 - *Hybrid*
 - The Venue: Here is important the name of the venue to be easy to find on Google Maps
 - Inform the attendees how to participate online, make sure after registration, to send them the participation Link (Google Meet, Zoom link etc). DO NOT share the link of the teleconference online is preferable to send it via email and also send Calendar Invitations
 - *Remote*
 - Inform the attendees how to participate online, make sure after registration, to send them the participation Link (Google Meet, Zoom link etc). DO NOT share the link of the teleconference online is preferable to send it via email and also send Calendar Invitations
4. **Registration Form:** Use tools like Google Forms, Typeform etc. Include participation type (in-person or online).
5. **Confirmation & Follow-up:** Send confirmation emails, calendar invites, and reminders to all registrants.

4.3 Communication & Visibility

Each Open Day should include:

1. A **Master Announcement / Press Release**, which includes:
 - Goal of the event
 - Who can participate
 - Local challenge and connection to NEB
 - Agenda outline
 - Registration link
 - Open Call link
2. A **Social Media Post**, which includes:
 - Title of the event
 - Date & Time
 - Venue or online participation hashtag (#hybrid / #remote)
 - Registration link
 - NEB/BAUHAUS4MED hashtags

Example Post:

 Join us for the Bauhaus4MED Open Day in [Region/City]!
 22 May 2025 |  17:00 CET
 [Venue Name] #hybrid
 Discover local challenges & sustainable solutions inspired by the New European Bauhaus.
 Register here: [link]

IMPORTANT: Once you have the above ready *for your Open Day in your local language*:

- 1) Master Announcement
- 2) Social Media Post

Send the text to: depy@crowdpolicy.com & kyriakos@crowdpolicy.com, so we can create the master and post for you and promote it through the Project Social Media.

For questions regarding Crowdvocacy, which in this case refer to Registration link and Open Day links contact nadia@platoniq.net

4.4 Best Practices Checklist

- ✓ Send invitation emails to targeted stakeholders
- ✓ Post consistently on social media
- ✓ Stay in touch with registrants via email
- ✓ Provide an email address for questions
- ✓ Write in local language (professional yet friendly tone)

4.5 After the Event

- Write a **post-event article** (summary + photos/highlights)
- Publish on your local or institutional website
- Send a **thank-you email** to participants
- Share a **final post-event social media post**
- Promote the **Open Call link** along with the post-event article

5. Setting Up your Open Call in CROWDVOCACY

How to Set Up Your Local Open Call on the BAUHAUS4MED Decidim Platform

Step 1: Log in as Admin

1. Visit your Decidim instance
2. Log in with your admin or moderator credentials

Step 2: Create a New Process

1. From the admin dashboard, go to **“Processes”** → **“New Process”**
2. Fill in the following key fields:
 - **Title:**
Example: *Madrid Open Call for Climate-Resilient Public Spaces*
 - **Subtitle:**
A short phrase summarising the aim (e.g., *Co-creating sustainable and inclusive urban solutions with local communities*)
 - **Description:**
Add a clear description of the Open Call, its link to NEB values, the local challenge, and who can participate. You can use the “About This Process” text we developed earlier.
 - **Hashtag (optional):**
e.g., *#Bauhaus4MedMadrid*
 - **Scope:**
Choose the relevant geographical area (e.g., Madrid)
 - **Category and Area:**
Add categories such as *Public Space*, *Green Transition*, *Community Care*, etc.
 - **Start and End Date:**
Define the timeline for the full process (e.g., May–September 2025)



Local Challenge: Heat, Inequality, and the Right to the City

[Help](#)

Sample Open Call for Madrid

About this process



Sample Open Call

This Open Call is part of a participatory initiative that invites residents, communities, and local organisations in Madrid to **propose and co-create solutions** that respond to urgent urban challenges — especially those linked to sustainability, inclusion, and public space.

It is grounded in the principles of **participatory democracy**, where ideas come from the people who live in the city, and decisions are made collectively. Proposals will be submitted by the public and selected through a combination

17 Example Meetings →


Submit Your Proposal →

This is an example process that was created on the platform to support your work



Step 3: Activate and Configure Components

1. Go to the process dashboard
2. Click **“Components”** → **“Add Component”**
3. Add these components:
 - **Proposals**
Enable it for participants to submit their Open Call ideas
Configure fields: title, description, location, attached image/file, category, etc.
 - Supports should be enabled to allow people to vote on each proposal



Submit Your Proposal

The form below filters the search results dynamically when the search conditions are changed.



