



Annex 2 - Technical Guidance for the GoodGrants™ platform

This guidance contains key technical information on the operation and use of the GoodGrants™ platform. Applicants are requested to complete and submit their candidature via this platform only. No other way of performing this task will be accepted. Therefore, it is highly recommended to read this document carefully before starting to use the platform.

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Technical information and system requirements

GoodGrants™ is a web application which can be accessed with recent versions of most common browsers (e.g. Google Chrome, Safari, Mozilla Firefox). The functionality of the system follows the common standards of web applications for entering and submitting data.

Access and registration

The GoodGrants™ platform of ANCI Toscana can be accessed at the following link: <https://anci-toscana.grantplatform.com>

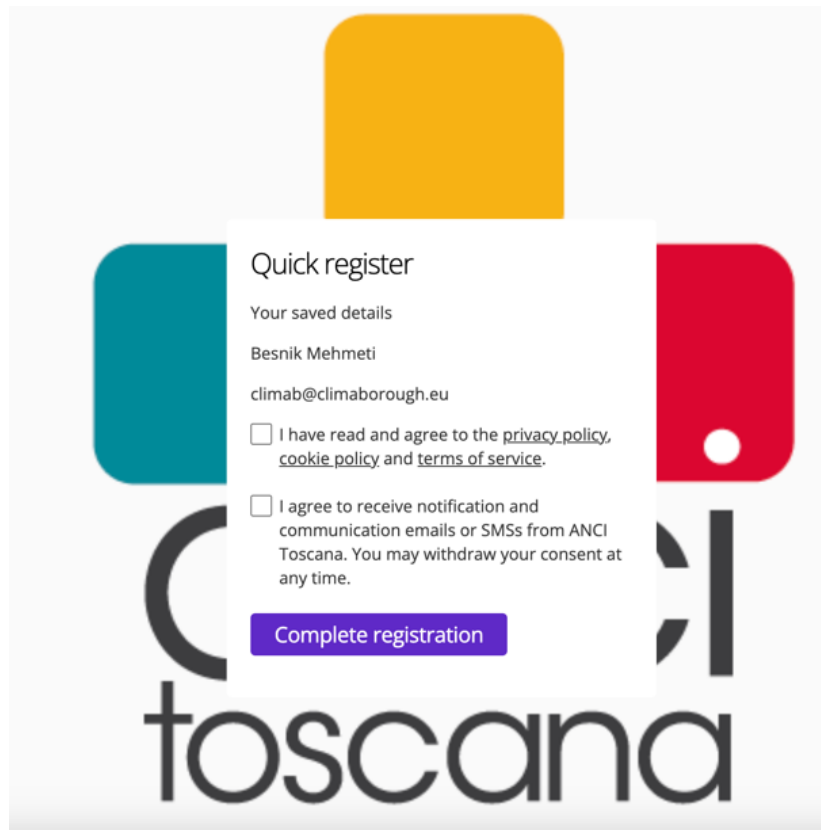
To use it, each applicant (or candidate) must first register by clicking on “Log in or register” on the GoodGrants™ platform homepage and provide a set of credentials.



Once you have entered your email address, you'll be asked to enter the 6-digit code sent to you for security verification, as in the screenshot below.



Once you have entered the code correctly you will have to accept the cookie policy, the terms of service and agree to receive notification and communication emails or SMSs from ANCI Toscana, as in the following screenshot:



Then a self-registration form will appear on the GoodGrants™ homepage containing the minimum system fields required for user accounts of any type:

- First name
- Last name
- Email address and/or mobile number
- Password

Any user can modify the automatically generated password by clicking on her/his name in the upper right corner of the screen.