^ Status


☐ All
 ☒ Accepted
 ☒ Evaluating
 ☒ Not answered

Step-by-Step Instructions:

- Access the Platform**
 - Create a user account or log in using your existing credentials
- Navigate to the Open Call**
 - The open call is available at this link: <https://b4m.space/assemblies/helpdesk/t/24/proposals> (Opens in new tab)
- Create Your Proposal**
 - Click **"New Proposal"**
 - Fill in the required fields:
 - Title** (short and clear)
 - Proposal Description** (max 1000 words)
 - Alignment with NEB values** (select the values your project addresses)
 - Timeline and implementation plan**
 - Simple bullet point proposal for an estimated budget** (up to €5,000)
 - Upload visuals** *optional* (sketch, collage, rendering, etc.)

- **Meetings**
 - Use this to add dates for info sessions, co-design events, or workshops

 / Processes /  Local Challenge: Heat, Inequality, and the Right to the City /



JUL

17

Example Meetings

The form below filters the search results dynamically when the search conditions are changed.

^ Date

☒ All
 ☐ Upcoming
 ☐ Past

3 meetings

MAY

08

2025

Info Session: How to Participate in the Madrid Open Call

🕒 18:00 PM UTC

📍 In-person

👤 0

MAY

16

2025

NEB & Madrid: Sharing Inspirations and Local Examples

🕒 16:30 PM UTC

📍 In-person

👤 0

MAY

30

2025

Drop-In Support Hour: Submitting Your Proposal on Decidim

🕒 17:20 PM UTC

📍 Online

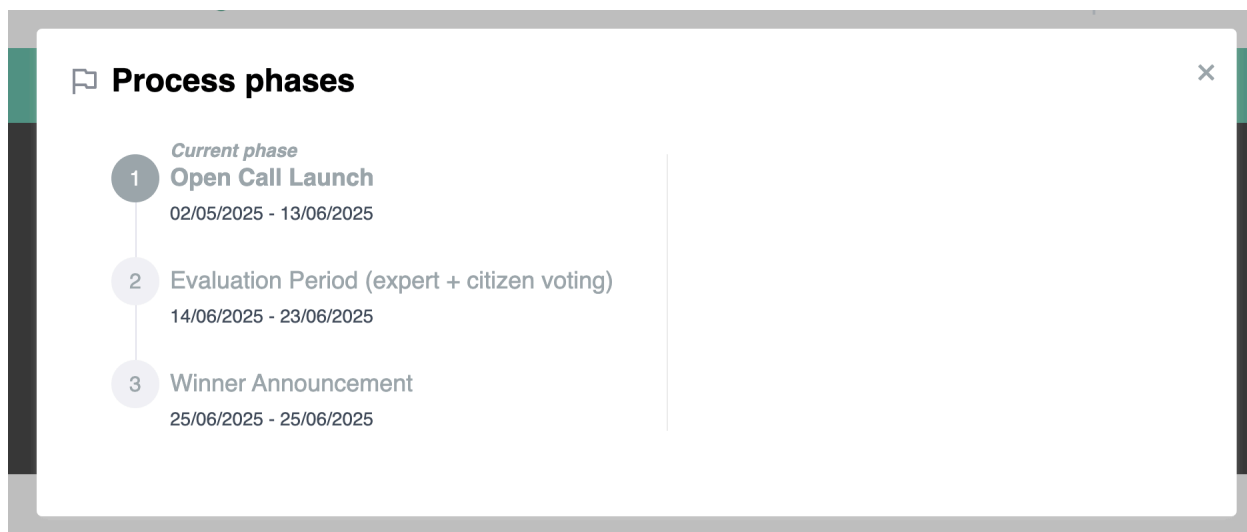
👤 0

[See all withdrawn meetings](#)



Step 4: Add Phases and Timeline

1. From the process dashboard, go to **“Phases”** → **“New Phase”**
2. Define each phase of your Open Call, for example:
 - **Phase 1: Call for Proposals (May–June 2025)**
 - **Phase 2: Evaluation and Voting (June 2025)**
 - **Phase 3: Announcement of Selected Proposals (late June 2025)**
 - Phase 4: Implementation and Monitoring (Autumn 2025)**



Step 5: Customise and Publish

1. Add images or banners to reflect your local identity
Upload any guides, templates, or support materials
2. Preview the process page
3. When ready, click **“Publish”**



Step 6: Promote the Open Call

- Share the Decidim link with your community, on social media, or via posters and emails
- Encourage people to **create an account**, submit proposals, and vote
- Host info sessions or workshops using the **Meetings** component
- Sample Open Call: <https://b4m.space/processes/sampleOpenCall>
- Sample Call from Barcelona: <https://www.decidim.barcelona/processes/pressupostos2024>

6. Evaluation of Proposals

Once the proposal submission phase ends, the Open Call will enter the **voting phase**. All registered participants will be able to help decide which projects move forward.