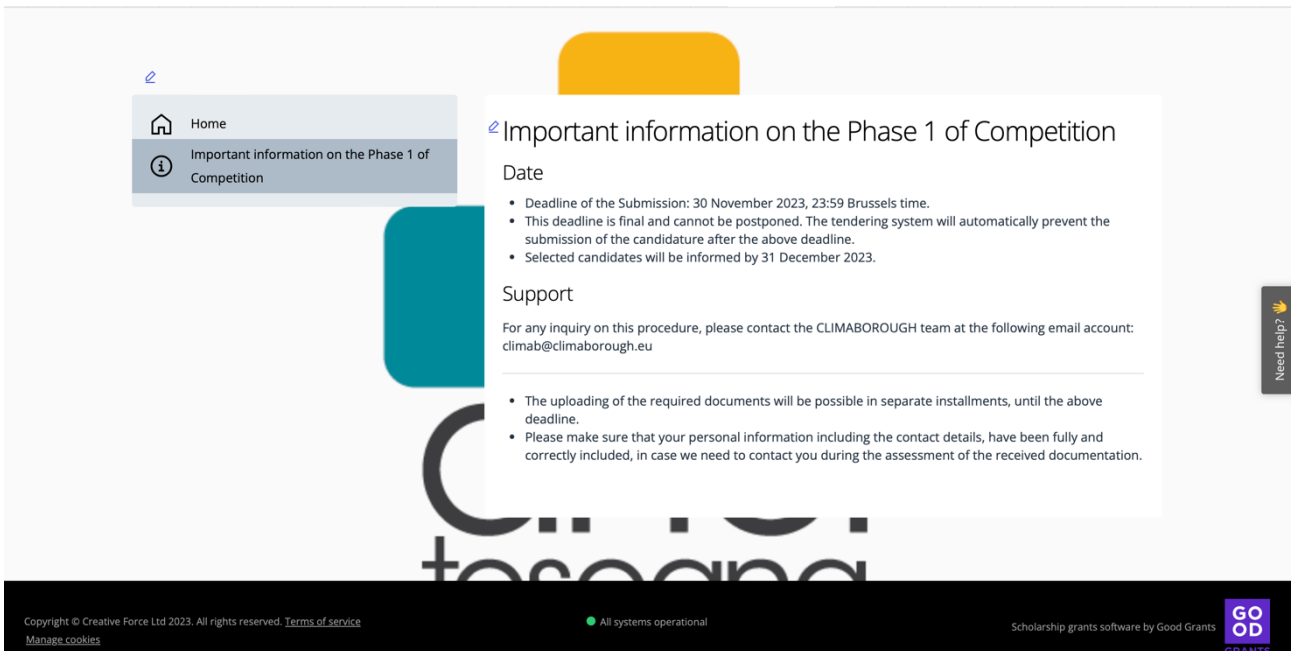
A password recovery link ("Forgot password") is also available on the GoodGrants™ homepage, as shown in the screenshot below:



Please note: it is not obligatory that the registration is done by the legal representative, any person with the power of interacting with ANCI Toscana for the purposes of this Call for Tender can validly register. However, only one person per application will be enabled to operate with an user account. Changing the identity of the contact person will imply the restart of all activities and the cancellation of what was already done.

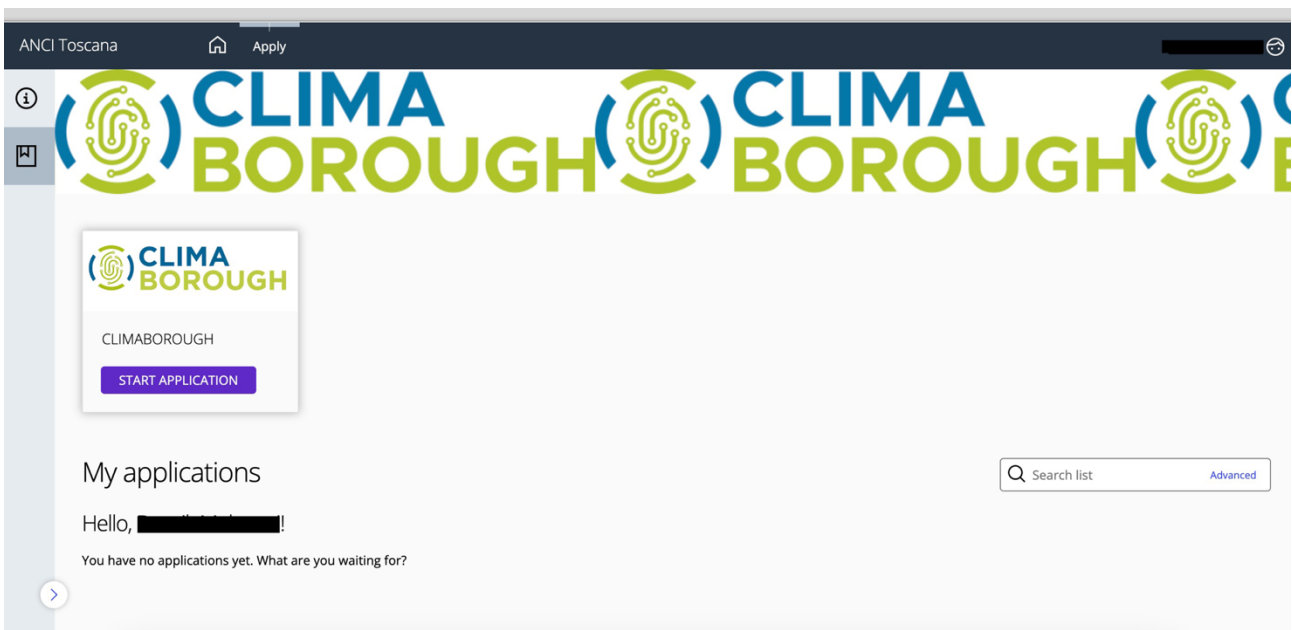
Important information on the Phase 1 of the Competition