Voting on the platform is labelled as **SUPPORT**. Participant users can make their vote by clicking on the support button in a proposal.

Sombras Vecinales – Community-Made Shade for Public Benches

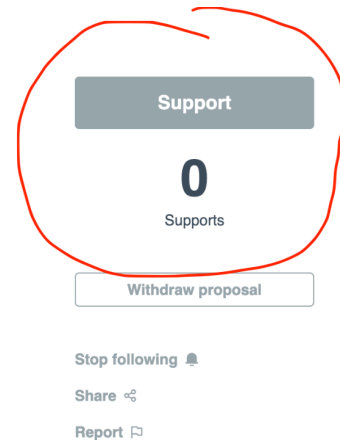
 Nadia
02/05/2025 10:04

Description

Sombras Vecinales is a simple idea: create handmade, removable shade structures for public benches in Madrid's overheated neighborhoods. Each structure will be co-designed by residents using recycled materials like fabric, bamboo, or wood. The goal is to reduce heat exposure, encourage intergenerational gatherings, and bring beauty and care to overlooked public spots. We'll start with three benches in a busy plaza in Usera, chosen with local residents. We'll hold two community workshops: one to co-design the shades and one to build them together. Shades will be decorated with neighborhood stories, drawings, and symbols.

How does your project align with NEB values?

NEB Values: Sustainability: uses recycled, low-impact materials; responds to climate urgency Inclusion: co-created with diverse residents, especially elders and youth Aesthetics: makes public space more beautiful and



✓ Who Can Vote?

Anyone who is:


- **Registered on the Decidim platform**

A participant must be logged into your account to vote.

How Many Votes Do I Get?

The administrator can set the number of proposals a participant can **support or 'vote' for**. **REMEMBER THAT SUPPORT MUST BE ENABLED IN THE PROPOSALS COMPONENT FOR PEOPLE TO SUPPORT OR CAST THEIR VOTE.**

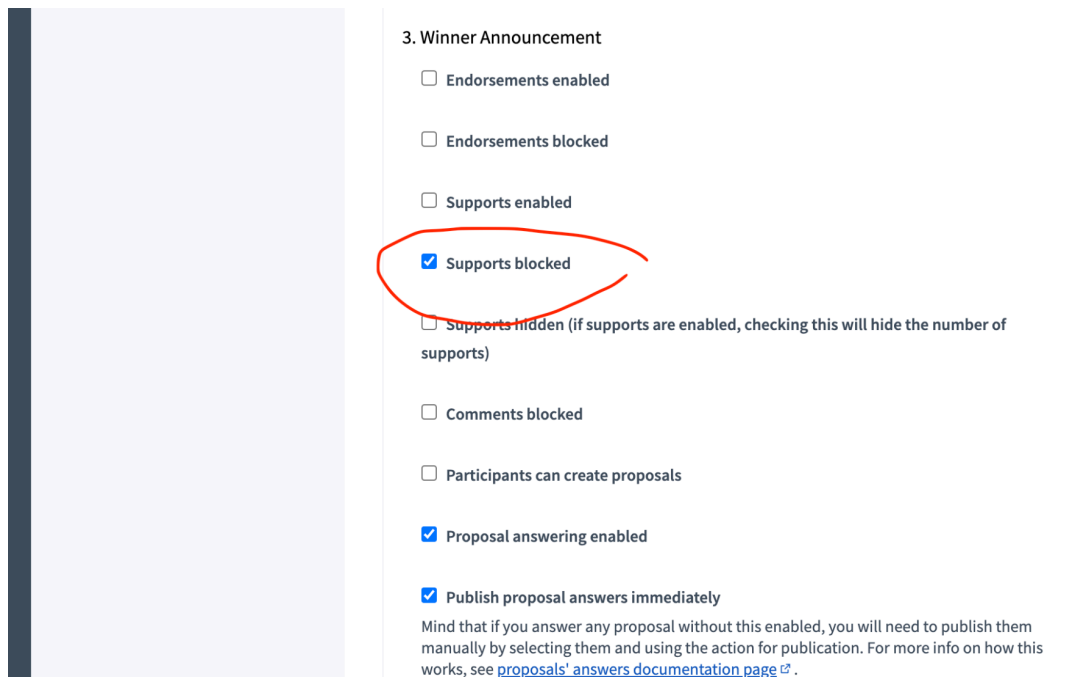
How to Vote

1. Go to the Open Call page on Decidim
2. Click on the **"Proposals"** tab
3. Browse through the submitted proposals (you can filter by category or district)
4. Click the  **"Support"** button on any proposal you support

Participants can change their vote at any time during the voting period by removing a vote and selecting another.

How to Close Voting on Decidim

Block the supports so that participants can no longer vote in the configuration of your proposal component.



3. Winner Announcement

- ☐ Endorsements enabled
- ☐ Endorsements blocked
- ☐ Supports enabled
- ☒ **Supports blocked**
- ☐ Supports hidden (if supports are enabled, checking this will hide the number of supports)
- ☐ Comments blocked
- ☐ Participants can create proposals
- ☒ Proposal answering enabled
- ☒ Publish proposal answers immediately

Mind that if you answer any proposal without this enabled, you will need to publish them manually by selecting them and using the action for publication. For more info on how this works, see [proposals' answers documentation page](#).

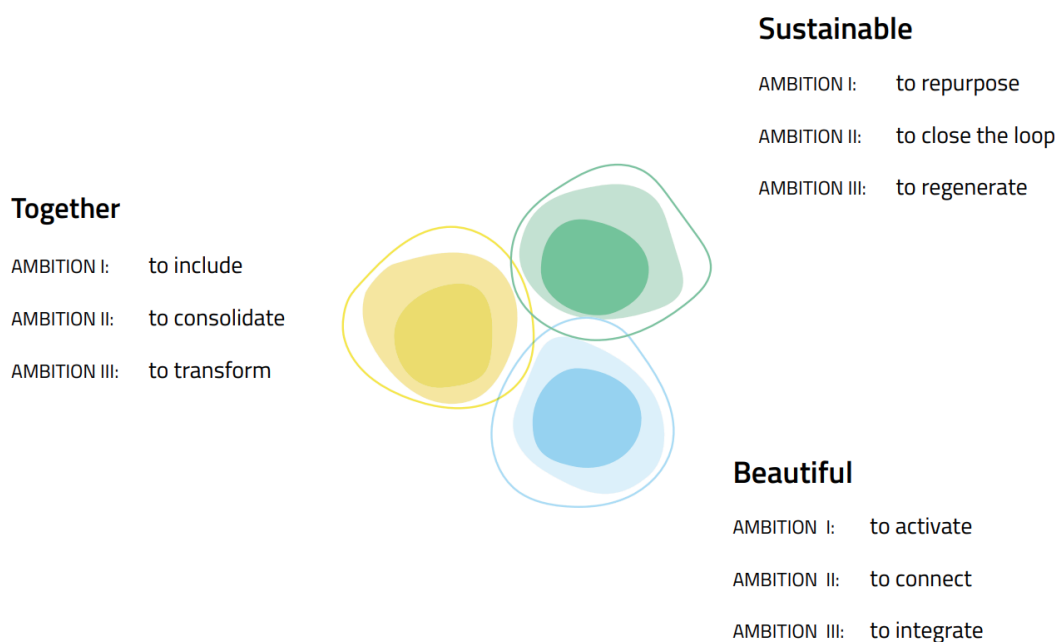
7. NEB BAUHAUS4MED Evaluation Approach

Each of the three NEB core values — *Beautiful, Sustainable, and Together* — as well as the NEB working principles, are scored to assess the overall NEB-aliance.