On the GoodGrants™ homepage candidates will find important information about the deadline of the submission (30 November 2023, 23:59 Brussels time) and the support that can be received from the CLIMABOROUGH team.



Filling in the candidature form

To create your candidature form, first you should click on "START APPLICATION" under the section "CLIMABOROUGH" of your dashboard.



The menu of the candidature form looks as follows:

[My applications](#) → CLIMABOROUGH → Start application

All questions must be answered, unless marked optional.

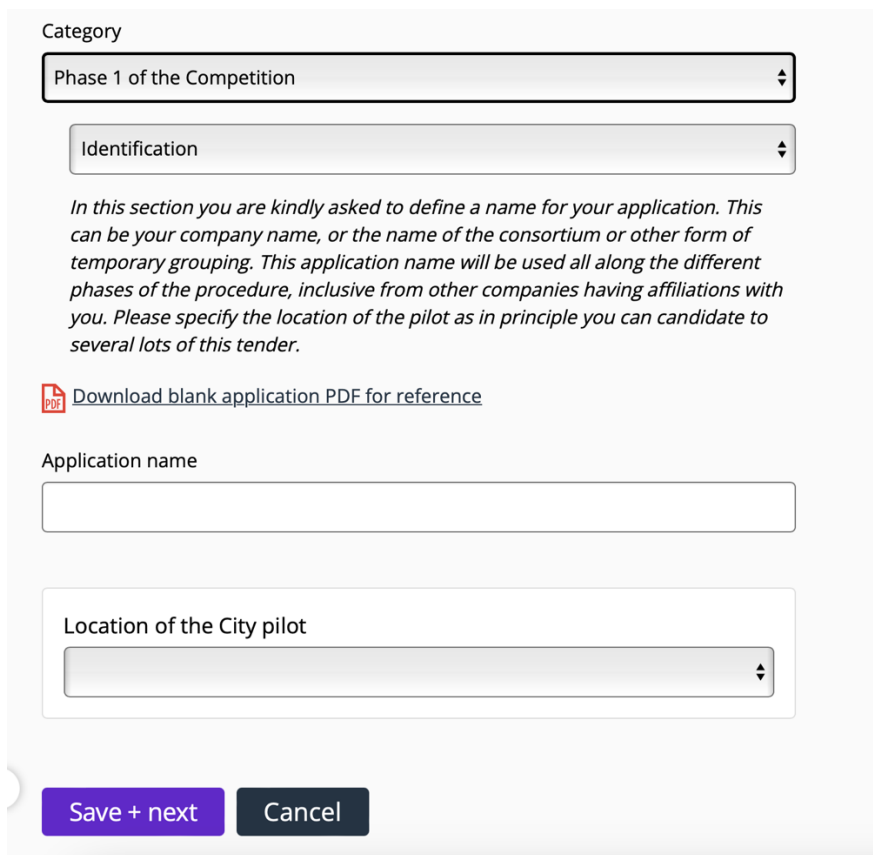
Start here

Documents to be uploaded

[Information on your application](#) ▾

Please provide the requested information on your application

To start your candidature, please click on the “Start here” tab. The information requested there concerns the application name and the location of the City pilot, as in the following screenshot:

A screenshot of a web application form. At the top, there is a "Category" dropdown menu with "Phase 1 of the Competition" selected. Below it is an "Identification" dropdown menu. A paragraph of text follows, explaining that the user is asked to define a name for their application, which can be a company name or a consortium name, and that this name will be used throughout the process. Below the text is a link with a PDF icon: "Download blank application PDF for reference". Underneath is an "Application name" text input field. Below that is a "Location of the City pilot" dropdown menu. At the bottom of the form are two buttons: "Save + next" (in a purple box) and "Cancel" (in a dark blue box).