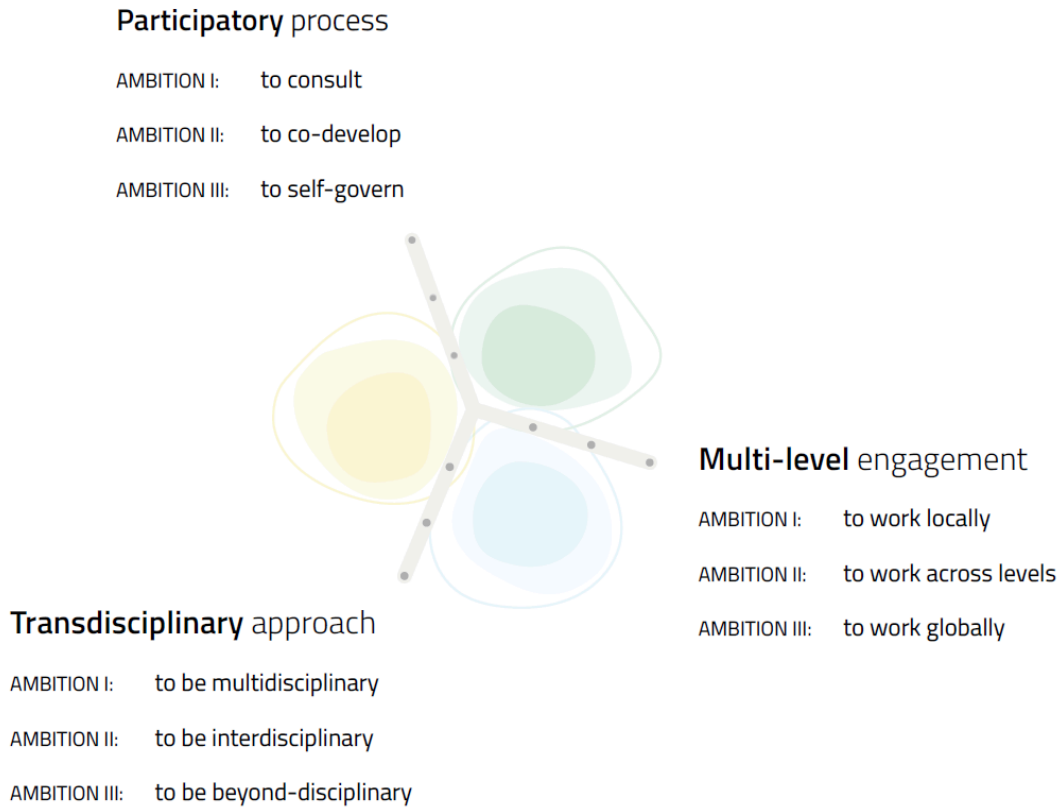
This NEB Compass document is the first step to help decision/project makers look at their project from multiple angles and identify where their NEB ambitions could be strengthened. Therefore the main **scoring criteria**, based on the NEB Compass, are the **ambitions** associated with each core value and working principle. Meeting these ambitions earns the project a predefined number of points, contributing to the final NEB-aliance score.

The first ambition level defines the basic requirements of a New European Bauhaus project. A project must meet this level to be considered “**NEB-ish.**” The second and third levels add more ambitious goals, expanding them with growing aspirations. As the ambition increases, NEB’s core values and working principles will connect and overlap.

The **three core values** (*Beautiful, Sustainable, Together*) each contribute **25%** to the final score. The main scoring criteria are the ambition levels. Each is further broken down into three subcriteria that provide a more detailed assessment of the project’s alignment with that value.



The **NEB working principles** (*Participatory process, Multi-level engagement, Transdisciplinary approach*) are evaluated only at the ambition level (without subcriteria) and collectively contribute the remaining **25%** of the final score.



The scoring framework is based on:

- the [NEB Factsheets](#) which provides an overview to the main criteria - ambitions of each core value and working principles
- the [NEB Compass](#) and [NEB Compass self-assessment](#) which define the structure of criteria and subcriteria for core values and working principles
- the [NEB Checklist](#) which offers explanations of subcriteria and related guiding questions
- The [NEB \(self\)-assessment tools](#) clarify thoroughly the Checklist framework and introduce specific lists of measurable criteria for specific types of projects

For the whole overview of the scoring framework, please check [Annex 10.2](#).

8. NEB Alignment & Support

More information on NEB alignment is available in:

- [NEB factsheets](#) provide overview of NEB core values and NEB good practices.
- [NEB tools and resources](#) for understanding the new European Bauhaus, putting it in practice, or coming up with a solid investment planning.
- [NEB prizes](#) and [NEB inspiring projects](#) as examples of NEB best practices that celebrate innovative projects and ideas, and embody NEB values—sustainability, inclusivity, and beauty. The Prizes inspire regions, cities, and towns to embrace NEB principles, foster youth participation, and promote intergenerational dialogue.
- [NEB frequently asked questions](#) to help better understand the New European Bauhaus initiative.
- For NEB support in NEB alignment contact mnosilmesic@arhitekt.hr and asopina@arhitekt.hr.

9. Final Selection, Promotion & Next Steps

10. Annexes

10.1. Annex 1 – Open Call Template (To Be Completed by Each Partner)

[Insert Title of the Open Call]

Example: Open Call for Sustainable Green Living Solutions in [Region Name]

Introduction & Context

This Open Call is launched within the framework of the **BAUHAUS4MED** project, co-funded by the **Interreg Euro-MED Programme**.

The purpose of the Call is to collect citizen-driven solutions that contribute to green transformation in **[insert region/city name]**, in alignment with the values of the **New European Bauhaus (NEB)**:

- Sustainability
- Aesthetics
- Inclusion

Through this process, **[insert region name]** aims to empower individuals and organizations to propose locally relevant, innovative, and feasible solutions for creating or improving green living areas.

The Local Challenge

This Call specifically addresses the following challenge:

[Insert a clear and concise description of your local challenge. What is the green transformation issue or opportunity that proposals should respond to? Why is it important for your region?]

Who Can Apply

This Call is open to the following groups:

- [Insert] (e.g., individuals or informal teams)

- [Insert] (e.g., NGOs, associations, civil society organizations)
- [Insert] (e.g., small businesses, startups, or cooperatives)
- [Insert] (e.g., academic institutions or research teams)

Additional eligibility requirements:

[Insert if applicable, e.g., age limits, geographical restrictions]

What Is Expected

Applicants are required to submit a **complete solution proposal** that:

- Responds directly to the local challenge
- Is feasible for pilot implementation
- Demonstrates clear alignment with the NEB values
- Includes [insert any requirements: e.g., a short description, visual sketch, estimated budget]

How to Apply

All proposals must be submitted through the **CROWDVOCACY platform**:

[Insert submission link]

Applicants can find step-by-step submission instructions and frequently asked questions here:

[Insert link to guide or FAQ, if available]

Evaluation Process

All proposals will be evaluated through a **dual-track process**:

- Evaluation by the **local expert panel (Quintuple Helix)**
- Public voting and engagement through the **CROWDVOCACY platform**

Proposals will be evaluated based on:

- Relevance to the local challenge
- Feasibility and impact
- Alignment with the NEB principles

The evaluation model is supported by the **Faculty of Architecture (AF ZG)**, which provides NEB-aligned evaluation guidance and scoring criteria.

Timeline *These can vary slightly depending on your planning*

Activity	Date
Open Call Launch	22 May 2025
Deadline for Proposal Submission	13 June 2025
Evaluation Period	14–23 June 2025
Winner Announcement & Closing Ceremony	25 June 2025

Contact & Support

For any questions or technical assistance, please contact:

[Insert your team's contact email address]

For NEB-related questions, contact the dedicated helpdesk at:

[Insert NEB Helpdesk email address]

10.2. Annex 2: NEB Bauhaus4MED Scoreboard

The **NEB Bauhaus4MED Scoreboard** comprises **36 multiple-choice questions** and is structured in four main criteria: the three NEB core values and the NEB working principles.

Each criterion is subdivided into subcriteria, which are further clarified through guiding multiple-choice questions. [Here](#) you can find the Evaluation Scoreboard for the Quintuple Helix aka the judges of your Open Call.

Scoring mechanism of the NEB Bauhaus4MED Scoreboard

The calculation of the scoring is based on the following assumptions:

- Each answer is assigned a predefined number of points:
 - No (0 points)
 - Partially (5 points)
 - Yes (10 points)
- The score for each value or principle (*Beautiful, Sustainable, Together, and NEB Working principles*) is calculated as a **percentage of points achieved** versus the **maximum possible**
- Each of the four criteria carries an **equal weight of 25%** in the final NEB-alliance score

Score per NEB core values criterion (*Beautiful, Sustainable, Together*)

Score Range [%]	Point Range	Evaluation
0% to 30%	(0, 5)	Low
30%-70%	(10, 15)	Good
70–100%	(20, 25, 30)	Exceptional

Score of NEB working principle

Score Range [%]	Point Range	Evaluation
0% to 30%	(0, 5)	Low
30%-70%	(10, 15)	Good
70–100%	(20, 25, 30)	Exceptional

It is recommended to provide a brief description of how the project meets the three successive levels of ambition, as demonstrated in the example case studies from the NEB Compass.