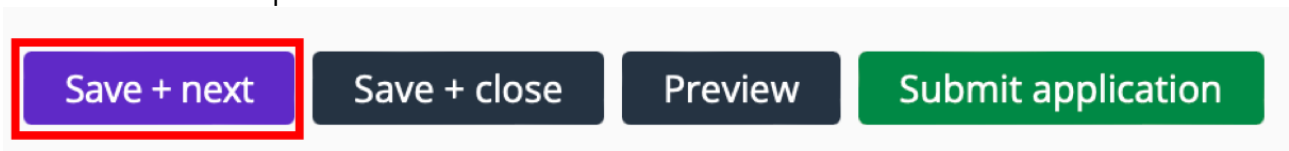
As mentioned in the recommendation, the application name and the location of the pilot, once attributed, may not be changed any longer.

It is therefore advisable that the same application name (and location of the pilot) is adopted by other affiliated entities, subcontractors, members of the same consortium or other form of temporary grouping, etc., once they go and upload the information of their pertinence on the GoodGrants™ platform.

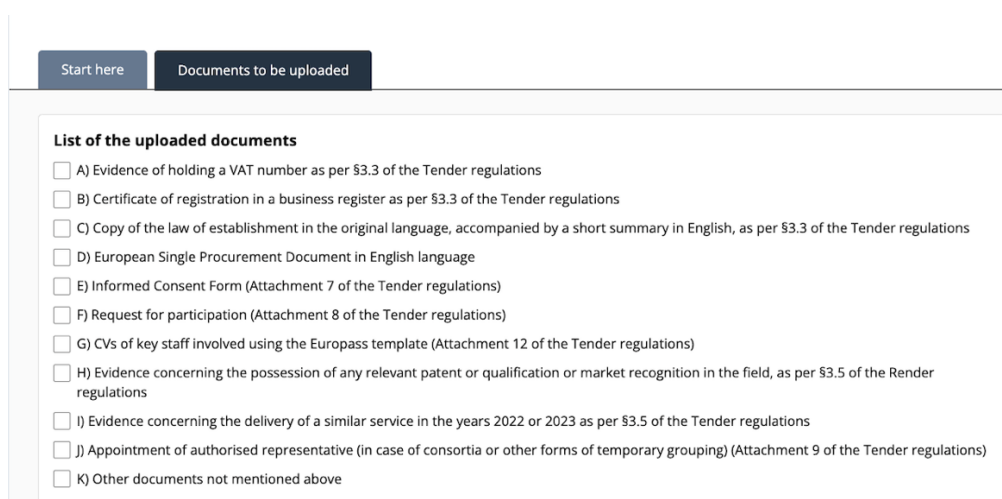
Finally, the reason for entering the location of the pilot is that in principle, according to the Call for Tender provisions, any economic operator can candidate to more than one lot of this tender. Remember that only in that case, distinct people or the same person using different email addresses, will have to upload the same documentation multiple times – once per lot.

Uploading the documents supporting a candidature

Once you have entered the application name and the location of the pilot, please click on the button **“Save + next”**, as in the screenshot below, to be transferred to the section entitled “Documents to be uploaded”.



In this section, you will be asked to tick on the drop-down menu list shown below, choosing all the documents you want to upload to secure your participation in the selection phase of the Call. Only few of them are obligatory, which means that there can be no submission of a candidature without them, but most of those marked as being optional are in fact necessary documents to qualify your candidature and make it successful according to the Tender regulations.