A unique aspect of the New European Bauhaus scoring instrument is that it represents the **combination of all three core values and working principles**. A full NEB project must include all three values and principles, each at least at level 1. The highest levels of ambition always build upon the qualities of the previous levels, making it impossible to skip directly to the third level without first addressing the challenges of levels one and two.

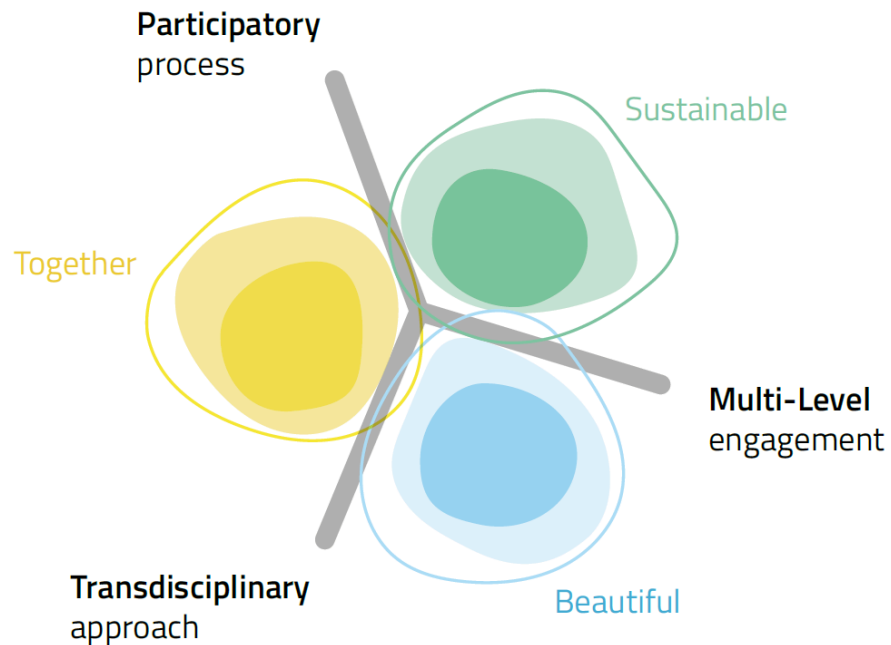
In the three NEB core values, each criterion (*ambition*) is considered achieved when the score reaches **30% or more** subcriterion, demonstrating Good or Exceptional NEB-aliance.

Overall NEB-aliance score

Score Range [%]	Evaluation
0% to 30%	Low NEB-aligned
30%-70%	Good NEB-aligned
70–100%	Exceptional NEB-aligned

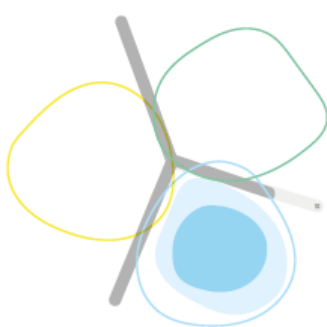
Graphical Representation

Alignment with NEB values and principles can also be presented graphically using NEB flower diagram.

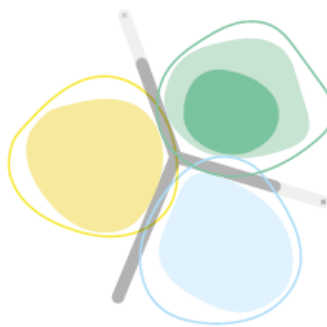


Each criterion refers to the degree to which the three core values and working principles are affected by the project and involved in the design, decision-making and implementation phases.

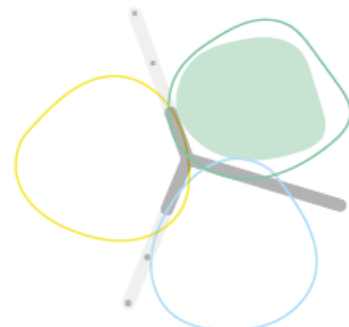
The example case studies taken from NEB Compass:



Korzo Zálesie
Slovakia (2022)



Krater Creative Laboratory
Slovenia (2021)



Flaux Flower Matter
Germany (2022)