A screenshot of a web interface. At the top, there are two tabs: "Start here" and "Documents to be uploaded", with the second tab selected. Below the tabs is a section titled "List of the uploaded documents". It contains a list of 11 items, each with a checkbox and a description:

- A) Evidence of holding a VAT number as per §3.3 of the Tender regulations
- B) Certificate of registration in a business register as per §3.3 of the Tender regulations
- C) Copy of the law of establishment in the original language, accompanied by a short summary in English, as per §3.3 of the Tender regulations
- D) European Single Procurement Document in English language
- E) Informed Consent Form (Attachment 7 of the Tender regulations)
- F) Request for participation (Attachment 8 of the Tender regulations)
- G) CVs of key staff involved using the Europass template (Attachment 12 of the Tender regulations)
- H) Evidence concerning the possession of any relevant patent or qualification or market recognition in the field, as per §3.5 of the Tender regulations
- I) Evidence concerning the delivery of a similar service in the years 2022 or 2023 as per §3.5 of the Tender regulations
- J) Appointment of authorised representative (in case of consortia or other forms of temporary grouping) (Attachment 9 of the Tender regulations)
- K) Other documents not mentioned above

Each document must be uploaded in pdf using the “drag and drop” or the “Select file” function, as in the following screenshots:

B) Certificate of registration in a business register as per §3.3 of the Tender regulations (optional)



Drag your file here
or

Select file

C) Copy of the law of establishment in the original language, accompanied by a short summary in English, as per §3.3 of the Tender regulations (optional)



Drag your file here
or

Select file

D) European Single Procurement Document in English language



Drag your file here
or

Select file

E) Informed Consent Form (Attachment 7 of the Tender regulations)



Drag your file here
or

Select file

Please provide a brief explanation of the documents provided in the next section (optional)
0 / 2000 characters

K) Other documents not mentioned above (optional)



Drag your file here
or

Select file

Please provide any other relevant information (optional) 0 / 10000 characters

Name and surname of the responsible person for this submission

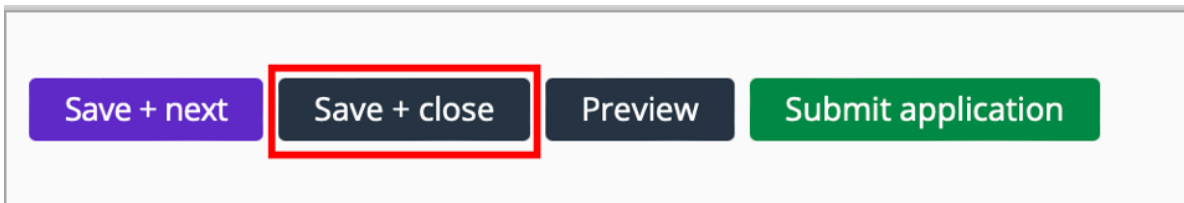
Email address

Phone number (optional)

Please note that the max. size of each pdf document is 10 MB. in case of you needing to upload multiple pdf files, you are requested to merge them into one single pdf file.

At the end of the uploading you'll be asked to provide the first and last name, the email and phone (optional) details of the person responsible for the submission of the candidature in your organization in case we might need any clarification related to the documents uploaded.

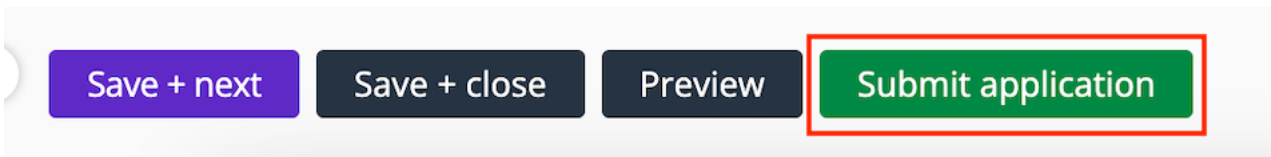
You can save the information entered, including the attachments in pdf, by clicking on the button "Save + close" as shown below.



Please note that the GoodGrants™ platform does not auto-save, so please make sure to save your progress frequently to avoid any loss of information.

Submission of candidatures

Once all requested documents have been uploaded and the contact details provided, you will need to click on the green button "Submit application" to finalise the procedure.



Please note that at the top right of the GoodGrants™ platform, a timer is displayed, indicating the remaining time for a valid submission of your candidature. It's your responsibility to ensure that you will have completed all required sections and submitted your candidature before the deadline.

Deadline 30/11/2023 23:59

(GMT +02:00) Europe/Brussels

45 07 08 03

Days Hours Minutes Seconds



Any attempt to submit a candidature after the deadline of 30 November 2023 at 23:59 Brussels time will be blocked by the system. We encourage all candidates to finalize their submissions well in advance to prevent any last-minute issues.

Clarification and FAQs

Should you encounter any technical issues or require clarifications on the application process, please reach out to our support team via the contact email provided on the platform. You can also take benefit of an FAQ page on the project's official website.